



Society for Acute Medicine Benchmarking Audit: **SAMBA24**

Dear Acute Medicine Team

Thank you for taking part in SAMBA24 on the 20th June 2024. There is a checklist on the following pages to take you through the steps from start to finish. SAMBA has previously been undertaken in June each year, with the eleventh summer SAMBA in 2023. SAMBA collects data that informs local compliance with national recommendations and allows this performance to be compared to a number of peer units.

How to get started

Firstly, you need to register to participate in SAMBA24, so that we can ensure you receive appropriate links for data upload.

All users wishing to register to take part in SAMBA24 must re-register this year.

As many of those that take part in SAMBA each year rotate, we need you to re-register to ensure we have an update to date contact list.

A link (<https://forms.office.com/e/FfL4VkZH4y>) is available on the SAM website (acutemedicine.org.uk) to register your email address, and other necessary information. Users will be contacted to confirm registration in batches.

For acute trusts with several hospitals, please register each hospital separately. Also, let us know if you want to be the named lead for your unit in SAMBA24, or are a member of the clinical audit or quality team that just requires a copy of local reports, so we have a contact point if needed.

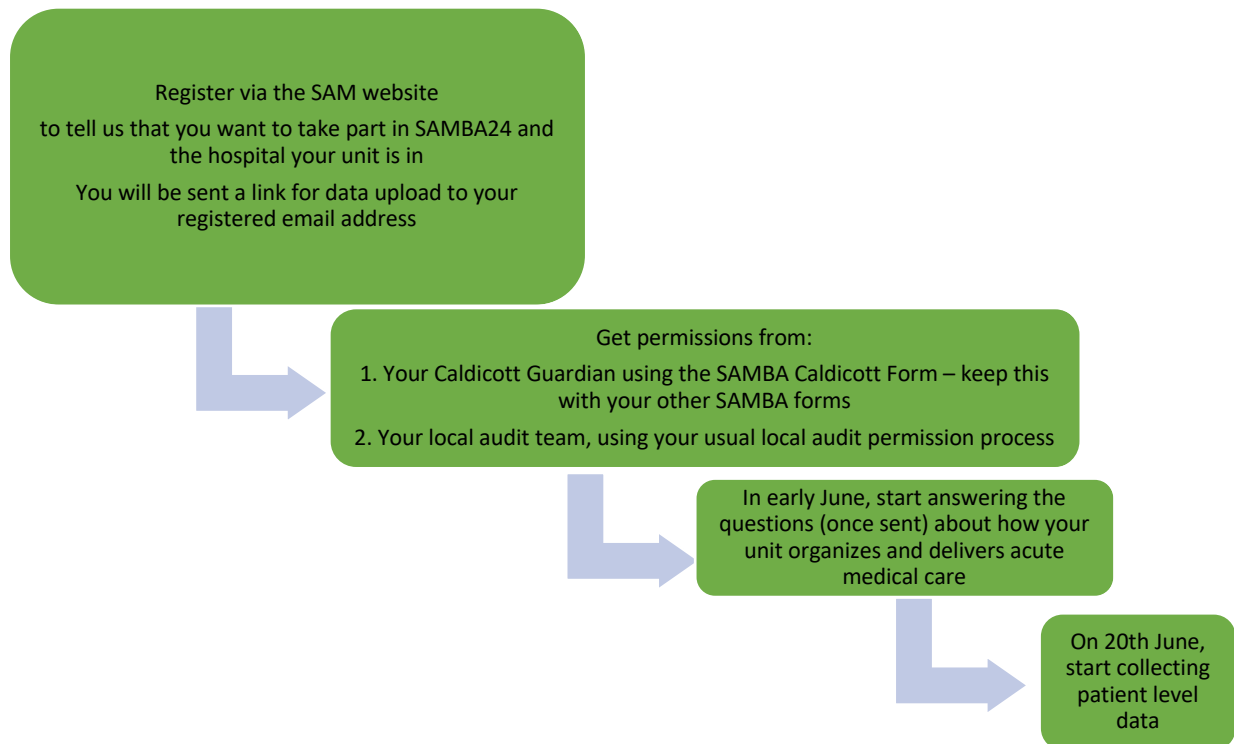
The SAMBA team will then use your registered email address to send links for data upload, for:

- The unit questionnaire, to be circulated in advance on SAMBA day
- The patient questionnaires, to upload SAMBA day data and 7 day follow-up data

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. If this form is completed, then this also provides permission for any further rounds of SAMBA in the next 12 months. If you completed a Caldicott form for SAMBA23, this provided permission until 7/7/24 (which does include SAMBA24 data collection), however a new approval will be needed for data entry past

this point. Your local audit team should also be made aware of SAMBA and your local audit approval processes should be completed and local permission obtained.

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



Data upload access

Multiple users can be registered for each site, allowing each site to have several people uploading data.

We can provide a copy of your data for you to check after upload if you think there have been any upload errors. Alternatively, if you realise any submitted data is incorrect, please contact us at samba@acutemedicine.org.uk

All patient data upload forms **must** be completed with the unit code and the patient code given by the Masterlist (a number that is not patient identifiable data), and which will allow matching of SAMBA day forms to outcome forms.

Paper forms

Please note we still provide paper forms and recommend keeping a paper master list for initial data collection. 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 20th 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 21st June and most outcome data should be available by the morning of the 28th of June.

A link will be sent to upload patient data collected for 20th June. It is ***vital*** that all forms include your unit code and your local patient identifier number (the anonymised number assigned by the Masterlist), or we will not know which patients belong to your unit.

All data should be uploaded to the database by 23:59 on 9th August 2024.

Please note that the Master list and approvals should be stored locally for one year.

Many thanks for your help and support for SAMBA24.

The SAMBA Team

Preparation before 20th June			
	Yes	No	Comments
Have you signed up at acutemedicine.org.uk/samba			
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. <i>Please note the form from SAMBA23 is valid only until 7/7/24.</i>
Has a local lead been identified?			
Have at least two local data collectors been identified for the 20th 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/SDEC/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
Have you printed a copy of the master list? 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 data collection tool emailed to participants?			The questionnaire tells us about your unit. You might find it helpful to talk to the nurse in charge or staff who attend bed meetings for some of the questions.
Have patient data collection forms been printed?			
Have the teams on AMU and SDEC/AEC 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.

20th 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 Same Day Emergency/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 20th 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 20th might be best collected on the morning of the 21st June.
21st June			
	Yes	No	Comments
Have data from all admissions been collected?			
Has a mechanism for missing data been identified?			
28 th June			
	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 27 th June			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 20th 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 can start uploading data to the website. Most units load up data within 2 days
9 th August			
	Yes	No	Comments
Have you checked data for completeness?			
Have you submitted all data from SAMBA day questionnaires? Have you submitted all data from 7 day follow-up questionnaires?			Last possible date for submission is the 9 th August. This is when we close the database and start the analysis! We plan to present the results at the next SAM meeting
Many thanks for your help and thank you to all team members from SAM!			