

Responsible User Information Sheet

What is the RCVS Knowledge Antibiotic Audit Tool?

Antibiotic resistance is a major threat to animal and human health. It is essential that the veterinary sector prescribes antibiotics responsibly to preserve their efficacy and maintain animal health and welfare. The antibiotic audit supports veterinary practices to review their antibiotic usage, to ensure that use is as much as necessary and as little as possible.

RCVS Knowledge run a national audit using an online Antibiotic Audit Tool (the Tool). Veterinary teams and animal owners input data to the Tool. Uploaded data can then be easily used and reported on by relevant people within your veterinary team. Your practice can review and evaluate whether your antibiotic prescribing behaviour is in line with recommended practice, and how it impacts your clients and patients. Teams can form action plans to guide their antibiotic prescription decision-making and ensure that their antibiotic stewardship efforts are driven by evidence at the point of care.

What does it involve?

The audit uses specialist software which is available free of charge to all equine and companion animal veterinary practitioners for collecting data relating to the prescribing of antibiotics to UK equine and companion animal patients. The Tool has the facility to collect two different data sets to support clinical auditing:

1. Consultation data which enables benchmarking of antibiotic use against an anonymised aggregated data sample.
2. Owner reported outcomes data which allows owners to share information via the Tool to contribute details pre and post consultation to allow practitioners to explore cause and effect in more detail.

Who is a Responsible User?

This is the user that is responsible for consenting on behalf of the practice to participate in the Antibiotic Audit. This user is responsible on an ongoing basis to ensure that the whole practice meets the Terms of Use.

I am the Responsible User. How do I sign my practice up?

To sign up to the audit on behalf of the practice then please follow this link:

www.rcvsknowledge.org/AMR-veterinary-team/

To consent for the practice to take part in the audit, please confirm that you will be responsible for the whole practice to ensure that they meet the [Terms of Use](#).

How do my veterinary team engage with the audit?

Once the practice's Responsible User has registered the practice to take part in the audit then other members of the veterinary team can sign up as Practice Users by contacting Amplitude Clinical Outcomes (customer.support@amplitude-clinical.com / 0333 014 6363). Practice Users are then able to interact with the audit Tool.

There is an option to set up 'Limited Practice User/s' who can still take part in the audit but are not able to view the benchmarking or clinical auditing data. We have created this permission level with a locum or temporary members of staff in mind, although some practices may wish to extend this permission level to the broader team, if that is their preference. Please specify if you would like someone to become a Limited Practice User when registering them via Amplitude Clinical Outcomes customer support.

How does my practice submit the consultation data to support the benchmarking feature?

Veterinary practices can sign up to submit antibiotic prescription data from companion animal and equine consultations. Data can be submitted through a number of different data flow routes with further details outlined below:

1. Through manual data entry

Data can be entered using the manual data entry directly into the Tool.

2. Through a *Microsoft Excel* Spreadsheet

Download the Spreadsheet provided:

Complete the data fields in the spreadsheet with consultation records from your practice.

We will only capture information relating to the species (dog, cat, rabbit, horse), any antibiotics prescribed and if possible, the main presenting condition (this may be 'unknown'). To be consistent, it is important that these data come from booked consultations, where an owner has made an appointment to see a veterinary surgeon.

Please do not send any data from other data entry events such as telephone calls, reception

sales or inpatients, or any other. It is also important not to include any additional personal data relating to the consultations.

3. Through uploading a Practice Management report

Run a sales report on your Practice Management System, highlighting the practice name and postcode, date, species, animal ID, product code, item description, quantity sold and export to a .CSV or Microsoft Excel Spreadsheet. This can be uploaded onto the Amplitude platform.

4. Through an automated data route from your Practice Management system if on Eclipse or VetIT If you use one of the listed Practice Management System then please contact Amplitude Clinical Outcomes and we can provide a direct data flow from your practice management system: customer.support@amplitude-clinical.com, or RCVS Knowledge: ebvm@rcvsknowledge.org

How does my practice engage with the owner reported outcomes?

Once a practice has signed up to the audit there is an opportunity to invite owners to engage and interact with the tool. When an owner contacts the practice to arrange a consultation for their dog, cat, rabbit or horse, you should invite them to take part. Provide them with the owner information sheet and information on how to consent to sign up to the audit.

The owner information sheet can be found here: www.rcvsknowledge.org/AMR-owner-information-sheet/

The owner will provide their informed consent when they register online through the Antibiotic Audit website.

How does this benefit my practice?

Owner feedback and automatic personalised reporting capabilities will enable practitioners to create evidence-based action plans surrounding their antibiotic prescription decision-making, which can be implemented and tested rapidly to ensure effective improvements in responsible use of antibiotics. The benchmarking facility will enable practitioners to compare antibiotic use across different branch practice sites or to compare one veterinary site with an anonymised aggregated average across national veterinary practices. The antibiotic use data will provide baseline data to undertake a clinical audit and review the impact of interventions on antibiotic use.

What does it cost?

It is free to use for both owners and veterinary surgeons.

Who runs the Antibiotic Audit Tool?

RCVS Knowledge are dedicated to advancing the quality of veterinary care for the benefit of animals, the public, and society. They are the charity partner of the RCVS (Royal College of Veterinary Surgeons). RCVS Knowledge is a separate organisation to the RCVS, and it is governed as such by the RCVS Knowledge Board of Trustees.

A Steering Committee and Advisory Board provides clinical oversight and guidance for the project. They report to the RCVS Knowledge Quality Improvement Advisory Board, who report to the RCVS Knowledge Board of Trustees. The core data elements captured by the tool have been defined by these groups.

RCVS Knowledge is not a public authority and is therefore not covered by the Freedom of Information Regulations.

The tool and online portals are managed on a day-to-day basis by Amplitude Clinical Outcomes, a global leader in online registry software.

Does my practice need to take part?

Your practice does not need to take part, but we hope we have shown how valuable your participation will be and the benefits it will provide, not only for your practice but also for establishing an evidence-base in this area. If you would like to participate, we need your practice to consent and agree to the [Terms of Use](#).

Your practice is free to withdraw consent and request any personal data we hold is removed from the audit. Anonymised data will remain.

How do you obtain my consent?

You, the Responsible User, must provide consent for the practice, and register the practice via the audit website, here: www.rcvsknowledge.org/AMR-veterinary-team. As the Responsible User, your role will be to take on responsibility for agreeing to consent to participating in the Antibiotic Audit Tool on behalf of the practice. As the Responsible User you take responsibility for the whole practice, you are responsible to ensure that the practice meets the [Terms of Use](#).

If your practice is yet to sign up then as well as this document, please refer to the [Terms of Use](#) for more information.

Once the practice is registered, Practice Users can visit the same website to provide their explicit consent electronically.

What are my responsibilities as the Responsible User?

You, the Responsible User take responsibility as the data controller for the practice. If you are a member of a wider corporate group, you are responsible for ensuring that the practice has the necessary permissions from the corporate group to act as a data controller.

You as the Responsible User take responsibility for managing the Practice and Limited Practice Users. You are responsible for informing Amplitude when Practice Users leave the practice to ensure that their data are anonymised in the Tool. You will also be responsible for inviting and/or approving new members of staff to become Practice Users and to engage with the Tool.

What personal data do you collect?

With your consent, we collect the following personal information and process it securely under Article 6 of the General Data Protection Regulations and UK Data Protection Act 2018.

- Your name
- Your email address
- Personal security information, in the form of a question to secure your account.

Can anyone else access my data?

RCVS Knowledge can access your practice's data to administer the audit and provide feedback to the user. Amplitude can access your practice's data to administer the audit. No other organisation will be able to access your identifiable personal information or your practice's data. Anonymised data may be made available to other organisations, for example, academic establishments for research purposes. Each request to access data will be considered on its merits by the steering group.

Veterinary surgeons and other members of the practice team can sign up as Practice Users. They can access and use the audit once the Responsible User has consented for the practice to take part. Practice Users can see their own personal data and the benchmarking/clinical audit data for the practice (the practice is benchmarked against anonymous aggregated data).

It is also possible to set up Limited Practice Users who are able to take part in the Antibiotic Audit Tool but are only able to view their own personal data. Limited Practice Users are not able to view any other data relating to the practice.

What happens to the practice data?

The audit will allow your practice to access the Tool. No third party will have access to your identifiable personal information. The data you provide will be used by the practice to analyse antibiotic use in your practice, and to contribute to national anonymised aggregated benchmark figures. The joint data controllers are RCVS Knowledge and your veterinary practice; therefore, both are subject to the controller requirements set out under the General Data Protection Regulations. You can see more information about what your roles and responsibilities are as a data controller in the Terms of Use at www.rcvsknowledge.org/AMR-terms-of-use/. The data processor is Amplitude Clinical Outcomes, our IT partner. To view the levels of security on the platform visit: <https://amplitude-clinical.com/information-governance-information/>.

If you are aware of a data breach of any kind, it is your responsibility to inform Amplitude Clinical Outcomes and RCVS Knowledge immediately.

If the data provided by the audit for more than one account holder is to be used in a publication, RCVS Knowledge must be able to review the manuscript and must agree on details of the submission; including appropriate authorship, the nomination of a contact person, and details of the review process to be followed for the manuscript. RCVS Knowledge must be acknowledged as the source of any published data.

In cases where the authors cannot reach a consensus concerning the interpretation of the audit data, the document shall be circulated to the audit Committees for discussion and resolution. Using data generated from personal clinical audit for publicity purposes is acceptable. However, results should be updated regularly, and generated using the guidelines available separately on the audit website.

How long will you keep my data?

We will keep your data for as long as you wish to be able to engage with the audit. Should you wish to opt out, you can do so by emailing Amplitude Clinical Outcomes: customer.support@amplitude-clinical.com. If you no longer take part in the audit, your findings and data will be anonymised, and all traces of your personal data will be deleted. Patient data will be kept indefinitely to ensure consistency and long-term analysis of results.

How long do I need to take part?

The audit provides practices with data relating to antibiotic use, benchmarking of antibiotic use and owner reported outcomes for clinical auditing purposes. At present, these data are not readily available to practices in a single tool. The Tool will provide high quality baseline data on antibiotic use to undertake a clinical audit and allow practices to identify routes for quality improvement in antibiotic use. There is no minimum recommended time for practices to submit data and engage with the tool. However, in order to capture the results of interventions and implement best practice behaviours in antibiotic use, we recommend that the audit becomes a long-term element of your practice's ongoing quality improvement measures.

Can I withdraw consent?

You can withdraw consent at any time without explanation, after which only anonymised data will remain.

I can no longer represent the practice as their Responsible User, what do I do?

Contact Amplitude customer support via email or telephone: customer.support@amplitude-clinical.com / 0333 014 6363 available Monday – Friday 9am – 5pm excluding Bank Holidays.

Please provide the email address of the new Responsible User who will be fulfilling the role for the practice, and provide them with this document.

How can I find out more information?

More information is available on this website: www.rcvsknowledge.org/AMR-audit-tool/
RCVS Knowledge's Privacy Policy is available at: www.rcvsknowledge.org/rcvs-knowledge-privacy-policy/

Any Questions?

If you have any questions regarding the platform itself, including login and password details, your profile on the platform and any other technical questions, please contact Amplitude Clinical Outcomes: customer.support@amplitude-clinical.com / 0333 014 6363 available Monday – Friday 9am – 5pm excluding Bank Holidays.

If you have any questions related to this audit, please contact: ebvm@rcvsknowledge.org. We endeavour to respond to all queries within five working days.

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