3rd Molar Audit: Quick Start Guide – Version 5.4

The project is being funded and co-ordinated by the National Facial and Oral Research Centre (NFORC).

Contents

NFORC contact details
Tel: 020 8223 8049
Email: info@nforc.co.uk

Background

The audit has been developed and approved by BAOMS Clinical Effectiveness Committee. There are 3 data collection points:

- Pre-treatment (patient and surgeon)
- Operation notes (surgeon)
- 3 month follow-up (telephone call to patient)

Ideally, you should aim to collect data on all patients presenting with 3rd molar problems over a 3-month period.

Recommended Reading

N3MA - Information for Surgeons V5 (WORD) or (PDF)

Data collection

Data forms - version control

Old versions of the forms on BAOMS website asked for "Assessing Surgeon's" name and GDC or GMC numbers. Updated versions require details of the "Consultant in Charge". Please amend your records to reflect this change.

Health and Social Information Centre (HSCIC) Clinical Audit Platform

Please register your site, surgeons and data entry staff using the *N3MA User Registration form V1.2*

- To enter or upload data using the HSCIC Clinical Audit Platform you must register first
- Registered surgeons can get all their own data back immediately
- NHS or CHI numbers are required fields.
- Surgeon GDC or GMC numbers link surgeons to their patients and are required fields
- Data can be linked to Hospital Episode Statistics etc.

Optional Excel data entry form - advantages

- No Internet connection is required.
- Data is automatically formatted for uploading to HSCIC
- You can add your own data fields to the N3MA audit data. *Call NFORC for advice.*

To get started

- Download software: *Excel Data Entry Form V8*
- See *Instructions for Excel Data Entry V3 (WORD) or (PDF)*

Optional Paper forms v23

See *N3MA Data Entry Forms V23 (WORD) or (PDF)*

3 month follow-up

Once you have entered a treatment date, the Excel dashboard and HSCIC N3MA interface will provide you with a report that lists patients who require a follow-up phone call.

Document Management

It is good practice to maintain an Audit Master File containing relevant documents and copies of all consent forms.

Obtaining consent

This is a consented audit. See *N3MA Information and Consent for patients V3 (WORD) or (PDF)*

Check that the patient initials the boxes adjacent to the questions on the consent form and prints and signs their name, writing the date in the appropriate place. The consent form should be countersigned and dated by the person taking consent.

Make 2 copies of the signed information and consent:
- Give 1 to the patient
- Put 1 in the notes
- Keep the original in your Audit Master File

Before you start

Consider informing your Clinical Audit department that you are undertaking a BAOMS badged audit. This may be compulsory in some trusts. If you need to fill in a form, the "Information for Surgeons" document above contains relevant information including audit background and aims.

Downloading Study Documents

All the files within this guide can also be downloaded from www.nforc.co.uk/n3ma