

Improved Record Keeping in Three Clicks of a Mouse

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Background

Due to the time taken to collate records for the 2010 MHRA inspection, the Cambridge CRF recognised the benefit of investing in an electronic Quality Management System (QMS).

At the 2013 MHRA inspection every record or certificate requested was available in 3 clicks of a mouse.

Aim

To demonstrate how an electronic QMS can simplify record keeping by showing examples from the system used in the Cambridge CRF.

Purpose

To have accurate records ready for inspection at any time.

Methodology:

An interactive electronic QMS which emails reminders automatically has been developed over the last three years.

Assets

319 assets with maintenance history on the register

How to access Electronic Asset Records

- 1 Select the Asset Module → Asset register
- 2 Select the Asset → Asset history
- 3 Select details required

Three clicks of a mouse and you can find the asset and any details you require, including a copy of the service/calibration paperwork.

Training Records
67 staff and >3000 training events
One example shown

Electronic Training Records

- 1 Select People Module
 - 2 Select Person
 - 3 Select Time Frame
- Three clicks of a mouse** and you produce a comprehensive training history available for inspection, appraisal, or CV as shown. Certificates can be opened, printed or emailed if required.

Completed Date	Title	Trainer	Is Renewable	Renew By Date	Certificate Number
18/12/2012	appraisal		True		
03/01/2012	Appraisal		True		
08/08/2013	Appraisal		True	08/08/2014	
19/04/2010	Cannulation		False		
31/10/2012	Care of Tracheostomy Patient		False		
03/03/2010	Centrifuge Competency		False		
09/01/2012	Consent BioResearch		False		
30/08/2013	Consent Paediatric Research		False		
20/04/2012	CRU Corporate Refresher Update		True	20/04/2014	
30/01/2013	CRU Corporate Refresher Update		True	30/01/2015	
14/01/2014	CRU Corporate Refresher Update		True	14/01/2016	
16/08/2012	CV		True	16/08/2014	
20/04/2013	CV		True	20/04/2015	
03/03/2010	Dry Ice Training		False		
25/03/2013	Dry Ice Training		False		
13/08/2014	Dry Ice Training		False		
22/05/2012	ElectroCardioGram competencies (ECG)		False		
19/03/2014	EST (Emergency Scenario Training)		True	19/03/2015	
21/05/2012	EST (Emergency Scenario Training) Faculty		False		
17/07/2012	EST (Emergency Scenario Training) Faculty		False		

Documents
99 SOP's, 90 Forms, 13 Information Sheets, 11 Labels, 3 Policies,
5 Templates, 134 Flowsheets (abbreviated protocols)

Electronic Documents

- 1 Select document module → Document register
- 2 Select document type or keyword → Document
- 3 Select document → Document history

Three clicks of a mouse and you can find your document.

Electronic Document History

Select to reveal details and dates for:

- Electronic sign off (shown)
- Changes requested
- Reviewers
- Revision history which links to obsolete versions
- Approvers
- Properties where associated documents are linked

Service improvement for the CRF. Records are all in one place. Nothing is lost. Increased efficiency, accuracy and accountability. Any member of staff can access and update their training record and use the document module. Documents are current due to management using electronic reminders. Designated staff look after the maintenance of assets. Documents are signed for electronically. With electronic sign off and a full training history, comprehensive evidence of training is available. Certificates of training and maintenance are accessible. Obsolete documents, equipment records and training histories are archived within the QMS and are easily accessible.

Conclusion

No more chasing people with paper sign off sheets- the QMS does this for you. No more paper archiving- all done within the QMS.

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