



SIMULATED PATIENTS DATABASE

TRACK, SEARCH AND REVIEW YOUR ORGANISATION'S SIMULATED PATIENTS.

COPYRIGHT

© HEALTH EDUCATION NORTH WEST 2015. AUTHORED BY LEAH GREENE, DANIEL GAVIN AND SUZANNE GOUGH FROM MANCHESTER METROPOLITAN UNIVERSITY.

ADAPTED FROM TIERNEY, T., GILL, EE., AND HARVEY, PJ. SIMULATED PATIENT PROGRAMME MANAGEMENT. IN NESTEL, D. AND BEARMAN, M. (2015) SIMULATED PATIENT METHODOLOGY: THEORY, EVIDENCE AND PRACTICE. LONDON: WILEY BLACKWELL



CONTENTS

Information.....	3
Purpose.....	3
Caution.....	3
Your First Time.....	4
Enable Macros.....	4
Login and Set Organisation Name.....	4
Change Default Password.....	5
Printing a Blank form for Completion.....	7
Adding a Simulated Patient.....	7
Searching for an SP.....	10
Editing an SP.....	12



INFORMATION

PURPOSE

The purpose of the Simulated Patient Database is to record, track, search and review your organisation's Simulated Patients (SPs).

CAUTION

The SP Database remains the property of the individual organisation. By utilizing the SP Database, each individual organisation agrees to accept responsibility for storage of personal data in line with the Data Protection Act, 1998. Personal or identifying information must not be shared. The SP Database should not be tampered with or passed to any unauthorised persons.



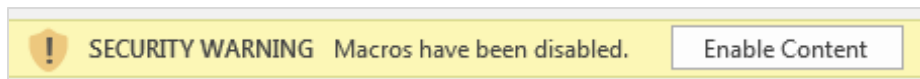
YOUR FIRST TIME

ENABLE MACROS

- The first time you open the spreadsheet, you'll need to enable macros.

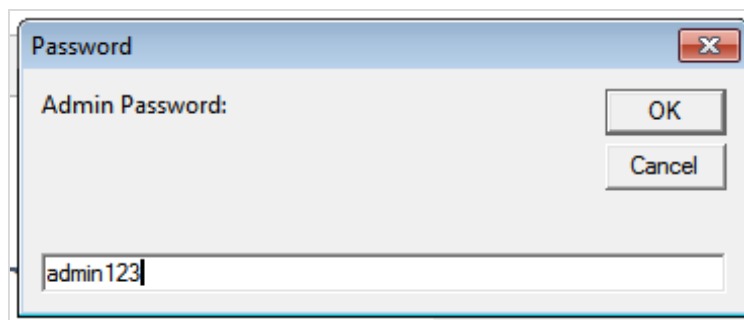


- Do this by clicking 'Enable Content'. If you've saved the spreadsheet on a network drive, Excel may also ask you to make the file a 'Trusted Document'.



LOGIN AND SET ORGANISATION NAME

- Log in using the default password **admin123**.





- When asked, enter your organisation name. This will appear on the Data Protection statement on the SP form, so use the full name with correct capitalisation.

A dialog box titled "Organisation Name" with a close button (X) in the top right corner. The text inside reads: "Please enter your organisation name as it should appear on any forms." Below the text is a text input field. To the right of the input field are two buttons: "OK" and "Cancel".

CHANGE DEFAULT PASSWORD

- You should now change the default password.

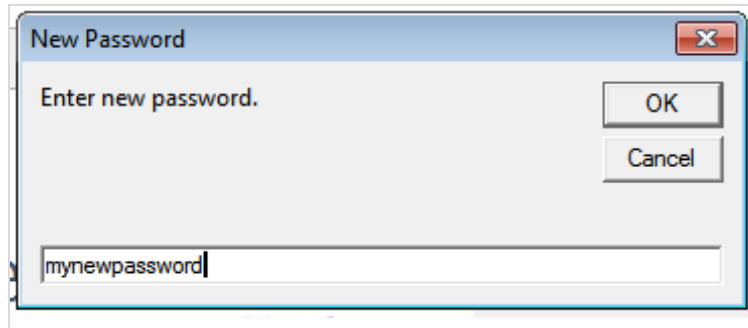
The "Simulated Patients" interface features the 2TSP logo on the left and the NHS logo on the right. The main heading is "Simulated Patients" with the subtitle "Track, Search and Review your Simulated Patients" and "Acme NHS Trust". Below the heading is a navigation bar with four buttons: "View Introduction", "Organisation Name", "Print Blank Form", and "Add Record". A yellow rectangular box is overlaid on the "Organisation Name" button.

- Enter the default password again.

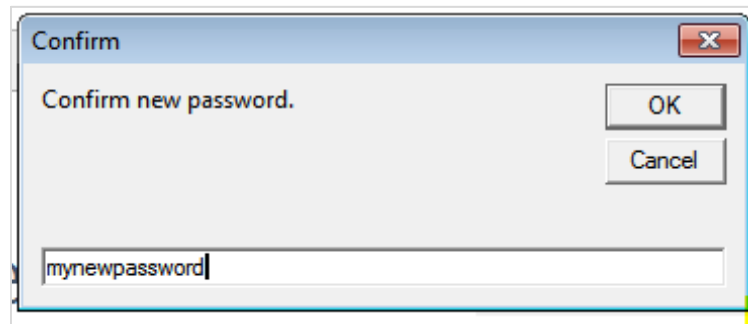
A dialog box titled "Password" with a close button (X) in the top right corner. The text inside reads: "Admin Password:". Below the text is a text input field containing the text "admin123". To the right of the input field are two buttons: "OK" and "Cancel".



- And then enter your new password.



- Confirm your new password. You'll use this whenever you open the file in the future.





PRINTING A BLANK FORM FOR COMPLETION

- To print a blank form for an SP to complete, click 'Print Blank Form'. A blank form will appear that you can then print as normal.

The screenshot shows the 'Simulated Patients' dashboard. At the top left is the 2TSP logo. To its right is the text 'Simulated Patients' and 'Track, Search and Review your Simulated Patients Acme NHS Trust'. At the top right is the NHS logo and 'Health Education North West'. Below this are four buttons: 'View Introduction', 'Organisation Name', 'Change Password', and 'Add Record'. The 'Add Record' button is highlighted with a yellow box.

ADDING A SIMULATED PATIENT

- To add a simulated patient, click 'Add Record'.

This screenshot is identical to the previous one, but the 'Print Blank Form' button is highlighted with a yellow box instead of 'Add Record'.

- Confirm that the SP has signed the Data Protection statement on their form. You will not be able to save the record unless they have done this.

The screenshot shows a form section titled 'Data Protection'. Below the title is a row with the label 'Data Protection Statement Signed (Yes / No)' and a dropdown menu. The dropdown menu is open, showing 'Yes' and 'No' as options. Below this is the label 'Personal Particulars'.



- Enter the SP's details.

Add a Simulated Patient

Save / Cancel

Save Cancel

Personal Particulars

First Name(s)	
Surname	
Preferred Name	
Gender	

- Some fields allow multiple lines. Add a new line by pressing ALT+Return or ALT+Enter on your keyboard.

Home Address
(press ALT+Return for a new line in the field)

123 Some Road
Anytown
AN1 23B

- You can load two photos for each SP. These photos must be in the JPEG format with the .jpg file extension.

Photos

Load head & shoulders photo Load full-body photo



- You can enter weight and height directly in kilograms and centimetres, or you can click these buttons to use imperial units.

Click to use stones & pounds
Click to use feet & inches

- The spreadsheet can store up to 10 ratings per SP. These could come from training results or performance reviews.

Rating	
Rating Source	Rating (1-10)

- When complete, click 'Save' to save, or 'Cancel' to discard the entered details.

Save / Cancel	
Save	Cancel



SEARCHING FOR AN SP

- Search for an SP by entering any relevant criteria and clicking 'Search'.

Search

Set any required search criteria below (or leave blank to view all), and press 'Search' to view the results.

First Name(s)	
Surname	Bloggs
Address	
Gender	
Ethnicity	
Real Age (min)	
Real Age (max)	
Role Age	
Require Photos	
Physical Characteristics (separate search terms)	

Clear Search Form

- Any matching SPs are shown in a list. Open an SP's details by clicking 'View Record'.

Search Results

ID	Name
1	Joseph Bloggs



- The SP's full record is shown in a printable format. You can return to the search results by clicking 'Back to Search Results'.

Simulated Patient Profile	
Edit Record	← Back to Search Results
Personal Particulars	
First Name(s)	Joseph
Surname	Bloggs
Preferred Name	Joe
Gender	Male
Ethnicity	
Nationality	
Country of Birth	
Date of Birth	00/01/1900
Home Address	123 Some Road
(press ALT+Return for a new	Anytown



EDITING AN SP

- Search for the SP and view their record. Click 'Edit Record' to make changes.

Simulated Patient Profile

[Redacted] ← Back to Search Results

First Name(s)	Joseph
Surname	Bloggs
Preferred Name	Joe
Gender	Male
Ethnicity	
Nationality	
Country of Birth	
Date of Birth	00/01/1900
Home Address	123 Some Road
(press ALT+Return for a new	Anytown

- Change the record as required.



Edit a Simulated Patient

Save / Delete / Cancel

Personal Particulars

First Name(s)	<input type="text"/>
Surname	<input type="text"/>
Preferred Name	<input type="text"/>
Gender	<input type="text"/>

- When ready, you can choose to:



- 'Save' - save the changes
- 'Delete' - remove the SP from the spreadsheet
- 'Cancel' - discard changes

Save / Cancel

Save

Delete

Cancel