Society for Acute Medicine Benchmarking Audit
SAMBA 19 – Measuring Quality and Complexity in Acute Medicine

Dear Acute Medicine Team

Thank you for taking part in SAMBA19 on the 27th June 2019. There is a checklist on the following pages to take you through the steps from start to finish. SAMBA19 is the eighth benchmarking audit of the Society for Acute Medicine. It collects data that informs local compliance with national recommendations and allows this performance to be compared to a number of peer units.

Online Database

For 2019, we are working with a new database provider, Net Solving, and the registration process is slightly different this year. We have made a few alterations to make the whole process easier for acute medicine teams by allowing you to create more local logins for your team members. More people in your trust can now upload data without having to share a login.
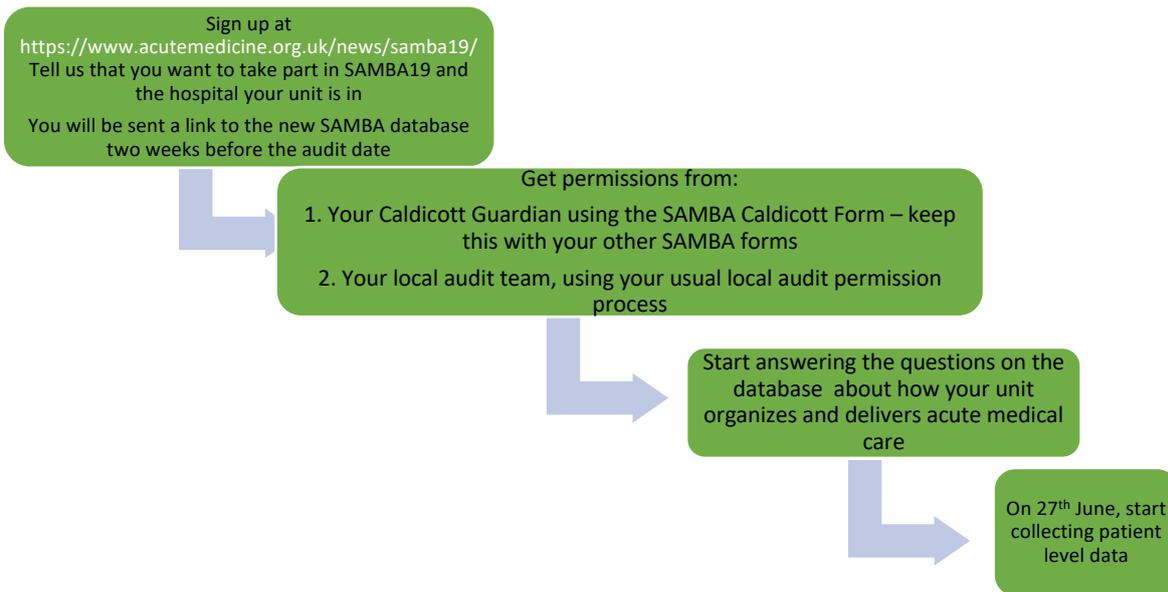
How to get started

Firstly, you need to tell us that you want to take part in SAMAB19. Please sign up for SAMBA on the SAM website at https://www.acutemedicine.org.uk/news/samba19/
to register your interest in taking part in SAMBA19, telling us which hospital your unit is in. For acute trusts with several hospitals, please register each hospital separately. Also, let us know if you want to be the administrator for that unit in SAMBA19 (this gives you access to the results and allows you to create additional log ins).

The Society for Acute Medicine administrator team will then contact Net Solving with your email address which will be used to send you a link to the secure portal, allowing you to start uploading data about your unit (around two weeks before the audit date). Your email address will only be used by Net Solving to facilitate participation in the audit.

Secondly, you will need to get permission from your Caldicott Guardian – we have provided a form for them to sign. This can be kept locally at your trust. Your local audit team should also be made aware of SAMBA and should give permission using your local audit process as well.

The figure below shows the process of registration - we are happy to provide advice if there are problems or questions about data entry. Just email us samba@acutemedicine.org.uk

Sign up at
https://www.acutemedicine.org.uk/news/samba19/
Tell us that you want to take part in SAMBA19 and
the hospital your unit is in

You will be sent a link to the new SAMBA database
two weeks before the audit date

Get permissions from:

1. Your Caldicott Guardian using the SAMBA Caldicott Form – keep
this with your other SAMBA forms

2. Your local audit team, using your usual local audit permission
process

Start answering the questions on the
database about how your unit
organizes and delivers acute medical
care

On 27th June, start
collecting patient
level data

Paper forms

Please note we still strongly recommend using the paper forms and keeping a master list to initially collect the data. The master list is vital for the collection of the 7 day data.

Data Collection

We have found the most efficient way of collecting the data is to do as much as possible in real-time. On the 27th of June you should aim to have at least 2 data collectors available. They should be free from clinical duties if possible.

Data collection should begin in the morning (to catch those patients admitted from midnight) but also arrange cover in the afternoon and evening when the flow is likely to be greater. Collection of admission data should be completed on the morning of the 28th of June and most out-come data should be available by the morning of the 5th of July.

Data collection sheets should be destroyed by the end of 2019. Prior to this secure storage is required to allow for data queries.

Many thanks for your help and support for SAMBA 19.
Dan Lasserson and the SAMBA Team

Preparation before 27th June			
	Yes	**No**	**Comments**
Have you signed up at https://www.acutemedicine.org.uk/news/samba19/			
Has the Caldicott Guardian signed the data transfer agreement?			Please use the form available from the SAM website. This can be kept locally in your trust.
Has a local lead been identified?			
Have at least two local data collectors been identified for the 27th of June and have they been freed up from clinical duties?			Data collectors have to be part of the multi-disciplinary clinical team caring for patients on the AMU/AEC/ED in order to allow data collection as part of this benchmarking audit. Registrars from Specialties have to undertake an Audit in General Internal Medicine. They might be interested in taking part in the audit. They should be free from clinical duties
Has a copy of the master list been printed and have the data collectors been briefed about the role of the master list?			The master list contains the study numbers and identification of the patients. Without the master list the 7 day outcomes cannot be collected
Has the unit questionnaire been filled in using the online portal?			The questionnaire tells us about your unit. The person who signs up as an 'administrator' can create local logins for additional staff at your trust to upload data or answer the unit questions.
Have patient data collection forms been printed?			
Have the teams on AMU and Ambulatory Care been informed of the audit?			Team members might be usefully reminded of the need to document timing of patient reviews and vital signs
Has the audit been approved by the local audit office?			The normal local registration process should be followed.

27th June			
	Yes	**No**	**Comments**
Are master-lists and data collection forms available?			
Is there a mechanism to identify all patients referred or admitted to the Acute Medical Unit and Ambulatory Care Unit?			This might be from a master list, the patient administration system or a bed management resource.
Data Collector 1 starting time agreed?			Data collection might have to start early on 27th June for all patients admitted between 00:00 and the beginning of the morning shift. We suggest to start with the post-take ward round.
Data Collector 2 starting time agreed?			Data collection is likely to require two data collectors between 14:00 and 22:00
Has a data collector for outstanding items been identified?			Data from the late evening period of the 27th might be best collected on the morning of the 28th of June.

28th June			
	Yes	**No**	**Comments**
Have data from all admissions been collected?			
Has a mechanism for missing data been identified?			

5th July			
	Yes	**No**	**Comments**
Have discharges, transfers and readmissions been identified from Patient Administration System? Please upload data about outcomes with a cut off time of 23:59 on 4th July			A friendly ward clerk might help you with this. You can collect the data on readmissions at the same time.
Has ICU been questioned about medical admissions from the cohort admitted on the 27th of June?			Please check with your local unit to make sure no transfer from the medical department has been missed.
Has a mechanism for missing data been identified?			If you are happy that you have found all data that you will be able to submit you

	Yes	No	can start uploading data to the website. Most units load up data within 2 days
12th July			
	Yes	**No**	**Comments**
Have you checked data for completeness?			
Have you submitted all data?			Last possible date for submission is the 14th July. This is when we close the data-base and start the analysis! We plan to present the results at the SAMontheMoor meeting in Harrogate, 10th/11th October 2019
Many thanks for your help and thank you to all team members from SAM!			