

**POMH-UK**  
PRESCRIBING OBSERVATORY  
FOR MENTAL HEALTH-UK



**POMH-UK**

**Guidance for online data  
submission**

# Introduction

## About this guidance

This guidance is provided to assist your Trust/organisation in submitting data online for POMH-UK quality improvement programmes (QIPs).

## Timeline

Typically you will have one month to enter data for each QIP, though the period of data collection and entry may overlap if planning allows. The timeline will be at the front of the data collection tool.

## Quick tips:

- The POMH-UK lead for your Trust/organisation holds the username and password to access the online data entry form. Please contact them in the first instance if you do not know your login details. The login password is case-sensitive.
- Partially complete forms can be saved and completed later. You can also amend any forms already submitted, as long as you do so within the data entry period. To amend or complete saved forms, you must keep a record of the **receipt number** provided.
- The *team code* format is the *three* digit code used to identify clinical teams. If you do not know your organisation or team code, please contact the local POMH-UK lead for your organization (the POMH-UK central team do not know your team codes).
- We kindly advise you use browsers such as Google Chrome or Microsoft Edge for online data entry on Formic. *Please **avoid using Internet Explorer** and any other unsupported browsers.*

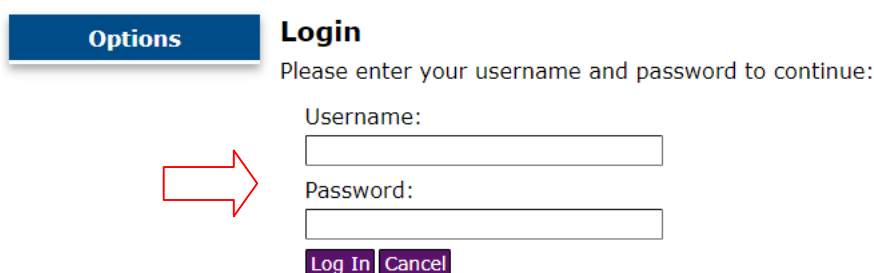
## How to access the data collection form online

The following link will take you to the online data collection form: <http://rcop.formic.com>  
Click 'Login' at the left hand side of the screen.



This leads you to the Login page where you need to enter your username and password. These details have been emailed to the POMH-UK lead for your Trust/organisation. Enter your username and password (passwords are case-sensitive).

Click on the 'Log In' button located in the bottom right hand corner of the screen.



This takes you to the Projects page where the link to the online data entry form '**Topic Nn data collection form**' is available.

Clicking on the survey link takes you to the online data collection form.



## Navigational tools

Links to help you navigate through the form are available at the top left hand corner of the survey.



The navigational tools include options to go to the 'previous page', 'next page' or to 'cancel', 'clear', 'save', and 'submit' your data.

Clicking 'cancel' takes you back to the 'Projects' page. Please note that clicking 'clear', **deletes all the information you have completed on the form, not just on that specific page**. The 'save' option enables you to save partially completed forms for completion at a later date.

## Skipping pages

You can now jump to the designated page that you are looking for either to double check responses or to update any corrections during the data entry period. There is a bar at the bottom of each audit tool page with the page numbers in blue. The page you are currently on will be bolded.

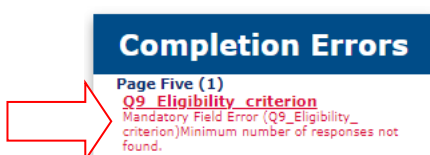
### Q8. Patient's self-assigned ethnicity, as recorded in the clinical records:

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> White British/Irish or White Other | <input type="checkbox"/> Asian/Asian British | <input type="checkbox"/> Mixed         | <input type="checkbox"/> Not stated/refused |
| <input type="checkbox"/> Black/Black British                | <input type="checkbox"/> Other ethnic group  | <input type="checkbox"/> Not collected |   |

Page 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

## Completion errors

Data missed or completed inaccurately on the form will be displayed in the 'Completion Errors' box. Details include the page where the error(s) are, and what the error for that particular question is. To return to the question simply click on the link in the box.



(Please tick all that apply, see guidance notes for

Mild depressive episode (F32.0)


Moderate depressive episode (F32.1)

Severe depressive episode without psychotic symptoms (F32.2)

## How to enter doses


If applicable, please enter the total dose (TDS) prescribed per day, e.g.:

**Haloperidol:**  
total oral daily dose, mg

Haloperidol: 1.5mg x3 a day =4.5mg 

·

**Amisulpride:**  
total oral daily dose, mg

 Amisulpride: 600mg x 2 a day =1200mg

## How to access a partially completed form

A receipt number will be generated for each form you save for completion later. You must save this receipt number in order to return to partially completed forms or to access previously submitted forms that you want to edit.

### Saved.

Your responses for this form have been temporarily saved. To complete this form you will need to reload it using the supplied receipt and select Submit.

Your Receipt ID is: 866S-2SN8-7S

[Continue](#) [Save PDF](#)



To access the incomplete form, navigate back to the Projects page and click on the message “You have partially completed copies of this form”. A list of saved forms will appear showing the date and time it was last saved. To access the form, click on the receipt number:

**Options**


- Logout
- Receipt

### Projects

Please select a project from the list below:

- Medications with anti-libidinal properties [Download Data](#)
- POMHUK Topic 19b Prescribing for depression in adult mental health services You have [Download Data](#)

1 partially completed copy of this form.

- 29/09/2021 15:34 (866S-2SN8-7S) 

After submission you will be taken to the ‘Complete’ page which will display a thank you message.

## How to access a previously submitted form for editing

To access a previously submitted form for editing, please return to the main 'Projects' page and click on 'Receipt'.

**Options**

- Logout
- Receipt

**Projects**

Please select a project from the list below:

- Medications with anti-libidinal properties [Download Data](#)
- POMHUK Topic 19b Prescribing for depression in adult mental health services You have [Download Data](#)

1 partially completed copy of this form.

29/09/2021 15:34 (866S-2SN8-7S)

Enter the receipt ID of the form that you would like to edit and click 'Enter'.

**Options**

- Logout

**Receipt**

Please enter your receipt ID here:

[Enter](#) [Cancel](#)

This will take you back to the beginning of your submitted form for editing and submitting. You will be able to return to and edit previously submitted forms until the end of the data collection period.

## Saving your form as a PDF

On the 'Complete' page, you can save your submitted form as a PDF. This is located in the bottom right corner of the page. Clicking on 'continue' will take you back to the Projects page where you can submit data for another patient.

### Complete.

Thank you for completing this form. Your data has now been submitted.

Your Receipt ID is: 3MF-7N-41

[Continue](#) [Save PDF](#)

You may want to keep the receipt number for your records

## Downloading submitted data

On the 'Homepage' you have the option to download submitted data as an excel document. By clicking 'Download data' you will be able to save a document of all submissions up until that point.

● POMHUK Topic 19b Prescribing for depression in adult mental health services

Download Data

This function may be useful to track and update submissions at a local level during the stage of data entry. Please note during data cleaning you will still receive a dataset from POMH-UK.

## Support and guidance from the POMH-UK team

The POMH-UK team is available to provide support Monday to Friday during office hours.

A printable version of the data collection form, guidance documents, participation certificate and the link to the online form will have been sent to your local POMH-UK audit lead. Please contact them in the first instance.

## POMH-UK contact information

For queries on data submission, please contact a member of the POMH project worker team:

Telephone: 020 8618 4010

Email: [POMH-UK@rcpsych.ac.uk](mailto:POMH-UK@rcpsych.ac.uk)