Contacts

If you have any questions regarding the online audits of surgical mortality, please call or email your audit office.

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1. How to log on to the Fellows’ Interface?

Directly:

- Go to https://asm.surgeons.org/mortaudit/
- Enter your user identification (ID) and password.

Alternatively:

Click on the link in the email that you have received from the audit office notifying you of a new surgical case form or first-line assessment for completion.

Note:

- If you do not have a user ID and password or cannot remember the details, contact the audit office by selecting the software assistance tab (see below) on the login page. You will be issued with your login details.
- If you have forgotten your password, select the “reset password” tab and your password will be reset and sent to you by email.
2. How to use the Fellows’ Interface?

Need help? Have a query? (During office hours 9am to 5pm)
• Select the Help tab (see below) at the top of your summary page for the Audit Office contact details.

Need help? Have a query? (Out of office hours)
• Select the Email audit office tab (see below) to send an email.

Have a suggestion or feedback?
• Select the Email audit office tab (see below) to send an email.

When logged on, your audit summary page with will show the following:
• Case generation (self-notification)
• Pending surgical case forms
• Submitted surgical case forms
• Delegation of surgical case forms
• Pending first-line assessments
• Summary of my audit activities
• CPD points
• Progress report
3. How to self-notify an audit case?

The Fellows’ Interface has been enhanced to enable users to generate their own notifications of death. From this notification of death, the interface will create a new case with a unique study ID and enable the user to seamlessly complete and submit the surgical case form online. The case can also be delegated once it has been created. (See page 11)

- To self-generate a notification of death (NOD) via Fellows’ Interface login into the interface using your user ID and password and then click on **Create New Case**.

- Please complete all the fields. If an attempt is made to save the notification without populating all the mandatory fields a warning will be generated.
• Once you have populated all of the mandatory fields select the **Save** tab.

![Notification of Death Form](image1)

- At this point the interface will create a case with a unique study ID and prompt the user to click on **next** to complete the surgical case form.
- The user can now complete the surgical case form or if necessary save it for later submission. If the user attempts to submit a surgical case form without populating all the fields, a warning is generated highlighting all the incomplete fields.

![New Surgical Case created](image2)

![The following fields are incomplete](image3)
• Alternatively, if the user selects **save and submit** later the case will appear on the interface summary page as **incomplete**.

• Once the user has populated all the incomplete fields, the case icon will turn green, which indicates that the surgical case form is **ready for submission** to the audit office as per normal process by selecting the **submit case** tab.
4. Surgical Case Forms (SCFs)

How to view/complete a surgical case form?

• Highlight the case you want to view or edit and then select the View/Edit Case tab (see below).

   Note: A new case has a blue icon.

How to reject a Surgical Case Form (if the assigned patient is not yours)?

• Select the Reject Case tab (see below).

• State your reasons for rejecting the case.

How to submit a Surgical Case Form?

• Complete the form (including a review of any incomplete fields)

• Select the Submit Case tab (see below)

   Note: A case ready to be submitted has a green icon
How to save (and edit) your Surgical Case Form (for a later date)?

- Select the **save & submit later** tab (see below)

  *Note: All data already entered will be saved*

  *Note: An incomplete case has a red icon and will remain in your pending surgical case form list until it has been completed and submitted*

5. How to view a summary of all your submitted SCFs?

- Select **submitted surgical case forms** tab (see below)

  *(Note: The “submitted” Surgical Case Forms can be viewed but not edited).*
6. How to delegate a surgical case form?

The Fellows' Interface has been enhanced to enable Consultants to delegate their own surgical case forms to a registrar for completion. Once the delegate (registrar) has completed the SCF it will be returned to you online for review before you submit to the audit office.

- Highlight the case you wish to delegate in the pending surgical case forms field.
- Select the delegate case tab.

This will generate a dialog box titled “delegate case”.
- The terms and conditions box will need to be checked after you have read the terms and conditions.
- You are then required to enter the email address of the person you wish to delegate this case to.
- This cannot be another Consultant. If you believe that this case is not yours then you will need to reject the case, stating your reasons for rejecting the case and the audit office will then reassign it to the nominated Consultant.
If the delegate is already registered with the audit they will then receive an email prompting them to complete the SCF, if not you will be asked to confirm the email address to ensure it is going to the correct person.

Note: There are four colour codes indicating a cases status:
- **Purple** indicates that the case has been delegated to a registrar delegate and is awaiting completion
- **Red** indicates that a delegate has begun completing a case but has not yet submitted it for approval
- **Green** indicates that a case has been completed by a delegate and is waiting for your approval before being submitted to the audit office
- **Yellow** indicates that a case has been delegated to someone who is not currently registered with the audit

If a case has been delegated incorrectly, you can recall the case by clicking the **recall** case button. Recalled cases can then be reassigned to an alternate delegate through the same process.

When the delegate returns the SCF to you, the status will change to green **“Ready for submission”**.

Click the **“View Case”** button and review the SCF details. If you are happy with the details of the case click the **“Submit Case”** button. You can edit any fields that you choose to.

You will be prompted to agree that content is accurate before you can submit the case to the audit office.
7. First-line Assessments

How to view or edit a First-line Assessment?

*Note: First-line Assessment cannot be delegated to a 3rd party for completion.*

Highlight the case you want to view or edit using your cursor and then select the View/Edit Case tab (see below).

*Note: A new case has a blue icon.*

How to reject a First-line Assessment?

- Select the **Reject Case** tab (see below).
- State your reasons for rejecting the assessment.

How to submit a First-line Assessment?

- Complete the form (including a review of any incomplete fields)
- Select the **Submit Case** tab (see below)

*Note: An assessment ready to be submitted has a green icon.*
How to save (and edit) your First-line Assessment (for a later date)?

- Select the **Save & Close** tab

- **Note:** All data already entered will be saved.
  
  **Note:** An incomplete case has a red icon.

- Once you have been allocated a First-line Assessment and attempted to view/edit the case you will note that you have access to the relevant Surgical Case Form via the "**Surgical Case**" tab (illustrated below) and can flick between the First-line Assessment and Surgical Case tabs to complete the FLA.
8. Audit Activities, CPD Points & Progress Reports:

Users are able to view their audit activities i.e. how many Surgical Case Forms and First-line Assessments they have submitted to the audit office and how many of their cases were sent for Second-line Assessment (illustrated below).

Users are also able to access information regarding CPD points and generate a report outlining their progress within the audit (illustrated below).