NHS enter board name here Pharmaceutical Service	
SOP number	
SCOPE	Populate the National immunoglobulin Database
RESPONSIBILITY	Lead Procurement Officer/Senior Technician Enter local details

Data Entry 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 and outcomes for all patients. Users can only see data for patients registered for their own hospital.

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

Initial Startup

It is advisable to set up a local storage system for data from, e.g. in a shared area of a local server, that all users can access to add data to the database. A suggested file structure would be as follows:

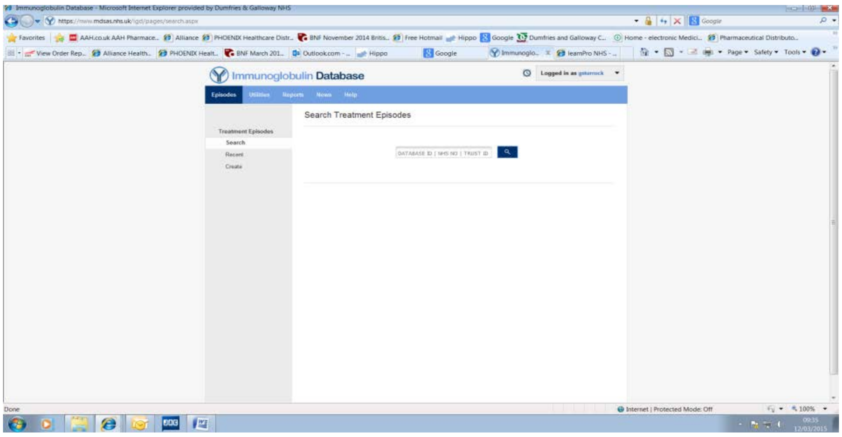
- IVIG Forms
    - Long Term Patients
    - Short term Patients

1. Log on to the database https://nww.mdsas.nhs.uk/igd/

Manual Data Entry

Accessing the database

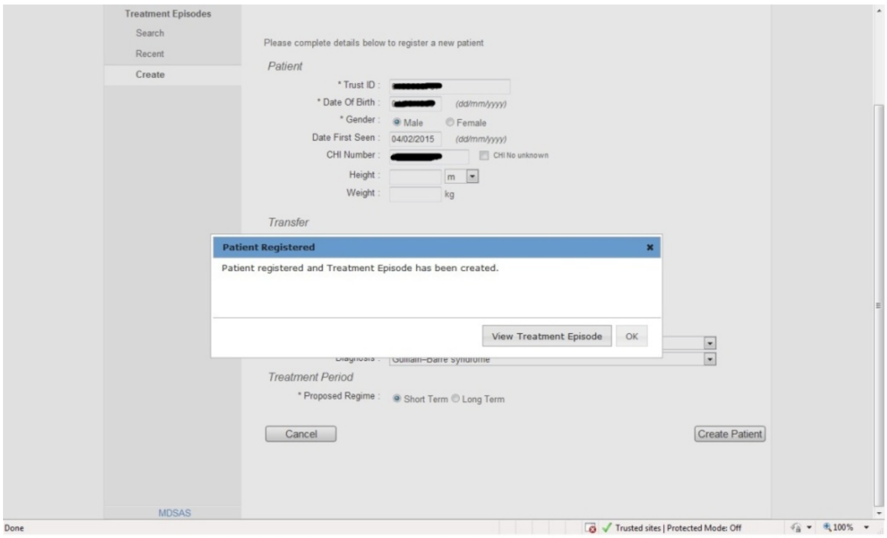
1. Open the Immunoglobulin Database Website:- https://nww.mdsas.nhs.uk/igd/
2. Enter your username and password and click Log In on the **Data Entry** section of the screen.
3. The following screen will open up.



Entering a New Patient

1. Select the **Create** Option
2. Select the **Create New Patient and Treatment Episode**
3. In the **Trust ID** box enter patient CHI number in the box. If not known enter patient date of birth.
4. Enter the patients **Date of Birth (dd/mm/yyyy)**
5. Select the **Patient Gender** by "dotting" the Male or Female option
6. Enter the date the patient was first seen. When adding a new patient, this is likely to be the date the request form was signed (dd/mm/yyyy)
7. Enter the patients **CHI Number** if known. If the CHI Number is not known at this point, tick the CHI Unknown box
8. Enter the **Height** and **Weight** of the patient. The height of the patient may not be known but the prescribing doctor may offer this information. The weight is extremely important as this is what is used to calculate the dose of IVIG and is madatory. Enter date measured
9. You must select if the patient has been transferred or not. Select Yes (patient is from another health Board) or No (patient is from own board)
10. If Yes is selected, tick the Trust option and select the relevant hospital from the drop down box. If patient is from Northern Ireland select **'Other'** and enter the relevant details. If "No" the screen will remain the same.
11. At present, we do not enter the GP Practice Code so bypass this section – click **Not registered with GP**
12. Select **'Find health Board'** and **enter Post Code**
13. Enter the **Treatment start date** and **proposed treatment period** by "dotting" the short or long term option.
14. Select the **diagnosis** from the drop down box (type a few letters to narrow down the list).
15. If selecting **Other/Other** above a box will open to allow entering of a diagnosis not listed. Enter part details to search. Select diagnosis
16. Click **Create Patient**
17. If Panel Indication is either Red or Blue, confirm patient meets criteria. If panel indication is grey efficacy outcomes should be recorded

You should now see the following screen:-



18. Click **View Treatment Episode**
19. This will open up the **Patient Record**
20. Select the **Diagnosis** tab on the left hand side of the screen and **dot** whether the confidence in diagnosis is **highly likely, definite or possible**. This information is not on the form but you may be able to ask the pharmacist for this information. If there is a secondary diagnosis, you can add it at this point.
21. Click **Save** and the message **Diagnosis Information Saved** will appear
22. Click **Ok**
23. Select the **Proposed Treatment** tab on the left hand side of the screen.
24. **Dot** the place of treatment, stage of treatment and treatment route as appropriate. This information can be found on the immunoglobulin request form.
25. Click **Save** and the message **Treatment Information Saved** will appear
26. Click **Ok**
27. Select the **Dosage Information** tab on the left hand side of the screen.
28. **Dot** whether the dosage type is replacement or immunomodulatory. This information can be found on the form under Dose.
29. Select the proposed product from the drop down box.
30. Under the Dosages section of this page, click **Add New Dose (+)**
31. Enter the proposed dose in grams, and then select the frequency.
32. Click **Save**
33. Click **Save** again and the message **Dosage Information Saved** will appear
34. Click **Ok**
35. Select the **Panel Decisions** tab on the left hand side of the screen. This will automatically default to the correct coloured indication given the speciality and diagnosis previously entered.
36. Enter the Panel Date. This is normally the date on the bottom of the form when the request was agreed.
37. In the **Decided by Panel Member** section, enter the name of the pharmacist who signed the immunoglobulin request form.
38. For **Administrative Category** – select NHS
39. Click **Save** and the message, **First Panel Decision Information Saved** will appear.
40. Click **Ok**
41. Select the **Consultant** tab on the left hand side of the screen
42. Insert the **consultant**/prescribing doctors name
43. Click **Save** and the message **Consultant Data Saved** will appear
44. Click **Ok**

Adding an Infusion – single patient

1. If still in the new patient created select the **infusion** tab.
2. Click – **add new infusion**
3. Dot the **Method** –dot infusion.
4. Enter the infusion date.
5. Enter the batch number of the 1st item
6. Enter the number of vials issued
7. Enter the vial size
8. If there is another vial size given to make up the dose, please select "add another batch (+) and repeat steps 5, 6 and 7
9. Enter any relevant comments and click save.

10. When adding another infusion for the same patient, please click - add new infusion or if the infusion is the same as the previous one, please click copy last infusion. Change the details as necessary in this screen.

Adding an Infusion – repeat patients

1. Search for the patient using the CHI number
2. If patient only has one treatment episode then the record will open at the Demographics screen. Otherwise the most recent treatment episode will be at the top of the list – Click the icon under '**Infusions'**
3. You can either:
    a. Manually enter the details by clicking - **add new infusion** or
    b. Click the **Copy** icon on the most recent infusion. Change the details as necessary in this screen.
4. Click **Save**
5. Repeat for any other patients

Entering a New Patient episode following review

This option is for when a patient has been reviewed and a change made to therapy e.g. new dose, different product

1. Search for the patient using the CHI number and select the most recent episode.
2. In the patient episode choose **Follow Up** and 'Add follow up'
3. Complete the relevant options. Amend dose if patient has dose changed on same product.
4. If you select 'Treatment complete' the episode will be marked as complete. Choose this option if changing product but continuing to treat the same condition.
5. If patient has switched to an alternative product, or has an updated diagnosis then select the **Create** Option
6. Select the **Search EXISTING patient to create new treatment episode**
7. Search for the patient using the CHI number and select 'Create Episode'
8. Enter the details as requested and complete the episode details as above.