

Formsnet audit for accuracy of data

Trimester audited: 1st Trimester of 2018 (1/1/2018-04/30/2018)

Audit Plan: Audit of CIBMTR forms completed and submitted for accuracy

Audit scope: A minimum of two forms completed by each data manager were audited each week.

System Assessed: Accuracy of data reported to the CIBMTR including HCT and Cellular Therapy infusions performed at .

Critical Control Point: Accuracy of data being submitted to the CIBMTR

Sample size: 71 forms audited out of 525 completed

Threshold for Intervention: >3% error rate

Rationale: To ensure the accuracy the data reported to CIBMTR

Data Collection: At least two forms completed by each data manager were randomly selected for audit each week. A minimum of one 2400 and one 2450 were audited each week. Eleven 2006 forms were completed in this period and were also audited. Every field on each form was audited for accuracy and completeness.

Summary of Findings: The internal audit assessing the effectiveness of the CAP showed a marked decrease in percentage of total critical errors in the areas of **Method of Disease Assessment** and in **HCT Product infusion**.

The first table shows overall error rate for the 1st trimester of 2018. The second table compares the critical field error rates among the CIBMTR 20 interim audit, the internal 3rd trimester 2017 audit, and the internal 1st trimester 2018 audit. The third table shows the three most common causes of errors fields and suggestions for correcting them.

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Results of 1st Trimester 2018 comprehensive audit of all forms

Form #	Number of Errors	Number of Fields	Error Percentage
TED track	63	5311	1.2%
Pre-TED 2400	28	2734	1.3%
Pre-TED 2402	12	216	5.6%
100 Day Post TED 2450	0	514	0.0%
6 month + Post-TED 2450	31	3170	1.0%
Product and Infusion	11	891	1.2%
CRF track	54	2645	2.0%
CRF Disease Specific 2010-2139	11	791	1.4%
CRF Baseline and Follow-up 2000 and 2100	43	1854	2.3%
Total 2018 1st trimester error rate	134	8344	1.4%

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2017 CIBMTR Interim Audit			
Reporting area	Number of Errors	Total Number Critical Fields	Percentage of Total Errors
Method of Latest Disease Assessment			
Molecular	40		0.53%
Cytogenetic/FISH	24		0.32%
Clinical/Hematologic	7		0.09%
Flow Cytometry	3		0.04%
Subtotal	74		0.98%
HCT Product and Infusion			
Product Analysis	6		0.33%
Product Manipulation	6		0.08%
Infusion Fields	2		0.03%
Product Type	1		0.01%
Subtotal	34		0.45%
Miscellaneous Critical Field Errors			
Disease Status	15		0.2%
Disease Classification	8		
GVHD	8		
Lines of Therapy	8		0.11%
Consent	6		0.08%
Remaining Miscellaneous Errors	13		0.17%
Subtotal	58		0.76%
Total Errors			
Total	166	7616	2.20%

2017 3rd Trimester Internal Audit			
Reporting area	Number of Errors	Total Number Critical Fields	Percentage of Total Errors
Method of Latest Disease Assessment			
Molecular	4		0.06%
Cytogenetic/FISH	7		0.11%
Clinical/Hematologic	1		0.02%
Flow Cytometry	0		0.00%
Subtotal	12		0.19%
HCT Product and Infusion			
Product Analysis	16		0.25%
Product Manipulation	0		0.00%
Infusion Fields	2		0.03%
Product Type	0		0.00%
Subtotal	18		0.27%
Miscellaneous Critical Field Errors			
Disease Status	10		0.15
Disease Classification	2		0.03
GVHD	17		0.26
Lines of Therapy	0		0.00
Consent	0		0.00
Remaining Miscellaneous Errors	45		0.69
Subtotal	74		1.14%
Total Errors			
Total	134	6483	1.59%

2018 1 st Trimester Internal Audit			
Reporting area	Number of Errors	Total Number Critical Fields	Percentage of Total Errors
Method of Latest Disease Assessment			
Molecular	2		0.02%
Cytogenetic/FISH	7		0.08%
Clinical/Hematologic	0		0.00%
Flow Cytometry	0		0.00%
Radiological	3		0.03
Subtotal	12		0.14%
HCT Product and Infusion			
Product Analysis	6		0.07%
Product Manipulation	1		0.01%
Infusion Fields	0		0.00%
Product Type	0		0.00%
Subtotal	7		0.08%
Miscellaneous Critical Field Errors			
Disease Status	13		0.15
Disease Classification	3		0.03
GVHD	17		.19
Lines of Therapy	0		0.00
Consent	0		0.00
Remaining Miscellaneous Errors	76		0.86
Subtotal	109		1.23%
Total Errors			
Total	128	8847	1.45%

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The three most common errors were:

Error	% of critical errors	Recommended corrective action
Overlooked information in notes	49%	Read notes more thoroughly and carefully
Information unclear from notes	38%	Clarify with physician
Typos - e.g. transposing dates, clicking the wrong radio button because the screen jumped	27%	Proofread form before submitting

Recommendations:

1. Continue to review the forms for accuracy before submission.
2. Continue to stay current with online training as newer versions of forms are released
3. Meet periodically with physicians to read lab reports and review case studies
4. Email physicians for clarification when necessary
5. Contact CRC at CIBMTR with any questions that cannot be resolved using the resources available online.
6. Continue to audit forms internally on a monthly basis.

Follow up: Monthly meeting to discuss progress. Repeat audit in September 2018.

Report Completed By: _____ Date: _____ 18

BMT Program Director: _____ Date: _____ 18

BMT Quality Manager: _____ Date: _____ 18
Signature