Using Open Source Software to Manage Policies and Clinical Guidelines

Library & Knowledge Service

Derby Teaching Hospitals NHS Foundation Trust

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Derby Teaching Hospitals **NHS**
NHS Foundation Trust

Overview

- Background
  - Existing System.
  - Requirements.
- Implementation
  - Changes to Process, Koha.
- Outstanding Requirements.
- Library's Role in Policies & Guidelines.
- Future Developments.

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Background – Storage

Requirements:

- Restrict Editors & Record Activity.

- Archiving with Audit Trail we can Report.

- All Documents PDF Format.

- Single Copy of any Document.

- Search Policies & Guidelines Simultaneously.

- Search Policies & Guidelines ONLY.

Editors

Intranet

Internet
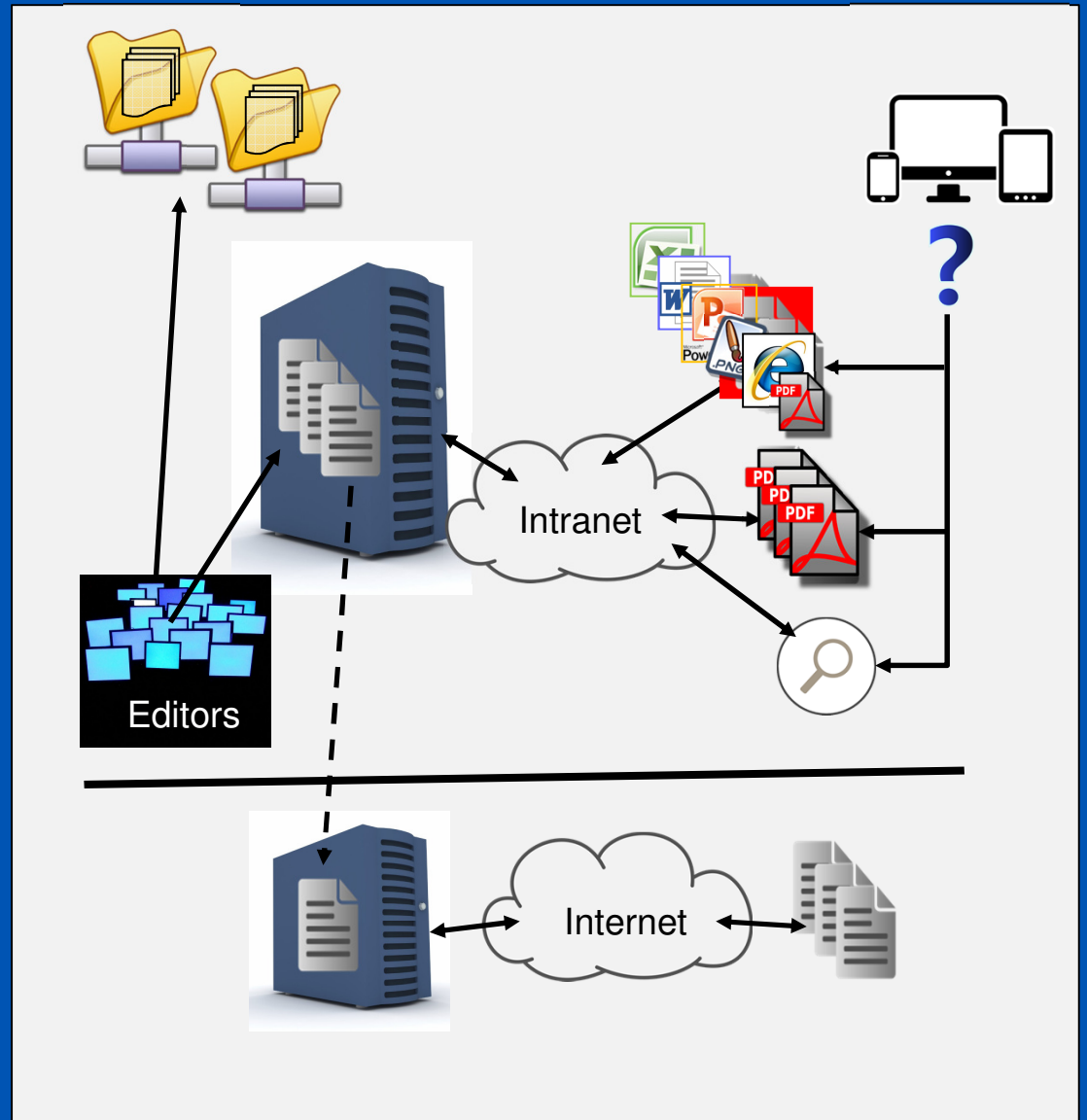
Background –
Search & Retrieval

Requirements Search:

- Relevancy Ranking.

- Medical Thesaurus.

- Link Associated Documents
  - Guidelines: Full Guideline, Summary Guideline & Care Bundles.
  - Policies: Forms & Assessment Tools.

Requirements Pages:

- A-Z Lists Organised under Subject Headings.

- Naming Convention.

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Background – Document Content & Policing

Requirements:

- **Record Document Controls to Allow Reporting**
  - Out-of-Date.
  - Due for Review.

- **Automated Alerts.**

- **More Precise Version Control to Record all Changes**
  - 2.1.0.

- **Roles not Names.**

- **Document Controls for Associated Documents.**

TRUST POLICY AND PROCEDURE FOR ANNUAL LEAVE AND PUBLIC HOLIDAYS EXCLUDING MEDICAL AND DENTAL STAFF				
Reference Number HR 2012 040	**Version:** 2.1		**Status:** Final	**Author:** Sue Millward **Job Title:** Head of Human Resources
Version / Amendment History	Version	Date	Author	Reason
	1a	Oct 2008	T. Riley	Employment Legislation
	2	June 2011	Head of Human Resources	Employment Legislation Update
	2.1	July 2012	Head of Human Resources	Minor Amendments

Intended Recipients: All employees	
Training and Dissemination: Launched and disseminated through Trust Intranet and into Divisional Management teams via HR Managers. HR Advice is provided through adhoc advice and support from the HR Support and Advice Team. Calculation of entitlement is via the Ready Reckoner available on the Intranet.	
To be read in conjunction with: N/A	
EIRA stage One Completed Yes Stage Two Completed No	
Procedural Documentation Review Group Assurance and Date	Yes July 2012
Approving Body and Date Approved	Reformat & Minor amendments approved by PDRG on behalf of TMT
Date of Issue	June 2012
Review Date and Frequency	June 2015
Contact for Review	Head of Human Resources
Executive Lead Signature	Director of Workforce Management

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Storage

- Search Policies & Guidelines Simultaneously.
- Search ONLY Policies & Guidelines.
- Archiving with Audit Trail.
- Restrict Editors.
- PDF Format.
- Single Copy of Document.

Search & Retrieval

- Subject Lists.
- Naming Conventions.
- Search with Relevancy Ranking.
- Medical Thesaurus.
- Link Associated Documents.

Data

- Document Controls we can Report.
- Version Control.
- Alerts for Documents Due for Review or Out-of-Date.
- Document Controls for Associated Documents.

REQUIREMENTS

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Implementation - Intranet

- Library Responsible for all Policy & Guideline Uploads
  - Master Copy Stored on Networked Drive Under Subject & Upload Date.

- All Guidelines & Policies are PDF
  - Master Copy in Original Format.

- Create Subject Lists
  - Junior Drs.
  - Information Governance.

- Rename Documents.

Clinical Guidelines

NHS Southern Derbyshire Clinical Commissioning Group — Click here to access the Southern Derbyshire CCG website.

A Clinical Guideline is a document to guide diagnosis, management or treatment of a specific condition.

The search engine button to the right will search all Trust Clinical Guidelines and Policies.

koha Search

Anaesthetics
Antibiotics/Sepsis
Audiology
Breast Unit
Cardiology
Dermatology
Diabetes & Endocrinology
Electrolytes & Fluids
Emergency Department
Endoscopy
ENT
Gastroenterology & Hepatology
Geriatrics
GU Medicine
Gynaecology
Haematology
ICU
Lymphoedema
Maternity (Obstetrics & Midwifery)
Maxillofacial Surgery
Microbiology/Infection Control
Neurology
Nutrition
Oncology
Ophthalmology
Orthodontics
Orthopaedics

Paediatrics
Pain
Paliative Medicine
Pharmacy/Drugs & Therapeutics
Plastic Surgery
Psychiatry/Mental Health
Radiology
Rehabilitation
Renal
Respiratory Medicine
Rheumatology
Step Down Unit
Stroke
Surgery - Bariatric
Surgery - Colorectal
Surgery - General
Surgery - Hepatopancreatobiliary
Surgery - Hand Surgery
Surgery - Upper GI
Surgery - Vascular
Therapy Services
Tissue Viability
Urology

- Rename Documents
  - Guidelines for the manipulation of wrist fractures under Biers block
  - Biers Block – Wrist Fractures -Full Clinical Guideline

If you are still having difficulties finding what you need, please contact the Library & Knowledge Service: dhft.PoliciesGuidelines@nhs.net

Storage

- Search Policies & Guidelines Simultaneously.
- Search ONLY Policies & Guidelines.
- Archiving with Audit Trail.
- ✔ Restrict Editors.
- ✔ PDF Format.
- Single Copy of Document.

Search & Retrieval

- ✔ Subject Lists.
- ✔ Naming Conventions.
- Search with Relevancy Ranking.
- Medical Thesaurus.
- Link Associated Documents.

Data

- Document Controls we can Report.
- Version Control.
- Alerts for Documents Due for Review or Out-of-Date.
- Document Controls for Associated Documents.

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- Koha is an Open Source Integrated Library Management System.

- Make the Tool Fit the Policy and Guideline Workflows.

- Web-based Application (Admin, Library Staff and End-users)
  - No Desktop Installations

- Hosted by PTFS

  - Installation & Setup
  - Upgrades
  - Application Enhancements
  - Support

We only use certain modules on the Koha system.

- Administration
  - Global Preferences
  - Local Preferences
- Patron management
- Circulation
- Cataloguing
  - Authority Files
- Serials
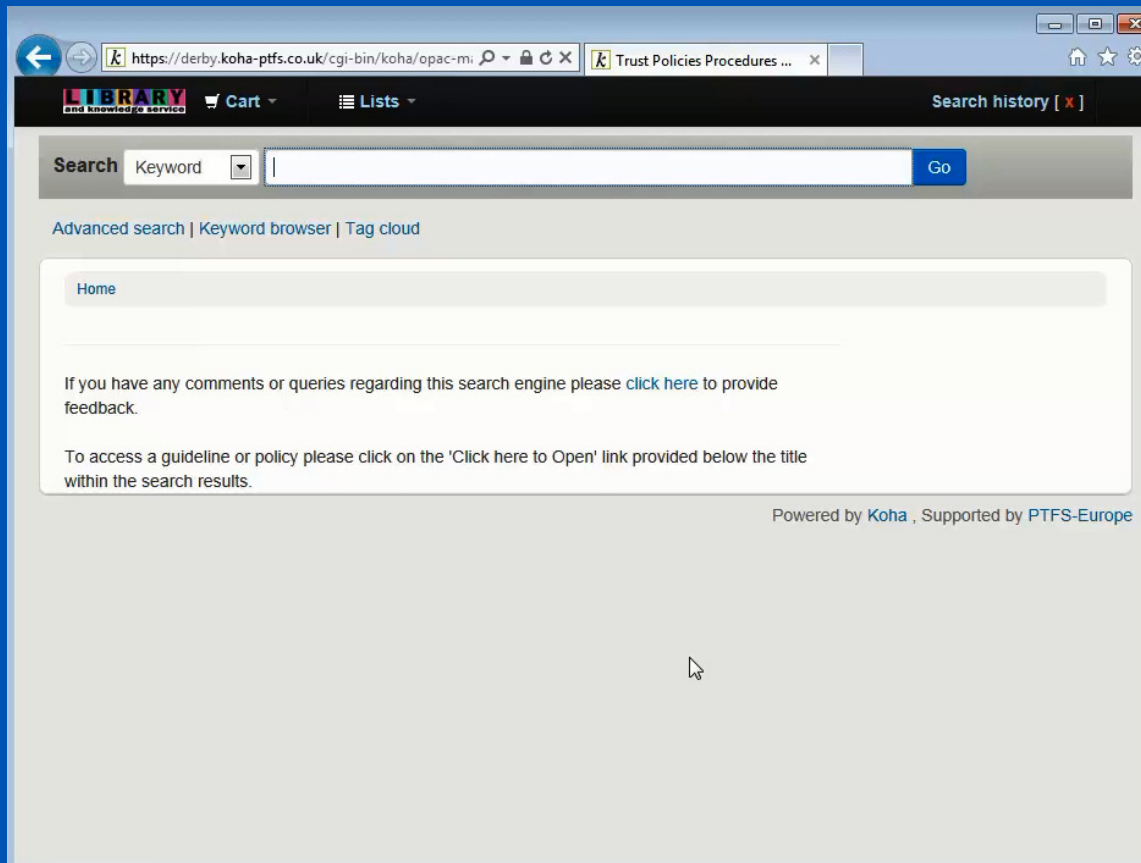- Acquisitions
- Reporting
- Search
- OPAC

Implementation - Koha

- Catalogue the Document URLs on Koha
  - Search Public Domain
  - Restricted Access to PDFs

- Direct the End-user to Search on Koha.

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Implementation –
Koha OPAC & Search

Implementation – Koha
OPAC & Search

Storage
- ✓ Search Policies & Guidelines Simultaneously.
- ✓ Search ONLY Policies & Guidelines.
- Archiving with Audit Trail.
- ✓ Restrict Editors.
- ✓ PDF Format.
- Single Copy of Document.

Search & Retrieval
- ✓ Subject Lists.
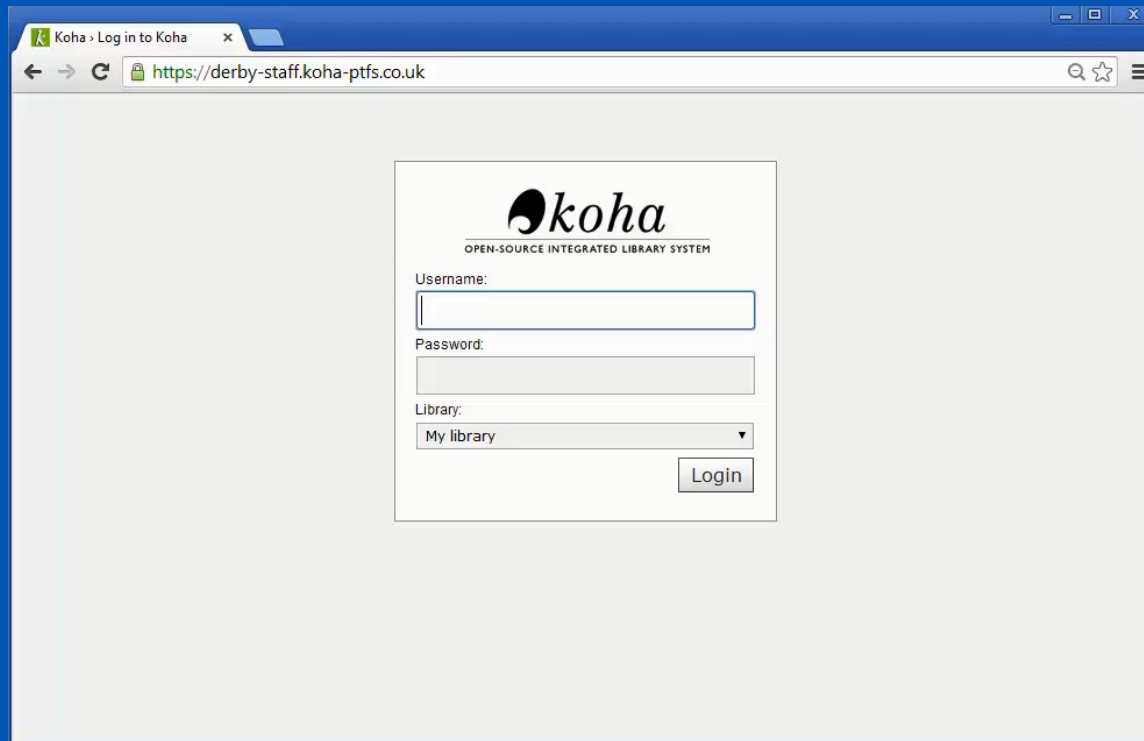- ✓ Naming Conventions.
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Data
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REQUIREMENTS

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Implementation – Koha Cataloguing

Implementation – Koha Cataloguing (Bibliographic Record)

TRUST POLICY AND PROCEDURE FOR ANNUAL LEAVE AND PUBLIC HOLIDAYS EXCLUDING MEDICAL AND DENTAL STAFF

Reference Number	Version:	Status:	Author: Sue Millward
HR 2012 040	2.1	Final	Job Title: Head of Human Resources

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Stage Two Completed	No

Procedural Documentation Review Group Assurance and Date	Yes July 2012
Approving Body and Date Approved	Reformat & Minor amendments approved by PDRG on behalf of TMT
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Review Date and Frequency	June 2015
Contact for Review	Head of Human Resources
Executive Lead Signature	Director of Workforce Management

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90a	Reference No.
245a	Title
500a	General Notes
508a	Author
511a	Developed in Consultation with
518a	Review Due Date
518o	Approved by
520a	Summary
562c	Version No.
650a	Keywords
622a	Subjects
773o	Host Item Identifier
773t	Host Item Title
856u	URL
910a –e	Key Contact Details
942	Display/Suppress in OPAC

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Implementation – Koha Cataloguing (Archiving)

- Make a Copy of the Bibliographic Record

- Amend Title

- Document Information in General Notes Field

- Suppress in the OPAC

- Approval Date & Subject to Link to Archived Master Document on Networked Drive

Field	Guideline/Policy Field
33a	Approval Date (Upload Date)
90a	Reference No.
245a	Title
500a	General Notes
508a	Author
511a	Developed in Consultation with
518a	Review Due Date
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Implementation – Koha Cataloguing (Modification Logs)

Date	Librarian	Module	Action	Object	Info
2015-04-02 14:38:44	Jo Morley (9)	Catalog	Modify	Item 1512	item $VAR1 = { 'withdrawn' => '0', 'biblioitemnumber' => '1420', 'restricted' => undef, 'items.cn_sort' => 'CH CLIN G00047', 'coded_location_qualifier' => undef, 'itemlost_on' => undef, 'notforloan' => '0', 'replacementpricedate' => '2015-04-02', 'itemnumber' => '1512', 'ccode' => 'FGUID', 'itemnotes' => undef, 'location' => undef, 'itemcallnumber' => 'CH CLIN G47', 'stack' => undef, 'barcode' => '1483', 'itemlost' => '0', 'uri' => 'http://flo/EasysiteWeb/getresource.axd?AssetID=2535&type=full&servicetype=Attachment', 'materials' => undef, 'datelastseen' => '2015-04-02', 'price' => undef, 'issues' => undef, 'withdrawn_on' => undef, 'homebranch' => 'PPG', 'replacementprice' => undef, 'more_subfields_xml' => undef, 'cn_source' => undef, 'booksellerid' => undef, 'biblionumber' => '1420', 'renewals' => undef, 'holdingbranch' => 'PPG', 'damaged' => '0', 'stocknumber' => undef, 'cn_sort' => 'CH CLIN G00047', 'reserves' => undef, 'enumchron' => undef, 'datelastborrowed' => undef, 'dateaccessioned' => '2015-04-02', 'copynumber' => undef, 'permanent_location' => undef, 'itype' => 'GUID', 'paidfor' => undef, 'onloan' => undef };
2015-07-17 15:01:28	Liz Turner (16)	Catalog	Modify	Biblio 1512	biblio BEFORE=>LDR 00767nam a22002177a 4500 008 150717b2015 xxu||||| |||| 00| 0 eng d 033 _a17/07/2015 245 _aEndoscopy – Consent for Patients Without Capacity Summary Clinical Guideline 508 _aDr S. Hearing 511 _aBev Baker, Liz Holmes 518 _a06/2018 _oNot Specified 520 _aGuidance for obtaining consent when the patient has been assessed as lacking capacity to consent to an endoscopic procedure. 562 _cNot Specified 650 0 _9119 _aInformed consent (Medical law) 650 0 _9352 _aMental Capacity 655 0 _92 _aEndoscopy 655 0 _91026 _aPsychiatry / Mental Health 856 _utemp _yClick here to open 910 _aDr. S. Hearing 942 _n1 999 _c1512 _d1512
2015-07-17 15:10:05	Liz Turner (16)	Catalog	Modify	Biblio 1512	biblio BEFORE=>LDR 00820nam a22002177a 4500 008 150717b2015 xxu||||| |||| 00| 0 eng d 033 _a17/07/2015 245 _aEndoscopy – Consent for Patients Without Capacity Summary Clinical Guideline 508 _aDr Stephen Hearing 511 _aSafeguarding team, Legal Services and the Endoscopy Steering Group. 518 _aJune 2018 _oNot Specified 520 _aGuidance for obtaining consent when the patient has been assessed as lacking capacity to consent to an endoscopic procedure. 562 _cNot Specified 650 0 _9119 _aInformed consent (Medical law) 650 0 _9352 _aMental Capacity 655 0 _92 _aEndoscopy 655 0 _91026 _aPsychiatry / Mental Health 856 _utemp _yClick here to open 910 _aDr. S. Hearing 942 _n1 999 _c1512 _d1512
2015-08-05 16:19:23	Library Admin (2)	Catalog	Modify	Biblio 1512	biblio BEFORE=>LDR 00935nam a22002297a 4500 008 150717b2015 xxu||||| |||| 00| 0 eng d 033 _a17/07/2015 090 _aCG-ENDO/2015/003 245 _aEndoscopy – Consent for Patients Without Capacity Summary Clinical Guideline 508 _aDr Stephen Hearing 511 _aSafeguarding team, Legal Services and the Endoscopy Steering Group. 518 _aJune 2018 _oNot Specified 520 _aGuidance for obtaining consent when the patient has been assessed as lacking capacity to consent to an endoscopic procedure. 562 _cNot Specified 650 0 _9119 _aInformed consent (Medical law) 650 0 _9352 _aMental Capacity 655 0 _92 _aEndoscopy 655 0 _91026 _aPsychiatry / Mental Health 856 _uhttp://flo/EasysiteWeb/getresource.axd?AssetID=175710&type=full&servicetype=Attachment _yClick here to open 910 _aDr. S. Hearing 942 _n0 999 _c1512 _d1512
2015-08-05 16:22:19	Library Admin (2)	Catalog	Modify	Biblio 1512	biblio BEFORE=>LDR 01275nam a22002417a 4500 008 150717b2015 xxu||||| |||| 00| 0 eng d 033 _a17/07/2015 090 _aCG-ENDO/2015/003 245 _aEndoscopy – Consent for Patients Without Capacity Summary Clinical Guideline 500 _aReplace Endoscopy - consent for patients without capacity - clinical summary guideline with Endoscopy (GI) - consent for patients without capacity - clinical summary guideline The document has been tweaked to explicitly indicate that it only applies to GI endoscopy, rather than other forms of endoscopy 05/08/2015 TW 508 _aDr Stephen Hearing 511 _aSafeguarding team, Legal Services and the Endoscopy Steering Group. 518 _aJune 2018 _oNot Specified 520 _aGuidance for obtaining consent when the patient has been assessed as lacking capacity to consent to an endoscopic procedure. 562 _cNot Specified 650 0 _9119 _aInformed consent (Medical law) 650 0 _9352 _aMental Capacity 655 0 _92 _aEndoscopy 655 0 _91026 _aPsychiatry / Mental Health 856 _uhttp://flo/EasysiteWeb/getresource.axd?AssetID=175710&type=full&servicetype=Attachment _yClick here to open 910 _aDr. S. Hearing 942 _n1 999 _c1512 _d1512

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Implementation – Koha Cataloguing (Subject Headings & Keywords)

Field	Guideline/Policy Field
33a	Approval date (Upload Date)
90a	Reference No.
245a	Title
500a	General Notes
508a	Author
511a	Developed in consultation with
518a	Review Due Date
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Implementation – Koha Cataloguing (Authority Files)

Subject Headings

Implementation – Koha Cataloguing (Authority Files)

Keywords

Implementation – Koha Reports

- Koha's Data is Stored in a MySQL Database.

- Any Field can be Reported on by Writing an SQL Query.

- Out-of-Date
- Due for review
- On Click User Access
- Librarian Activity
- Departmental Reports
- New Guidelines – MAC
- Clinical Audit & Effectiveness Committee.

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Implementation – Koha Reports
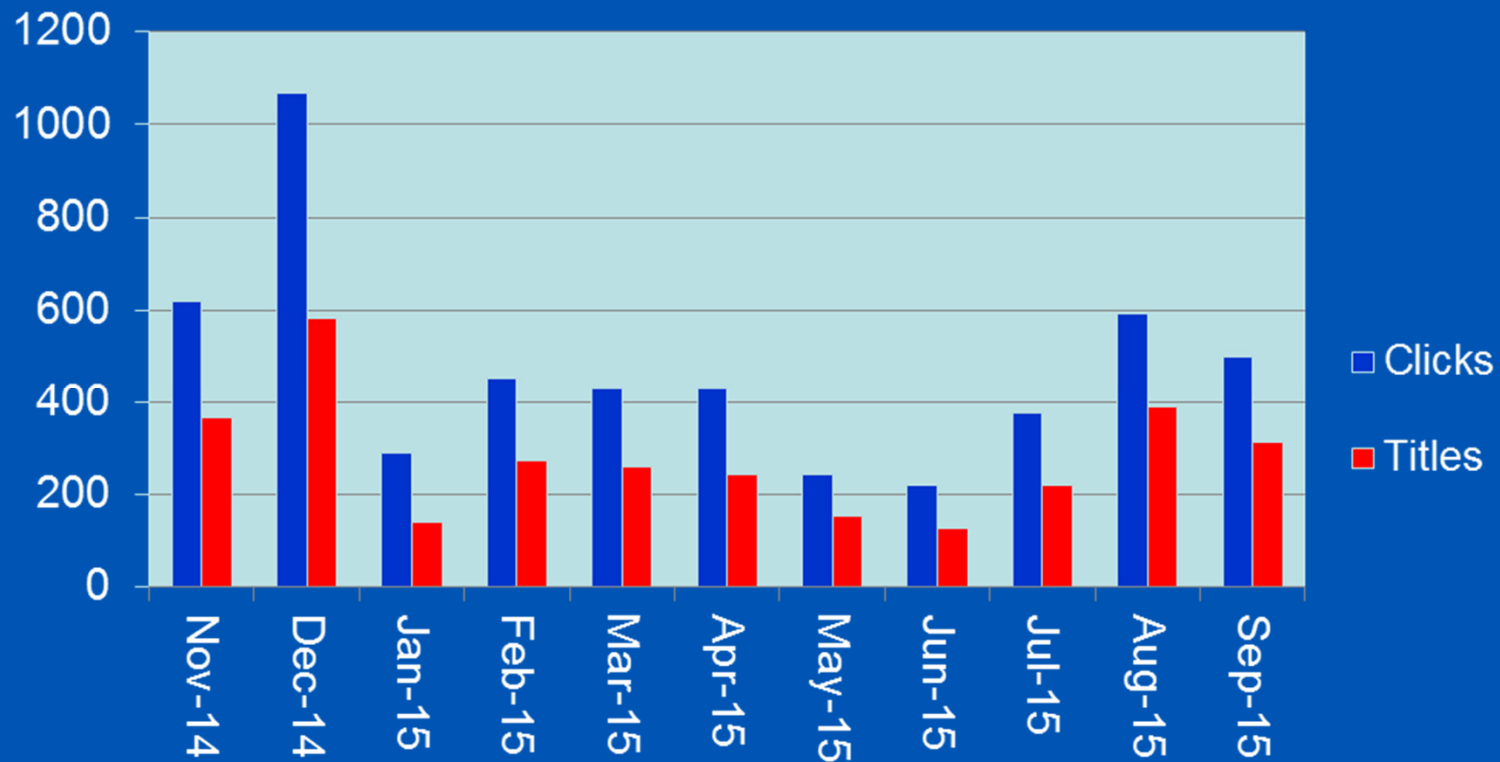
Implementation – Koha Reports
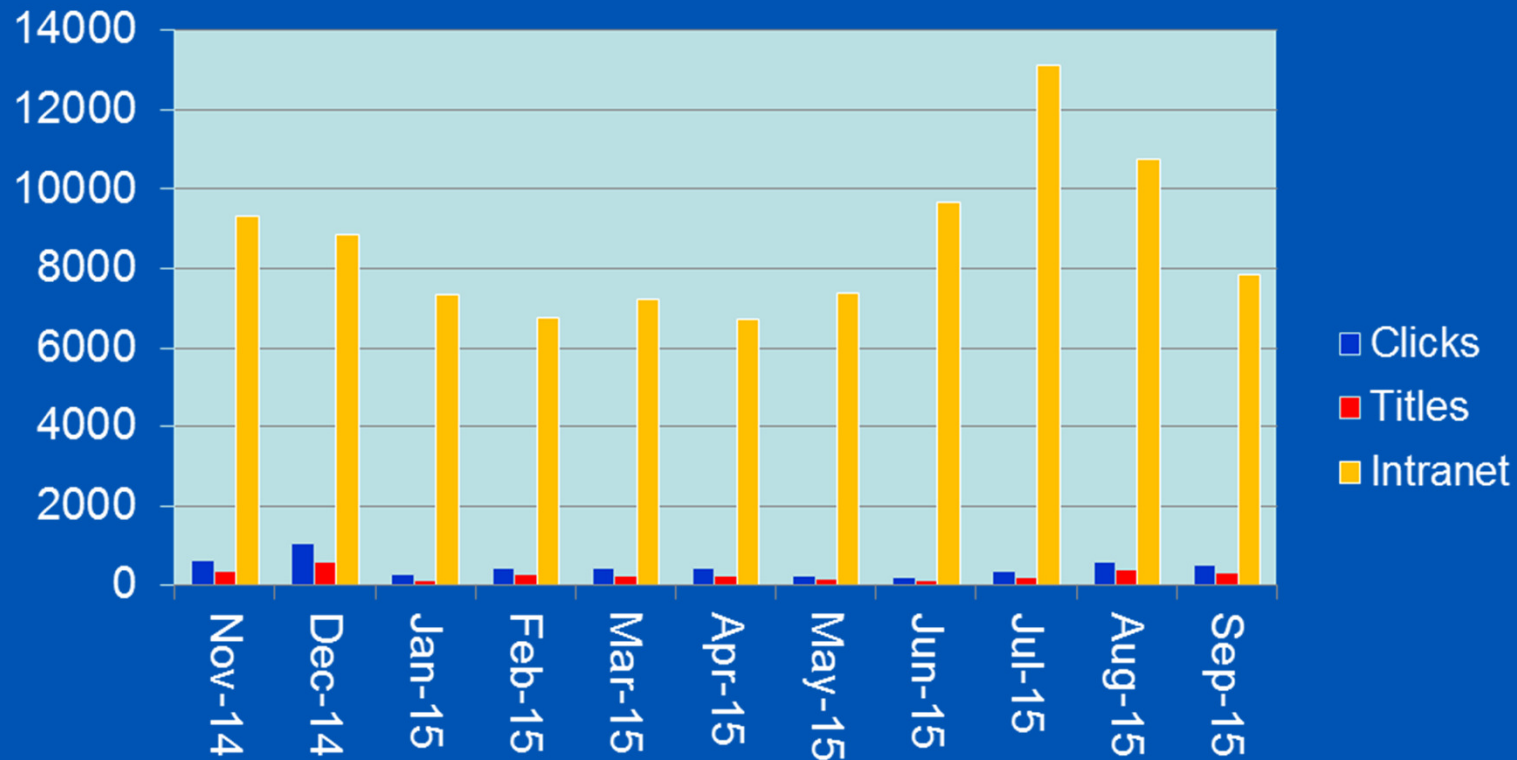
Implementation – Koha Reports

Month	ADD	MODIFY
Sep-14	276	266
Oct-14	4252	3926
Nov-14	686	4080
Dec-14	305	1497
Jan-15	37	98
Feb-15	191	287
Mar-15	101	530
Apr-15	94	464
May-15	38	108
Jun-15	63	93
Jul-15	119	158
Aug-15	118	131
Sep-15	62	88

Implementation – Google Analytics

Storage
- ✔ Search Policies & Guidelines Simultaneously.
- ✔ Search ONLY Policies & Guidelines.
- ✔ Archiving with Audit Trail.
- ✔ Restrict Editors.
- ✔ PDF Format.
- ✘ Single Copy of Document.

Search & Retrieval
- ✔ Subject Lists.
- ✔ Naming Conventions.
- ✔ Search with Relevancy Ranking.
- ✔ Medical Thesaurus.
- ✔ Link Associated Documents.

Data
- ✔ Document Controls we can Report.
- ✔ Version Control.
- ✘ Alerts for Documents Due for Review or Out-of-Date.
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REQUIREMENTS

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Outstanding Requirements

- Move Subject Lists to Koha
  - Customise Search Page.

- Remove Storage Away from the Intranet
  - Remove the Need for Archiving on a Networked Drive.
  - Documents are Suppressed but Physically Remain on System.
  - A Single Copy of a Policy is Available.

- Automated Reporting and Ad Hoc Notifications for Guidelines Due for Review.

- Move the Document Development Process onto the System.
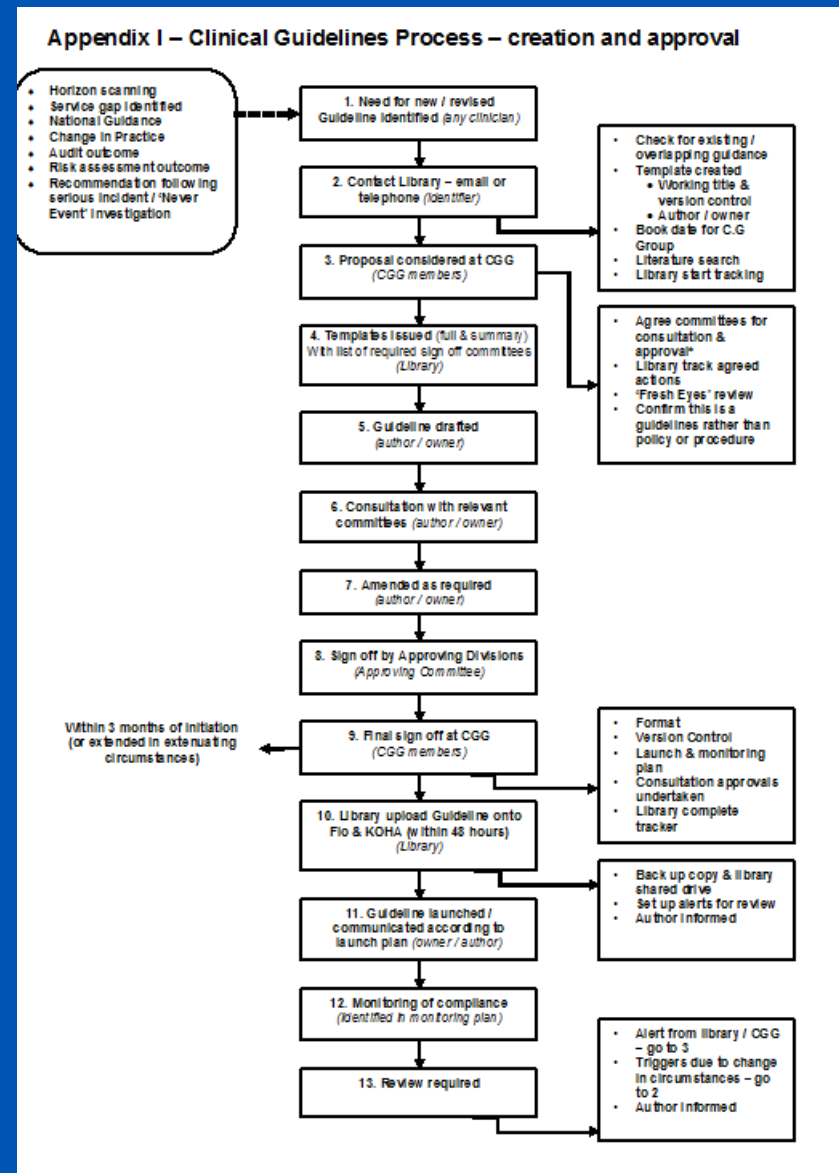
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Library's Role in Policies & Guidelines

- Library Involvement has Evolved.

- We are no Longer Just Responsible for Uploading, Archiving and Reporting on Guidelines and Policies.

- Policy on Guideline Development is available:
  https://www.derbyhospitals.nhs.uk/EasysiteWeb/getresource.axd?AssetID=283108&type=full&servicetype=Attachment

- Documentation for Policy Development is Currently Under Review.

Appendix I – Clinical Guidelines Process – creation and approval

- Horizon scanning
- Service gap identified
- National Guidance
- Change in Practice
- Audit outcome
- Risk assessment outcome
- Recommendation following serious incident / 'Never Event' investigation

1. Need for new / revised Guideline identified (any clinician)

2. Contact Library – email or telephone (Identifier)

- Check for existing / overlapping guidance
- Template created
  - Working title & version control
  - Author / owner
- Book date for C.G Group
- Literature search
- Library start tracking

3. Proposal considered at CGG (CGG members)

- Agree committees for consultation & approval*
- Library track agreed actions
- 'Fresh Eyes' review
- Confirm this is a guidelines rather than policy or procedure

4. Templates issued (full & summary) With list of required sign off committees (Library)

5. Guideline drafted (author / owner)

6. Consultation with relevant committees (author / owner)

7. Amended as required (author / owner)

8. Sign off by Approving Divisions (Approving Committee)

Within 3 months of initiation (or extended in extenuating circumstances)

9. Final sign off at CGG (CGG members)

- Format
- Version Control
- Launch & monitoring plan
- Consultation approvals undertaken
- Library complete tracker

10. Library upload Guideline onto Flo & KOHA (within 48 hours) (Library)

- Back up copy & library shared drive
- Set up alerts for review
- Author informed

11. Guideline launched / communicated according to launch plan (owner / author)

12. Monitoring of compliance (Identified in monitoring plan)

- Alert from library / CGG – go to 3
- Triggers due to change in circumstances – go to 2
- Author informed

13. Review required

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- Horizon scanning
- Service gap identified
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- Audit outcome
- Risk assessment outcome
- Recommendation following serious incident / 'Never Event' investigation

- **End-Users can Submit Proposals via Online Forms.**
  - Link Form Data to Bibliographic Record.
- **Add Information During Development to Bibliographic Record**
  - Start Clock Automatic Alert if Status Unchanged After 3/12
  - Status Updates.
- **Contact Author via Notification**
- **Promotion through Koha**
  - What's New
  - Patron Email Alerts

[CGG Approved Guideline Title]
[Author Proposed Title]

DATE: [START DATE]

Reference No.[CG-Dept/YYYY/NNN]
Version [0.1.0]

AUTHOR CONTACT [Name]
[Position]
[Email]
[Department]
[phone]

SPONSOR CONTACT [Name]
[Position]
[Email]
[Department]
[phone]

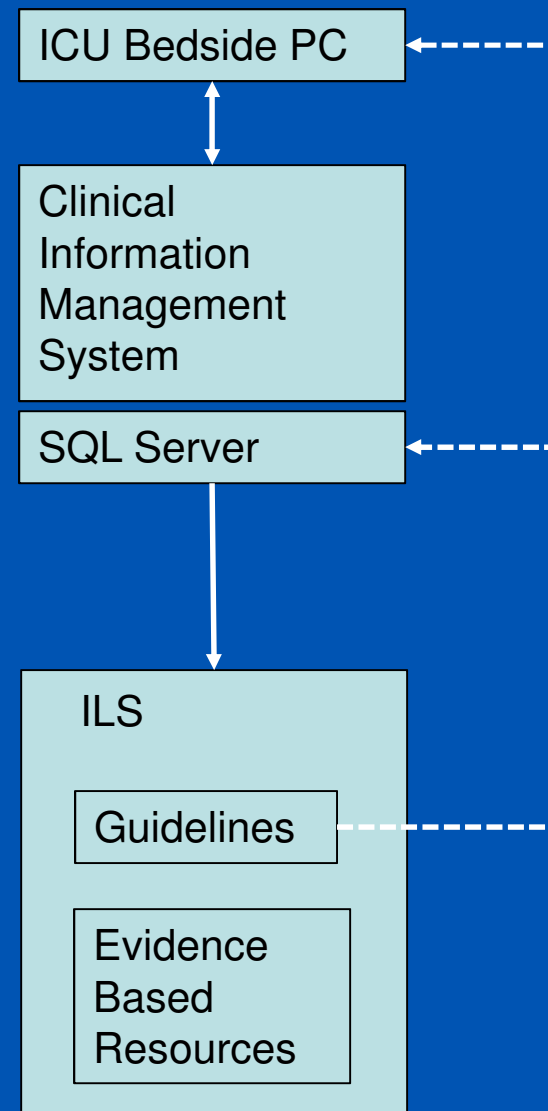| DATE	DEVELOPMENT PROCESS	COMMENT
	Contact Library	
	Raised at CGG	
	Template Issued	
	Reference Check by Library	
	Approval by CGG	
	Guideline Uploaded & Promoted	

PURPOSE/ DESCRIPTION	
INTENDED RECIPIENTS	
REFERENCES	HAS A LITERATURE SEARCH BEEN REQUESTED FROM THE LIBRARY? YES/NO IF NO HAVE UP-TO-DATE REFERENCES BEEN USED? YES/NO

REQUIRED BY CCG	COMMITTEE APPROVAL	DATE	OUTCOME
☐	Clinical Audit and Effectiveness Committee		
☐	Drugs and Therapeutics Committee		
☐	Nutritional Steering Group		
☐	Tissue Viability Team		
☐	Clinical Documentation Group		

Future Developments

- Merge Guidelines and Policies with ILS.

- Integration with Clinical Systems
    - Push Relevant Guidelines to the Bedside Through Integration with Clinical Systems.
    - User Profiling for Better Statistics.

ICU Bedside PC

Clinical Information Management System

SQL Server

ILS

Guidelines

Evidence Based Resources

Acknowledgements

- PTFS

- Dr Stephen Hearing, Chair Clinical Guidelines
- Clinical Guideline Group

- Mark Wilson, DGM Medical Directors Office – Policies

- Assistant Librarians:
  - Liz Turner
  - Jo Morley
  - Heather Munn
  - Christine Stevenson
  - Susan Adamson
  - Karen Trifunovic
  - Louise Young
  - Vanessa Ancliff

Questions