

The development of the Toolkit and its delivery is sponsored by GlaxoSmithKline.
GlaxoSmithKline was involved in scoping for the Toolkit and has reviewed the Toolkit for compliance with the ABPI Code.



Asthma & COPD Toolkit

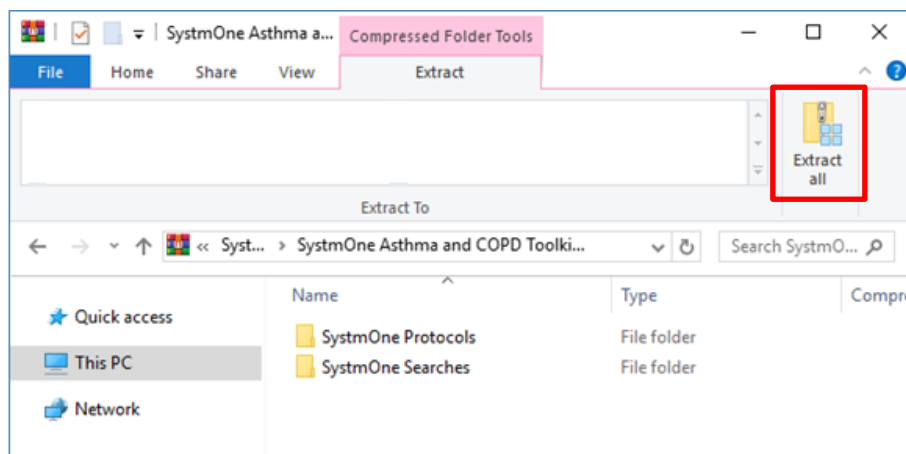
Installation Guide

SystemOne Protocols and Searches

Import Process

Save & Extract ZIP folder

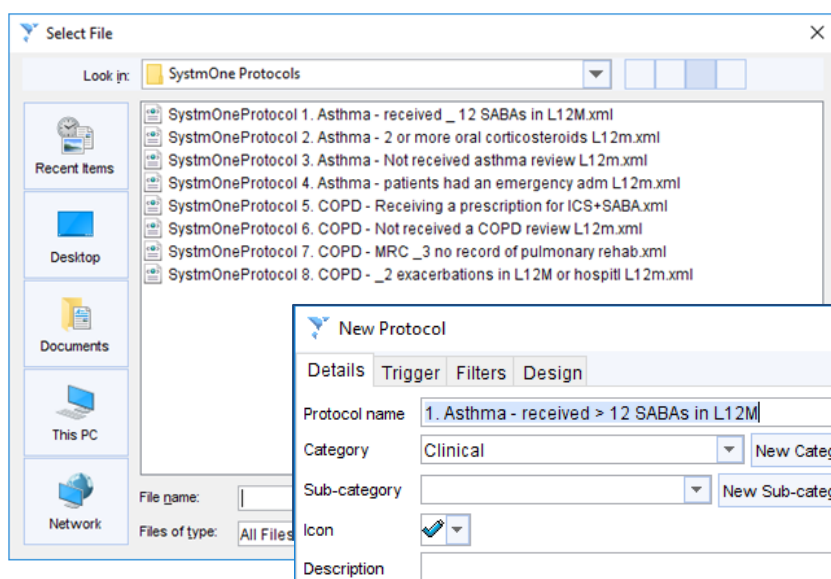
1. Save the ZIP folder named 'SystmOne Asthma and COPD Toolkit.zip' either on your desktop or to your documents
2. Navigate to the ZIP folder
3. Click Extract
4. Select Extract All



5. Click Extract
6. A new folder will have been created and displayed
7. Close folder. (Both the SystmOne Protocols and SystmOne Searches folders can be deleted after successfully importing.)

Importing Protocols into SystmOne

1. Login to SystmOne
2. Click 'Setup', then 'Workflow Support', then 'Protocols'
3. From the 'Protocols' menu, select 'Import Protocol'
4. Navigate to the 'SystmOne Protocols' folder recently extracted
5. Select desired Protocol (e.g. 'SystmOneProtocol 1. Asthma - received _ 12 SABAs in L12M.xml')
6. The Protocol (and respective searches) will be imported. You will be prompted for a name and save location, which can be set as desired



Once imported, right mouse click and 'Publish' the Protocol to activate (Organisation specific)

Publish Protocol	Copy Protocol	Delete Protocol	Import Protocol	E
Name	I...	Categ...	Active	
1. Asthma - received > 12 SABAs in L12M	✓ Keele		<input type="checkbox"/>	
2. Asthma - 2 or more oral corticosteroids L12m	✓ Keele		<input type="checkbox"/>	

The tick box for 'Active' toggles the Protocol on and off

'Categories'/'folders' can be changed as desired

Clinical Reports/searches default to importing into a 'NECS Data Quality' 'category'/'folder'

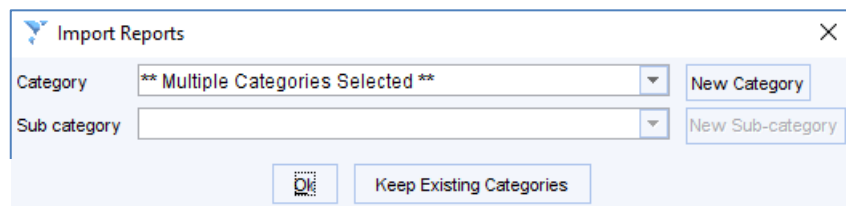
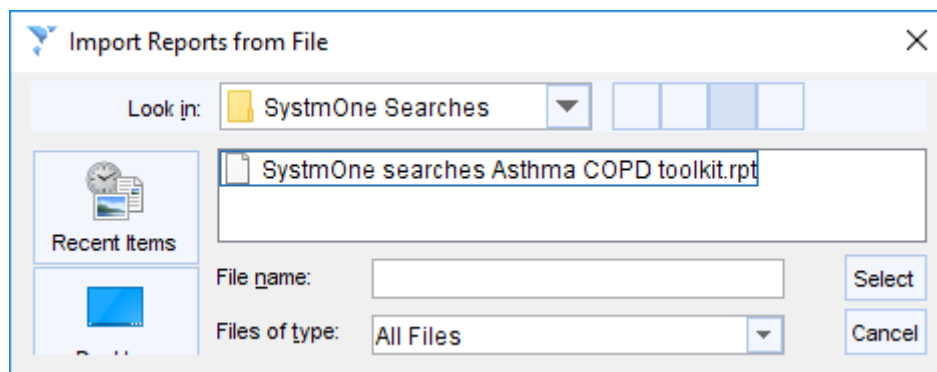
Protocols are not active until published, to do this right mouse click on a protocol and select 'Publish Protocol'.

These steps will need repeating for all 8 Protocols.

To deactivate/reactivate a Protocol click the 'Active' tick box found after the protocol name in the Protocol menu.

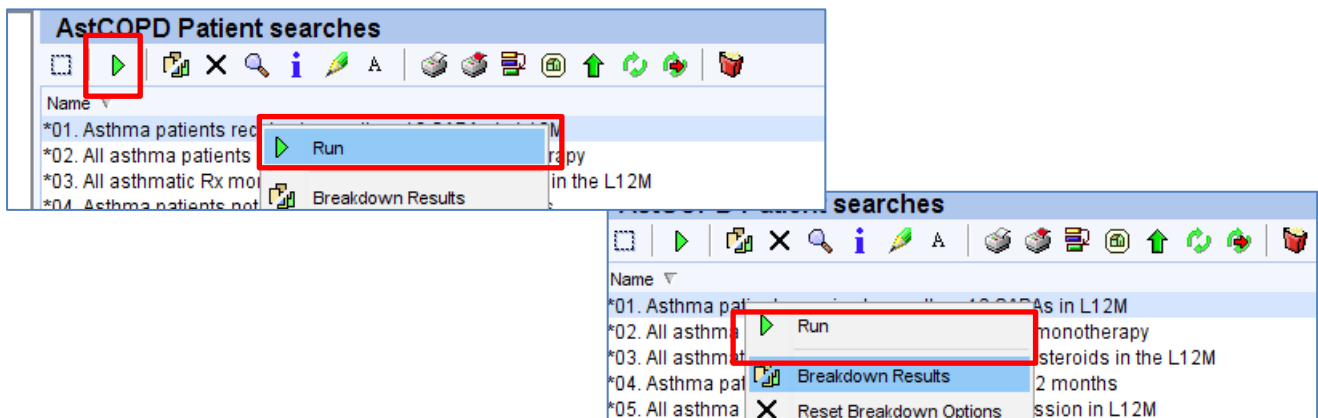
Importing Searches into SystmOne

1. Login to SystmOne
2. Click 'Reporting', then 'Clinical Reports'.
3. From the 'Clinical Reports' menu, select 'Import'
4. Navigate to the 'SystmOne Searches' folder recently extracted
5. Select search (i.e. 'SystmOne searches Asthma COPD toolkit.rpt')
6. The searches will be imported. You will be prompted that all searches have been imported
7. You will then choose 'Keep Existing Categories' option
8. Once this is done, searches will be saved under 'Asthma COPD Toolkit' and divided into two main sections 'AstCOPD Patient searches' and 'AstCOPD zJoins'.

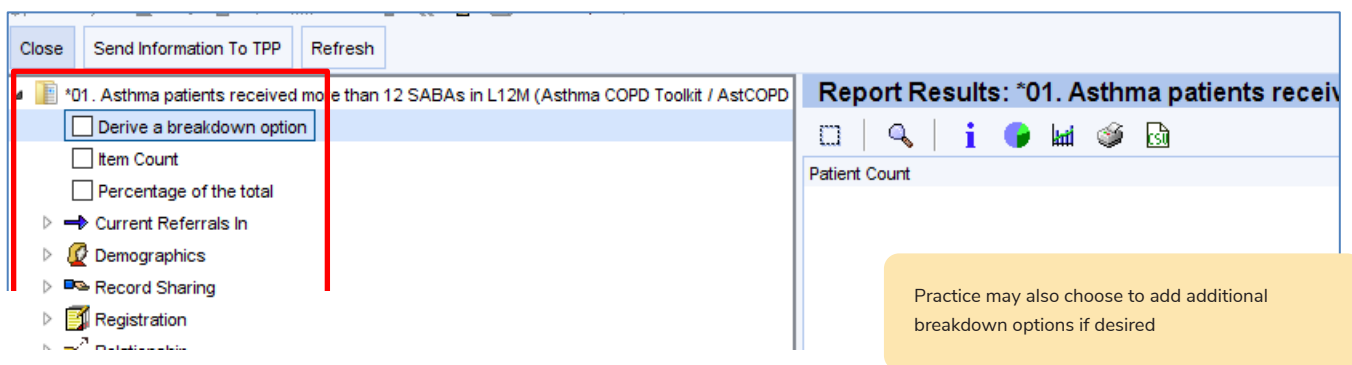


Generating Reports

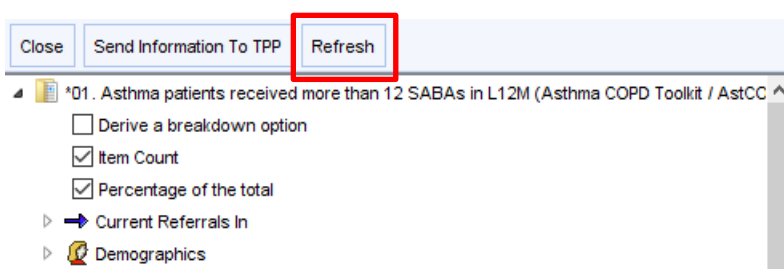
1. Select the search you would like to run and click on the green arrow icon, alternatively right click and select run.
2. Once search has run, right click and select 'Breakdown results', this will take you to the report results where you can select your reporting parameters as desired.



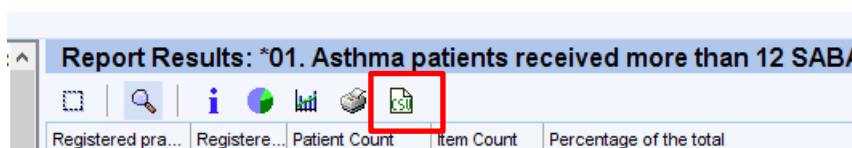
3. Once you are in the 'Report results' area, manually apply the breakdown options, this needs to be done once and will remain until amended as required.



4. Click on the 'Refresh' button to populate output report.

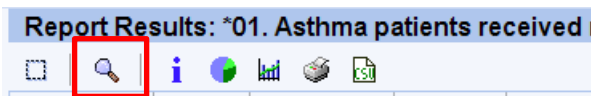


5. To export report, you can either click on 'csv' icon to extract to CSV excel file

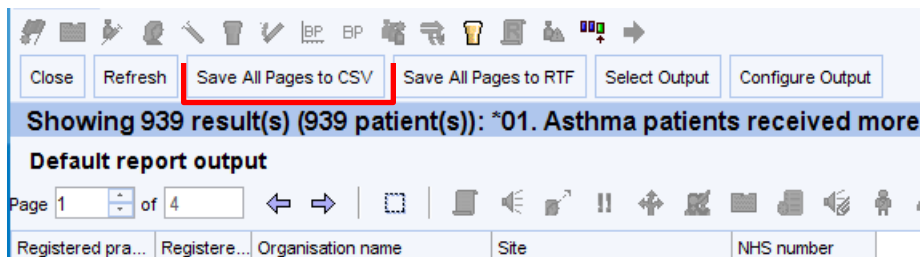


Generating Reports cont'd

6. If you require further breakdowns, click on 'Show patients'. This will breakdown the output to NHS Number



7. Click on 'Save All Pages to CSV' to extract data to CSV file. CSV file will open and save it in desired location.



Notes:

- -1 in a column represents a field that has not been populated, e.g. count of ICS is 0.
- Patient ID is sometimes output to column, which indicates that they are present within the criteria (e.g. Diagnosed Asthma, etc.)



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Developed in partnership between the Midlands Practice Pharmacy Network and Prescribing Decision Support Ltd at the Centre for Medicines Optimisation, Keele University.

Both parties reserve the right to update and change the Asthma and COPD Audit and Review Toolkit at any time in order to address changes in clinical guidance and best practice, improve functionality and reflect changing user and business needs. Both parties also reserve the right to withdraw the Toolkit if and when its content is out of date and no longer consistent with clinical guidance.

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October 2020

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