Colorectal Cancer Database
Alfred Hospital Data Management Overview

The focus of the role is data management. This includes the following:
- Collect data from patients, surgeons and hospital systems.
- Enter data into the colorectal cancer (crcaudit) database.
- Follow up missing or due data with the surgeons which they need to enter.
- Refer to the process flow diagram for an over view of how it works:
    - v:/Colorectal Database/Data management and Process/Data Flow V4 - Generic.pdf. OR
    - on the project website - http://www.med.monash.edu.au/surgery/cabrini/crcdatabase/.

The crc database is accessed at https://crcaudit.org.au.
- Best viewed with Mozilla Firefox.

Ongoing data management

The role is to be the primary data collection and entry person at the Alfred with some support by the Alfred Fellow.

Crcaudit login for all Alfred data:
- Username: alfredfellow
- Password: refer to the project data manager at the Cabrini Monash University Department of Surgery Ph: 9508 1651

Other systems that are required:
- Cerner PowerChart (Patient Administration and Information System) – can be accessed from any Alfred PC.
    - You will need your own login which can be authorised by the Head of the Colorectal Surgery Unit – Roger Wale.

Tuesday morning
- You need to attend the colorectal surgery preadmission clinic to interview the patients for their preoperative data.
- Depending on the number of patients this may take 1-2 hours.
- A combination of interview and checking the health questionnaire can get all the information.
- Anne Spranklin the patient coordinator will inform you in the week leading up to the clinic about the patients to see. Her details are: **t** 03 90760333 **e** A.Spranklin@alfred.org.au
- The clinic is located on the North side of the ground floor of the Alfred Centre – corner of Punt Rd and Commercial Rd (not in the main hospital).
- At the clinic you can check the Alfred patient management system Cerner PowerChart for more details about the patient, review their health questionnaire and speak to them directly.

<u>Wednesday morning</u>
Every Wednesday morning from 8:30am to 11:30am is the colorectal surgery outpatients clinic on the second floor of the main block run by Roger Wale (department head).

At this clinic your role is to check through all the due and outstanding tasks and fill in data where you can as per the Cabrini process.
Note that the surgeons do not enter any data at the Alfred – it is all done by yourself and essentially all the data can be located in PowerChart. The Alfred Fellow can support you particularly with operation data.

- Open the database at https://crcaudit.org.au
- Check the **due tasks** for any tasks that can be completed by yourself and do so.
    - For tasks that are to be completed by the surgeon – email the Alfred Fellow to complete the task with a link to the task.
    - Roger Wale can identify the current Alfred Fellow for you.
- Open each **outstanding task** (by surgeon and patient) and review them for completion.
    - This involves crosschecking against PowerChart.
    - Complete any tasks that you can yourself.
    - For tasks that are to be completed by the surgeon – email the Alfred Fellow to complete the task with a link to the task.
- Where there is data that you cannot locate, email the Alfred Fellow to complete.

Following this clinic is the <u>multidisciplinary meeting</u> on the 1st floor meeting room from 11:30am - 12pm.
- This meeting will allow you to check on any further diagnostic information and any new patients that may be added to the database.