

GCA Audit Tool – Process

Terminology

1. Excel spreadsheet LOCAL – contains CHI and should never be shared
2. Excel spreadsheet SHARE – does not contain any patient level identifiable data and can be emailed

Audit Data Storage

1. Local Health Board approval will be required to collect data onto the audit tool paper and then complete the excel spreadsheet (LOCAL)
2. The paper should be collated and stored in one location within the Health Board in a locked office or filing cabinet
3. The spreadsheet should be saved as per local guidelines which would be at minimum on a password protected PC in the NHS Health Board
4. You should register the excel spreadsheet (LOCAL) as an information asset and discuss with your NHS Board Information Governance and Security Manager. There is a low risk attached to the sharing of the excel data out with the NHS Board if the CHI column is mistakenly not deleted before emailing and the Excel spreadsheet (LOCAL) is sent instead of the Excel spreadsheet (SHARE).
5. Information Governance and Security Manager approval will be required prior to sending the Excel spreadsheet (SHARE) (DELETED the CHI column)
6. Once the Exel Spreadsheet (SHARE) is saved and checked to not contain any patient level identifiable data this can be emailed to ssradmin@rcpe.ac.uk

Audit data collection

1. Any patients attending the health board rheumatology service with GCA are eligible prospectively from first presentation only
2. No patient consent is required for this audit
3. The audit data is intended to inform the SMC regarding Tocilizumab use and steroid / disease factors in GCA
4. The audit data will be presented at SSR QI meeting

Audit data timescale

1. NEW patients between 1st November 2019 and 31st October 2020 are eligible
2. The Audit analysis will be planned to occur initially November 2020 and be updated to a final report in April 2021

Further Information

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