

# The UK Hand Registry

**BSSH**

The British Society for  
Surgery of the Hand

## HOW TO GET STARTED

Help documents for The UK Hand Registry

*If you need extra help, advice or guidance go to our knowledge base  
[amplitude-clinical.com/amplitude-clinical-knowledge-base/](https://amplitude-clinical.com/amplitude-clinical-knowledge-base/)  
or contact Sharon Ross [Sharon.ross@bssh.ac.uk](mailto:Sharon.ross@bssh.ac.uk).  
If Sharon is unavailable contact [customer.support@amplitude-clinical.com](mailto:customer.support@amplitude-clinical.com)/0333 014 6363*

## Getting My Login Details

To get login details for the Registry contact Sharon Ross [sharon.ross@bssh.ac.uk](mailto:sharon.ross@bssh.ac.uk) quoting the UK Hand Registry, your full name, email address and GMC Number.

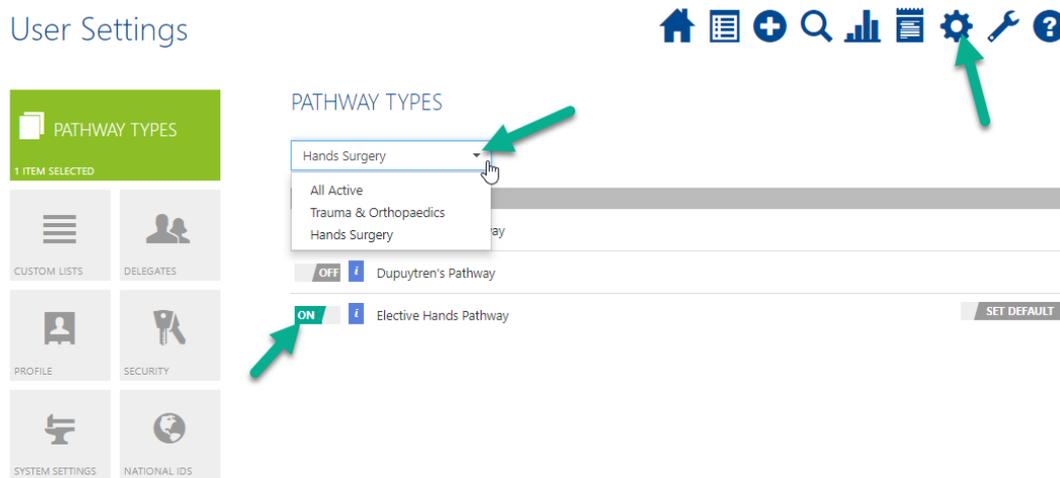
## URL to access the registry:

[www.ukhr.net](http://www.ukhr.net)

## One-Off Set up:

### Activating Pathways I want to use

Once logged in select the cog (settings) and toggle on any pathways you will use.



### Populating Custom Lists

To set up your custom lists for fields in your operation form, click on the cog (settings) icon and pick the Custom Lists tile, then select Surgeon, Hospital and Funders and populate them. If the Surgeon or Hospital you wish for is not available, then please contact Amplitude.

## User Settings

1 ITEM SELECTED

PATHWAY TYPES

CUSTOM LISTS

DELEGATES

PROFILE

SECURITY

SYSTEM SETTINGS

NATIONAL IDS

CONSULTANT SURGEON

Select yourself in this list as well as any other surgeons you work with who may carry out surgery with you.

Please enter 1 or more characters to start searching

You are now ready to use the system.

## Getting Started:

### User Dashboard

The first screen on login is the User Dashboard:

## My Dashboard

WORKLIST

1 ITEMS FOR 26 SEP 2018 - 26 SEP 2018

TASKS

29 CLINICIAN 30 PATIENT

ADD PATIENT

FIND PATIENT

WORKLIST < 26 SEP 2018 - 26 SEP 2018 >

OR / OPERATING THEATRE LIST (1)

Patient	Pathway	Time	C P
HANDS, Jazz	Hand Pathway (Right)	26 Sep 2018 14:45	<input checked="" type="checkbox"/>

**WORKLIST** - a list of the patients in clinic or theatre that day. The screenshot above shows a patient on a theatre list. You do not need to use this feature in order to collect outcomes. It is available for your convenience.

**TASKS** – Outstanding patient or clinical tasks



OR



**ADD PATIENT** - click here to add a patient record



OR



**FIND PATIENT** - click here to search for a patient record



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**REPORTS** - clicking here will open the reporting dashboard



**NOTICES** - click here to view a list of any system notifications



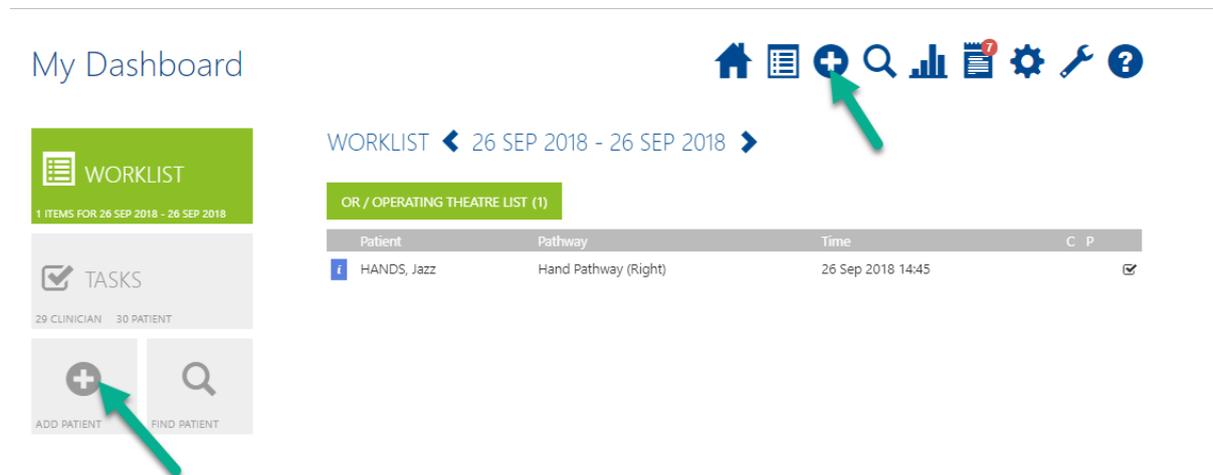
**TODAY'S WORKLIST** – click here for a quick link to your list of patients for today



You can return to the User Dashboard at any time by clicking the **HOME BUTTON**

## Adding a patient

You can create a new patient by pressing either **ADD PATIENT** button on the Dashboard:



Fill in the basic relevant details and then select **Add Patient**

When adding a patient, you have to add a valid NHS number. The system will collect the patient's consent when they respond to the first email and enter the system.

The date of birth can be typed in the format DDMMYYYY or selected from the calendar, if you click on the Month and Year in bold at the top twice this will give you a decade view.

The system will only contact the patient by email so the postal address is not mandatory. The email address is mandatory.

To reduce potential duplicate records the registry will automatically search to see if a patient with identical criteria already exists, if so you will be notified and will be able to add another pathway for this patient.

*N.B. Please note we cannot automate the collection of outcome data without an email address.*

## Consent Explanation/Extra Information

The default consent status on the patient's record will be "consent not yet recorded" if you leave it as this then Amplitude will seek electronic consent from the patient via email. When the patient consents (or does not consent) their record will be updated accordingly. Please note that if a patient does not consent or withdraws their consent then their record will be anonymised. This is in line with GDPR requirements.

If you add the patient as consent given then we trust that you have obtained the appropriate consent from the patient

Contact consent refers to whether the patient is happy to receive emails and data collection consent is whether they are happy to be on the registry. Contact consent will always be on unless the patient explicitly changes this within the patient portal.

## Adding a patient to a Pathway and Worklist

When the patient record is saved, you will see a screen prompting you to add the patient onto a pathway.

The start date is the day the patient starts on the pathway and is generally the day the patient is added. As soon as the patient is added to a pathway they will get the pre-operative questionnaires by email.

If you know when you will operate on the patient you add them to a worklist now.

If you do not know when you will operate on the patient then leave “Do not create a worklist entry”

You do not need to open the pathway unless you wish to view or make changes to the patient.

Once you complete this screen the patient will be sent their first email inviting them to join the system and asking the pre-operative questions.

NOTE: Emails are sent the night the patient is added. If you need to send an email immediately then open the patients record and press the “send email” tile located on the bottom left within the patients record.

### My Dashboard



**WORKLIST**

1 ITEMS FOR 24 SEP 2018 - 24 SEP 2018

**TASKS**

13 CLINICIAN 6 PATIENT

**ADD PATIENT**

**FIND PATIENT**

TEST, Amplitude (M, 18y) SERIAL NO.: CR00002305 NHS: Unknown HOSP: Unknown

**Pathway**  **Side**

**Start Date**

**Add to Worklist**  **Date**  **Time**

## How to find a patient

You can find a patient by pressing either **FIND PATIENT** button on the Dashboard:

## My Dashboard



**WORKLIST**  
1 ITEMS FOR 26 SEP 2018 - 26 SEP 2018

**TASKS**  
29 CLINICIAN 30 PATIENT

**ADD PATIENT** **FIND PATIENT**

WORKLIST ◀ 26 SEP 2018 - 26 SEP 2018 ▶

OR / OPERATING THEATRE LIST (1)

Patient	Pathway	Time	C	P
HANDS, Jazz	Hand Pathway (Right)	26 Sep 2018 14:45		<input checked="" type="checkbox"/>

Fill in the basic details and then select **Search** 1 demographic is normally sufficient

## Recording Procedures and Clinical Data

After the patient's operation is complete the operative data needs to be input into the system.

**YOU CANNOT COLLECT ANY POST-OP SCORES WITHOUT ADDING A PROCEDURE/OPERATIVE FORM**

Select the patient by searching for them or selecting them from your theatre list for the day (if you have populated them to a worklist) and open their Pathway Dashboard.

Select "Treatment" or "Management" (this differs per pathway) as shown on the screenshot below and you will be able to enter operative data:

**HANDS, Jazz** GENDER: Male BORN: 05 Aug 1959 (59y) SERIAL: CR00000338  
NHS NUMBER: Unknown  
No Email Address Not Consented to Data Collection 2 Other Pathways HOSP: Unknown

This patient has not consented to data collection but has not been anonymised Fix Now...

**CLINICAL RECORD**  
26 ITEMS (NONE OUTSTANDING)

**CLINICAL SCORES**  
SCORE TASKS PURGED

**HAND PATHWAY [RIGHT]** PATHWAY ACTIVE

Clinical Assessments ▾ **Treatment** ▾ Complications ▾ Outcomes ▾ Future Task

Non-Operative Intervention  
Procedure  
Hand Therapy Record

04 Jun 2015 **Diagnosis / Indications for Treatment**  
Left Chronic Compartment Syndrome

Complete the boxes marked with an asterisk as this is the minimum requirement to proceed.

If you do not wish to enter more detail, select “No more detail” and the “no post-op instructions”. Then choose “trigger post-op outcome measures”. If this is what you commonly do for a patient on this pathway click on “Save as default”, name the operation something meaningful for you e.g. Standard Digital Fasciotomy. Then select “Save”.

ELLIS, David (M, 22y) SERIAL NO: CR00001857 NHS: Unknown HOSP: Unknown  
Hand Pathway [Right] - Procedure

Date of Procedure  
26 Sep 2018  Date Confirmed

Hand and Wrist Procedure  
(Select **Green +** to add New Procedure, **Red x** to delete and **Blue Up and Down Arrow** to Re-Order)

Primary Closed

Dupuytren's Fasciotomy Ring MCPJ

More Detail

The post-op outcome scores will be sent out automatically you save this procedure form.  
If you do not want to create a set of post-op scores then turn the switch off below.  
(If you want to modify the scores that are sent out, either by changing the timings or changing the scores or questionnaires then this can be done in your settings)

Not Trigger Post-op Outcome Measures

New Default Name  
Standard Digital Fasciotomy

[Feedback about this form?](#)

This means that next time you complete an operation on this pathway you will be able to use the default you set up previously or start a blank for. You can set up an unlimited number of defaults and we recommend you set up as many as you can.

From this point onwards the system will generate post-operative emails automatically and you need to do no more.

**NOTE:** You do not have to complete the indication for treatment task in order for the post-operative evaluations to be sent to the patient.

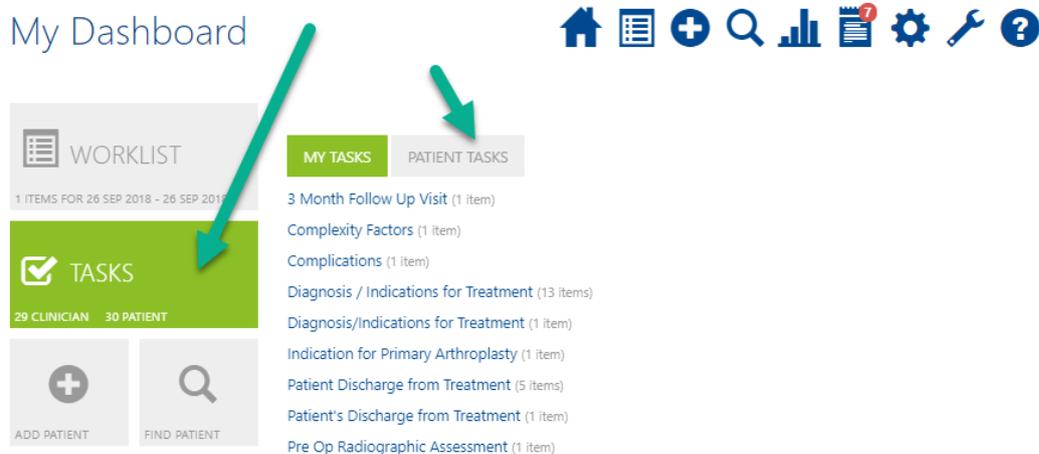
## Collecting Outcome Scores

The system will automatically trigger the collection of specific outcome scores at pre-defined time periods after the operative data has been entered into the system.

The patient will receive their scores via email. If a patient does not respond to a score, the system will send reminder emails for each patient **twice**.

On the patients record you may notice that some scores are in red, some in black and some in grey. Black is completed, red it outstanding and grey is future/not due yet.

You can view any patients who do not fill in their outcomes scores on your task list. From here you can send manual email reminders or call the patient according to your own process.



## FAQ's/Troubleshooting:

- Browsers such as IE and Google Chrome remember your passwords for some sites however as Amplitude has a password and a secret question often the secret question that the browser remembers is populated into the password field the next time you login, this is something to be wary of.
- If your account is locked this is because you have entered your password incorrectly more than 3 times. Please contact Sharon Ross [Sharon.ross@bssh.ac.uk](mailto:Sharon.ross@bssh.ac.uk) or Customer Support 0333 014 6363 / [customer.support@amplitude-clinical.com](mailto:customer.support@amplitude-clinical.com) and we can unlock your account and/or reset your password.

For more Troubleshooting and FAQs please view the Knowledge Base:

[amplitude-clinical.com/amplitude-clinical-knowledge-base/](http://amplitude-clinical.com/amplitude-clinical-knowledge-base/)

This guide is designed to be a “Quick Start” to get you going on the system. There is more functionality and help available. We recommend starting with the Knowledge Base and if you need anything clarifying contact Sharon Ross. If Sharon is unavailable then contact Customer Support.

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Sharon Ross: [Sharon.ross@bssh.ac.uk](mailto:Sharon.ross@bssh.ac.uk) / 07580 433826  
*Available Monday-Thursday 9am-5pm excluding Bank Holidays*

Amplitude Customer Support: [customer.support@amplitude-clinical.com](mailto:customer.support@amplitude-clinical.com) / 0333 014 6363  
*Available Monday-Friday 9am-5pm excluding Bank Holidays*