

A Simple Guide to the SHOT Dendrite database

Introduction

SHOT is improving the way that adverse incidents reports are made. To make a report to SHOT from 4th January 2010, you will make a report to SABRE in the normal way and tick the SHOT box either to share the report with SHOT or to make a SHOT only report. When you do this, SABRE will send a message to the new SHOT database that you have made a report to SABRE and that you wish to make a SHOT report. Please note that the message will not be sent straight away but will be sent overnight. On receipt of the report a new record will be created on the SHOT database and the next day the SHOT database will send an automated e-mail to the reporter with a link to the newly created record in the database. Click on the link and it will take you directly to the case you have notified to SABRE. You will be asked to log in to SHOT database at that point so that you can complete the newly created record.

Logging into the Database

To login into the database, you will need to use the User Name and the password which will have been sent to you by Dendrite.

Completing a new database record.

When you have logged in you will be directed to the **Reported Event Search page** which will show you a list of the reports that you have made. The newest entry will be shown at the top of the list and will be called "New Registration" and will also show the MHRA reference number. Double click on the entry and you will be taken to the **Registration Details page**. Some fields will already be populated and you will need to complete the rest of the fields.

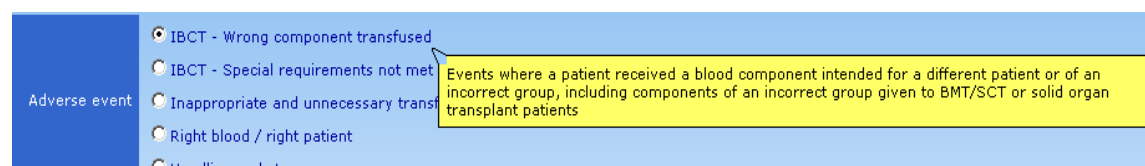
The database has been designed so that the response to certain questions will determine which pathway you will be taken down. If you are reporting an incident related to Anti-D or Cell Salvage you will be taken to the relevant pages. If you are reporting an incident related to blood and blood components (labile components), you will be asked if the blood or blood component was transfused. If you answer "No", you will be taken down the **Near Miss Incident page**. If you answer "Yes" you will be taken to the **Transfusion Event page** via the **Implicated Component Indication for Transfusion and Transfusion pages** which you will need to complete. At the **Transfusion Event page**, you will be asked if the Transfusion Event was an Adverse Event, Physiological Reaction or Transfusion Transmitted Infection. The choice of reporting category that you make here will determine which pathway you are taken down.

Further information about the SHOT reporting categories and the data that is required for each category is available for download from the Documents section of the database. To access them go to Main Menu from the Event Search page and click on the Documents button.

Documents available: Dataset for each reporting category, Simple User Guide, SHOT Dendrite database User Manual, SHOT Toolkit and the Root Cause Analysis Toolkit for Transfusion Practitioners.

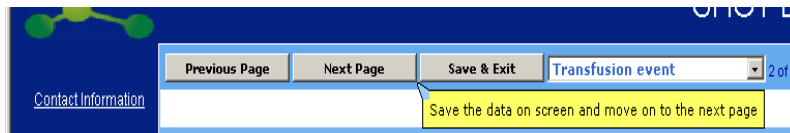
Hover Prompts

Some fields will show what is known as a Hover Prompt when you rest the cursor on them. They contain definitions or what information is required to complete the field. While the cursor rests on them they will persist and will only disappear when you move the cursor on. See below.



Navigating the database and saving records

To navigate your way through the database, you need to use the Previous Page and Next Page which are situated at the top and bottom of every page. When you click on these buttons the data on the screen will be saved and you will move onto the next page or the previous page. The data on the screen can also be saved by using the Save and Exit button. See below



Uploading documents

Where it is relevant, there will be a document upload facility which will allow you to upload any documents such as Root Cause Analyses or any other document that you think is relevant. We would encourage you to do this so that SHOT can provide a more thorough analysis for the SHOT Report.

Entering denominator data.

There is a facility for reporters to enter their reporting organisation's component issues and transfusion data for the previous year. The dataset for this is identical to the yearly return of units issued and units transfused that is requested by the MHRA. SHOT requests that you enter the data that you return to the MHRA on the SHOT database as well. To enter the data go to the Main Menu and click on the Enter ARED Data (ARED stands for Annual Reporting Establishment Denominator data).

Export my data

The SHOT database offers the facility to download all of your reports into an Excel™ spreadsheet and this can be done from the Main Menu. On the **Export My Data page**, you can create a file of all of your records by pressing the Export my Data button. Click on the file and a spreadsheet will open that can be saved onto your own computer.

Help Desk

If you are having problems with the SHOT Dendrite database or if your SABRE Login or contact details change, please contact the SHOT Office by phone on 0161 423 4208 or by e-mail shot@nhsbt.nhs.uk