Further BSDS Mohs Logbook information and attached guides

Thank you for registering to participate in the first national BSDS Mohs surgery audit using the standardised BSDS Mohs minimum dataset and logbook.

The dataset was developed by Prof Colin Fleming some years ago and has been available for voluntary use.

We are now launching an online NHS secure BSDS logbook for you to record easily all your cases, collect the relevant data, and obtain summary reports for your portfolios.

What to do
•   Every registered user has a unique username and password.
•   If you registered, your username is ready to go:
    o   Firstname.Lastname i.e. John.Smith
    o   Remember the full stop between "." and no spaces.
    o   your initial temporary password will be emailed to you
    o   You will then be asked to choose your own secret password when you first login.
•   Features are tailored to the username, so don't share it. If someone in your team needs a login, just ask.
•   Please see attached 'Quick-start' guide and 'Detailed' user guide as powerpoint files for more info on logging in, entering cases and FAQ (BSDS website will also have links shortly)
•   Please record all cases you do, whether NHS or private.
•   Please record all the minimum mandatory data (highlighted in pink when empty) and as much extra detail as you want.
•   This is a 6-month recording exercise initially, but we hope you will continue to record every case thereafter.
•   Mohs surgeons, fellows, BMS, or admin staff can enter the data – they just need their own username.

Consent
•   Please inform your patients by adding the suggested text in the detailed user guide, or similar, to your patient information leaflet.
•   Advice we have received is inconsistent as to whether consent is required from patients with this very minimal level of identifiable data. We therefore strongly recommend adding explicit written consent for logbook data collection to your surgical consent form (see detailed user guide for suggested phrase).

Problems
•   We have tested the logbook across several units in England and Scotland and it generally works very smoothly with no issues and rare downtime.
•   Most users have not needed to involve their IT dept. to get going.
•   Please email Blake if you have an issue and he will forward to me.
•   If you missed the registration survey before Christmas your login won't work so please email Blake.

Recording outcomes
•   Please add as many of the 3 month clinical outcomes as possible (again mandatory ones are highlighted pink when empty)
•   If you aren't going to be contacting the patient please enter 'not obtained'

•	All the outcomes can be collected remotely except the doctor assessed aesthetic outcome (and maybe also functional deficit).

What we will do with the data
•	After 6 months we should have approximately 3 months of cases with their 3 month outcomes for every unit.
•	The data from your unit will be freely available to you in individual or summarised forms.
•	You will be able to see benchmarking data summarised for a) all your unit and b) all units.
•	The BSDS will publish a descriptive report of the averages and ranges within this summarised data for the 6 month period.
•	We are not planning to put named unit level data into the public domain at this stage. In future the aim is to continue to develop this system as part of the BSDS Quality Assurance process, and ultimately to make named unit level data publicly accessible in a similar way to other specialities.

New features
•	We will modify and add features to the logbook in future. If you see something that you want to add or change:
	o	FIRST please check the detailed user guide to ensure it isn't already there and you haven't missed it.
	o	Then if you are sure please email Blake and I will either fix/change quickly if uncontroversial or schedule a discussion at next committee if major.

Yours sincerely,

Dr Adam Bray
Logbook Lead
On behalf of the BSDS Executive Committee