O&G App Basic User Guide

The RANZCOG O&G App is an audit tool to assist and encourage participation in self-audit of clinical practice. The aim of this app is to allow Obstetricians and Gynaecologists to monitor practice and identify areas for improvement, which may be subject to a ‘Quality Cycle’ approach of measurement, comparison to a standard, introduction of change and re-measurement approach.

RANZCOG O&G app is an essential audit tool for trainees and consultants. Three types of reports can be generated: obstetrics, gynaecology and number of procedures. Reports can be exported to the user’s email.

RANZCOG is responsible for all content and views expressed. Use of this app is governed by the terms of usage of the RANZCOG website and associated materials, available on http://www.ranzcog.edu.au/disclaimer.html

Support for the Audit App can be accessed via elearningsupport@ranzcog.edu.au

Downloading the App from the App Store

1. On your iPhone or iPad, open up the App Store
2. Put RANZCOG Audit App in the search
3. Choose RANZCOG O & G Audit App
4. Click “Get”
5. Click “Install” (You may need to sign in to the store with your Apple ID so have that ready)
6. Wait while the RANZCOG Audit App installs on you device
7. Click “Open”

Downloading the App from the Google Play

1. Open up the Google Play Store
2. Search for the RANZCOG Audit App
3. Click on install button
4. Give it a few seconds, locate this icon on your screen and launch the icon

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Getting Started

1. Open the app by tapping the RANZCOG App icon.
2. Tap on the forward arrow
3. Read the Terms and Conditions and tap “Agree”
4. Tap on the forward arrow to go to the Login page.
5. Tap “Create New User” and enter details requested to set up your user account.
6. Authenticate your account by tapping on the link sent to your email
7. Once you have logged in, tap “New Case”.
8. Enter a patient reference number and date, ensuring the patient is de-identified.
9. Tap the type of case (Obstetrics or Gynaecology) you would like to create.
10. Follow the prompts on each screen to enter the details of the case into the App. You can go back to change any choice – if you do please note that you will need to re-enter all the details subsequent to the change.
11. When you have completed the data entry, tap on “Save”. Then tap on “Done” to proceed to enter more cases or view reports.
12. The data you enter into your device will be saved only on the device. The only way that the data can be uploaded on Audit App website is if you choose to export the data from your device in order to store it in case of changing to new device. If you upload the data it will be in encrypted form on the secure website.
13. Once you have entered at least one case in to the Audit App, you will be able to view reports. To view your audit report, tap “View Audit Report” and select either Obstetrics or Gynaecology to compare your outcomes to the ACHS Clinical Indicators. Select either from a date range or Tap “View All Results”. Alternatively, Tap on “Procedures” to view your procedure numbers. In the reports, the data has been exported into the table for you to view on your device, or Tap “Export” to email it to a computer.
14. If you wish to add or change any data, for example “Return to theatre”, tap on “Case Library” and the type of case followed by the patient reference number. You are then able to proceed through the screen and change data as required.
15. When you have completed the data entry, tap on “Save”.

FAQs

Data Security

1. Where is my data saved / backed up?
Data is saved locally on your device and is encrypted to ensure it is difficult to decipher. There is also the option of uploading the data to the RANZCOG Audit App server as a backup.

2. Can anyone else see my data or audit reports?  
No. The data you enter and the reports generated are stored on your device. If you choose to email your reports to someone else then just the overall reports will be able to be seen, not the individual case data.

3. Can I retrieve my data if I lose my phone?  
It is a good idea to regularly save the data you have entered into the App to the RANZCOG Audit App website by clicking “Export Data” on the screen where you enter new cases. If you decide to export your data to the website, you will be able to download it to a new device (for example in the case where you purchase a new phone). Important to remember: Make sure you remember your app password though – if you forget it you will not be able to access the data you download to the new device. Data downloaded to a new device will only be retrieved from the most recent backup (if these have been exported by you to the RANZCOG Audit App server as long as you remember the password).

If your phone is lost, please contact elearningsupport@ranzcoh.edu.au to block the account.

Can I transfer my data to another phone or device?  
All data can be transferred to a new phone by reinstalling the app on the new device and logging in using the same login details as you used when exporting the data. You then need to tap “Import” on the “New case” to import your data.

4. What will happen in areas where there is internet connection?  
When in an internet connected area, the app will contact the server every hour to confirm that the user is valid and not blocked. If RANZCOG staff have blocked that account (eg due to a member alerting us that they have lost their phone) the app will be logged out and further logins will not be allowed for security reasons. Any data previously backed up to the backend database will remain intact.

5. What will happen when there is no internet connection?  
If you have not already logged in to the App, you will not be able to enter data or send reports in an area where there is no internet connection. If you have already logged into the App in an internet connected area, then you can travel to an area with no internet connection and enter data into your device. Please note though - you will not be able to export data to the servers and if you log out of the App, you will not be able to log back in until you are back in an internet connected area.
Procedure

1. **What do I tap if the procedure I am entering is not relevant to the screen?**
   Tap “No” and proceed onto the next screen.
   For example, if you are entering data on a TLH, and one screen asks about “Mesh Repair. Was this an operation for prolapse?” Tap “No”.

   Each of the screens generates data for comparison between your audit and the ACHS Clinical Indicator. If the question asked on the screen is not relevant to the procedure you are entering, Tap “No” and continue.

2. **What is a procedure report?**
   The Procedure report is not linked to the ACHS Clinical Indicator program. This report provides the Clinician with the total number of each procedure performed during the audit period.