



Society for Acute Medicine Benchmarking Audit: Winter SAMBA24

Dear Acute Medicine Team

Thank you for taking part in the Winter Snapshot SAMBA24 on the 22nd February 2024. There is a checklist on the following pages to take you through the steps from start to finish. SAMBA collects data annually in June each year, with the eleventh summer SAMBA in 2023. This Winter Snapshot SAMBA is the second time we have collected data during the winter period, allowing us to compare to January 2020. 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 Winter 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.

Due to the number of people that participate in SAMBA each year, we need to ensure that our distribution list is up to date. Therefore, anyone wishing to take part needs to register

A link will be available at <https://forms.office.com/e/5u99fEcvry> to register your email address, and other necessary information. Users will be contacted to confirm registration in batches.

Alternatively, you can email us at samba@acutemedicine.org.uk to register your interest in taking part in SAMBA24 and we will send you a link to the webform.

For acute trusts with several hospitals, please register each hospital separately.

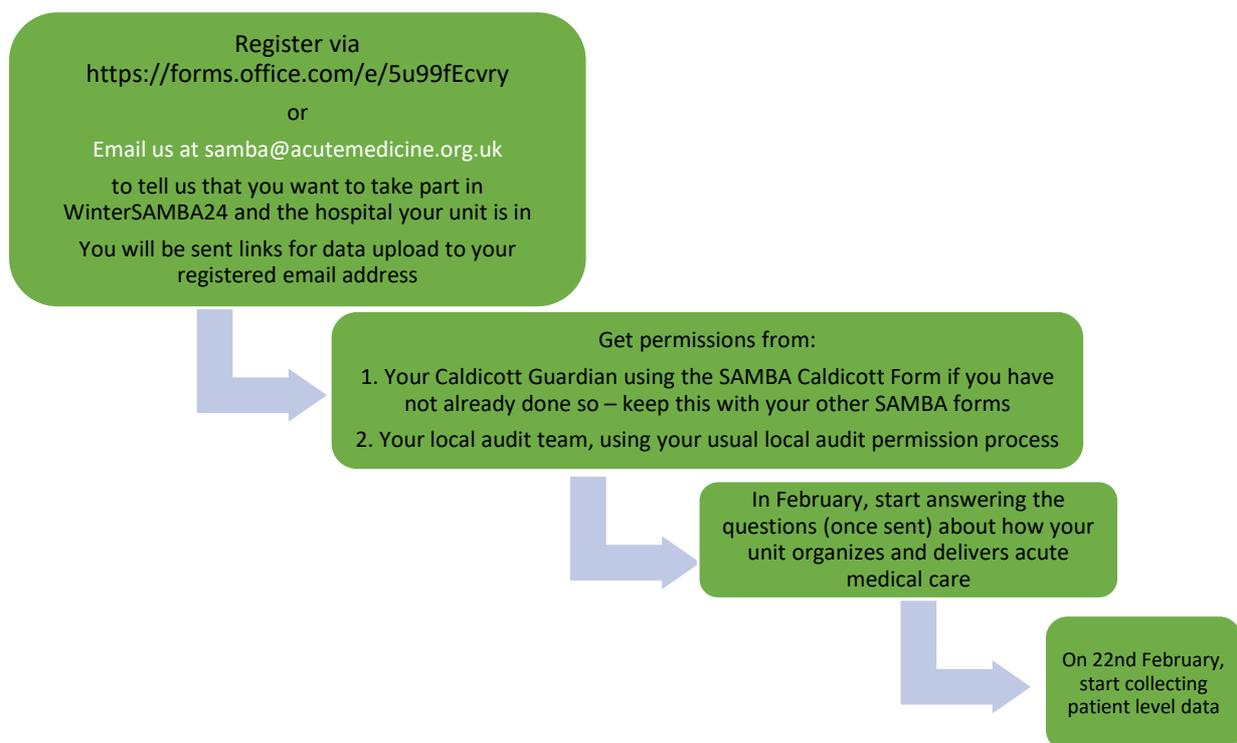
The SAMBA team will then use your registered email address to send links for data upload, for:

- A brief unit questionnaire, to be circulated in advance of SAMBA day
- The patient questionnaires
- The follow-up data for the patients seen on SAMBA day

Secondly, you will need to ensure that the audit is registered locally, and get permission from your Caldicott Guardian, if you have not already done so – 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 to the end of July 2024. If you completed a Caldicott form for SAMBA23, this provided permission until 7/7/24 (which does include the dates of Winter Snapshot 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 (which will send to you when you register) 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. We have reduced the data that we are collecting for each patient for Winter SAMBA24, which we hope makes data collection easier.

We have previously recommended that on SAMBA day (22nd February) you should aim to have at least 2 data collectors available, who 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 23rd February and most outcome data should be available by the morning of the 1st March.

Depending on your local electronic records, you may be able to collect much/all of the data from electronic systems, and you may find it easier to collect this during the 7 day follow-up period. The most important initial step is ensuring that all acute admissions over the 24hour period of SAMBA day have been identified.

You can use the same link to upload SAMBA day data and 7 day follow-up data, by selecting which type of data you are uploading from the first question on the form. It is therefore **vital** that all forms include your unit code and your local patient identifier number (the anonymised number assigned by the Masterlist).

Winter Snapshot SAMBA24 has a focus on acute respiratory infections, particularly community acquired pneumonia.

All data should be uploaded to the database by 23:59 on 28th March 2024.

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

Many thanks for your help and support for Winter SAMBA24.

The SAMBA Team

Preparation before 22nd February			
	Yes	No	Comments
Have you signed up at https://forms.office.com/e/5u99fEcvry			
Have you downloaded all the necessary forms from https://www.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 22nd February and have they been freed up from clinical duties? If not, do you have a plan for identifying patients and collecting the data within the upload deadlines?			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. Winter SAMBA24 has a focus on respiratory infection – this is a current focus for respiratory teams, who should be supportive & involved.
Has 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.

22nd February			
	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 22nd February 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 22nd might be best collected on the morning of the 23rd February.
23rd February			
	Yes	No	Comments
Have data from all admissions been collected?			
Has a mechanism for missing data been identified?			
1 st March			
	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 29 th February			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 22nd February?			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 upload data within 2 days
28 th March			
	Yes	No	Comments
Have you checked whether all your data has been uploaded?			
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 28 th March. 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!			