SDRN: Scottish Diabetes Research Network

SDRN/SCI-Diabetes Research Register Data Entry – User Guide

Version 2

Contents

DOCUMENT HISTORY

Version number	Detail of purpose / change	Author / edited by	Date edited
V.1			
V.2	Changes made to reflect updates to SCI-Diabetes.	John Kerr	27 May 2013

Introduction

The guide below has been developed to help HCPs process patient responses to the research register in an efficient manner using the SDRN function in SCI-Diabetes.

SDRN User Options

SDRN options will only be displayed when at the Regional Population Level. If the user account has other roles or permissions available, the regional level may not be set as default.

To set this as default for the account, select the 'user' on the main toolbar and then select 'Change User Options'. In the 'Default Patient Population and Main Menu' box use the 'Population' drop-down box to select the appropriate region.

When this option has been configured, the user will have to log out of SCI-Diabetes and log in again for the changes to take effect.
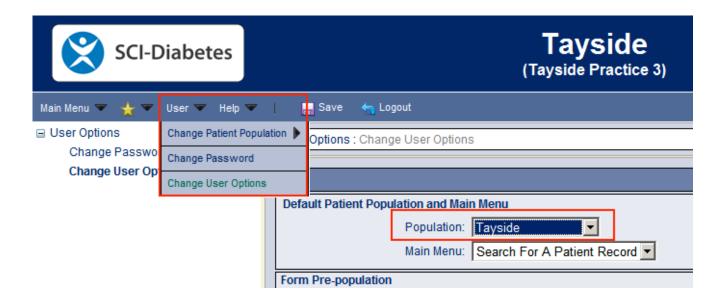

Fig 1: User Option Selection & Default Patient Population

SDRN Role

The SDRN role is visible on the users 'Main Menu' Option on the Toolbar.

Fig 2 : Main Menu & SDRN Admin Option

Find a Patient

To administer a Patient, click on the 'Find and Select a Patient' option to display the SDRN Patient Search Facility. A patient can be search by CHI or Surname, Date of Birth, Postcode (or combination of the 3).
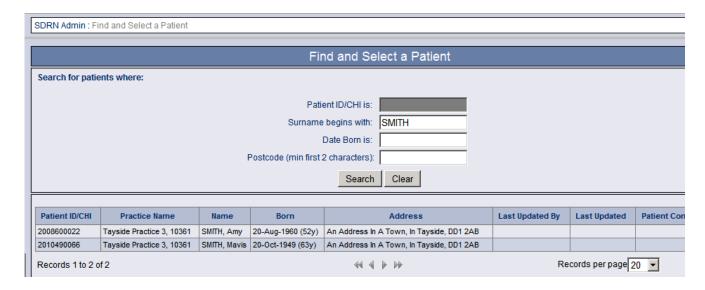
Fig 3: Find and Select a Patient

To find a Patient by Date of Birth, click the cursor in the 'Date Born is' box to display today's date and the calendar selection box.

Fig 4: Calendar Box with Highlighted Month & Year

To quickly scroll back through the years, click on the bold month and year displayed at the top of the calendar box. On first click this will display the current year and months and on second click, this will display the current decade. To select a year, click on the back arrow to quickly scroll back through the decades.
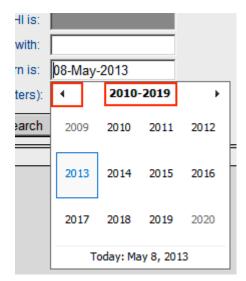
Fig 5: Calendar Year selection and Decade selection

Select a Patient

Once the appropriate search criteria has been entered, select the 'Search' button to return the Patient List.

Search for patients where:

Patient ID/CHI is:
Surname begins with: a
Date Born is:
Postcode (min first 2 characters):

[Search] [Clear]

Patient ID/CHI	Practice Name	Name	Born	Address	Last Updated By	Last Updated	Patient C
1711560048	Tayside Practice 3, 10361	ADAM, Adam	17-Nov-1956 (56y)	An Address TOO DD1 2AB TOO			
1208580074	Tayside Practice 3, 10361	ADAM, John	12-Aug-1958 (54y)	An Address In A Town, In Tayside, DD1 2AB	MCNAB, Angus	24-Mar-2011	No
0203350082	Tayside Practice 3, 10361	ADAM, John	02-Mar-1935 (78y)	An Address In A Town, In Tayside, DD1 2AB	STEPHEN, Alan	17-Jan-2011	Yes
0306780041	Tayside Practice 3, 10361	ALLAN, Anne	03-Jun-1978 (34y)	An Address In A Town, In Tayside, DD1 2AB	THOMAS, Mike	17-Jun-2011	Undecided
2308490059	Tayside Practice 3, 10361	ALLAN, Jack	23-Aug-1949 (63y)	An Address In A Town, In Tayside, DD1 2AB			
0605830068	Tayside Practice 3, 10361	ANDREW, Bob	06-May-1983 (30y)	An Address In A Town, In Tayside, DD1 2AB	HERD, Andrew	17-May-2011	Yes
1708690071	Tayside Practice 3, 10361	ANDREW, Laura	17-Aug-1969 (43y)	An Address In A Town, In Tayside, DD1 2AB			
1702340043	Tayside Practice 3, 10361	ANDREW, Wayne	17-Feb-1934 (79y)	An Address In A Town, In Tayside, DD1 2AB			
0910450058	Tayside Practice 3, 10361	ANDREWS, Alison	09-Oct-1945 (67y)	An Address In A Town, In Tayside, DD1 2AB	MCNAB, Angus	25-Apr-2011	Yes
2008850036	Tayside Practice 3, 10361	ANDREWS, Tim	20-Aug-1998 (14y 8m)	An Address In A Town, In Tayside, DD1 2AB			

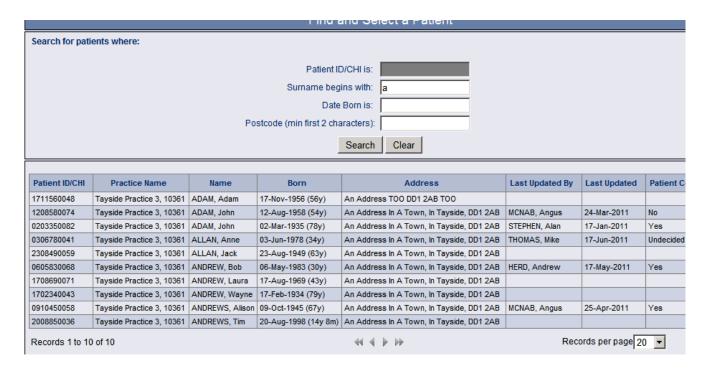Records 1 to 10 of 10   ◀◀ ◀ ▶ ▶▶   Records per page 20 ▼

Fig 6: Patient Selection List

To select a patient, place the cursor over the patient to be selected. The patient details will then be highlighted in red. Click on the highlighted line to select the patient.

Patient ID/CHI	Practice Name	Name	Born	Address	Last Updated By	Last Updated	Patient Cons
1711560048	Tayside Practice 3, 10361	ADAM, Adam	17-Nov-1956 (56y)	An Address TOO DD1 2AB TOO			
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2008850036	Tayside Practice 3, 10361	ANDREWS, Tim	20-Aug-1998 (14y 8m)	An Address In A Town, In Tayside, DD1 2AB			

Fig 7: Highlighted Patient

When the Patient has been selected, the SDRN administration page will be displayed.
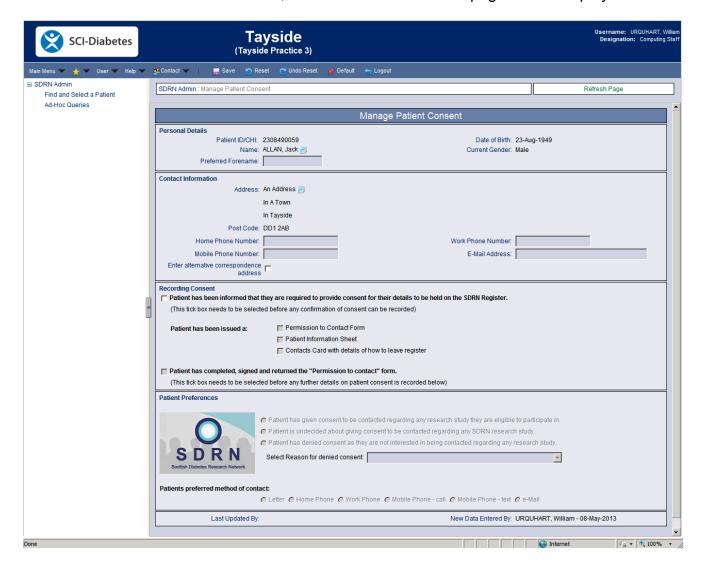

Fig 8: Manage Patient Consent Page

Managing Patient Data for the Research Register

If adding a patient to the Research Register, complete the applicable fields on the Manage Patient Consent page (as outlined in SOP 25). Once the data for the patient has been entered, save the information using the 'Save' button on the main toolbar. This same process applies, when a patient's preferred method of contact is to be changed (telephone and/or email only).

If removing a patient from the Research Register or recording that they have said no to the research register, select the appropriate options in the Patient Preferences section on the Manage Patient Consent page. Once the data for the patient has been changed/ entered, save the information using the 'Save' button on the main toolbar.
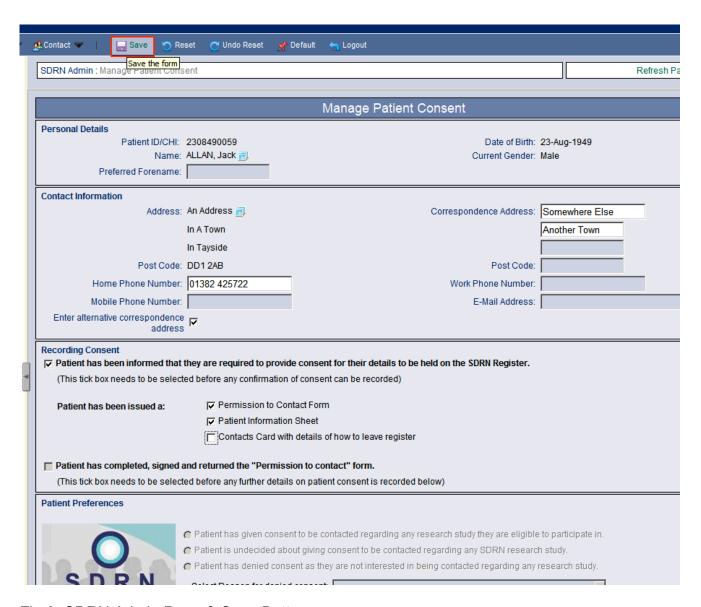

Fig 9: SDRN Admin Page & Save Button