

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.

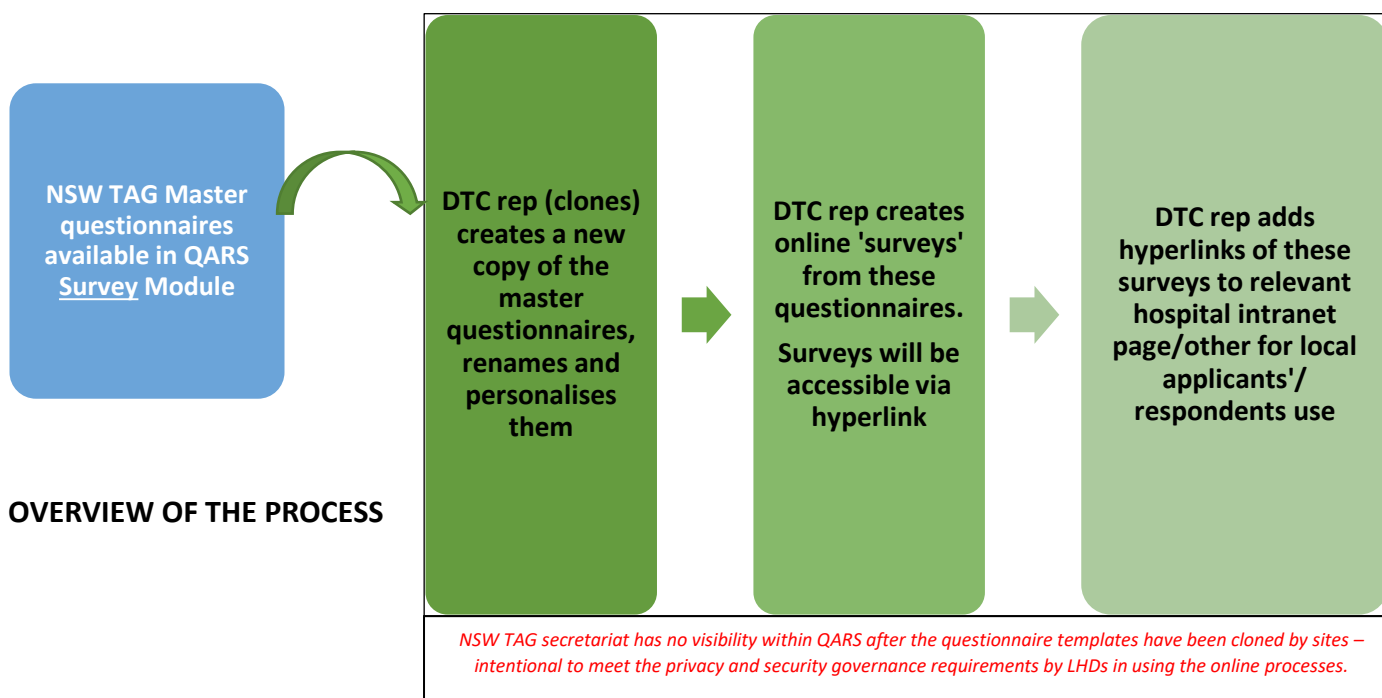
We have provided DTCs with:

- [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).

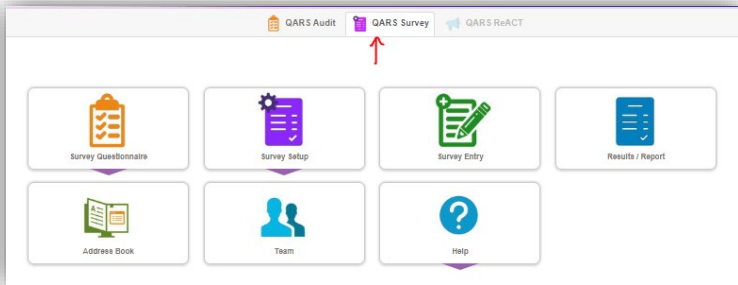
The following instructions will enable the DTC representative and other DTC members to view the data submitted.



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

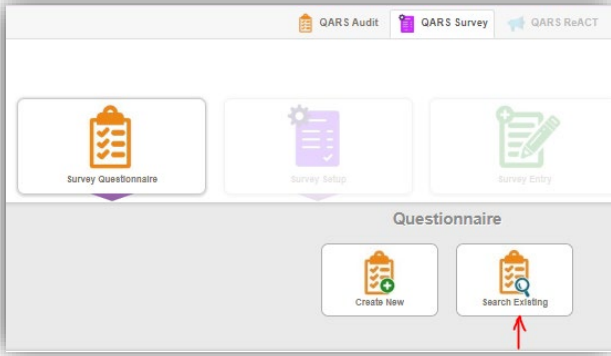
A: Detailed instructions to implement the forms online in QARS

1. ACCESS


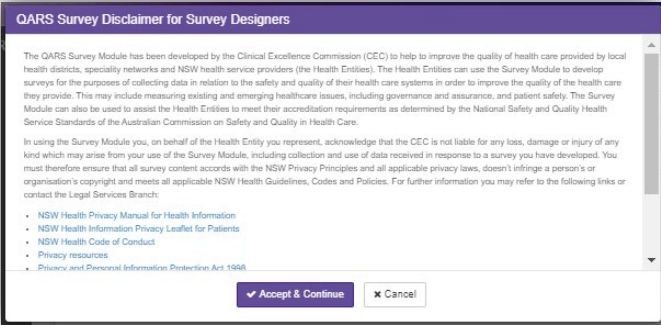
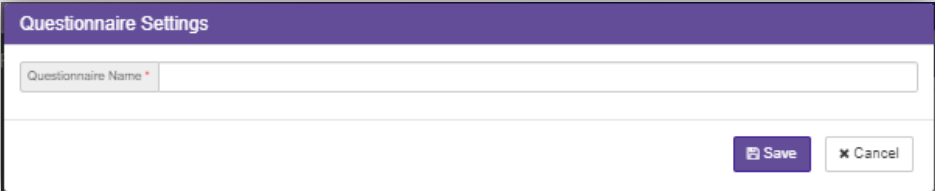
Function	Description / Instruction
Access	<p>All NSW Health or affiliated employees with a StaffLink number can access QARS Survey module.</p> <p>Google chrome browser is best to open QARS in, avoid internet explorer.</p> <p>Log in to QARS with your usual staff link number and password.</p> 

2. QUESTIONNAIRE FOR SURVEY

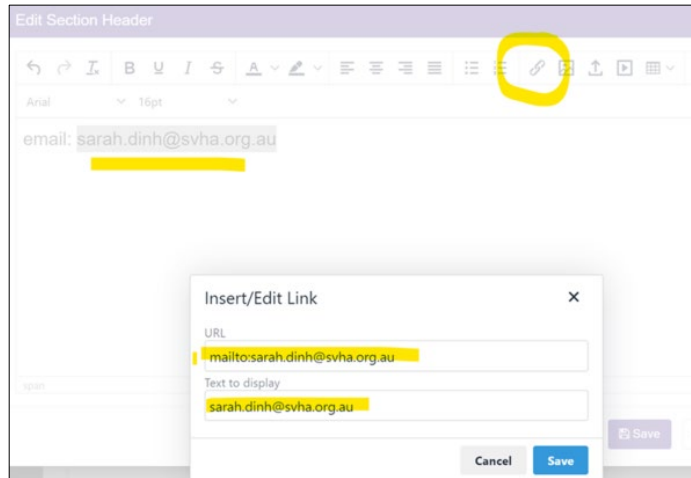
2.1 Questionnaire search

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="341 1451 1474 1626"> <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	
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															
Preview the questionnaire	<p>To view a read mode of the Questionnaire, please click on <Questionnaire Name>.</p> <table border="1" data-bbox="341 1877 1453 2047"> <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	<div style="text-align: center;">  </div> <p>➤ You must complete this step to create your own DTC version/copy of the forms (using the existing NSW TAG provided 'Master' questionnaires).</p> <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> <div style="text-align: center;">  </div>
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> <div style="text-align: center;">  </div>
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 <u>edit the first question and the last section</u> 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 prescriber by highlighting the email address and clicking on the hyperlink paperclip like button and ensuring you type '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

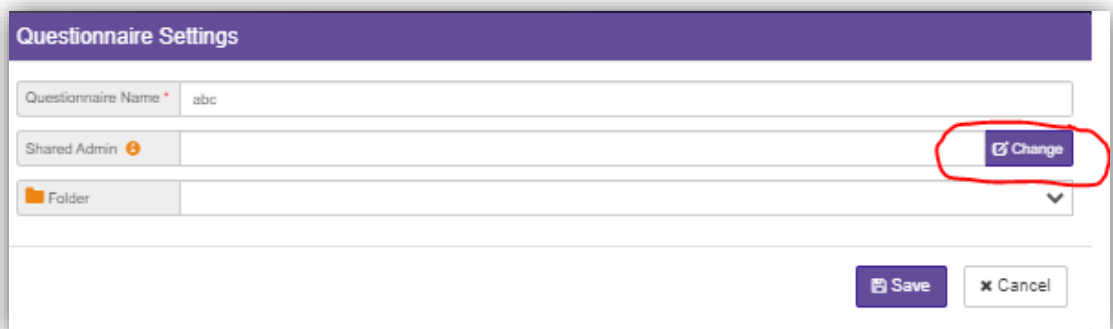
Share access to your DTC's **questionnaire** with other relevant members of your DTC by adding them to the category 'Shared Admin'.

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

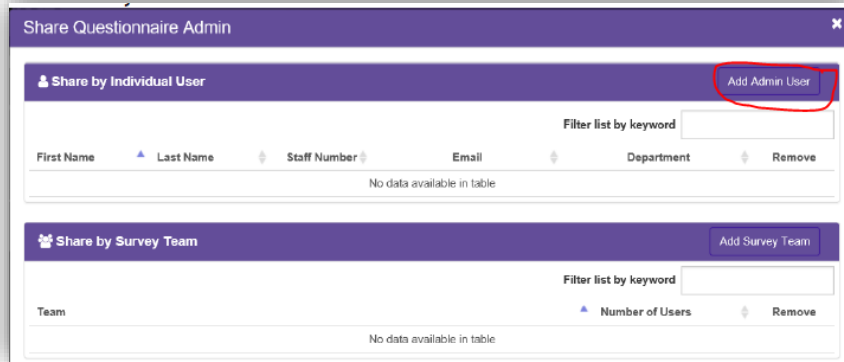
Click <Edit Questionnaire Settings>



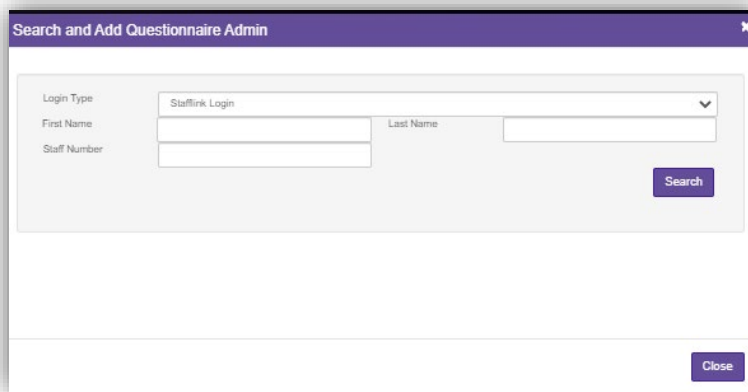
Click <Change>



Click <Add Admin User>



Use the search functionality to add users

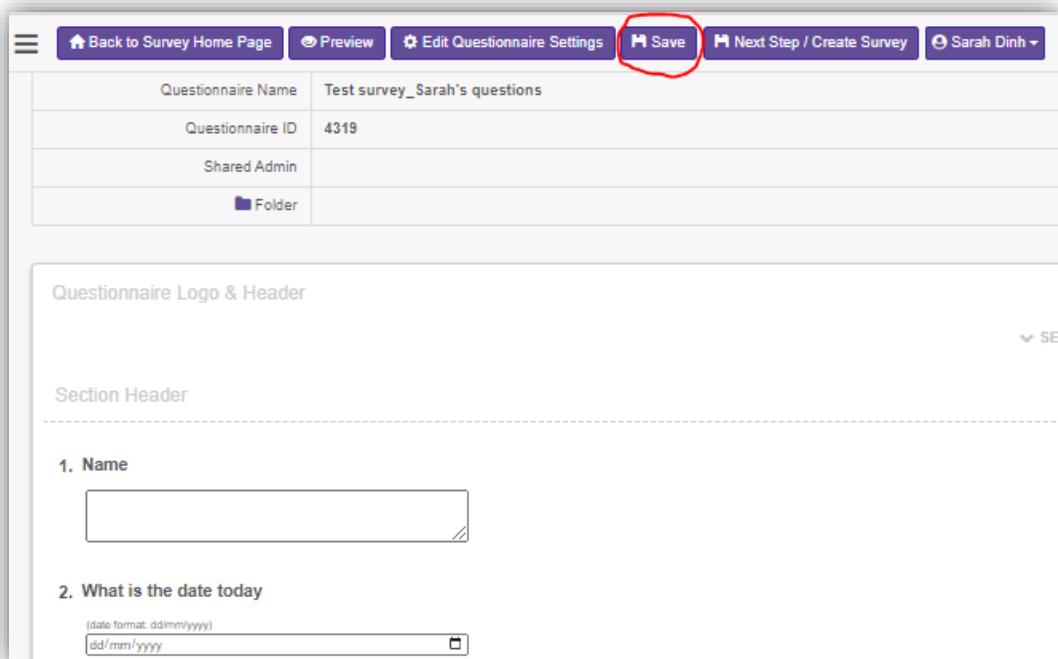


Preview questionnaire

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

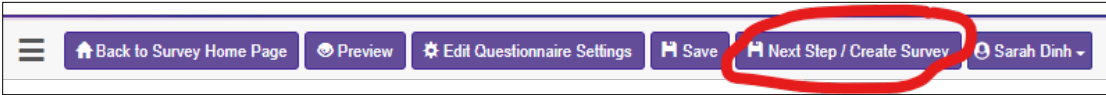
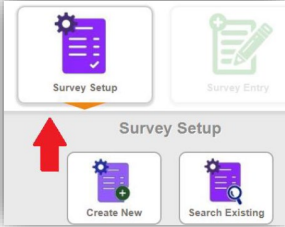
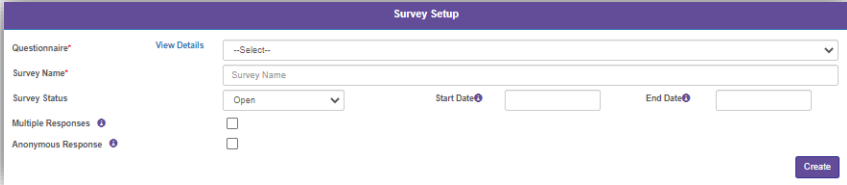
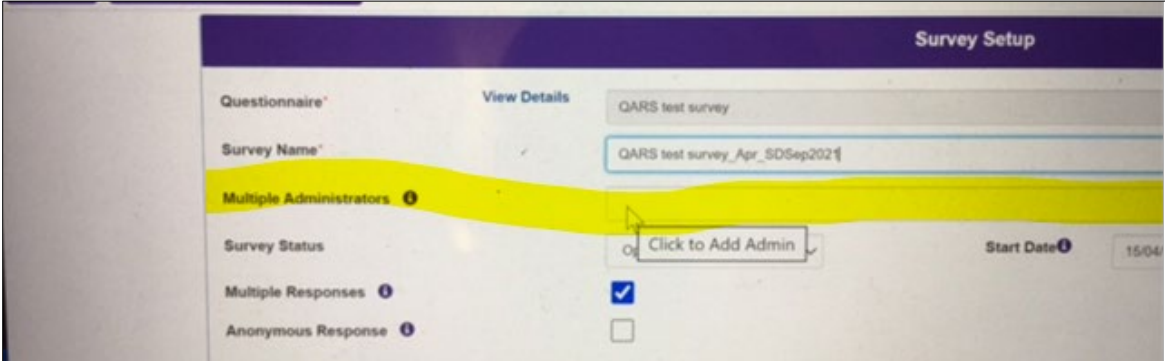
Saving and publishing

Click <Save>

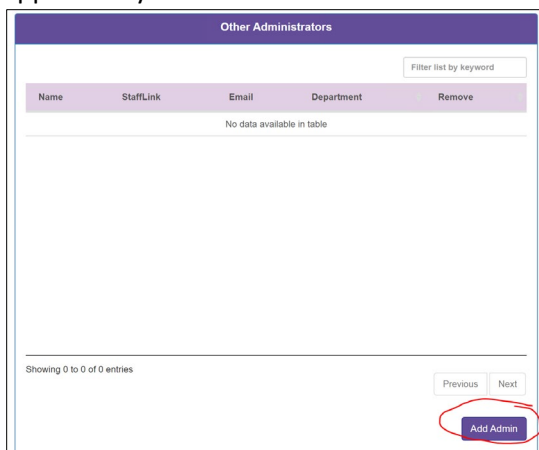


You have now finished setting up your non-live 'questionnaire' and need to proceed to the next step to turn it into a 'live' online survey.

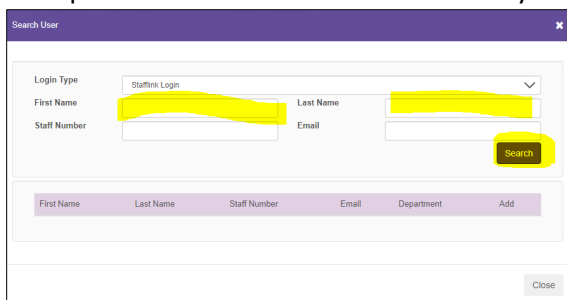
3. SURVEY SETUP

Function	Description
<p>Create Survey</p>	<p>You can create the survey while still in the questionnaire page by clicking 'Next Step / Create Survey' at the top of the page</p>  <p>OR if you need to come back to it later you can also create it by navigating to the survey homepage, click on <Survey Setup> then <Create New>.</p>  <p>The 'Survey Setup' details will be displayed.</p>  <p>Complete the following fields</p> <ul style="list-style-type: none"> 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. Select the questionnaire you personalised earlier for your site. 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). <p>Click on <create></p>
<p>Share admin for 'live' survey with other DTC members</p>	<p>After the 'live' survey is created, then the <Multiple Administrators> option will appear allowing you to setup other DTC members to access/edit this 'live' survey setup.</p> 

Once you have clicked on the empty row next to 'Multiple Administrators' a new popup box will appear for you to click on "Add Admin" in the bottom right corner.

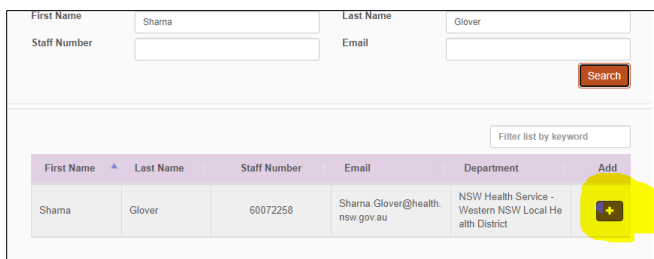


Then proceed to search for staff member by entering in their first & last name (no extra spaces).



You must add other DTC members or staff managing the review and approval processes at this step otherwise they will not be able to view data from any completed submissions by prescribers etc.

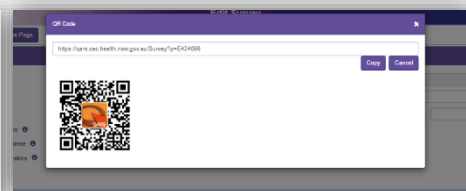
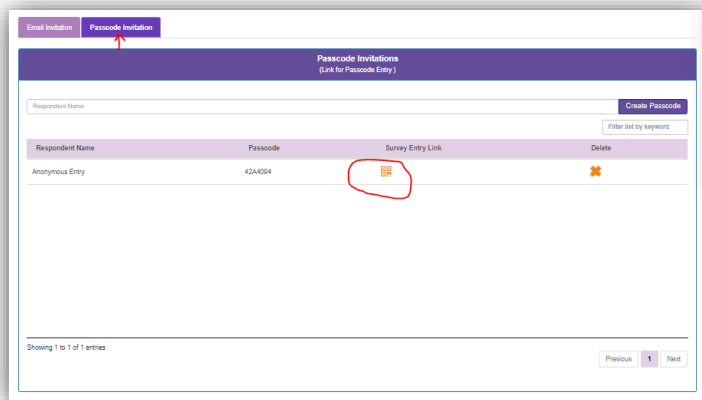
Click the '+' button to add them



Click on <Save Survey> after you have added other relevant pharmacists who may need to view/download/print the submissions (e.g. consider on-call or weekend pharmacists)

Copy hyperlink and QR code

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).



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

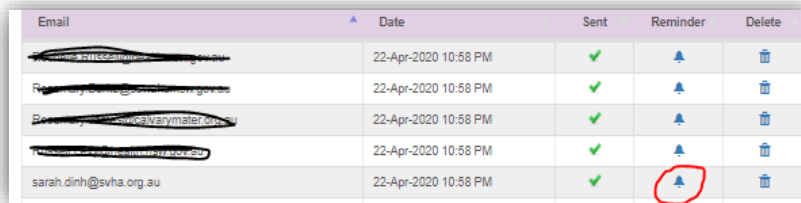
Circulate hyperlink

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.



Sample preamble

You may wish to use the following **SAMPLE PREAMBLE** in blue below on your intranet page/in communications to likely prescribers of COVID-19 therapeutics:

Online streamlined COVID-19 therapy Prescribing Declaration Forms/IPU Application Forms AND Outcomes Reporting Forms for experimental/off-label/provisionally registered COVID-19 medicines can be completed by clicking on a relevant hyperlink below.

- Remdesivir – Online Prescribing Declaration/IPU Form: <insert qars hyperlink>
- Remdesivir – Online Outcomes Reporting Form: <insert qars hyperlink>
- Tocilizumab – Online Streamlined IPU Form: <insert qars hyperlink>
- Tocilizumab – Online Outcomes Reporting Form: <insert qars hyperlink>

Alternatively, as a back up some sites may also want to offer their prescribers the manual pdf-fillable options (however these forms do not have logic and result in a double up in data entry (prescriber and then DTC into a collated registry)).

- Remdesivir – Online Prescribing Declaration/IPU Form: <insert qars hyperlink>
 - if computer/internet access not available online pdf fillable available here: < insert pdf fillable link (available on NSW TAG website)>
- Remdesivir – Online Outcomes Reporting Form: <insert qars hyperlink>
 - if computer/internet access not available online pdf fillable available here: < insert pdf fillable link (available on NSW TAG website)>
- Tocilizumab – Online Streamlined IPU Form: <insert qars hyperlink>
 - if computer/internet access not available online pdf fillable available here: < insert pdf fillable link (available on NSW TAG website)>
- Tocilizumab – Online Outcomes Reporting Form: <insert qars hyperlink>
 - if computer/internet access not available online pdf fillable available here: < insert pdf fillable link (available on NSW TAG website)>

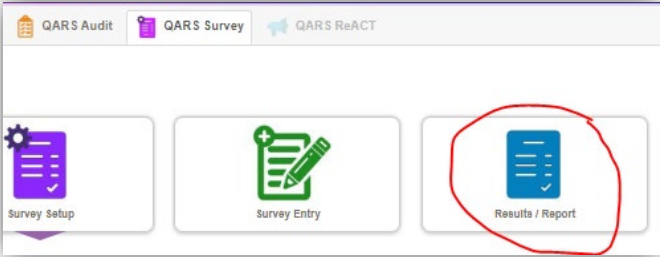

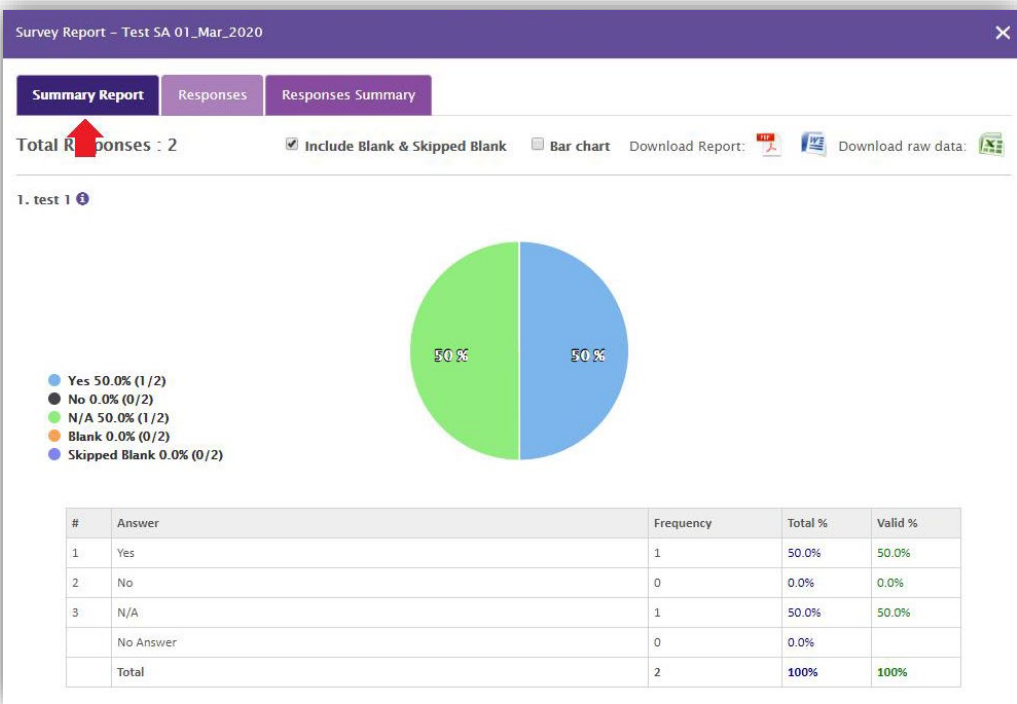
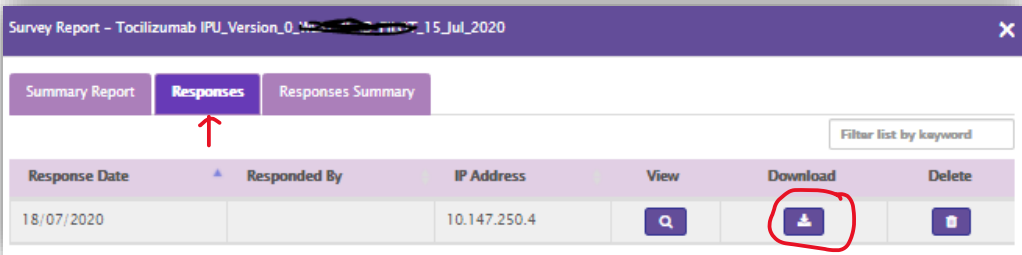
Other key information:

- Use Google Chrome browser where possible, avoid internet explorer.
- Online completion is quick and designed to be a decision support guide to ensure the listed contraindications, precautions and drug interactions are considered. Logic is applied to the questions to enable efficiency in completion.
- Contribute to the online registry both locally and subsequently in a deidentified state-wide registry of NSW use of COVID-19 therapeutics.
- Prescribers completing the form can save a PDF copy for themselves if desired by right clicking and selecting print and then saving as a PDF, do this before clicking submit. Otherwise, a copy can be requested from the DTC if form has been submitted.

4. SURVEY ENTRY

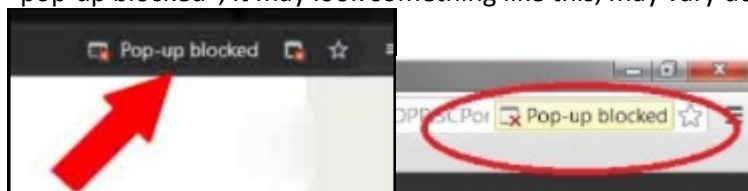
Function	Description
Disclaimer	When a prescriber accesses the Prescribing Declaration/IPU forms via the link, a disclaimer will pop up that requires the prescriber to click <Accept & Continue>
Data entry	Prescriber to enter data according to the detailed instructions and questions. (Refer to the QARS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

5. VIEW SURVEY RESULTS / REPORT

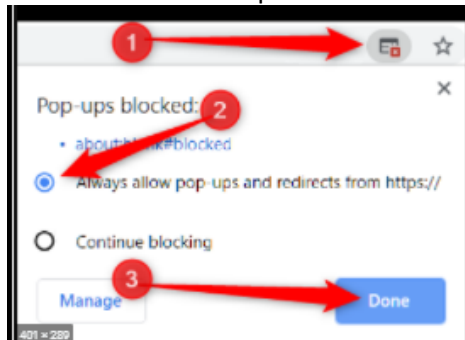
Function	Description
Access	<p>From the survey homepage, click on <Results / Report>.</p> 
View survey result summary & individual responses	<p>A list of surveys you have access to will be shown. Details including survey ID, survey name, survey start/end date, current survey status, and response rate in format of A% (B/C), as shown below.</p>   <p>Switch to tab <Responses>, to <u>view</u> or <u>download</u> each individual response.</p> 

If the response does not download, your browser may be blocking the pop-up and therefore you need to enable/allow the pop-up.

You can check this seeing if the far top right hand side corner currently says something to the effect of “pop-up blocked”, it may look something like this, may vary depending on the browser you are using.

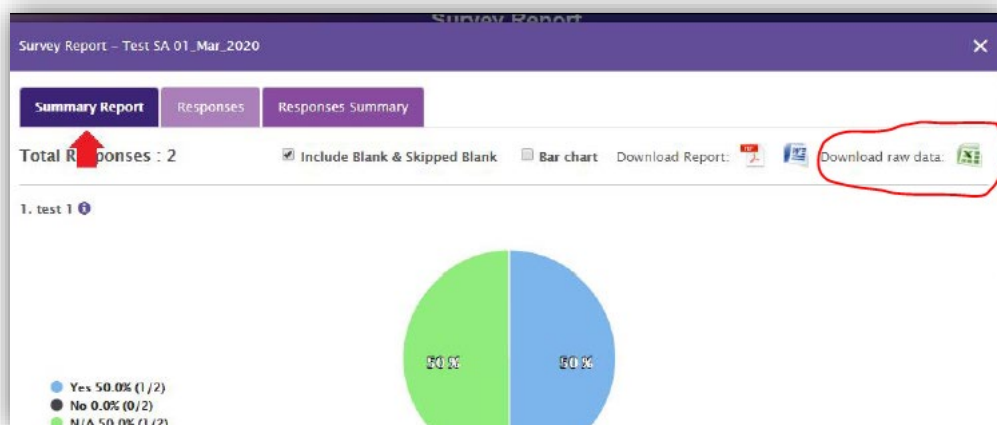


Click on it to reveal options that allow you to select allow/enable the pop-ups.



Export survey results raw data

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

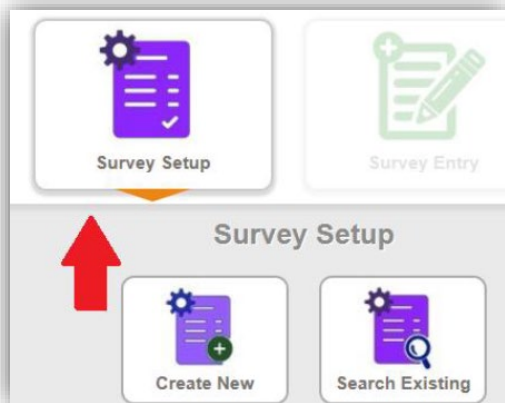


FYI Unfortunately, you cannot edit a prescriber’s response after it has been entered (like with other ‘survey’ platforms to maintain original data authenticity).
 If data cleaning/correction/extra information is required this can be modified outside the online QARS system as per usual local record keeping processes of DTC applications and decisions. i.e. either on

- the individual response that has been exported/downloaded from QARS (individual responses can be downloaded to word format)
 AND/OR
 - corrected/amended within the locally collated registry of all the COVID-19 therapeutics usage to date.

6. CLOSING SURVEYS

Function	Description
Close Survey	Close a survey and make the link to a survey inactive. From the survey homepage, click on <Survey Setup> then <Search existing>.



The 'Survey Setup' details will be displayed.

- Survey Status – select closed

Click <Save Survey>

7. MODIFYING DTC MEMBER ACCESS

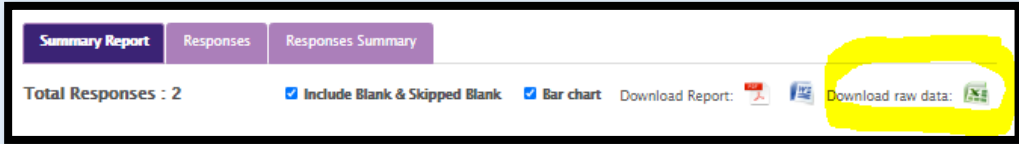
Function	Description
	Refer to page 124 of the QARS manual for further information about adding other users such as additional DTC members if desired.

8. TROUBLESHOOTING

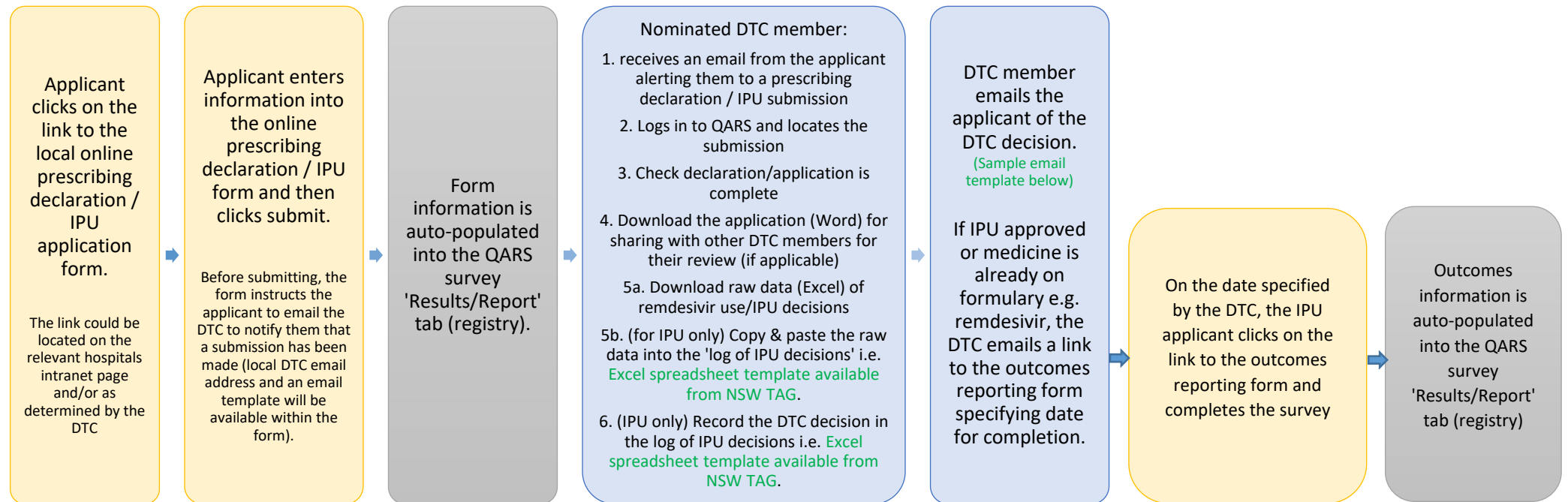
Function	Description
	Refer to page 131 of the QARS manual for further information.

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

B: Proposed workflow 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
<p>1. Click/open the hyperlink for the form</p> <p>2. Complete the questions (this process should then result in an email being sent to a DTC reviewer)</p>	<p>1. Check your email inbox for an email you have received from the applicant about their Prescribing Declaration/IPU submission</p> <p>2. Log in to QARS with your usual staff link number and password</p> <p>3. Ensure you are in the QARS Survey entry tab (purple notepad icon)</p> <p>4. Click on the 'Results/Report' blue notepad icon.</p> <p>5. Select the relevant 'Survey' you wish to view results for</p> <p>6. View and check the submission is complete</p> <p>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)</p> <p>8. Under the 'Summary Report' tab, click 'Download raw data' to create local log of Prescribing Declarations/IPU decisions</p>  <p>FOR IPU ONLY</p> <p>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.</p> <ol style="list-style-type: none"> We recommend that DTC reviewers copy and paste the raw data into the Excel spreadsheet provided by NSW TAG Using the Excel template, complete the IPU review process including a decision <ol style="list-style-type: none"> 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) 	<p>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</p> <p>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</p> <p>3. Click on the hyperlink in this email (the hyperlink to this form will also be made available on your hospitals intranet)</p> <p>4. Complete the outcomes reporting form at the pre-specified time-point</p>	<p>1. Log in to QARS with your usual stafflink number and password</p> <p>2. Ensure you are in the QARS Survey entry tab (purple notepad icon)</p> <p>3. Click on the 'Results/Report' blue notepad icon.</p> <p>4. Select the relevant 'Survey' you wish to view results for</p> <p>5. Under the summary report tab, export any outcome reporting responses to Excel by clicking 'Download raw data'</p>

Summary/overview figure 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: Tocilizumab/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**