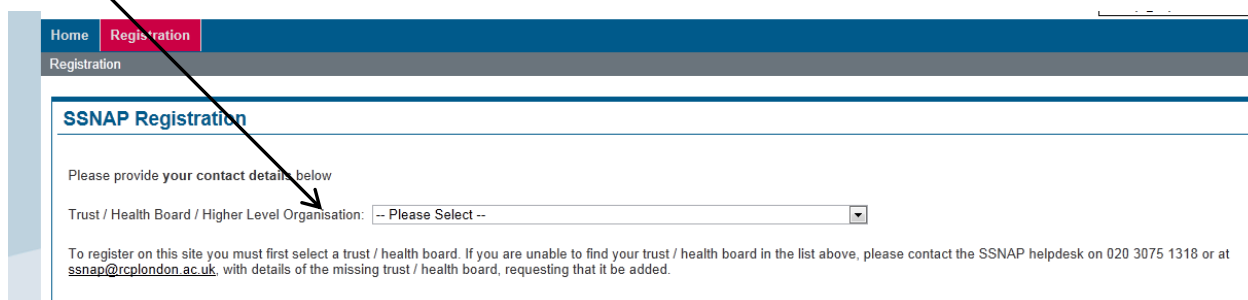


SSNAP Webtool Registration Guidance Notes

- 1) Go to www.strokeaudit.org
- 2) Click on the registration tab



- 3) Select your Trust/Health Board/Higher Level Organisation from the drop down menu.
 - ❖ If it is not listed please email ssnap@rcplondon.ac.uk
 - ❖ If you would like to register for more than one trust, please start by registering for one and then contacting the SSNAP helpdesk to add others to your account



Home Registration

Registration

SSNAP Registration

Please provide your contact details below

Trust / Health Board / Higher Level Organisation: -- Please Select --

To register on this site you must first select a trust / health board. If you are unable to find your trust / health board in the list above, please contact the SSNAP helpdesk on 020 3075 1318 or at ssnap@rcplondon.ac.uk with details of the missing trust / health board, requesting that it be added.

- ❖ The page will refresh when you select a Trust/Health Board/Higher Level Organisation.
- 4) Select your team(s) (***)please go to the end of the document for guidance about what constitutes a team and how to register for multiple teams***)
 - ❖ If your team is not listed you need to email ssnap@rcplondon.ac.uk to ask for a 'SSNAP New Team Form'.
 - ❖ This form needs to be completed and sent back to the SSNAP helpdesk to consider; if the new team details are approved the team will be added to the webtool and you and your colleagues will then be able to register for this team.
 - ❖ In the form you will be asked about your team, which may be a different designation compared with previous audits.

5) Enter the registration code for your team(s).

- The lead contact and second lead contact at your team will be able to provide you with this unique registration code.
- Enter the code into the box provided.

Test Hospital - Enter registration code:

6) Select your SSNAP role for each team you have selected.

Teams:

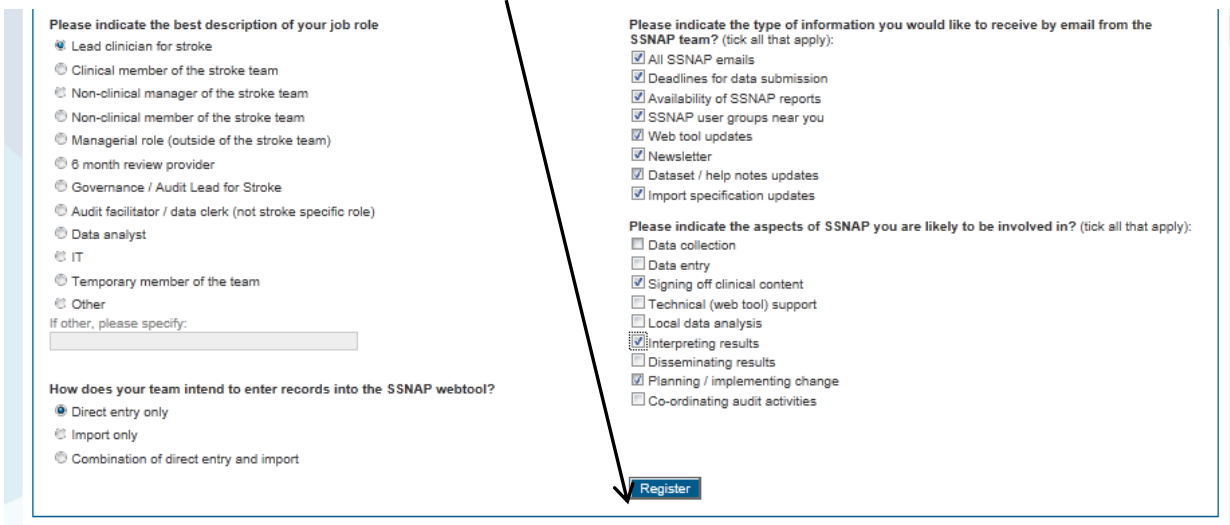
Test Hospital
Lead clinical contact for SSNAP (in charge of data sign off) ▼

- ❖ There can only be ONE lead clinical contact for SSNAP and ONE second lead contact for SSNAP per team. Please make sure that you have discussed as a team who should take these two roles. The lead clinical contact must be a clinician who has been given responsibility for overseeing SSNAP; they do not necessarily need to be the lead clinician for stroke. The second lead contact can be anyone else with a key role in collecting, entering, reviewing or disseminating SSNAP information. Only users with these roles will be able to add 'custom fields' to the dataset and they will have other key responsibilities.

7) Complete your details and password (which you must remember for logging on later).

- ❖ It will ask you for the following details:
 - Your name, job title, telephone number and email address
 - Your job role
 - How your team will enter records on to the webtool
 - What information you would like to receive by email
 - Your involvement in SSNAP
- ❖ Your email address must be accurately entered as this will be your username

8) Click 'Register' at the bottom of the screen.



The screenshot shows a registration form with the following sections:

- Please indicate the best description of your job role**
 - Lead clinician for stroke
 - Clinical member of the stroke team
 - Non-clinical manager of the stroke team
 - Non-clinical member of the stroke team
 - Managerial role (outside of the stroke team)
 - 6 month review provider
 - Governance / Audit Lead for Stroke
 - Audit facilitator / data clerk (not stroke specific role)
 - Data analyst
 - IT
 - Temporary member of the team
 - Other

If other, please specify:
- Please indicate the type of information you would like to receive by email from the SSNAP team? (tick all that apply):**
 - All SSNAP emails
 - Deadlines for data submission
 - Availability of SSNAP reports
 - SSNAP user groups near you
 - Web tool updates
 - Newsletter
 - Dataset / help notes updates
 - Import specification updates
- Please indicate the aspects of SSNAP you are likely to be involved in? (tick all that apply):**
 - Data collection
 - Data entry
 - Signing off clinical content
 - Technical (web tool) support
 - Local data analysis
 - Interpreting results
 - Disseminating results
 - Planning / implementing change
 - Co-ordinating audit activities
- How does your team intend to enter records into the SSNAP webtool?**
 - Direct entry only
 - Import only
 - Combination of direct entry and import

A blue 'Register' button is located at the bottom right of the form, with a black arrow pointing to it from the text above.

❖ You will then see this notification page:

SSNAP Registration

Thank you for registering for a SSNAP webtool account.

An email has now been sent to the address entered in the registration form. This email contains the terms and conditions for SSNAP, which must be agreed by clicking on the link contained within the email. Your account will only be approved once the terms and conditions have been accepted.

If you have not received an email with the terms and conditions link an hour after registering, please email ssnapregistration@rcplondon.ac.uk to let the SSNAP helpdesk know.

❖ An email will then be sent to the address entered in the registration form containing the terms and conditions for SSNAP.

9) The terms and conditions must be agreed by clicking on the link contained within the email.

- ❖ The registration will only be approved once the terms and conditions have been accepted.
- ❖ If you do not receive an email within an hour please email: ssnapregistration@rcplondon.ac.uk

10) Once approved by the SSNAP helpdesk you will receive another email notification that your account is active and you can then login.

- ❖ If we have any queries about your registration, we will contact you and await your response before activating your account.
- ❖ Once logged in you will see the home page (which contains important information and is updated frequently). You can see and update your profile in the User Profile section.
- ❖ The Clinical section is where you can enter and edit patient records, download 'Team documents' (specific to your team) and 'Clinical documents' (general), 'Export' your locked records into an Excel file and (only if you are the lead or second lead contact) set and edit 'Custom fields' for your team.

What is a 'team'?

A team is a distinct entity for SSNAP data entry. At present, we are only setting up teams on the SSNAP webtool where the team in question treats a minimum of 10 stroke patients per year.

In SSNAP we distinguish between inpatient and non-inpatient care providers; each 'team' must be either an inpatient care provider or a non-inpatient care provider. For example, a community bed based rehabilitation setting is an inpatient care provider, but a community rehabilitation team treating patients at home is a non-inpatient care provider. This is important, as it determines the information you are permitted to enter into the webtool. If you are unsure what your 'team type' should be, please email ssnap@rcplondon.ac.uk

We also ask the team function, and the options are shown below. Some hospitals may want to distinguish their service so that they can identify when transfers occur along the pathway or to differentiate care delivered by different 'teams' within the same hospital. For example, one hospital might have a hyperacute team (e.g. HASU), an acute team and a rehabilitation team. However, the team may be identified as constituting all of these elements in one. The important factors to consider are how reports should be assigned and how transfers along the pathway should be identified. It is important not to register for a team unless you are sure that it has been correctly defined. Please discuss with your colleagues and if unsure please contact the SSNAP helpdesk.

Team function (please select one only):

- Acute hospital hyperacute service
- Acute hospital stroke service
- Acute hospital stroke/neurology rehabilitation service
- Community hospital – inpatient rehabilitation
- Early Supported Discharge Team – stroke/neurology specific
- Early Supported Discharge Team – non-specialist
- Community rehabilitation team (non-inpatient) – stroke/neurology specific
- Community rehabilitation team (non-inpatient) – non-specialist

You can register for more than one team in your trust / health board by selecting all relevant tick boxes beside the team name. If you wish to register for multiple teams across separate trusts, please register for your team(s) in one trust and then contact us to request we add additional teams to your profile. If any teams are not listed or are not sufficiently specific (or even if they are felt to be too specific and your team should constitute a wider entity) please email the helpdesk: ssnap@rcplondon.ac.uk

Home **Registration**

Registration

SSNAP Registration

Please provide your contact details below

Trust / Health Board / Higher Level Organisation:

Teams:

Fake Hospital

Please select role for this team

There can only be ONE lead clinical contact for SSNAP and ONE second lead contact for SSNAP per team. Please make sure that you have discussed as a team who should take these two roles. The lead clinical contact must be a clinician who has been given responsibility for overseeing SSNAP; they do not necessarily need to be the lead clinician for stroke. The second lead contact can be anyone else with a key role in collecting, entering, reviewing or disseminating SSNAP information. Only users with these roles will be able to add 'custom fields' to the dataset and they will have other key responsibilities

Fake Hospital 2

Please select role for this team

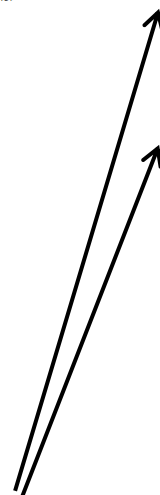
There can only be ONE lead clinical contact for SSNAP and ONE second lead contact for SSNAP per team. Please make sure that you have discussed as a team who should take these two roles. The lead clinical contact must be a clinician who has been given responsibility for overseeing SSNAP; they do not necessarily need to be the lead clinician for stroke. The second lead contact can be anyone else with a key role in collecting, entering, reviewing or disseminating SSNAP information. Only users with these roles will be able to add 'custom fields' to the dataset and they will have other key responsibilities

The team(s) listed here are either acute hospital settings, already included in our database by virtue of being included in SINAP or the SSNAP Acute Organisational Audit, or other settings set up as teams during the SSNAP webtool pilot.

However, not all teams will be listed here (particularly community hospitals, ESD and community rehab teams) or the options available may not be specific enough to constitute an individual entity for the purpose of entering data into SSNAP (for instance, you may decide that it is appropriate to separate your acute hospital into distinct teams, i.e. separate entities entering data onto SSNAP so that transfers between these teams can be identified).

If your team is not listed, or if the current options listed are not felt to be specific enough, please contact the SSNAP helpdesk requesting a new team registration form: ssnapregistration@rcplondon.ac.uk

Those intending to import data rather than enter it directly will have to consider how transfers are accounted for, as records have to be uploaded to one team only. You may want to contact the SSNAP helpdesk to discuss how this will work.



- ❖ You can select more than one team within one trust / health board if they are already listed and correct. You can have different 'roles' for each team, if this is appropriate.