

DTC Instructions for implementation and use of the NSW TAG COVID-19 therapy forms available in QARS

Introduction

NSW TAG has developed online streamlined COVID-19 therapy Prescribing Declaration Form/IPU application and Outcomes reporting forms for experimental/off-label/provisionally registered COVID-19 medicines that can be completed online via the QARS Survey Module.

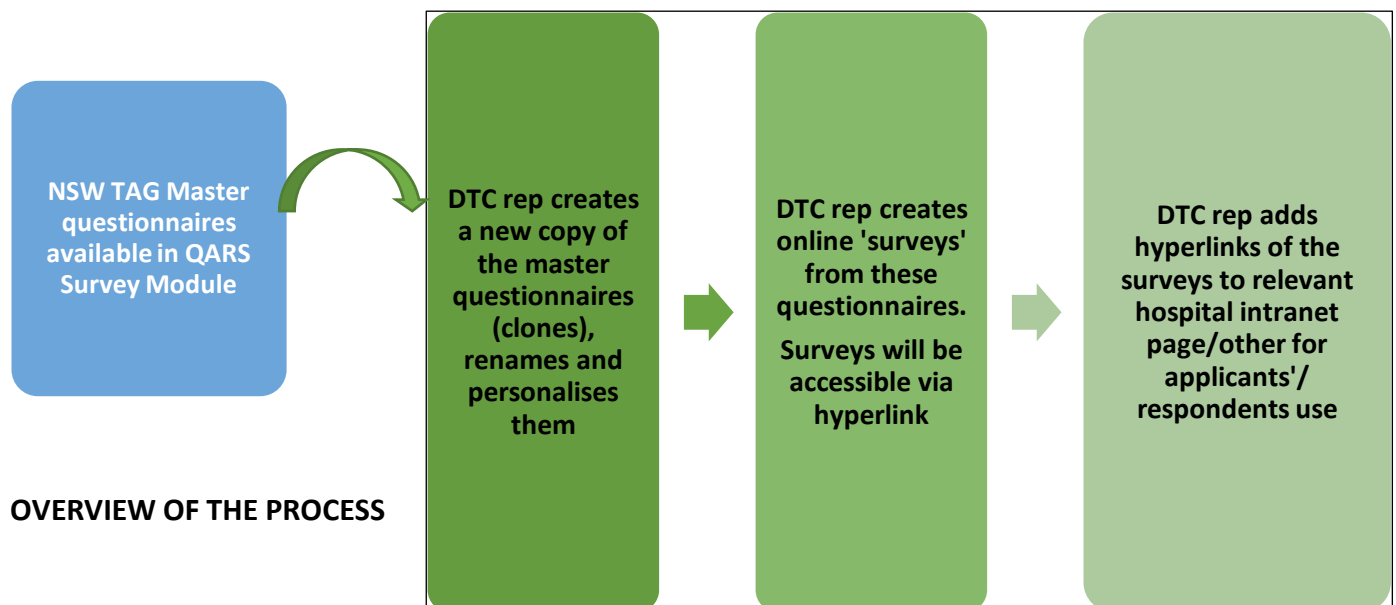
We have provided DTCs with:

- [A: Detailed instructions to implement the forms online in QARS](#)
- [B: Proposed workflow for DTC reviewers once online forms have been set up in QARS](#)

The forms that NSW TAG have developed in QARS are referred to as 'questionnaires'.

The NSW TAG developed questionnaires will function as the 'master' copies for DTCs to make a copy for their use and implement accordingly. The 'questionnaires' are then used to set up a 'survey' by the DTC representative in order to allow online completion by clinicians at their sites wanting to submit an Prescribing Declaration Form/IPU application for an experimental COVID-19 medicine or clinicians needing to submit an outcomes report. (I.e. the 'survey' is either the online Prescribing Declaration Form/IPU application OR the online outcomes reporting form).

The following instructions will enable the DTC representative and other DTC members to view the data submitted.

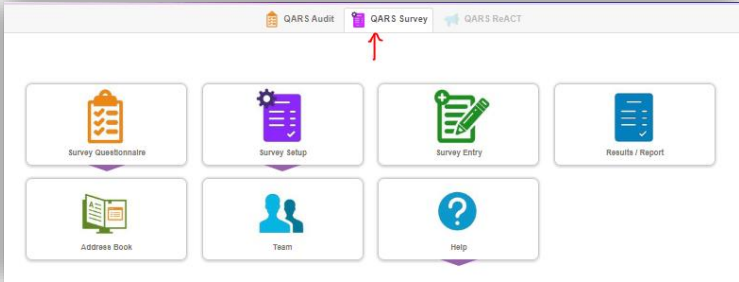


OVERVIEW OF THE PROCESS

If you require assistance please email sarah.dinh@svha.org.au. The QARS user [manual](#) is also available for reference if required.

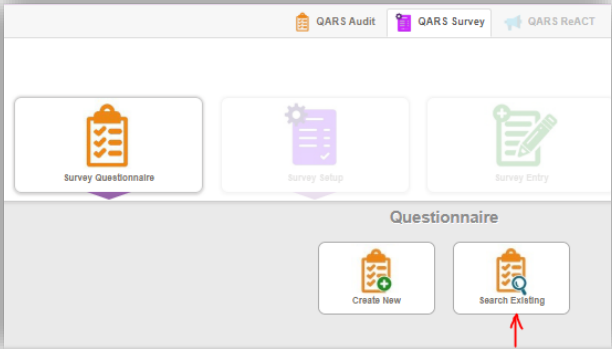
A: Detailed instructions to implement the forms online in QARS

1. ACCESS



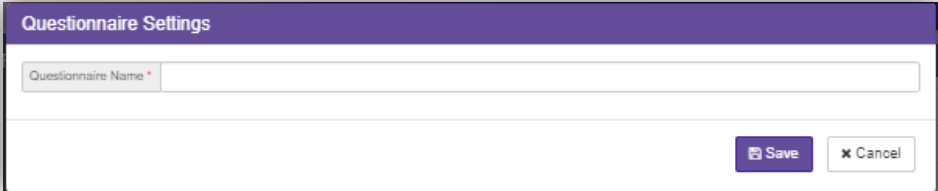
Function	Description / Instruction
Access	<p>All NSW Health or affiliated employees with a StaffLink number can access QARS Survey module.</p> <p>Log in to QARS with your usual staff link number and password.</p> 

2. QUESTIONNAIRE FOR SURVEY

2.1 Questionnaire search

Function	Description																		
Access	<p>From the main menu items click <Survey Questionnaire> then <Search Existing></p> 																		
Search for the existing questionnaire	<p>A list of all the NSW TAG questionnaires shared with you should be displayed as below.</p> <table border="1" data-bbox="343 1433 1476 1612"> <thead> <tr> <th>Action/s</th> <th>ID</th> <th>Questionnaire Name</th> <th>No. of Questions</th> <th>Created By</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td> </td> <td>4319</td> <td>Test survey_Sarah's questions</td> <td>3</td> <td>Sarah Dinh</td> <td></td> </tr> <tr> <td> </td> <td>4316</td> <td>nsw tag test re access 13 july 2020</td> <td>2</td> <td>Sarah Dinh</td> <td></td> </tr> </tbody> </table> <p>Please note these questionnaires will be shared with the nominated DTC members email address in advance. If you do not automatically see the relevant list of NSW TAG developed questionnaires when you log in, please contact sarah.dinh@svha.org.au and the forms can be shared with you.</p>	Action/s	ID	Questionnaire Name	No. of Questions	Created By	Delete		4319	Test survey_Sarah's questions	3	Sarah Dinh			4316	nsw tag test re access 13 july 2020	2	Sarah Dinh	
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	4319	Test survey_Sarah's questions	3	Sarah Dinh															
	4316	nsw tag test re access 13 july 2020	2	Sarah Dinh															
Preview the questionnaire	<p>To view a read mode of the Questionnaire, please click on <Questionnaire Name>.</p> <table border="1" data-bbox="343 1859 1452 2027"> <thead> <tr> <th>Action/s</th> <th>ID</th> <th>Questionnaire Name</th> <th>No. of Questions</th> <th>Created By</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td> </td> <td>4319</td> <td>Test survey_Sarah's questions</td> <td>3</td> <td>Sarah Dinh</td> <td></td> </tr> <tr> <td> </td> <td>4316</td> <td>nsw tag test re access 13 july 2020</td> <td>2</td> <td>Sarah Dinh</td> <td></td> </tr> </tbody> </table>	Action/s	ID	Questionnaire Name	No. of Questions	Created By	Delete		4319	Test survey_Sarah's questions	3	Sarah Dinh			4316	nsw tag test re access 13 july 2020	2	Sarah Dinh	
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2.2 Questionnaire – create new copy (clone) and edit with your local DTC details

Function	Description
Copy the NSW TAG questionnaire	<p>Click on the green notepad icon  to modify and create a new copy of the relevant questionnaire.</p> <ul style="list-style-type: none"> ➤ You must complete this is step to create your own DTC version/copy of the forms (using the existing NSW TAG provided 'Master' questionnaires). <ul style="list-style-type: none"> ○ Do not modify or delete the original NSW TAG master copy as this will affect other sites cloning it
Survey disclaimer	<p>Please read through privacy statement of survey module and click <Accept & Continue></p> 
Enter basic details	<p>Choose a name for this new DTC copy of the NSW TAG questionnaire. Please choose a unique questionnaire name and naming convention that makes it easy to remember and recognise the function of it</p> <p>E.g. <Drug name> Prescribing Declaration Form/IPU application form_WSLHD DTC_Version_1.0</p> 
Edit questions	<p>For the purposes of the COVID-19 experimental therapies registry, do not add or delete any questions as this will affect the logic within the forms and will also impact on streamlined data collation processes.</p> <p>DTCs may only <i>edit the first question and the last section</i> in both the declaration/IPU application form and outcomes reporting form.</p> <ul style="list-style-type: none"> ▪ The first question in both the Prescribing Declaration Form/IPU application form and the outcomes form asks for a 'code' unique for this patient unique to the patient. NSW TAG suggests the template Remdesivir_LHD_MRN_DATEofADMISSION <ul style="list-style-type: none"> ○ DTCs may wish to change the format of the code to suit their workflow needs. <p>Edit the question by hovering the mouse over the question and selecting <Edit>. A pop-out window will then appear to allow editing.</p>

- The last section of the Prescribing Declaration Form/IPU application form **must** be edited by the DTC to include:
 - DTC email (suggest hyperlink for the user by typing 'mailto:' before the email address)
 - DTC phone number (if applicable)
 - The 'Prescribing Declaration Form/IPU application code' template, if changed as above.

Edit text by clicking on the area to be edited, a pop-out window will then appear to allow editing.

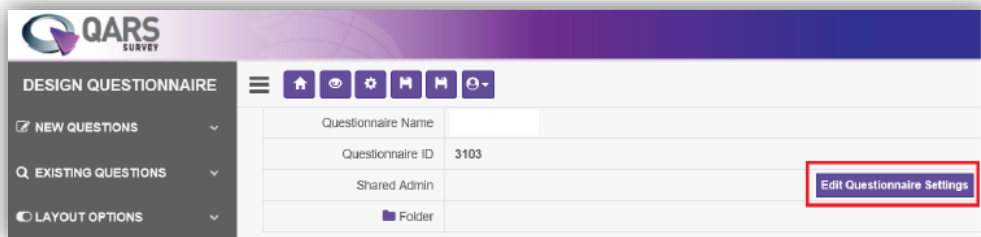
(Please note: no edits to the last section of the Outcomes Reporting Form required/anticipated)

Share Questionnaire with other DTC members

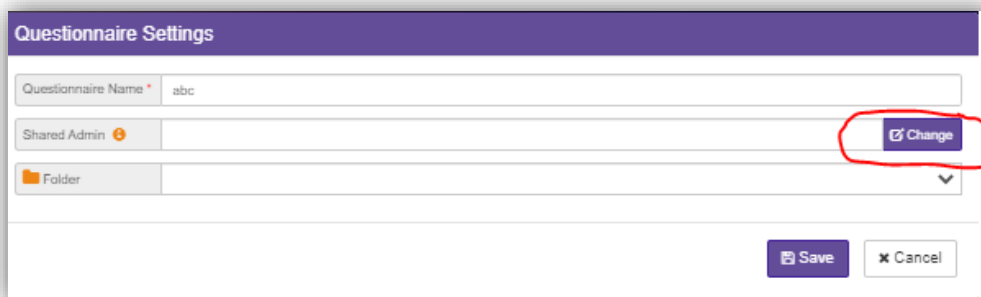
Share access to your DTC's questionnaire with other relevant members of your DTC by adding them to the category 'Shared Admin'.

(Note: setting up other DTC members is a 2-step process, the first step is in this section for the questionnaire; the second step is in the next section for the live online 'survey').

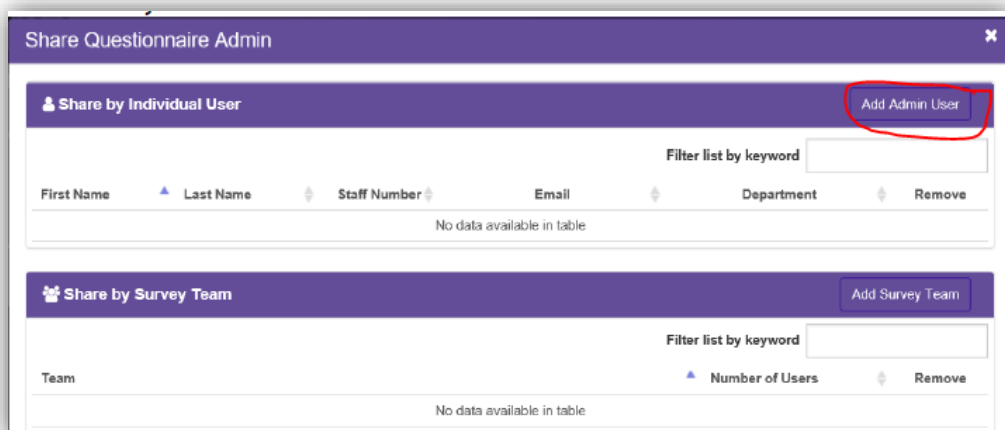
Click <Edit Questionnaire Settings>



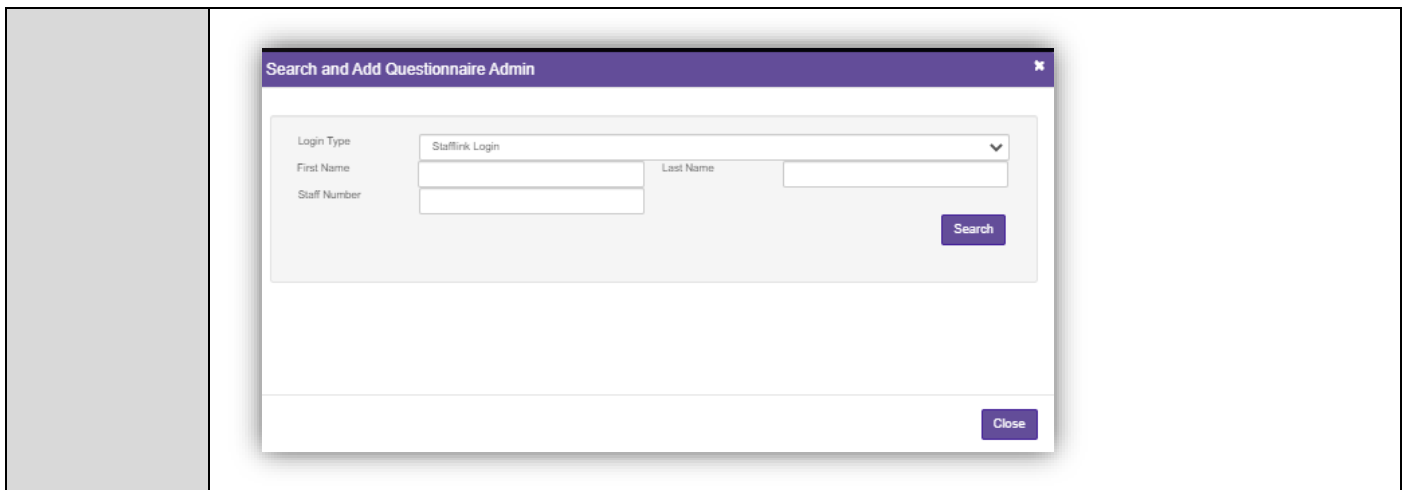
Click <Change>



Click <Add Admin User>



Use the search functionality to add users



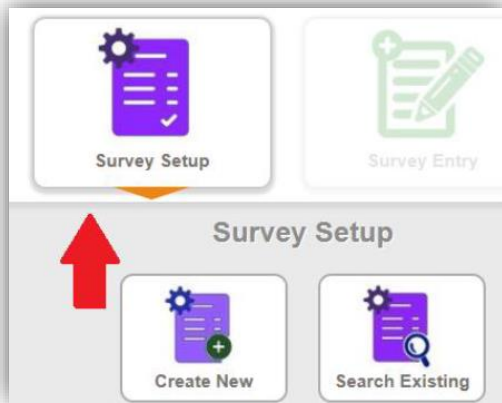
Preview questionnaire Click on <Preview Questionnaire>, to preview the questionnaire details before saving and preparing for the survey setup (Section 3.)

Saving and publishing Click <Save>

You have now finished setting up your 'questionnaire' and need to proceed to the next step to turn it into a 'live' online survey.

3. SURVEY SETUP

Function	Description
Create Survey	From the survey homepage, click on <Survey Setup> then <Create New>.



The 'Survey Setup' details will be displayed.

Complete the following fields

- Questionnaire – select a questionnaire from the dropdown list to create your survey, and preview it by clicking <View Details>. Both your own questionnaires and any questionnaires shared with you will be shown in this list.
- Survey Name – Please choose a unique and relevant name for your survey – QARS will automatically add the month and year to the end of a questionnaire name to create your survey name – you can edit this.
- Survey Status – leave this as open.
- Start Date – leave blank (This is an optional field. If start date is given, system will automatically block survey entry **before** this day).
- End Date – leave blank (This is an optional field. If end date is given, system will automatically block survey entry **after** this day).
- Multiple Responses – tick this box (if this is ticked, system will allow the applicants/respondents to answer this survey multiple times (for their different patients)).
- Anonymous Response – leave unticked (if this is ticked, the respondents' details e.g. email address, IP address, won't be collected and shown in the survey respondent report).

Click on <create>

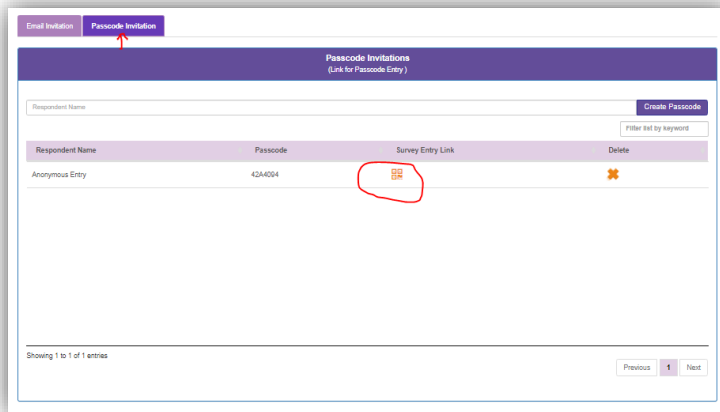
After the 'live' survey is created, then you will be able to tick <Multiple Administrators> to setup other DTC members to access/edit this 'live' survey setup.

Click on <Save Survey>

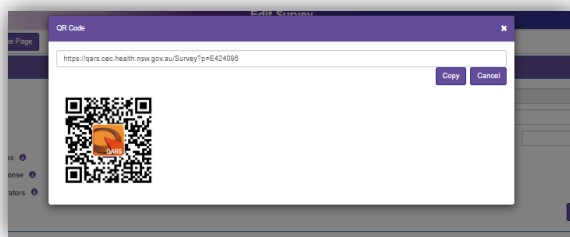
Copy hyperlink

To find the hyperlink to your newly created 'live' survey, click on the "Passcode Invitation" tab and then click on the small QR code symbol (circled below).

and QR code



Copy the hyperlink (and QR code if desired) for your survey.



Circulate hyperlink

We recommend DTCs copy and then embed the hyperlinks to both the **Prescribing Declaration /IPU application form** and **Outcomes reporting form** on their hospital intra/internet in an appropriate location for clinicians to find.

For the Outcomes reporting form

For ease of access and follow up, the hyperlink for outcomes reporting can also copied and emailed to the clinician when notifying them of the Prescribing Declaration/IPU approval.

Optional: Alternatively, there is a function in QARS to send an 'Email Invitation' that automatically contains the hyperlink to the form and allows you to write a customised message. This email feature can be used to send the link to the outcomes report form to the prescriber. One advantage in using this method is that a follow-up 'reminder' email can be easily & automatically sent by clicking the bell button (see below). In addition, you can see who you have sent the emails to without having to search through your inbox for a sent email.

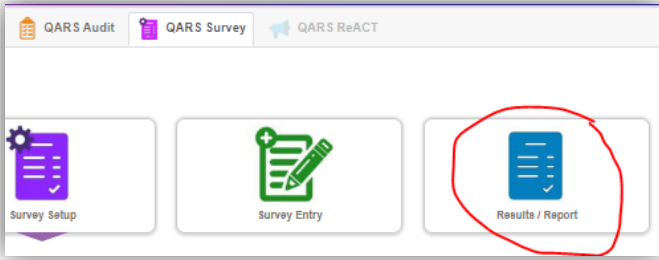
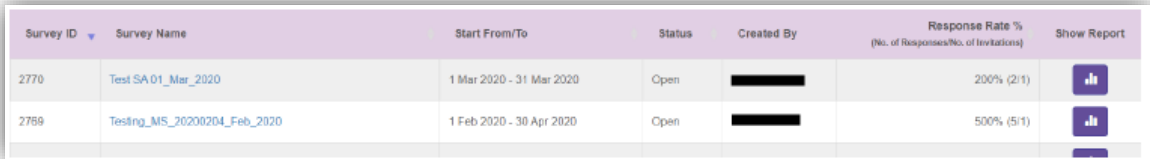

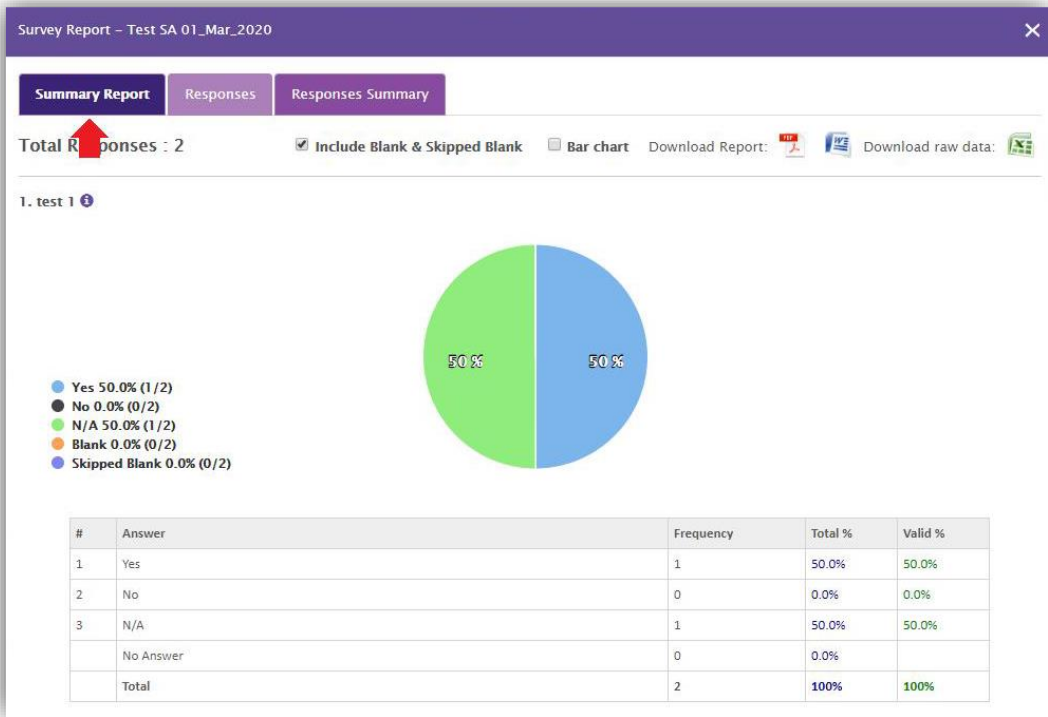
Email	Date	Sent	Reminder	Delete
XXXXXXXXXX@nsw.gov.au	22-Apr-2020 10:58 PM	✓	🔔	🗑️
XXXXXXXXXX@nsw.gov.au	22-Apr-2020 10:58 PM	✓	🔔	🗑️
XXXXXXXXXX@nsw.gov.au	22-Apr-2020 10:58 PM	✓	🔔	🗑️
XXXXXXXXXX@nsw.gov.au	22-Apr-2020 10:58 PM	✓	🔔	🗑️
sarah.dinh@svha.org.au	22-Apr-2020 10:58 PM	✓	🔔	🗑️

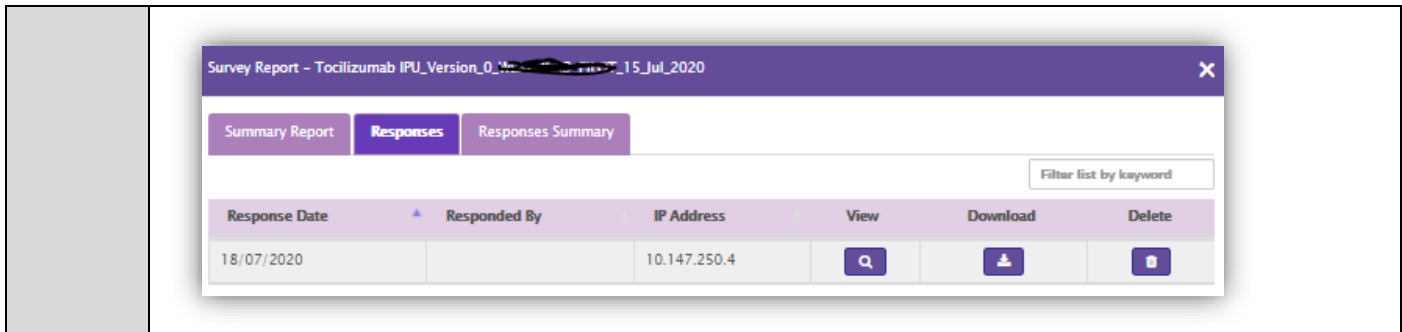
4. SURVEY ENTRY

Function	Description
Disclaimer	When a prescriber accesses the Prescribing Declaration/IPU forms via the link, a disclaimer will pop up that requires the prescriber to click <Accept & Continue>
Data entry	Prescriber to enter data according to the detailed instructions and questions. (Refer to the QARS manual page 121 for instructions on how to enter a survey response manually/edit a response that has been submitted).

Survey submission	Prescribers submit the form once they have completed all the relevant questions. (The prescriber may wish to also save a PDF copy for themselves before clicking submit by right clicking and selecting print and then saving as a PDF).
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5. VIEW SURVEY RESULTS / REPORT

Function	Description																					
Access	<p>From the survey homepage, click on <Results / Report>.</p> 																					
View survey result summary	<p>A list of surveys you have access to will be shown. Details including survey ID, survey name, survey start/end date, current survey status, and response rate in format of A% (B/C), as shown below.</p>  <table border="1" data-bbox="290 864 1445 1021"> <thead> <tr> <th>Survey ID</th> <th>Survey Name</th> <th>Start From/To</th> <th>Status</th> <th>Created By</th> <th>Response Rate % (No. of Responses/No. of Invitations)</th> <th>Show Report</th> </tr> </thead> <tbody> <tr> <td>2770</td> <td>Test SA 01_Mar_2020</td> <td>1 Mar 2020 - 31 Mar 2020</td> <td>Open</td> <td>[Redacted]</td> <td>200% (2/1)</td> <td>[Bar Chart Icon]</td> </tr> <tr> <td>2789</td> <td>Testing_MS_20200204_Feb_2020</td> <td>1 Feb 2020 - 30 Apr 2020</td> <td>Open</td> <td>[Redacted]</td> <td>500% (5/1)</td> <td>[Bar Chart Icon]</td> </tr> </tbody> </table> <p>To see more details click on , then the summary report will be shown as below.</p>  <p>Switch to tab <Responses>, to <u>view</u> or <u>download</u> each individual response.</p>	Survey ID	Survey Name	Start From/To	Status	Created By	Response Rate % (No. of Responses/No. of Invitations)	Show Report	2770	Test SA 01_Mar_2020	1 Mar 2020 - 31 Mar 2020	Open	[Redacted]	200% (2/1)	[Bar Chart Icon]	2789	Testing_MS_20200204_Feb_2020	1 Feb 2020 - 30 Apr 2020	Open	[Redacted]	500% (5/1)	[Bar Chart Icon]
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2789	Testing_MS_20200204_Feb_2020	1 Feb 2020 - 30 Apr 2020	Open	[Redacted]	500% (5/1)	[Bar Chart Icon]																



Export survey results raw data

Click on <Download raw data> to download raw data to MS Excel.



6. MODIFYING DTC MEMBER ACCESS

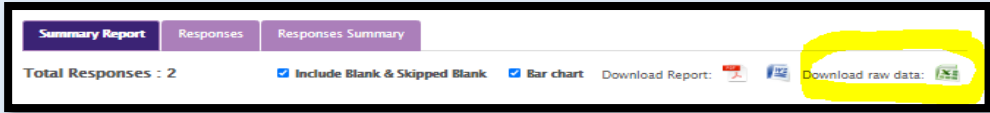
Function	Description
	Refer to page 124 of the QARS manual for further information about adding other users such as additional DTC members if desired.

7. TROUBLESHOOTING

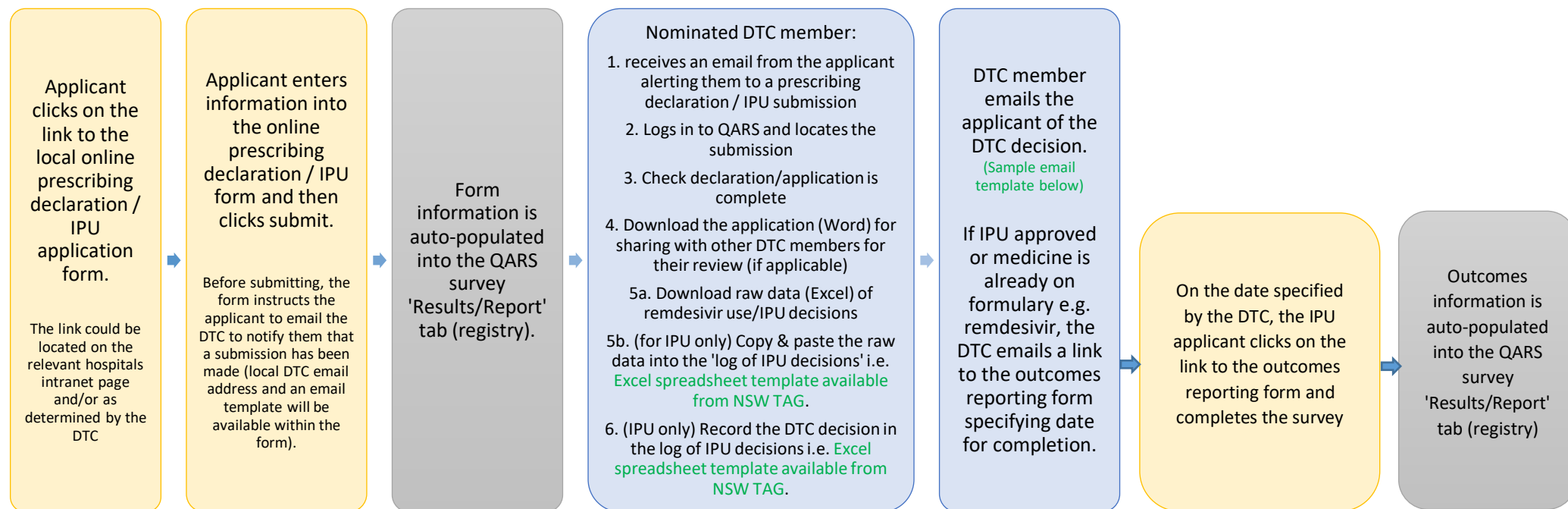
Function	Description
	Refer to page 131 of the QARS manual for further information.

Reference: Clinical Excellence Commission, 2018, Quality Audit reporting system User Manual Version 5.4 Nov 2018. Sydney: Clinical Excellence Commission.

B: Proposed workflow for DTC reviewers once online forms have been set up in QARS

Applicant (prescriber) submission of a prescribing declaration/IPU	DTC Reviewer(s)	Applicant's (prescriber or their delegate) submission of outcome data at a pre-specified time point e.g. within 2 weeks of remdesivir/(other drug) cessation, discharge or death.	DTC reviewer(s) of outcomes reporting
<ol style="list-style-type: none"> 1. Click/open the hyperlink for the form 2. Complete the questions (this process should then result in an email being sent to a DTC reviewer) 	<ol style="list-style-type: none"> 1. Check your email inbox for an email you have received from the applicant about their Prescribing Declaration/IPU submission 2. Log in to QARS with your usual staff link number and password 3. Ensure you are in the QARS Survey entry tab (purple notepad icon) 4. Click on the 'Results/Report' blue notepad icon. 5. Select the relevant 'Survey' you wish to view results for 6. View and check the submission is complete 7. Under the 'Responses' tab, download the individual application (Word format) for sharing with other DTC members for their review (if applicable to IPU submissions) 8. Under the 'Summary Report' tab, click 'Download raw data' to create local log of Prescribing Declarations/IPU decisions  <p>FOR IPU ONLY</p> <ol style="list-style-type: none"> 9. NSW TAG has a suggested excel spreadsheet template to use to assist with the recording of the IPU review and decision process/outcome (local log of decisions) – available upon request. <ol style="list-style-type: none"> a) We recommend that DTC reviewers copy and paste the raw data into the Excel spreadsheet provided by NSW TAG b) Using the Excel template, complete the IPU review process including a decision <ol style="list-style-type: none"> i. If you approve the IPU, copy and paste any conditions of IPU in an email to the applicant and provide them with a hyperlink to the outcomes form. (A template email has been provided in the excel spreadsheet template) 	<ol style="list-style-type: none"> 1. Check email inbox for an email received from your DTC with the outcome of your supply request/IPU submission and/or a request to complete the outcome reporting 2. If they have approved the Prescribing Declaration /IPU they will outline the conditions (if any) and provide you with a hyperlink to complete the outcomes reporting form 3. Click on the hyperlink in this email (the hyperlink to this form will also be made available on your hospitals intranet) 4. Complete the outcomes reporting form at the pre-specified time-point 	<ol style="list-style-type: none"> 1. Log in to QARS with your usual stafflink number and password 2. Ensure you are in the QARS Survey entry tab (purple notepad icon) 3. Click on the 'Results/Report' blue notepad icon. 4. Select the relevant 'Survey' you wish to view results for 5. Under the summary report tab, export any outcome reporting responses to Excel by clicking 'Download raw data'

Overview of the proposed workflow once online forms have been setup in QARS



Draft email template for the DTC to provide Prescribing Declaration outcome/IPU outcome to the prescriber

Dear **clinician**,

Re: Remdesivir Prescribing Declaration /IPU

Outcome: Approved / Rejected / Deferred

Approved for use for: **(insert number of doses)** doses.

(If applicable) Prescribing Declaration /IPU expiry date: **(x days from date of approval)**

Conditions of approval:

The prescriber (or delegate with knowledge of the patient's outcomes) must:

- Submit an outcomes report at day **## /within 2 weeks of remdesivir cessation, discharge or death**
- The online outcome reporting form is available here **(insert hyperlink)**
- Notify the DTC via email if treatment is modified from what is stated in the Prescribing Declaration Form /IPU e.g. additional doses, increased treatment duration. Please provide details of any additional specialist advice via email.

Regards, **DTC**