

STOP-ACEi database and online system

Launch Meeting

3rd April 2014, Lucas House, Birmingham



UNIVERSITY OF
BIRMINGHAM

Hull and East Yorkshire Hospitals

NHS Trust





Login

- To gain access to the STOP-ACEi Online Systems for Randomisation and Data Entry each person accessing the system must have:
 - A Unique Username
 - A Unique Password
- Once a site is fully approved the trial team will contact all staff to issue Usernames and give instructions about password set-up
- Anyone already involved in other BCTU studies may already have an account set up, which will work for STOP-ACEi if approved
- Once you have your Username and you can set your password at: <https://www.trials.bham.ac.uk/password/>



Login

- When you visit <https://www.trials.bham.ac.uk/password/> you will see the screen below

BCTU User Account Management

[Edit your account](#) [Help](#) [Contact](#)

Information

We use the email address you registered with to verify your identity.

If you require further assistance with your BCTU user account please follow the links above for information and contact details.

Request

Please enter your email address here and choose an option below:

[Click here to set or change your password](#)

Click [here](#) to request a username reminder

- Enter your Email Address, this must be the address we have for you on Trials Management
- Click to set your password



Login

- After setting your password for the first time you will receive an email asking you activate your password
- Please follow the link as directed in the email to activate your password
- You may find that the activation email is directed into your 'Junk Email' folder
 - If this happens we suggest that you may manually add bctu-webadmin@contacts.bham.ac.uk to your list of safe senders in your email clients
- After activation of your Username and Password you will be ready to use the STOP-ACEi Online System, which once live, will be available at: <https://www.trials.bham.ac.uk/STOPACEi>





Entering a patient

- To enter a patient, select 'Enter new patient' from the 'Patients' menu...

Welcome, Test A Template (xx001).
Last Login date: First Login!

STOP-ACEi

You are connected to: Development [Change](#) [Logout](#)

HOME PATIENTS HELP TRIAL WEBSITE

Home **Enter new patient** Find patient

Welcome to the STOP-ACEi Online Randomisation Service

This site provides a secure entry form for baseline patient information. On completion the patient will be randomly allocated treatment. A patient trial number is also allocated which we will use in our correspondence to you. Confirmation of the allocation is automatically sent to the responsible clinician via email.

Click [here](#) to enter a patient into the trial.

If you have any questions about the TEMPLATE Trial please contact: BCTU-ITHelp@adf.bham.ac.uk or see the [Trial Information Website](#)

If you experience any problems or have questions about this online service please contact: bctu-webadmin@contacts.bham.ac.uk



-
- Welcome, Test A Template (xx001).
Last Login date: First Login!
- # STOP-ACEi
- You are connected to: Development [Change Logout](#)
- BIRMINGHAM CLINICAL
TRIALS UNIT
- [HOME](#) [PATIENTS](#) [HELP](#) [TRIAL WEBSITE](#)
- Patients : Enter new patient
- Choose Centre**
- Recruiting Centre
- Queen Elizabeth Hospital Birmingham
- Training**
- EXIT** **NEXT** **PREVIOUS**
- You can navigate forwards and backwards through the wizard using next and previous buttons



Entering a patient

- Select the randomising clinician and click next...

Welcome, Test A Template (xx001).
Last Login date: First Login!

STOP-ACEi

You are connected to: Development [Change Logout](#)

HOME PATIENTS HELP TRIAL WEBSITE

Patients : Enter new patient

Choose Clinician

Recruiting Consultant

Dr Test A Template

Enter text to reduce the selection and then click on Search

[Search](#)

EXIT **NEXT** **PREVIOUS**



Entering a patient

- You can then begin adding patient information, certain fields are required in order to progress to randomisation...

Welcome, Test A Template (xx001).
Last Login date: First Login!

You are connected to: Development [Change](#) [Logout](#)

STOP-ACEi

HOME PATIENTS HELP TRIAL WEBSITE

Patients : Enter new patient

Patient Details

Patient title	<input type="text"/>	
Patient forenames	<input type="text"/>	Required.
Patient surname	<input type="text"/>	Required.
Patient DOB (dd-mm-yyyy)	<input type="text"/>	Required.
Patient sex	<input type="text"/>	Required.
NHS Number	<input type="text"/>	
Patient hospital number	<input type="text"/>	Required.
Patient Address 1	<input type="text"/>	Required.
Patient Address 2	<input type="text"/>	
Patient Town	<input type="text"/>	Required.
Patient County	<input type="text"/>	
Patient Postcode	<input type="text"/>	Required.
Patient day phone	<input type="text"/>	

[NEXT](#)

[PREVIOUS](#)

- "Patient forenames" is required
- "Patient surname" is required
- "Patient DOB (dd-mm-yyyy)" is required
- "Patient sex" is required
- "Patient hospital number" is required
- "Patient Address 1" is required
- "Patient Town" is required
- "Patient Postcode" is required



Entering a patient

- Once all patient details entered, click 'Randomise', the system will then determine whether the patient is eligible or not and allocate them a treatment and trial number...

Welcome, Test A Template (xx001).
Last Login date: First Login!

You are connected to: Development [Change](#) [Logout](#)

STOP-ACEi

HOME PATIENTS HELP TRIAL WEBSITE

Patients : Enter new patient

Confirm

Centre: Queen Elizabeth Hospital Birmingham

Clinician: Dr Test A Template

Forenames: Test

Surname: Patient

DOB: 13-nov-1994

RANDOMISE

PREVIOUS

EXIT



Entering a patient

- A confirmation page will be displayed if randomisation is successful, and a confirmation email sent...

Welcome, Test A Template (xx001).
Last Login date: First Login!

You are connected to: Development [Change](#) [Logout](#)

STOP-ACEi

HOME PATIENTS HELP TRIAL WEBSITE

Patients : Enter new patient

Results

Centre: Queen Elizabeth Hospital Birmingham

Clinician: Dr Test A Template

Forenames: Test

Surname: Patient

DOB: 13-nov-1994

Trial Number: 1006

Treatment: B (PATIENT WAS NOT ENTERED INTO TRIAL - THIS WEBSITE OR DATA CONNECTION IS NOT LIVE)

SET TEXT HERE TO DISPLAY IF ALLOCATED TREATMENT 2

EXIT



Entering a form

- The system will be designed to send out reminder emails to clinicians when a form is due to be completed for a patient. These emails will detail which form is due, and when, so that patient appointments can be scheduled.
- Once you have seen the patient and collected the relevant information a paper form can be completed and returned to the trial office, or the form can be filled in directly online.
- To complete a form online...





Entering a patient

- Select 'Find Patient' from the Patients menu, then click 'View' next to the relevant patient...

Welcome, Test A Template (xx001).
Last Login date: First Login!

STOP-ACEi

You are connected to: Development [Change](#) [Logout](#)

HOME PATIENTS HELP TRIAL WEBSITE

Patients : Find patient Enter new patient Find patient

Search for a patient

TNO	Forenames	Surname	
1006	Test	Patient	View

1

Search:



Entering a form

- This will then display the patients details, along with a list of forms that are available to add down the right hand side...

Welcome, Test A Template (xx001).
Last Login date: First Login!

STOP-ACEi

HOME PATIENTS HELP TRIAL WEBSITE

Patients : [Find patient](#) : Patient Form

Patient form: 1006

DETAILS 1 DETAILS 2 INELIGIBLE DETAILS DETAILS 4 CONSENT DRUG HISTORY

PATIENT CARER

Current Centre: Queen Elizabeth Hospital Birmingham

Current Consultant: Dr Test A Template

Contact Centre (eg letters): Queen Elizabeth Hospital Birmingham

Contact Person (eg letters): Dr Test A Template

Recruiting Centre: Queen Elizabeth Hospital Birmingham

Recruiting Consultant: Dr Test A Template

Patient TNO: 1006

Patient title:

Patient forenames: Test

Patient surname: Patient

Patient DOB (dd-mmm-yyyy): 13-Nov-1994

Patient sex: Male

NHS Number:

Patient hospital number: 324234

Patient day phone:

Patient evening phone:

Patient mobile phone:

Patient email:

EDIT SUBMIT SAVE UNDO DELETE CHECK OUT

Form Status: Submitted - Complete.
There are 16 queries for this form

Assessments

Status: All

Assessment	Status	
Consent: Baseline	Due Now	Add
FormA: Baseline	Due Now	Add
FormA: 6 month	Not Due Yet	
FormA: 1 Year	Not Due Yet	
FormA: 2 Year	Not Due Yet	
SAE : New	Available	Add

Click 'add' to enter a form



Entering a form

- Fill in as much of the available information as you can, then click 'save'...

Welcome, Test A Template (xx001).
Last Login date: First Login!

You are connected to: Development [Change](#) [Logout](#)

STOP-ACEi

HOME PATIENTS HELP TRIAL WEBSITE

Patients: [Find patient](#) : [Patient Form](#) : Consent Form

Form A: 1006 Test Patient

PAGE 1 PAGE 2

Date form was completed (dd-mmm-yyyy)

Version 1.0.0

Notes

Confirm read and understood information sheet ☐

Agree to participate ☐

Understand Drs information to BCTU ☐

Understood info used for medical research ☐

Consent to GP being informed ☐

Consent to being contacted by BUS study research team ☐

Name of participant, date and signature before UDS

Form Status: Data Entry In Progress

There are 15 queries for this form

- "Date form was completed (dd-mmm-yyyy)" has not been answered
- "Confirm read and understood information sheet" has not been answered
- "Agree to participate" has not been answered
- "Understand Drs information to BCTU" has not been answered
- "Understood info used for medical research" has not been answered
- "Consent to GP being informed" has not been answered
- "Consent to being contacted by BUS study research team" has not been answered
- "Name of participant, date and signature before UDS" has not been answered
- "Name of participant, date and signature at time of UDS" has not been answered
- "Name of person taking consent" has not been answered
- "Consent signed date (dd-mmm-yyyy)" has not been answered
- "Signature" has not been answered
- "Name of Interpreter" has not been answered
- "Interpreter signed date (dd-mmm-yyyy)" has not been answered
- "Signature" has not been answered

Queries about missing information are displayed here



Entering a form

- Once you have finished entering data and saved the form, click 'submit' to return the form to the trial team at BCTU...
- If you wish to continue editing click 'edit' instead....

Welcome, Test A Template (xx001).
Last Login date: First Login!

You are connected to: Development [Change Logout](#)

STOP-ACEi

HOME PATIENTS HELP TRIAL WEBSITE

Patients : [Find patient](#) : [Patient Form](#) : Consent Form

Form A: 1006 Test Patient

PAGE 1 PAGE 2

Date form was completed (dd-mmm-yyyy) 01-Apr-2014

Version 1.0.0

Test

Notes

Confirm read and understood information sheet Yes

Agree to participate Yes

Understand Drs information to BCTU Yes

Understood info used for medical research Yes

Consent to GP being informed Yes

Consent to being contacted by BUS study research team Yes

Name of participant, date and signature before UDS Yes

[EDIT](#) [SUBMIT](#) [SAVE](#) [UNDO](#) [DELETE](#) [CHECK OUT](#)

Form Status: Data Entry In Progress

There are 1 queries for this form

"Date form was completed (dd-mmm-yyyy)" is before Registration Date

Form saved



Entering a form

- Logging off:
To log off the system simply click the 'Logout' link at the top of the page.
- If you have any problems please contact the Renal Trials Team:
Tel: 0121 415 9130