

National Oesophago-Gastric Cancer Audit

Clinical Audit Platform (CAP) User Guide

How to register

1. Create a Single Sign On (SSO) account: <https://clinicalaudit.hscic.gov.uk>



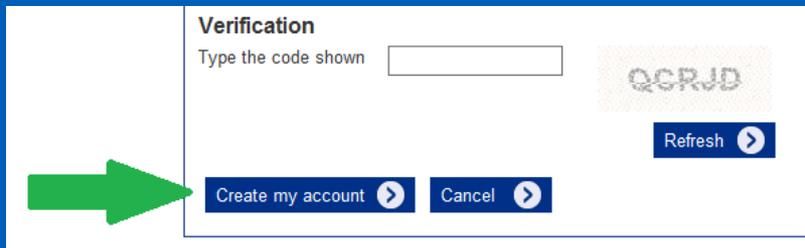
NHS Digital

Clinical Audit Home |

Clinical Audit Home

Sign In

2. Select 'Sign In' then select 'Register'
3. Complete your details online and click 'Create my account' at the bottom of the form.



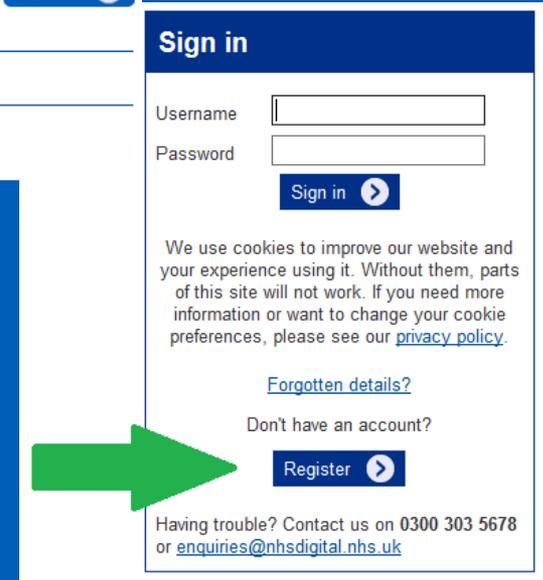
Verification

Type the code shown

QCRJD

Refresh

Create my account Cancel



Sign in

Username

Password

Sign in

We use cookies to improve our website and your experience using it. Without them, parts of this site will not work. If you need more information or want to change your cookie preferences, please see our [privacy policy](#).

[Forgotten details?](#)

Don't have an account?

Register

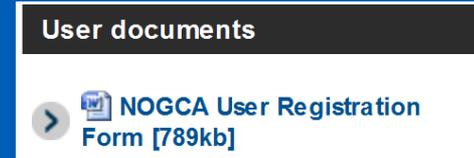
Having trouble? Contact us on 0300 303 5678 or enquiries@nhsdigital.nhs.uk

How to register - continued

4. Complete the User Registration Form available on our webpage:

www.digital.nhs.uk/og

5. Email the form to your Caldicott Guardian.



6. Your Caldicott Guardian approves your access to NOGCA on CAP by adding their details and emailing the completed form to our contact centre:

enquiries@nhsdigital.nhs.uk

7. The Contact Centre process the form and grant your SSO account access to NOGCA on CAP. They will email you to confirm.

8. You can now log into the Clinical Audit Platform using your SSO details:

<https://clinicalaudit.hscic.gov.uk/og>

Manual data entry

- From the home screen select 'Enter data'



National Oesophago-gastric cancer audit

- > Enter data
- > File Submission Dashboard
- > Reporting

- Enter the NHS number and Date of Birth

Add / Search for Patient Record

NHS Number:

Date of Birth:

Submit 

Manual data entry - continued

- You will be directed to the Patient Record page – enter data into each cell then select 'Update'.

Patient Details View History

NHS Number: **required*

FirstName:

LastName: **i**

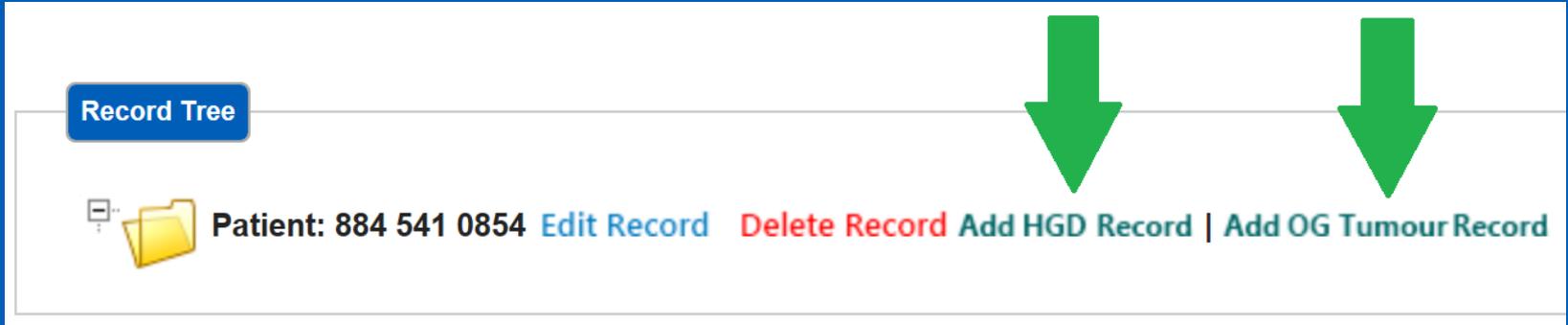
Patient Sex: **v** **required*

Date of Birth: **required*

Postcode at Diagnosis: **i** **required*

Manual data entry - continued

- You can now create either a HGD or OG Tumour record for the patient by selecting 'Add HGD Record' or 'Add OG Tumour Record'



The screenshot shows a patient record interface. At the top left, there is a blue button labeled "Record Tree". Below it, a yellow folder icon is followed by the text "Patient: 884 541 0854". To the right of the patient ID are four links: "Edit Record" (blue), "Delete Record" (red), "Add HGD Record" (green), and "Add OG Tumour Record" (green). Two large green arrows point downwards from the top of the interface towards the "Add HGD Record" and "Add OG Tumour Record" links.

Manual data entry - continued

- When completing an HGD or OG Tumour record, you must complete all the tabs (for example, Staging and Treatment Plan) before clicking 'Update'.

Oesophago-gastric Tumour View History

Initial Referral/Diagnosis | **Diagnosis-site & histology** | Staging | Performance Status & Comorbidity | Treatment Plan

Hospital Number: ⓘ

Source of referral: -- Please Select -- ⓘ **required*

Priority of referral: -- Please Select -- ⓘ

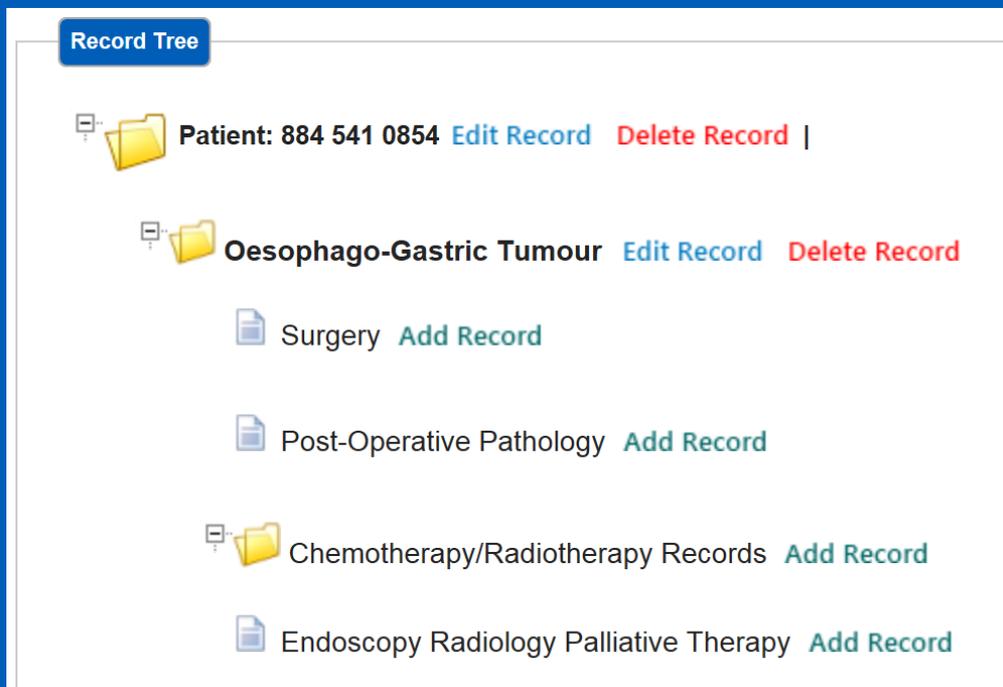
Date of referral to OG team for investigation: ⓘ

Diagnosis date (cancer): ⓘ **required*

Hospital where diagnosis was made: -- Please Select -- ⓘ **required*

Manual data entry - continued

- If you add an OG Tumour record, the Record Tree will expand and allow you to add surgery, pathology, CRT, and ERPT records.



The screenshot displays a 'Record Tree' interface. At the top, a blue button labeled 'Record Tree' is visible. Below it, a patient record is shown with a yellow folder icon, the text 'Patient: 884 541 0854', and two links: 'Edit Record' (blue) and 'Delete Record' (red). Underneath, another yellow folder icon represents the 'Oesophago-Gastric Tumour' category, with 'Edit Record' (blue) and 'Delete Record' (red) links. This category is expanded to show four sub-items, each with a document icon and an 'Add Record' (green) link: 'Surgery', 'Post-Operative Pathology', 'Chemotherapy/Radiotherapy Records', and 'Endoscopy Radiology Palliative Therapy'.

File upload

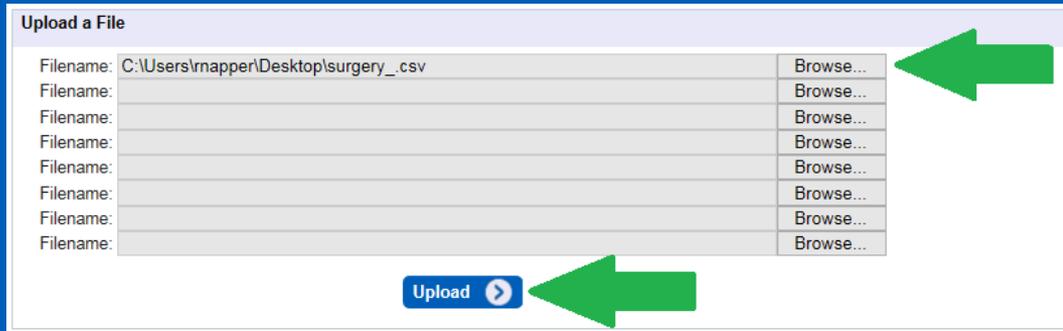
- Create your CSV file and save it locally.
- CSVs must use the following names:
 - Patient_.csv
 - HGD_.csv
 - Tumour_.csv
 - Surgery_.csv
 - Pathology_.csv
 - Oncology_.csv
 - ERPT_.csv
- You can add any identifying text after the underscore ‘_’
 - e.g. Patient_Jan2017.csv
- Sample CSV file formats can be found in the General Validation Rules tab of the Dataset Validation Workbook on our webpage: www.digital.nhs.uk/og

File upload

- From the home screen select 'File Submission Dashboard'.



- Select 'Browse' to find the file on your computer then select 'Upload' once all files have been selected.



File upload - continued

- You will be asked to refresh the page after a couple of minutes.

 You have uploaded 1 file(s). Please wait a couple of minutes and then refresh this page to see the results.

File Submission Dashboard

- Check your file was uploaded successfully by clicking on the arrow to the right of the file you wish to investigate.

File Submission Dashboard

Leeds Teaching Hospitals NHS Trust Uploaded Files

Job ID	Uploaded By	Uploaded	Completed	
138	testnapper	21/03/2017 12:28	21/03/2017 12:29	
130	Alex Newsome	22/09/2016 16:20	22/09/2016 16:21	▼
129	Alex Newsome	22/09/2016 16:10	22/09/2016 16:11	▼
128	Alex Newsome	22/09/2016 16:09	22/09/2016 16:10	▼

File upload - continued

- The record will expand to show file name, type, status and number of records
- Click 'View details' to see details of the errors/warnings generated

File Submission Dashboard

Leeds Teaching Hospitals NHS Trust Uploaded Files

Job ID	Uploaded By	Uploaded	Completed
138	testnapper	21/03/2017 12:28	21/03/2017 12:29

File Name	Type	Status	No. Of Records	
surgery_.csv	Surgery	Errors/Warnings Generated	1	View details
130	Alex Newsome	22/09/2016 16:20	22/09/2016 16:21	
129	Alex Newsome	22/09/2016 16:10	22/09/2016 16:11	



File upload - continued

‘View details’ will show how many records were: imported successfully, imported with warnings or unsuccessful

File Submission Details

File Name: surgery_.csv File Type: No. Of Records: 1
✔ Successfully imported: 0 ⚠ Successfully imported with warnings: 0 ❌ Unsuccessful: 1

Download CSV

Show 10 entries Search:

Row	Status	Notifications
1	Record Import Unsuccessful - Errors Generated	❌ 21 fields are expected per record, but 19 were supplied



Warnings are designed to highlight data quality issues, a record which has generated a warning *has* been uploaded, but does require further attention



Errors mean that particular record *has not* been uploaded, the record needs to be uploaded again or entered manually

How to view reports

- Select 'Reporting' from the homepage



- Choose the report you would like to view
- All the reports can be exported into a csv file
- More information about these reports is in the NOGCA Online Reports Guide on our webpage: www.digital.nhs.uk/og

Reporting

- > Deletion Log
- > Trust Extract
- > First Diagnosing Trust Count
- > Data Manager Check
- > Characteristics Of The Patient Report
- > Combined HGD Status Report
- > Combined OG-General Status Report
- > Data Completeness

www.digital.nhs.uk

 [@nhsdigital](https://twitter.com/nhsdigital)

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