

## Enter Research Participation Data into IPM


### Purposes of entering research participation data:

1. To set up patient alerts to notify IPM users if patients are enrolled in a clinical trial/research project.
2. To facilitate capture of real-time recruitment of patients into clinical trials and all other research projects undertaken at MH.

### Instruction overview:

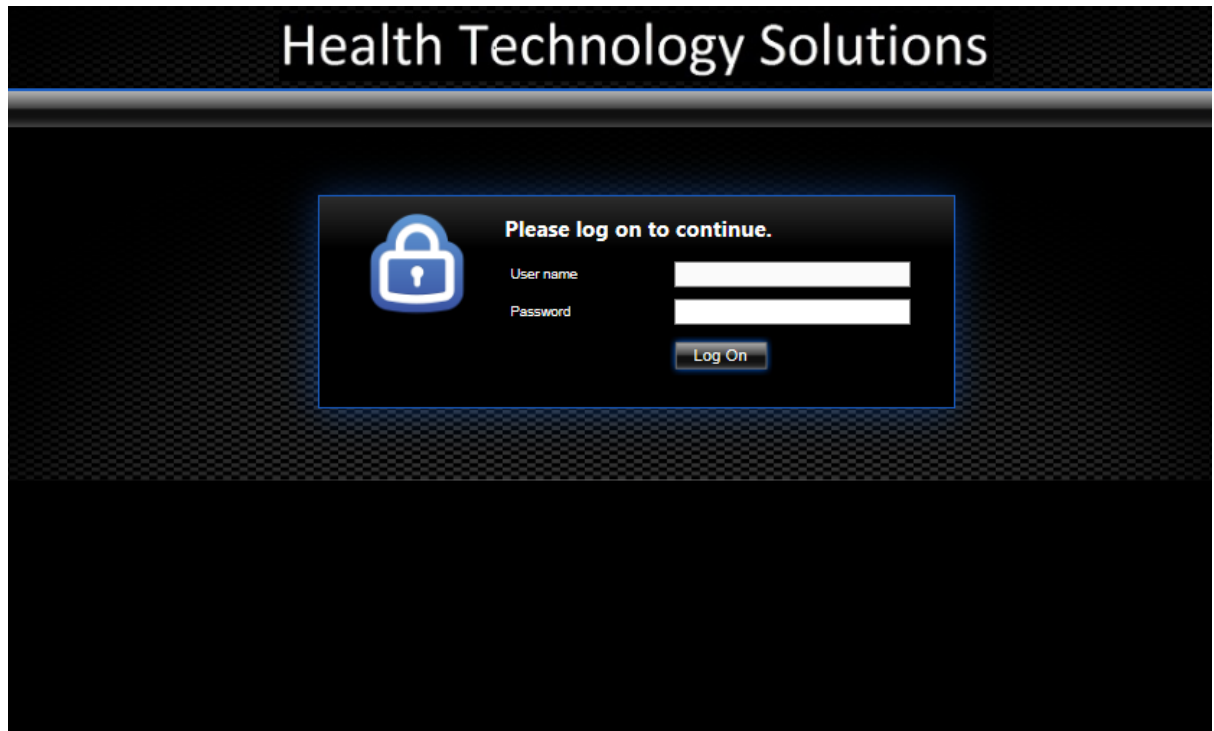
1. How to log into IPM
2. How to add a new research participation entry for a new patient consented onto a study
3. How to Edit/Add additional information once a patient has completed or withdrawn from the study.
4. How to register a patient on multiple research projects
5. How to set up patient alert for research participation (these alerts will be used by ED/Ward staff to identify if a patient is enrolled in a research project).
6. Researchers wishing to register details of deceased patients will need to contact the Research Support Office on 9342 8530.
7. For iPM assistance, please contact [Shelley.Hatton@mh.org.au](mailto:Shelley.Hatton@mh.org.au) (iPM Trainer) on ext. 24575.

### Section A: How to log into IPM

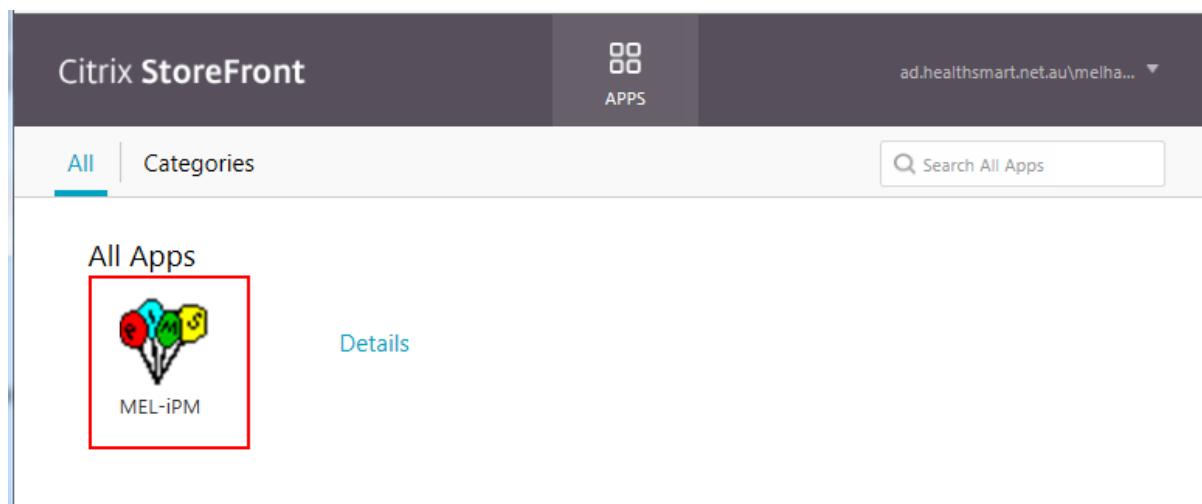
1. Click on the balloon icon in the ribbon on the intranet home page  or the icon on your desktop.



2. Enter your iPM username (MELBLOGGSJ) and password when directed (if you do not have a username/password please see below).



3. The Citrix Storefront page will display. Click on the iPM (balloon) icon to connect your session.



8. The DXC.technology confirmation splash screen will display – click “OK”.

If you do not have access to the Melbourne Health Patient Information Management system iPM, please complete this form:

<http://forms.ssg.org.au/newusers/>

- Please complete: Access detail, Applicant detail and Supervisor’s detail.
- Please note that the Request type is ‘create an IPM account’.
- In the section under **Melbourne Health Users**, complete the following fields relating to iPM

**“All new users must attend a compulsory ‘Introduction to IPM’ training session. Please contact the iPM Trainer on ext. 24575 to enrol your staff member.”**

iPM Account (NEW) *Select Yes for iPM account to be created*  Yes  No  
*Then you must enter Same access as which iPM user or access code:*  enter a colleague's iPM username

OR Alter existing iPM Access *Select Yes if you have a ipm account but need to have the access changed*  No  Yes  
*Then enter the access code or Same access required as MEL IPM User*

OR Reinstate iPM Account *Select Yes if your iPM account needs to be Reinstated*  No  Yes  
*Enter in your iPM logon Name*

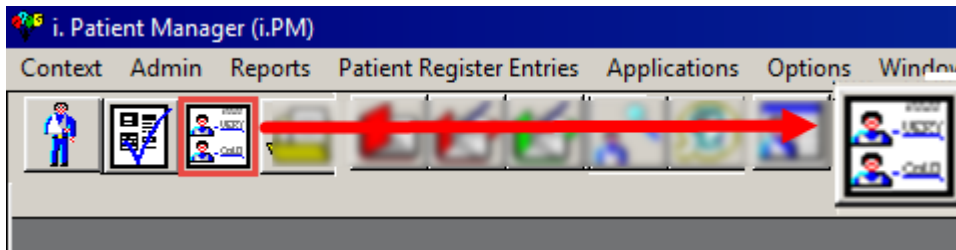
iPM Report Access required *Type Report Name*

iPM Comment Box

- The form must be printed, signed by your supervisor and then scanned to the IT Service Desk at [HDrequest@mh.org.au](mailto:HDrequest@mh.org.au).
- If the computer that you are using has not accessed IPM before, then you will also need to email the IT department and provide them with your asset number (below barcode fixed to your computer) to set up an iPM icon for you. Please quote the job number you receive when requesting an IPM access form.

**Section B: How to add a new research participation entry for a new patient consented onto a study**

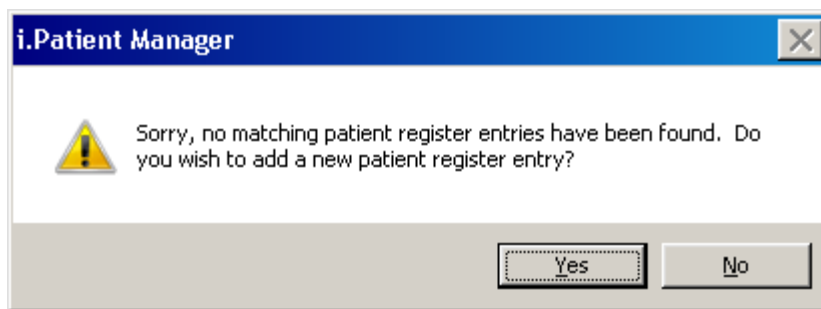
1. To search for a patient entry in iPM, click on the 'Patient Register Entries' icon on the Main Toolbar.



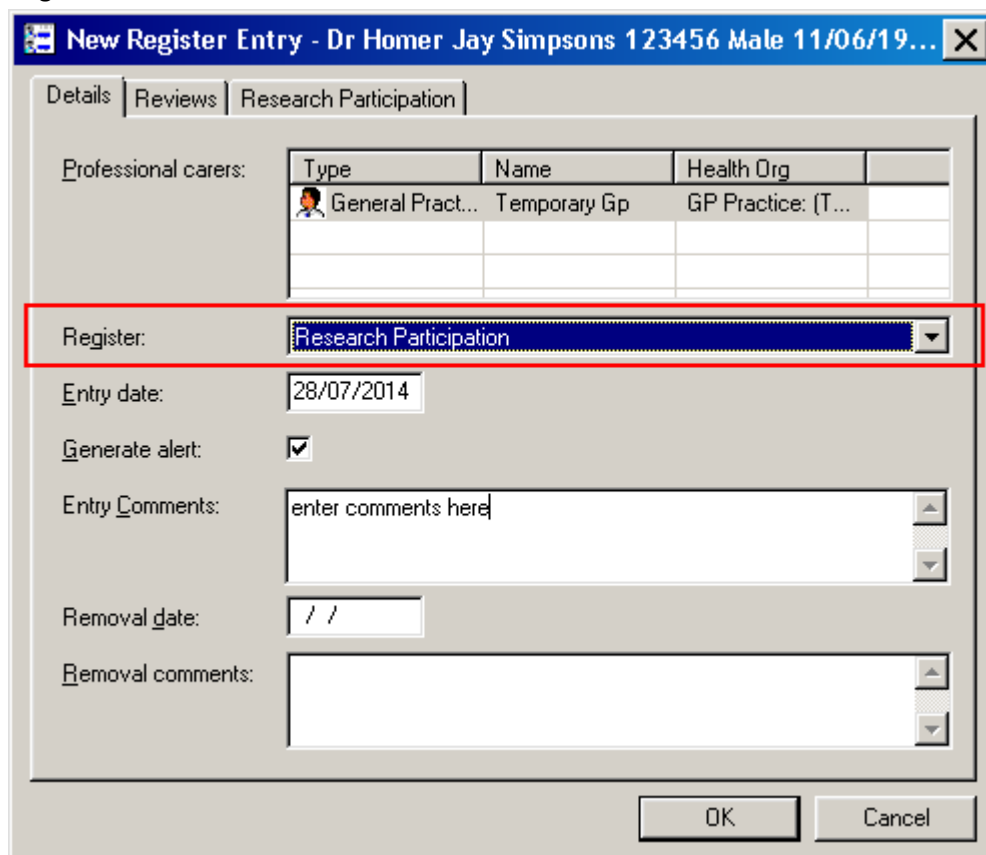
2. The 'Patient Register Entries Search' screen appears. Enter the patient UR number in the patient ID box. Click "Find Now".

The screenshot shows the 'Patient Register Entries Search' dialog box. The 'Patient ID' field is highlighted with a red box and contains the value '123456'. Other fields include 'Patient name' (with a 'Set...' button), 'Register' (dropdown menu), 'On register' (date and 'To' checkbox), 'Time on register' (spinner and 'months' label), 'Latest review' (date and 'To' checkbox), 'Type' (dropdown menu), 'Professional Carer' (dropdown menu with 'Set...' button), and 'Removed' (checkbox). On the right side, there are three buttons: 'Find Now', 'Cancel', and 'New Search'.

3. If the patient is not registered on any other research projects (this will be the majority), the below box will appear. To create a new registry entry, click "YES".



- In the details tab, select “Research Participation” from the drop down box next to the Register field.



**NB: Always tick the “Generate Alert” box. This patient’s participation will automatically have an alert generated to display in the patient banner.**

<b>123456 SIMPSON, Homer Jay (Mr)</b>		Born <b>11-Jun-1962 (53y)</b>	Gender <b>Male</b>					
GP	Love Peter (Dr)							
Address	100 New Street, York Plains, VIC, Australia (inc Extern ◀ ▶)		Phone 0417852369					
Correspondence Address	Work Mobile 00000 Email homer.simpson@m	Alerts Research Participation - see alert comments in iPM						
<b>Patient View</b>								
Patient ID	Name	Sex	Date of Birth	Address	Postcode	Phone	Date of Death	Medicare Card...
123456>>	Simpson, Mr Homer Jay>>	Male	11/06/1962	100 New Street, York Plains, VIC, 3477>>	3477	0417852369		32508343651



5. Click on the Research participation Tab. Enter the following details about the consented patient onto the research participation tab:

The screenshot shows a software window titled "New Register Entry - Master Homer Test Simpson 123456 Male 25/10/1954". The window has two tabs: "Details" and "Research Participation", with "Research Participation" selected. The form contains the following fields and options:

- Project Number:** Two input boxes labeled "Year" and "Identifier".
- Researcher Name:** A single input box.
- Contact:** A single input box.
- Participant Consent:** A checkbox followed by "on" and a date input field (//).
- Participant Completed Study:** A checkbox followed by "on" and a date input field (//).
- Participant Withdrawal:** A checkbox followed by "on" and a date input field (//).
- Withdrawal Reason:** A list of checkboxes:
  - Patient Withdrawn
  - Screen Failure
  - Disease Participation
  - Loss of Patient Contact
  - Adverse Effects (add Comments)
  - Other (add Comments)

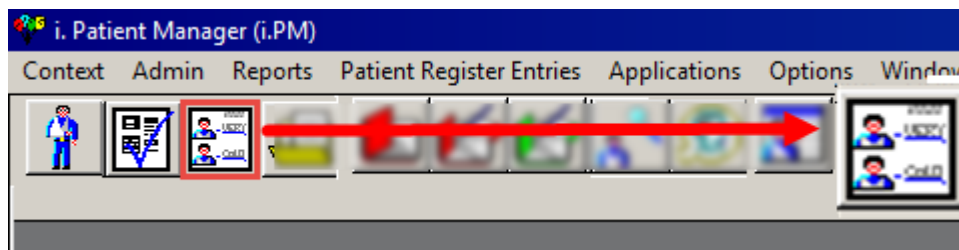
At the bottom of the window are "OK" and "Cancel" buttons.

- A. **PROJECT NUMBER:** Enter the project number into "**Project Number (Year)**". For example, if the project number is 2014.001 then the "**Year**" field is "2014", and the "**Project Identifier**" is "001". THIS IS MANDATORY. Without this data we cannot link the patient to a research project.
- B. **RESEARCHER NAME:** Enter the "**Researcher Name**". This should be the PI of the study or the study contact.
- C. **RESEARCHER CONTACT PHONE NUMBER:** Enter the contact number of the contact person should ward or clinical staff need more information about the patient trial. Please feel free to use comments box for more details/information
- D. **PARTICIPATION CONSENT:** When the participant has been consented (signed the consent form), tick the "**Participation Consent**" box and enter the date the participant consented to the study.

- If person responsible received verbal/IMPLIED consent, tick this box and record the **“Patient Date of Consent”**.
  - If you have a waiver of consent, enter the date that the patient’s data was accessed and in **“Other Comments”** write ‘Waiver’.
6. To save the data recorded click OK.
  7. You can change the data entered at any stage.

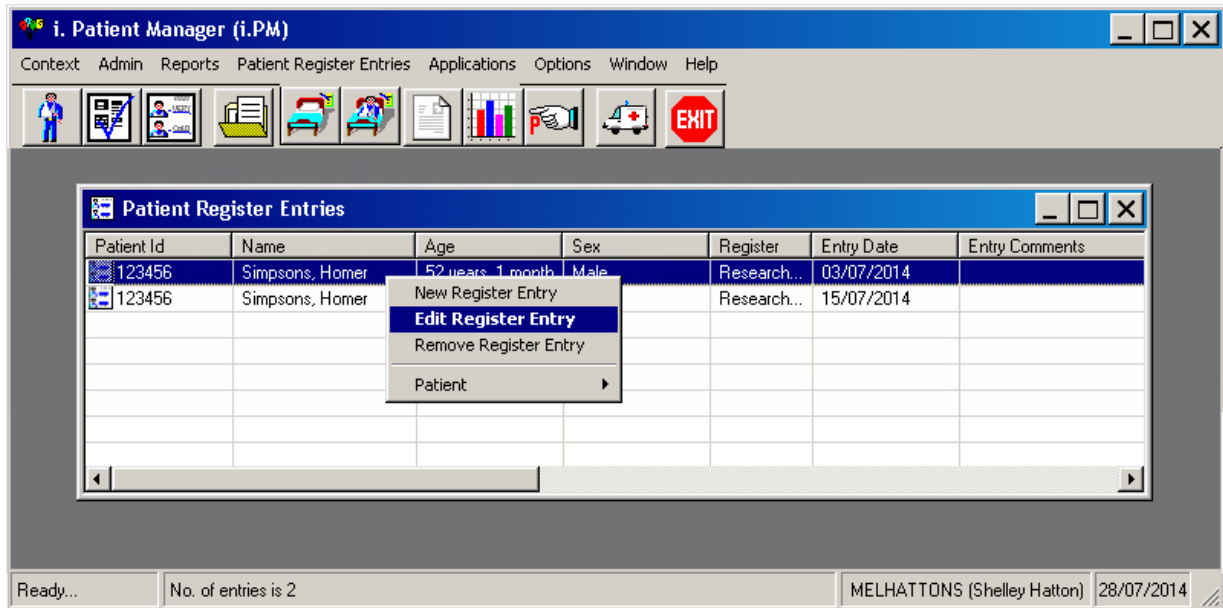
**Part C: How to edit / add information once a patient has completed or withdrawn from a study**

1. To search for the patient entry on IPM by clicking on the on the **“Patient Register Entries”** icon on the Main Toolbar.

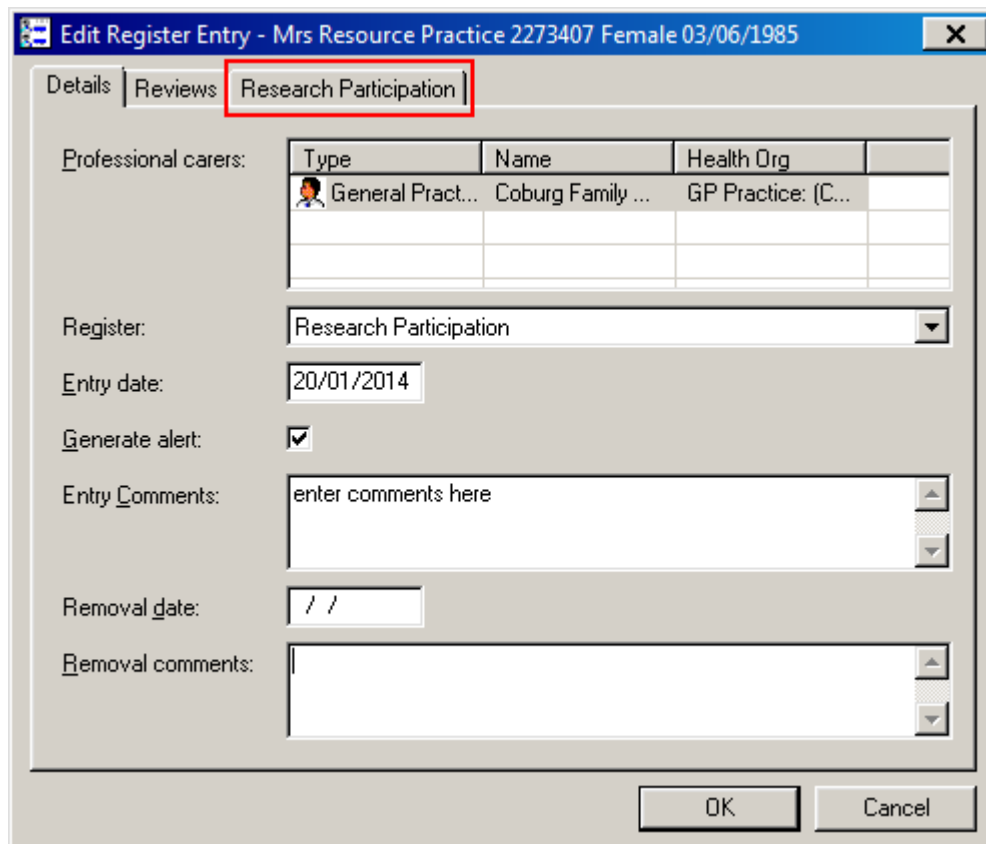


2. The ‘Patient Register Entries Search’ screen appears. Enter the patient UR number in the patient ID box. Click **“Find Now”**.

- Right mouse click on the patient entry and select “Edit Registry Entry”

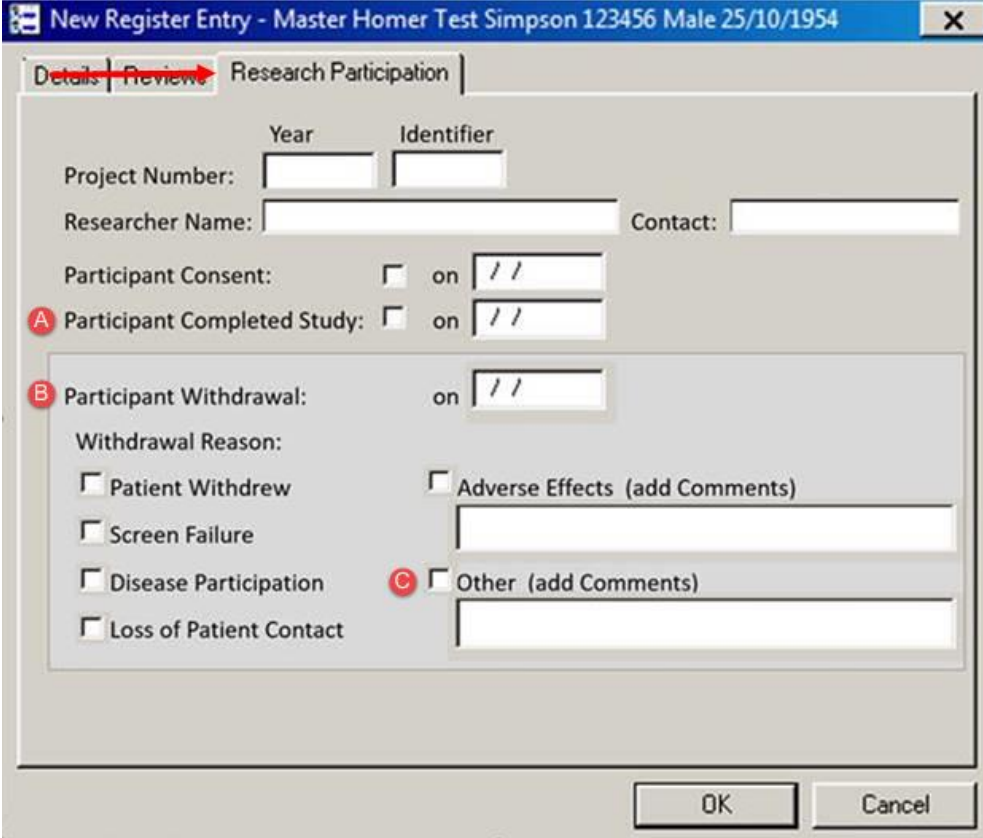


- This will take you to the Edit Registry entry box. Click on the Research Participation Tab.





- Enter the following details onto the research participation tab about the Patient who has withdrawn/completed the study:

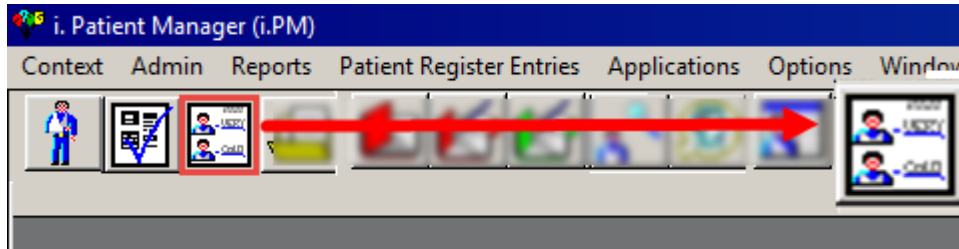


- COMPLETION OF STUDY:** If the participant completed the study, enter the date they completed (date of last study visit)
  - PARTICIPANT WITHDRAWAL:** If participant withdrew enter the date they withdrew and select the tick box that best represents the reason for their withdrawal. If it was due to an adverse effect, please try and provide information about this in the Adverse Effects comments box. If none of these apply, just enter the reason for withdrawal in the other comments box (free text).
  - OTHER COMMENTS:** This is a free text box that you can enter any information you think may be of use or to clarify any of the above selections.
- To save the data recorded click **“OK”**.

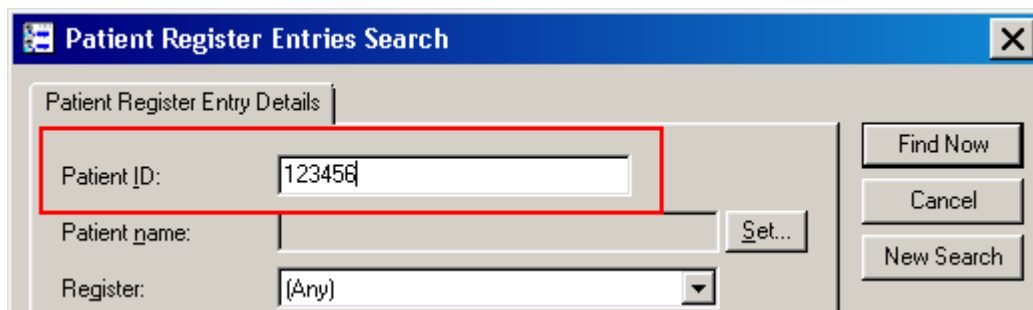
**You may change this data entered at any stage. You may also add new data when it becomes available**

**Part D: How to register a patient on multiple research projects**

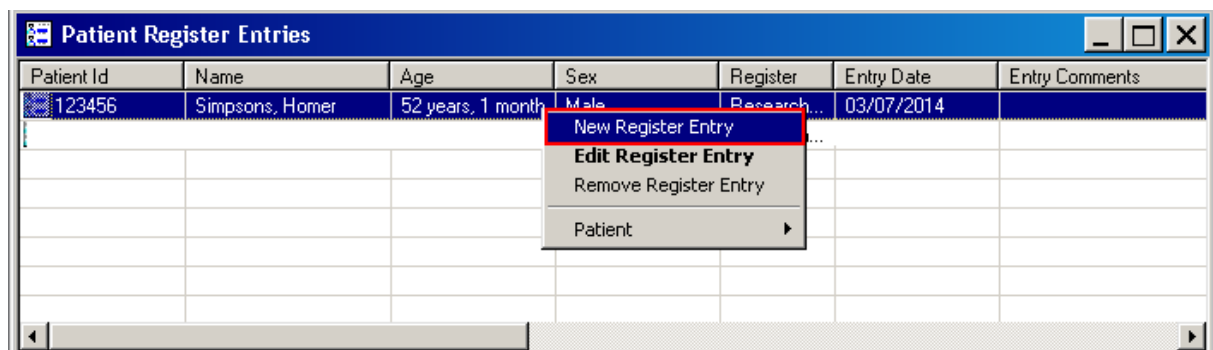
1. Search for the patient entry on IPM by clicking on the 'Patient Register Entries' icon on the Main Toolbar



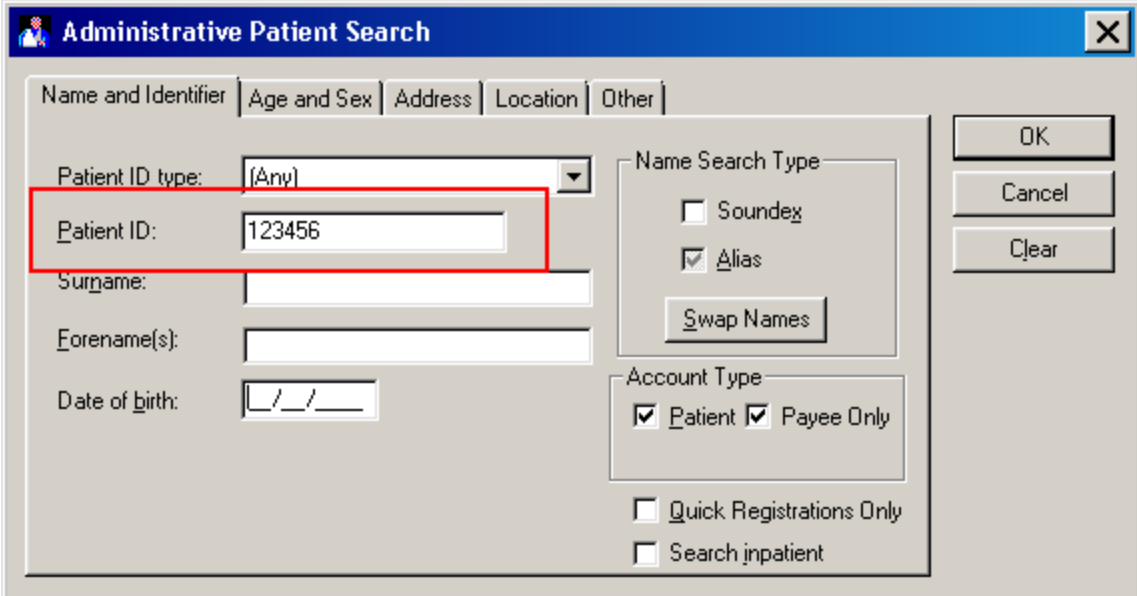
2. Enter the patient UR number in the patient ID box. Click "Find Now".



3. Right click on the patient entry and click "New Registry Entry".

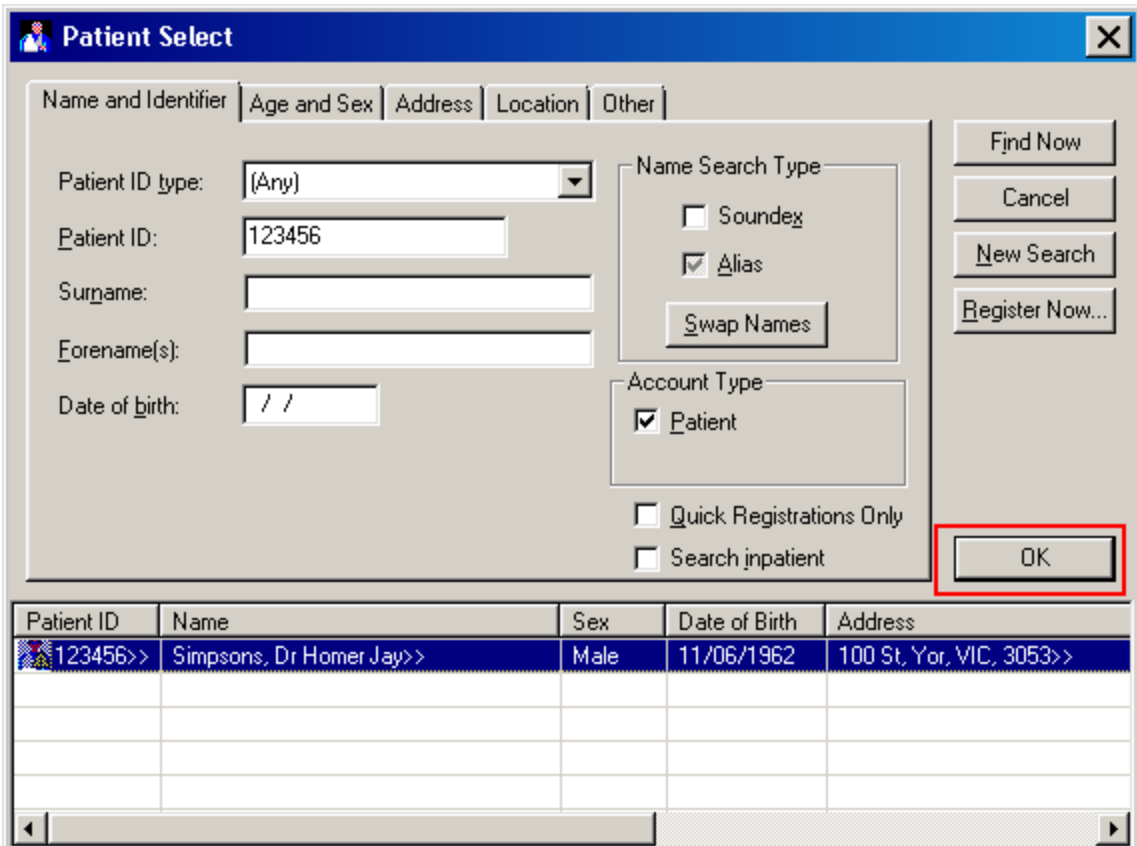


- Re-enter the participant's UR number and click "Find Now".



The screenshot shows the 'Administrative Patient Search' dialog box. The 'Patient ID' field is highlighted with a red box and contains the value '123456'. The 'Name Search Type' section has 'Alias' checked. The 'Account Type' section has 'Patient' and 'Payee Only' checked. The 'OK' button is visible on the right side.

- Click on the patient listed in the row that pops up and click "OK".



The screenshot shows the 'Patient Select' dialog box. The 'Patient ID' field contains '123456'. The 'Name Search Type' section has 'Alias' checked. The 'Account Type' section has 'Patient' checked. The 'OK' button is highlighted with a red box. Below the search fields is a table with one row of patient data.

Patient ID	Name	Sex	Date of Birth	Address
123456>>	Simpsons, Dr Homer Jay>>	Male	11/06/1962	100 St, Yor, VIC, 3053>>

- This will take you to the "New Registry Entry" box. In the details tab, select "Research Participation" from the drop down "Register" field.



**New Register Entry - Dr Homer Jay Simpsons 123456 Male 11/06/19...**

Details | Reviews | **Research Participation**

Professional carers:

Type	Name	Health Org
General Pract...	Temporary Gp	GP Practice: (T...

Register: **Research Participation**

Entry date: 28/07/2014

Generate alert:

Entry Comments:

Removal date: / /

Removal comments:

OK Cancel

- Click on the **“Research Participation”** tab and complete the information as stated in **Section B**.
- There will now be two entries for the patient as they are involved in two different research projects. These can be edited at any time by following **Part C**.

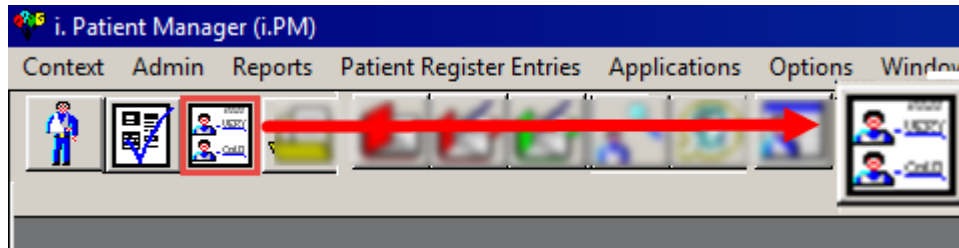
**Patient Register Entries**

Patient Id	Name	Age	Sex	Register	Entry Date	Entry Comments
123456	Simpsons, Homer	52 years, 1 month	Male	Research	03/07/2014	
123456	Simpsons, Homer	52 years, 1 month	Male	Research...	28/07/2014	

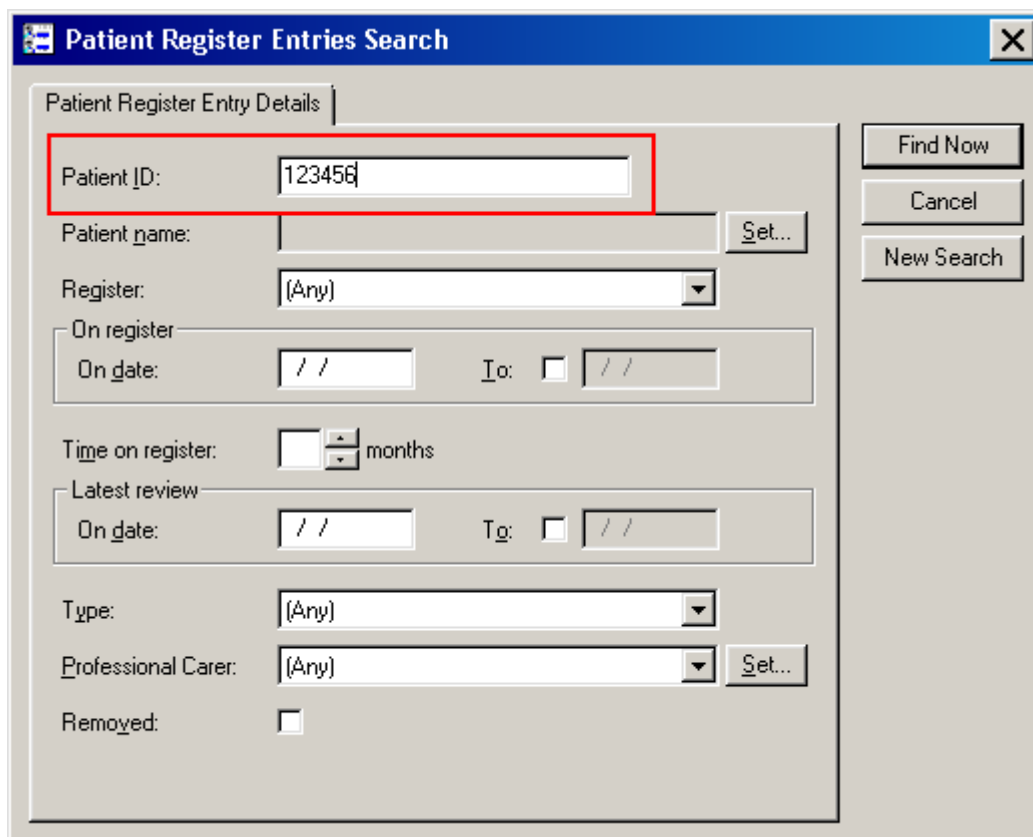
### Part E: How to set up a Patient Alert for research participation

Only complete this step if you forget to tick the “Generate Alert” box in on Page 5.

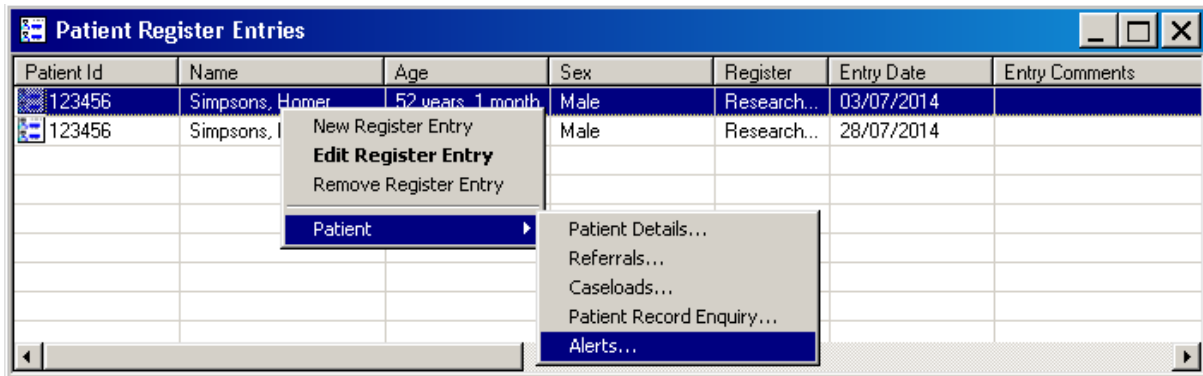
1. Search for the patient entry on IPM by clicking on the “**Patient Register Entries**” icon on the Main Toolbar.



2. Enter the patient UR number in the patient ID box and click “**Find Now**”.

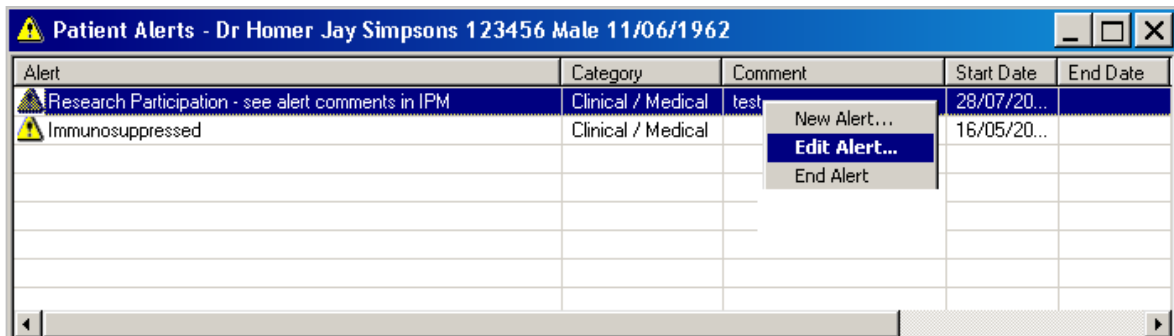


3. Right mouse click on the patient entry, select “**Patient**” and then “**Alerts**”. The Patient Alerts Summary window will appear on your screen.



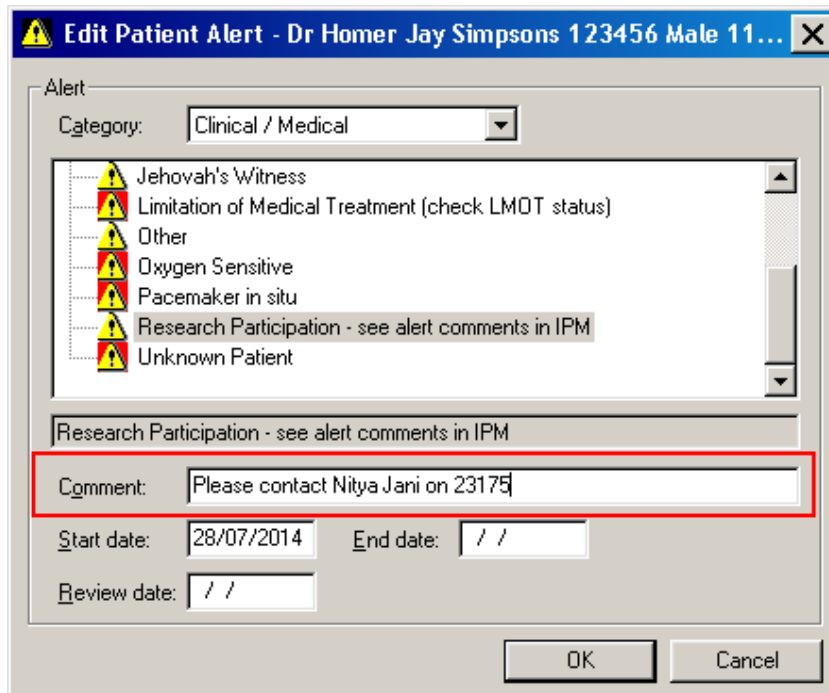
Patient Id	Name	Age	Sex	Register	Entry Date	Entry Comments
123456	Simpsons, Homer	52 years 1 month	Male	Research...	03/07/2014	
123456	Simpsons, I		Male	Research...	28/07/2014	

- Right click on the alert titles **“Research Participation - see alert comment in iPM”** - select **“Edit Alert”**. Please note: Alerts created in iPM will feed into other downstream systems, such as ED’s bed management system Symphony. It will direct iPM end users to look at the Patient Register Entries icon to obtain further information.



Alert	Category	Comment	Start Date	End Date
Research Participation - see alert comments in IPM	Clinical / Medical	test	28/07/20...	
Immunosuppressed	Clinical / Medical		16/05/20...	

- In the **“Edit Patient Alert”** box, enter a comment (circled) to direct the end user to the appropriate contact person should the alert arise. Click **“OK”** to save your entry.



Alert

Category: Clinical / Medical

- Jehovah's Witness
- Limitation of Medical Treatment (check LMOT status)
- Other
- Oxygen Sensitive
- Pacemaker in situ
- Research Participation - see alert comments in IPM
- Unknown Patient

Research Participation - see alert comments in IPM

Comment: Please contact Nitya Jani on 23175

Start date: 28/07/2014 End date: / /

Review date: / /

OK Cancel