


Scotland and Northern Ireland EQA Scheme in General Histopathology

EQAI01

COMPUTER ANALYSIS AND SECURITY

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Review and Amendment History			
Date Reviewed / Amended	Version Replaces	Pages Changed	Details of review/Amendment
Feb 2021	1.9	1 Pages (Front)	<u>Updated</u> : location of copies (front pg)

Rationale

This document describes the procedure for the allocation of code numbers, and the administration of the database that contains holds the scheme data.

Relevant safety data, COSHH and risk assessments:

- HSR 003 "Display Screen Equipment Self-Assessment"
- III 030 "Disposal of Redundant PC's".
- III 031 "VDU Work Station Assessments"
- NHST Policy: Display Screen Equipment Policy V2.2

Security

All the participant and circulation results data are held in three files - a Microsoft Excel spreadsheet containing allocated and unallocated random numbers and two Microsoft Access databases, one holding the participant's details and another holding the results from the circulations.

All the database and spreadsheet files currently in use by the Data Administrator are kept in a password-protected area on secure servers maintained by E-Health (NHS Lothian). This server is backed up every night by E-Health. Further backups are held on a separate PC in an encrypted form by the Data Administrator.

All the data held by the scheme are registered under the Data Protection Act with the NHS Tayside's Data Registration Officer, and are covered by the NHS Tayside policy for data confidentiality.

Any redundant PC's are cleared of data using the secure methods detailed in the Dundee Pathology Department's procedure: III 030 – "Disposal of Redundant PC's".

Allocation of Code Number

A list of pre-generated, unique 4 digit random numbers is held in the Excel spreadsheet. When a request is received to join the scheme, the Scheme Secretary passes the details on to the Data Administrator who assigns the next number on this list to the pathologist.

The number is marked as 'used' and the participant's details are entered in the database. The last step in registering the participant on the database is to edit manually the participants' table and enter either a 'Y' (for Scottish participant) or 'I' (for Northern Ireland participant) in the participant field and to add a cluster and slide box number.

The participant field is used to retain the current status of any participant. On completion of the entry, the code number is passed to the Scheme Secretary who informs the participant.

Administration of Circulation Results

The marked circulation returns are checked for arithmetical errors and sorted into two bundles by the Data Administrator or deputy, one group with a score of 10 and one where the score is greater than 10.

The Scheme Secretary supplies a list of any participants who have withdrawn from the scheme, either permanently or who have a valid reason for non-participation in this circulation only. Where the withdrawal is permanent the participant field in the participants' table is marked with an 'N', ensuring the code number is not used in any further calculations and the date of withdrawal marked in the appropriate field.

Where the withdrawal is for this circulation only, the circulation number is added to the participant field. Any withdrawals from previous circulations are converted back to the appropriate 'Y' or 'I', and that circulation number added to the 'excluded from' field as a record of any circulations missed.

The numbers of scripts are then tallied and checked against the expected number of participants from the database and any discrepancies followed up. The next step is to add the current circulation to the 'Results' table in the database. The 'Add New Circulation' query adds all valid participant codes to the 'Results' table with the current circulation number and the table is edited to give a value of 1 for all slides.

The table is then edited using the returns with a score above 10, the appropriate values changed for any answers rated 2 or 3 and any non-participants are deleted. All the results are then checked against the paper returns for accuracy. The 'Detailed Results incl. Irish Provisional Print' report produces a printout, marked as provisional, detailing all the scores for each slide and each participant and some summary details. Copies are then produced for the Management Committee Meeting.

After the Management Committee meeting, any agreed changes are incorporated and the same report, still marked as 'Provisional Results', is produced and distributed to every participant prior to the Participants Meeting. Following this, any suggested changes agreed by the management team are incorporated into the results and a Final Agreed Results report, customised for the individual participant to include a summary of their results from previous circulations, is produced using the database report 'Detailed Results incl. Irish Final Print_Individual' and distributed.

Database backups are made during this process to allow reproduction of the results. At all stages where documents and information are checked, the person performing the check initialises and dates the relevant document.

Statistical Reports

As noted elsewhere (**EQAO07**), the scheme highlights any participant codes falling within the 2.5% group at the lower end of the ranked scores. This is calculated for each circulation and examined in the current and previous two circulations to see if any participant has appeared in this group in any two of the last three circulations.

As detailed in **EQAO07**, a database query works out the number that comprises 2.5% of the number of returns in the current circulation. This information is used in combination with the 'Range of Results' query to calculate the score that includes this 2.5% figure. The circulation and score are then entered into a query that selects the codes that are included in the 2.5% group, which in turn is used to produce a cumulative table of all the participants who have appeared in the 2.5% group in any circulation. This table provides the information to base the letters sent to appropriate participants at the end of each circulation (**EQAO07**).

A further report examines participation in each circulation to identify any participants who have not been involved in two out of every three circulations (**EQAO01**).

Production of Slide Box Labels

The spreadsheet / database that contains names, id numbers, the participants who are currently participating in the rounds and attendances for all participants, also contains the address and box / cluster information. A macro marries this information with full addresses of the base hospital and produces a .pdf structured to allow printing onto adhesive address labels.

The .pdf is then sent to the Scheme secretary for printing. The box / cluster information is used for labels for boxes, address labels for boxes as well as address labels for letters to individual participants (which are sent to their hospital of practice). Cluster / box / address information is

updated continuously as people join / leave and change hospital. A full check is carried out of all changes that have taken place, at the end of each cycle, prior to final results being distributed and in preparation for the next cycle.

Continuing Professional Development (CPD) Certificates

Any participant who sends in a return for the current circulation receives a CPD certificate with the appropriate number of points. If the participant also attends the participants meeting where the circulation is discussed, a further point's allocation is appropriate. Attendance at the participants meeting is recorded in the participants' table, after which the 'CPD Certificate' and 'CPD Certificate Participants Meeting' database reports produce the correctly apportioned certificates. These are passed to the Scheme Secretary for distribution.

A third CPD certificate to the value of one point is issued to any participant who has sent a return for the educational slides circulation. The participant codes that fall into this group are entered into the 'Educational Batches' table. The 'CPD Certificate Educational' query is edited for the current circulation and the 'CPD Certificate Educational' report produces the certificates. These also are passed to the Scheme Secretary for distribution.

CPD certificates are also awarded to all members of the management team, with two points being awarded for their first two meetings, three points for their third meeting where they have provided the cases and will give a presentation at the participants meeting, and two points for their fourth and final management meeting. All permanent members of the committee will receive two points for each meeting.