

<b>NHS enter board name here Pharmaceutical Service</b>	
<b>SOP number</b>	
SCOPE	Record Adverse events in the National immunoglobulin Database
RESPONSIBILITY	Lead Procurement Officer/Senior Technician Enter local details

## Data Entry of Adverse Events onto the National Immunoglobulin Database

The National Immunoglobulin Database is used UK wide to record all patients receiving immunoglobulin and records demographic data, diagnosis, details of infusions adverse events and outcomes for all patients. Users can only see individual data for patients registered for their own hospital, or aggregated, anonymous, data for Scotland and England.

There are local reports built in which can be used for local clinical management. National reports are produced from a separate database which is fed anonymous data from the local entries.

Data can either be uploaded manually or automatically using forms available in the database. The latter method is preferable for long term patients

### Data Entry

#### Accessing the database

1. Open the Immunoglobulin Database Website: - <https://nwww.mdsas.nhs.uk/igd/>
2. Enter your username and password and click Log In on the **Data Entry** section of the screen.

#### Recording an adverse event

1. Enter the patient CHI number and click the Search icon
2. If the patient has only one treatment episode the screen will open at the demographics page. If there is more than one active treatment episode select the relevant episode.
3. Select the **Adverse Events** option on the left hand menu
4. Click on **Add new Adverse Event**
5. Enter the event date
6. Enter the category of reaction (from the drop down box)
7. Enter the product
8. Enter the batch numbers
9. Enter any other relevant information in the comments box.
10. Click save
11. Complete Yellow Card details if appropriate