



BSAC National Outcomes Registry System (NORS)

Disclaimer / Terms of Conditions

TERMS AND CONDITIONS

1 Registration

- 1.1 To submit, view or analyse data from the BSAC OPAT registry users must register through opatregistry.com
- 1.2 Individuals must provide an nhs.uk or nhs.net email address for registration. A registration email will be sent to that email address to verify the user and activate their account.
- 1.3 Registered users of the registry must not share their username and password with a third party.
- 1.4 Users will be required to assign themselves to an OPAT centre from the drop down list. All centres are linked to a health region (e.g. NHS London, Greater Glasgow). These regions are linked automatically to a UK country e.g. Scotland, England, Wales and Northern Ireland. Should a centre not appear, please email opat@bsac.org.uk. Reporting of paediatric OPAT services will be kept distinct from reporting of adult OPAT services.
- 1.5 There will be an authorised lead for each centre, nominated when each centre registers for the first time. The authorised lead will be responsible for approving future users. The name of the authorised lead can be changed at any point.

2 Viewing Data

- 2.1 There are two levels of reporting data within NORS: 1) "Restricted" reports and 2) "Full" reports.
- 2.2 Following registration, all users will automatically have access to the restricted reports function.
- 2.3 Restricted reporting allows users to compare data from their health region with other health regions within the UK.
- 2.4 Full level reporting allows users to compare their OPAT centre with other OPAT centres or health regions, giving users access to additional information.
- 2.5 Access to the full level reporting is automatic when a centre submits data into the registry for **two successive quarters**.

- 2.6 Should a centre not submit data for two successive quarters, a reminder email will be sent from opat@bsac.org.uk. A further and final reminder will be made by telephone, after which time a lack of response will result in full reporting rights being suspended.

3 Data Entry to the Registry

- 3.1 Data entry to the registry is voluntary but is welcomed and strongly encouraged to allow shared learning and experience of OPAT across the United Kingdom.
- 3.2 Data can be uploaded to the registry via two separate options.
- **Option A:** allows users to upload data manually into NORS. Note: There are a minimum of 5 OPAT questions which need to be answered from the full set of questions listed in the system. These include: OPAT demographics/ Primary Infective Diagnosis/ Antibiotic used/ Adverse events encountered and potential outcomes.
 - **Option B:** allows users of the BSAC Patient Management System to automatically send their core report(s) to the registry. Users need to allow up to 48 hours before the data is visible on the web site.

4 Ownership of the Registry and Submitted Data

- 4.1 The registry, including copyright and technical functionality belongs to the BSAC. No part of the registry or its functionality can be reproduced without the express written permission of the BSAC.
- 4.2 Individual data sets submitted to the BSAC OPAT registry remain the property of the original OPAT centre.
- 4.3 All data submitted to the registry is **anonymous** and does **not** contain any **patient identifiable information**. The anonymised aggregated data submitted to the registry belongs to BSAC with due acknowledgement given to all submitting centres.
- 4.4 OPAT centres can withdraw from the registry at any time by submitting a request in writing to BSAC at its registered address. The registered address is published at www.bsac.org.uk

5 Publication of Data

- 5.1 Data may be used locally to demonstrate the need to improve or initiate OPAT services. Any downloaded information from the registry should not be altered and its source acknowledged.
- 5.2 Any individual or individuals wishing to undertake research; publish or present data from the registry must apply to do so in writing to the General Secretary of BSAC at the registered address which is published at www.bsac.org.uk. Requests will be dealt with within 10 working days and the decision (authorisation to proceed or decision to decline with reasons) forwarded to applicants by email.

- 5.3 Acceptance of these the terms and conditions includes acceptance that registry data can be used for research, publication and presentation of such data.
- 5.4 Once authorised, the data source must be acknowledged as the UK OPAT Initiative Registry, which will in turn publish details of all participating centres. If publications are not being submitted for publication in a peer review journal or other peer review publication a copy of the manuscript, plus details of how and where publication is proposed must be submitted to the BSAC Publications Committee for approval. This can be done by submitting a request in writing to the Chair of the BSAC Publications Committee at the registered address. The registered address is published at www.bsac.org.uk

DISCLAIMER FOR USE (for any purpose including those doing data analyses)

- 1 This Registry presents data collected for the BSAC OPAT Initiative and it is intended for use by health professionals and students in microbiology, epidemiology, and other scientific and healthcare disciplines.
- 2 Registry data should not be given to any third party (including commercial companies) without explicit written authorisation from BSAC. Requests in writing should be submitted to BSAC at its registered address. The registered address is published at www.bsac.org.uk
- 3 Data submitted to the Registry should be in accordance with any data protection / governance policies within each trust/board. In submitting data Trusts must be satisfied that:
 - Patients' information is processed fairly and lawfully;
 - Privacy Notices informing patients of the purposes that their data (in the case of the registry anonymous data) may be used;
 - There are processes in place for dissent and removal of individual's data **prior to submission** of data to the Registry if they do not want their information included.
- 4 Research, publications and presentation of data contained within the registry is governed by Clause 5 of the Terms and Conditions.
- 5 To mitigate the risk of making valid or meaningless analyses of data contained within this site, you must not represent that your analyses or interpretations have the authority of the BSAC.
- 6 No-one should rely on any information on this site for individual medical advice.