National Endoscopy Database (NED)
Roles and responsibilties

July 2019

Effective from: 17 Sept 2019
Review date: 31 Oct 2019

NED | NATIONAL ENDOSCOPY DATABASE

NED roles and responsibilities

Overview

- NED is designed to support services to collect and view endoscopy procedural information to support quality monitoring and improvement.
- This document identifies and explains the roles and responsibilities that should be completed by a service in order to successfully implement and use NED.

Accessing NED

NED operates with a hierarchy of access:

- *Individual endoscopists* - all endoscopists at services uploading data to NED can view their own data using their JETS login, or by creating an account on NED.
- *Trusts/service leads* - Clinical leads and/or nominated deputees can view data for all endoscopists at their service (or organisation). To obtain service level access please contact JAG. Users with this level of access must not share data outside of their organisation unless they have appropriate approval to do so.
- *National level* - access to data used for national quality assurance with named hospital but annonymised endoscopists. Annonymised data will be available for research. All applications for research wil be reviewd by the JAG research committee.

NED functionality

- Table below provides an overview of the functionality available to service level users to effectively use NED.

NED function	Description	Use
KPI page	Shows all KPIs for the service/ organisation. Data on each page can be filtered.	- Monitor performance of endoscopists - Compare service performance against national benchmarks and averages
NED upload queue	Page showing all files submitted to NED and status of file e.g. successful upload, errors or not processed files	Ad-hoc to investigate any errors
GMC/NMC errors	Page showing any files that have not been added to NED as the endoscopist ID of file does not match that on JETS/NED	To investigate and where necessary change endoscopist identifiers and resubmit corrected files
NED Trust user page	Page showing all the users on NED/JETS who are linked to service	To compare with users on endoscopy reporting system to check all endoscopists on ERS also have JETS/NED account and also that the GMC/NMC numbers match.

As well as the above function accessible to service level users on NED, if requested reports will be emailed to service leads and suppliers to make them aware of issues with uploads as they arise.

Appendix 1: Service roles and responsibilities checklist

The table below identifies the key roles required to introduce and then use NED, then shows the responsibilities and activities they should complete. Each service or organisation should assign an individual to each activity. This should be used to assign tasks between your team.

a.)To upload data to NED

NED role	Responsibilities / activities to complete		
	To implement NED	Frequency	Assigned to
NED Clinical Lead or appointed deputy	Coordinate process to obtain Caldicott approval. <u>NED will only collect patient non identifiable data</u>.	Ad-hoc	
	Contact JAG to confirm Caldicott approval has been obtained	Once	
	Discuss NED at Endoscopy User Group (EUG) or equivalent Circulate emails to endoscopists and trainees introducing the project and explaining how and when it will be implemented.	Monthly	
	Ensure that the NED team is kept informed of any developments and/or changes regarding the progress of completing the implementation checklist	Quarterly	
NED Trust Trainee Lead	Provide specification on NED data (KPI doc) and assure trainees/trainers of the option to not be identified by their GMC/NMC number.	Once	
	Check any NED upload errors during validation process	Ad-hoc	
	Support trainees during KPI validation exercise. Highlight common user entry errors	Ad-hoc	
IT Trust Lead	Liaise with ERS supplier and clinical team to test software in test environment	Once	
	Ensure the service/ organisation is using NED compliant version of ERS software	Ad-hoc	
	Liaise with ERS supplier and clinical team to implement pilot NED	Ad-hoc	
	Identify go live dates and inform NED team once this has been confirmed	Once	

b.) Once data is being uploaded to NED – ongoing responsibilities

NED role	Responsibilities / activities to complete			
	To implement NED	Relevant page	Frequency	Assigned to
NED Clinical Lead or appointed deputy	Monitor uploaded reports by logging into NED using your JETS or NED log in and alert the JAG office should you encounter any errors	NED upload queue	Weekly	
	Ensure that all endoscopists are set-up on NED (with correct membership number)	Page coming soon	Monthly	
	Login to NED to review and correct any GMC/NMC errors	NED GMC/NMC errors tool	Ad-hoc	
	Check the software version is still NED compliant	Live ERS NED compliance status table	Quarterly	
	Work with supplier and IT team to investigate and resolve persistent errors/failed reports	NED upload queue and/or daily digest emails*	Quarterly	
IT Lead	Support service during any upgrades to software, liaising with supplier and clinical team	Live ERS NED compliance status table	Ad-hoc	
	Support clinical lead to solve issues with data uploads	N/a	Ad-hoc	

*'Daily digest emails' contain a daily summary of successful and failed uploads, detailing error type. Please email askjag@rcplondon.ac.uk to request to receive these.

Further questions

Please contact a member of the JAG team at askjag@rcplondon.ac.uk

Document control	
Version	Version 1.1
Effective from	September 2019
Review date	October 2019
Owner	Accreditation Unit