Scotland and Northern Ireland EQA Scheme in General Histopathology

EQAI02

CHANGING A PARTICIPANT'S CODE

ISO 17043:2010 ref	4.9.1
LOCATION OF COPIES	Q-Pulse (Electronic Master) Master Copy held by Quality Manager Standard Operating Procedures – Scottish Pathology Network
AUTHORISED BY	Dr Geraldine O'Dowd - Scheme Chairperson

Review and Amendment History			
Date Reviewed / Amended	Version Replaces	Pages Changed	Details of review/Amendment
Feb 2021	1.3	1 Pages (Front)	Updated: location of copies (front pg)

Rationale

A procedure is required for effective management of participant information on the Scheme website, currently situated at: **http://www.pathology.scot.nhs.uk/resources/pathologists-eqa/**

Purpose and Scope

The purpose of this procedure is to describe the management of participant information to be provided to the Scheme website to provide a timely and accurate means of communication to participants.

Duties, Responsibilities and Authority

The scheme Quality or Data Manager must send the current presentations from the most recent circulation, along with any updated procedures, information and pro formas for the next circulation to the NSD Scottish Pathology Network (SPAN) Programme Support Officer, currently Emily Ross, as soon as all required information is available and certainly before the dispatch of the test cases in the next circulation.

Management team case presenters must submit their presentations to the Quality or Data Manager as soon as the participants' meeting has been held.

Review of the current scheme information available on the website will also be carried out by the Quality Manager and updates also sent to NSD as required.

NSD staff should acknowledge receipt of the information and upload to the website as soon as possible after receipt. Should any delays occur then support will be provided by the NSD EQA Scheme Programme Manager, currently Karen Roberts (karenroberts4@nhs.scot).

Methodology

1. Create a new folder for the Circulation in the EQA\For Web folder on the server. Collect and prepare the PowerPoint presentations. Contributions from the presenters should be joined to create a single presentation for the Assessment cases and one for the Educational cases.

   The combined presentations should be checked carefully for formatting errors as inserting slides from one presentation into another can lead to problems. Save the resulting combined presentations as new PowerPoint presentations in the same folder, making sure that the option to compress pictures for screen viewing is selected, as CircXXAssessment.pptx and CircXXEducational.pptx.

   Save again as pdf files, creating CircXXAssessment.pdf and CircXXEducational.pdf. Check that the file size is not excessive.

2. From Qpulse, print the current state of the EQA Document Register and compare this version with the one on the website, noting the differences. For any sops that need updating, save pdf versions in the folder EQA\For Web folder. Also create an updated pdf of the EQA Document Register in the same folder.

3. Collect the Proformas for the next circulation from the EQA Secretary and store in the 'ForWeb' folder as PDF documents.

4. Depending on the number and size of the files, they should be emailed to Emily Ross (emily.ross3@nhs.scot) at NSD ensuring that the destinations for the files are correctly specified. They can also be copied to the SPAN e-mail as a backup: nss.SPAN@nhs.scot

The destinations are:

For the SOPs:

www.pathology.scot.nhs.uk/resources/pathologists-eqa/standard-operating-procedures/

For the Assessments:

www.pathology.scot.nhs.uk/resources/pathologists-eqa/circulations/

For the Educational:

www.pathology.scot.nhs.uk/resources/pathologists-eqa/circulations-education-cases

For the Proformas:

www.pathology.scot.nhs.uk/resources/pathologists-eqa/

ensuring that the SOPs and Proformas REPLACE the existing files while the presentations are ADDED.