

Electronic consent forms user guide

The forms approved for the pilot are the transplant consent form for use both in the assessment clinic and on admission, and also and the stent removal consent form. Both are found at www.glasgowtransplant.com/consent

Transplant consent form

The form for transplants works as a single page application. The patient details are filled in first, and the application automatically generates the date of birth from the CHI number, but d.o.b. can be manually overridden in the rare cases where it differs from the CHI. Patient sex is similarly auto-populated from CHI but can be overridden.

The clinician name is filled in manually (but will autocomplete if consultant initials entered in lower case), and the role picked from the dropdown menu, then the patient's current RRT and type of transplant are selected. Immunosuppression defaults to "Standard" and is only changed if augmented immunosuppression is identified as necessary at the time of assessment ("Augmented" is selected automatically if the transplant type is "ABOi living donor"). Whether the patient accepts or refuses blood products must also be selected.

The screenshot shows a web browser window with the URL <http://www.glasgowtransplant.com/consent/transplant.php?cc=clinic>. The page title is "Consent form for renal transplant". Below the title, there is a instruction: "Please fill in the form below and click submit to generate the consent form". The form consists of several sections:

- Patient name:** Text input field containing "John Doe".
- CHI:** Text input field containing "2902851234".
- Date of birth:** Text input field containing "29/02/1985".
- Clinician name:** Text input field containing "Mr John Asher".
- Clinician role:** Dropdown menu with "Consultant Surgeon" selected.
- Current RRT:** Dropdown menu with "Pre-dialysis" selected.
- Type of transplant:** Dropdown menu with "Living donor" selected.
- Immunosuppression:** Dropdown menu with "Standard" selected.
- Refuses blood products:** Dropdown menu with "Accepts" selected.

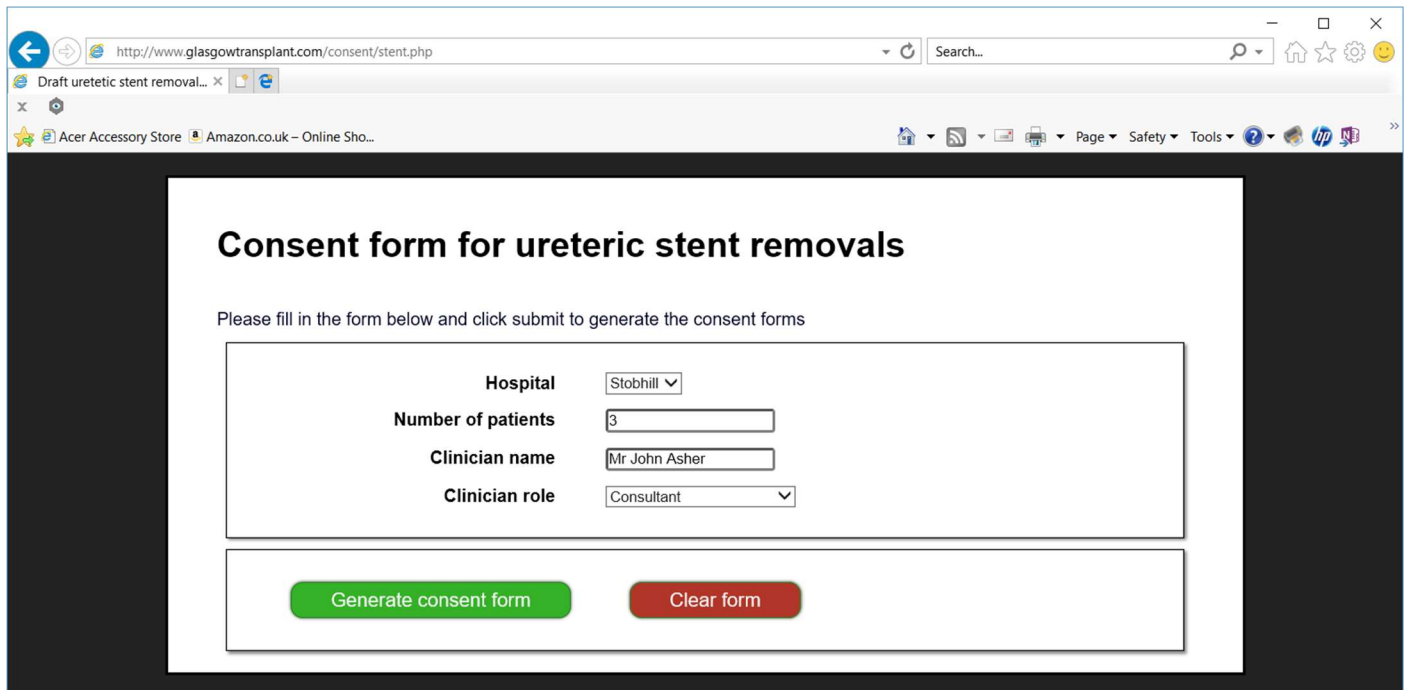
At the bottom of the form, there is a section titled "Consent for kidney transplant (transplant assessment clinic)" and the NHS Greater Glasgow and Clyde logo.

TIP: the quickest way to select an option from the dropdown menus is to click on the menu and hit the key for the first letter of the option wanted, e.g. H for haemodialysis, A for accepts, etc.

The form can then be printed twice, both copies signed, one copy scanned into Clinical Portal and the other given to the patient to take away to read at their leisure. Please see the instructions below on how to print correctly from Internet Explorer. The form scans better when printed double sided.

Ureteric stent removal form

The web application is designed to create a batch of consent forms for each patient on the list, and works over two screens. In the first screen, the details of the hospital, number of patients and consenting clinician are entered:

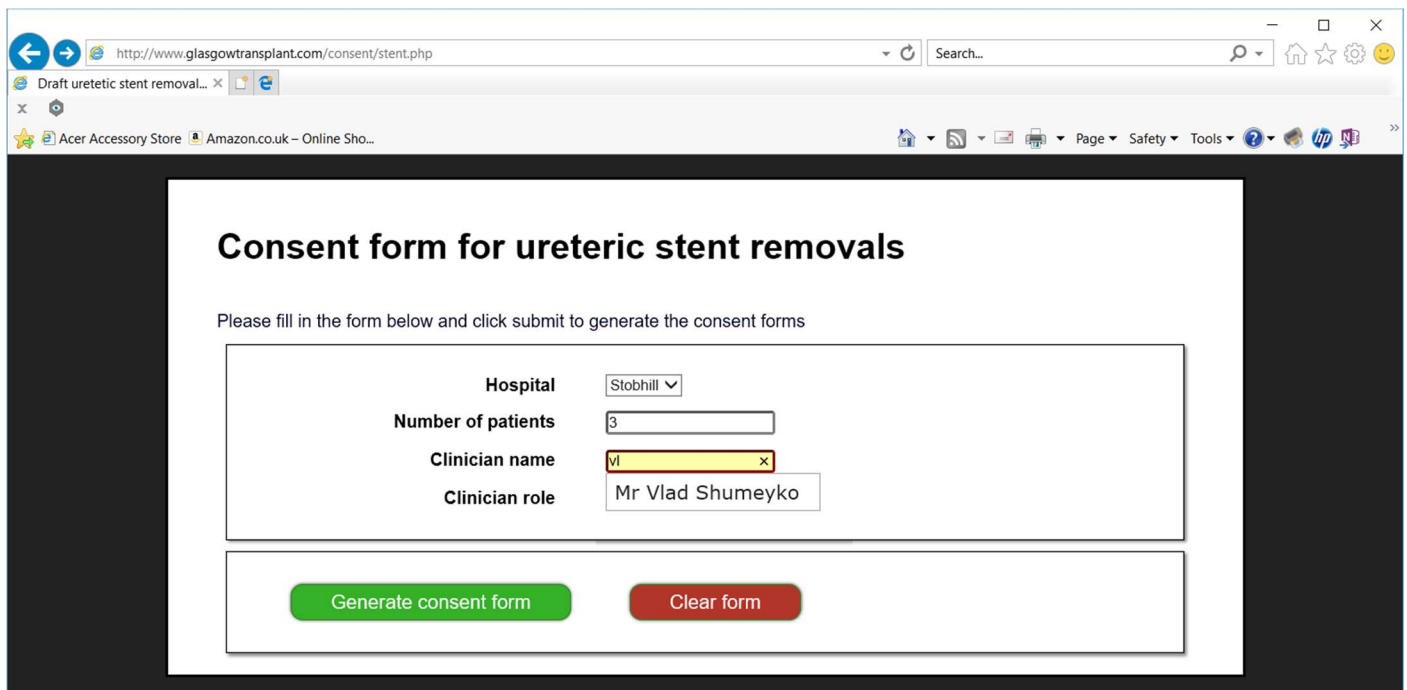


The screenshot shows a web browser window with the URL <http://www.glasgowtransplant.com/consent/stent.php>. The page title is "Consent form for ureteric stent removals". Below the title, there is a instruction: "Please fill in the form below and click submit to generate the consent forms". The form contains the following fields:

- Hospital:** A dropdown menu with "Stobhill" selected.
- Number of patients:** A text input field containing the number "3".
- Clinician name:** A text input field containing "Mr John Asher".
- Clinician role:** A dropdown menu with "Consultant" selected.

At the bottom of the form, there are two buttons: a green "Generate consent form" button and a red "Clear form" button.

This form has a working autocomplete function to facilitate entering the clinician's name, and for clinicians listed in the code also sets the role automatically based on the name:



The screenshot shows the same web browser window as the previous one. The page title is "Consent form for ureteric stent removals". Below the title, there is a instruction: "Please fill in the form below and click submit to generate the consent forms". The form contains the following fields:

- Hospital:** A dropdown menu with "Stobhill" selected.
- Number of patients:** A text input field containing the number "3".
- Clinician name:** A text input field containing "Vl". A yellow highlight is visible under the text, and a dropdown menu is open below it showing "Mr Vlad Shumeyko".
- Clinician role:** A dropdown menu with "Mr Vlad Shumeyko" selected.

At the bottom of the form, there are two buttons: a green "Generate consent form" button and a red "Clear form" button.

Clicking on the "Generate consent form" button then takes you to the second screen.

On the second screen, the details of each patient are added to the boxes at the top of the page. The date of birth is derived automatically from the CHI number. The app then populates the forms with the patients' details:

Ureteric stent removal cons... x

http://www.glasgowtransplant.com/consent/stent2.php

Please enter the surname, forename and CHI of each patient. The d.o.b will be derived from the CHI.

	Surname	Forename	CHI	D.o.B.
Patient 1	Doe	John	2902851234	29/02/1985
Patient 2				dd/mm/yyyy

Patient Agreement to Investigation or Treatment

Consent Form

NHS
Greater Glasgow and Clyde

Patient details (or pre-printed label)	
Hospital / clinic	Stobhill ACH
Patient's surname / family name	Doe
Patient's first name	John
Date of birth	29/02/1985
CHI number	2902851234
Special requirements	

Statement for practitioner
to be filled in by practitioner with appropriate knowledge of proposed procedure
Describe proposed operation, investigation or other treatment. Where appropriate specify site or side (write in full).
Removal of ureteric stent using flexible cystoscope
Purpose of operation Describe the reason for doing the operation
To remove the stent as it is no longer required and may become blocked or cause infections if left in place

Once all patient details have been added, the form can be printed. Please see the details below on how to print correctly from Internet Explorer so that the forms display correctly and as a two-page form for each patient. These forms should be printed double-sided – the settings for this vary from printer to printer, but are usually accessed within the **Print** dialog box by selecting the printer then clicking on the **Preferences** button.

How to set up Internet Explorer for printing the consent forms

The forms are designed to print out to match the format of standard consent forms, but Internet Explorer needs a couple of tweaks to do this properly. These tweaks apply to both the transplant and stent removal forms.

First click on the **Alt** key then choose **Print preview...** from the **File** menu.


Print Preview

1 Page View Shrink To Fit

Draft consent form part 1 Page 1 of 3

Consent for kidney transplant

(transplant assessment clinic)



PATIENT DETAILS	
Patient name	John Doe
CHI number	2902851234
Date of birth	29/02/1985

STATEMENT FOR PRACTITIONER

(to be filled in by practitioner with appropriate knowledge of proposed procedure)

You are being asked to give your consent to the staff in the Glasgow Renal and Transplant Unit for kidney transplantation and the use of immunosuppressive drugs.

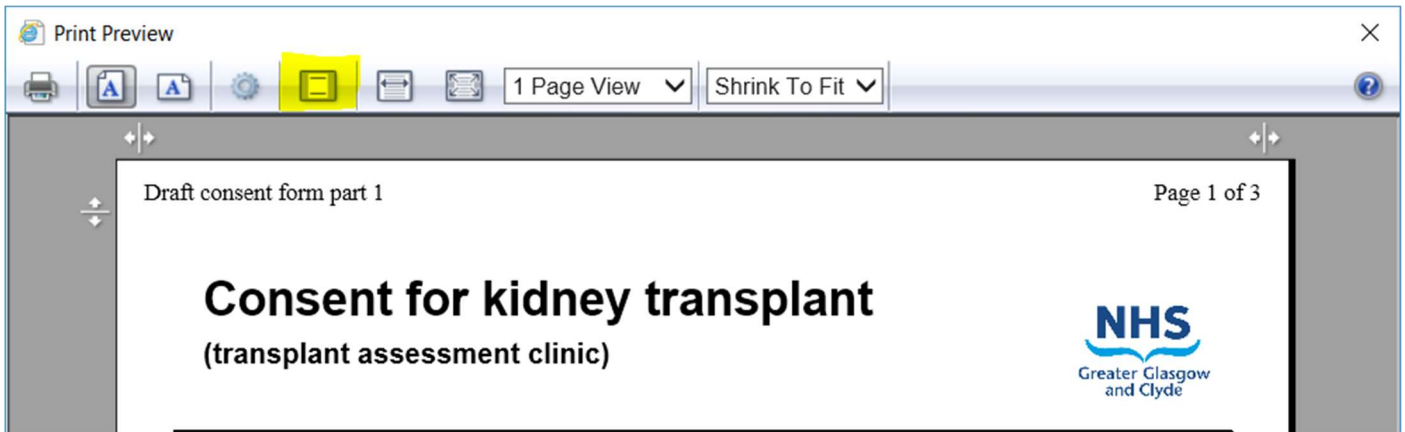
General information about kidney transplants

This procedure is being offered as a treatment of kidney disease, and is an alternative to dialysis. Treatment with medicines that affect the immune system will be required for the duration of the transplant and you should understand that there are risks associated with this treatment. Your attention is particularly drawn to the following:

- You will need to take medicines to prevent the kidney from being rejected. These may include steroid tablets or injections and drugs such as tacrolimus, mycophenolate, azathioprine and sirolimus. The side effects of these medicines can include kidney dysfunction, high blood pressure, diarrhoea, hair growth, or hair loss and a low white cell or platelet count. Regular attendance at the clinic is essential to monitor these medicines.
- Occasionally "rejection" occurs despite taking prescribed medicines and it is more likely if they are missed. This is usually treated with steroid injections and sometimes with antibody or other therapies. Rejection rarely (<5% of patients in the first year) causes the transplant to fail.
- Immunosuppressive medicines increase the risk of infection, especially urine infections and chest infections. Sometimes serious infections occur which are not common in people with normal immunity, such as viral infections (e.g. CMV) and pneumocystis infection. You may be asked to take preventative medicine to reduce the risk of infection.
- There is a small risk of infection being transmitted with the kidney. This can include bacterial, viral, fungal or other infections which were not apparent at the time of donation. Very rarely cancer can be transmitted with the kidney. Extremely rarely allergies can be passed from the donor, including serious allergies such as peanut allergy.
- In the long term immunosuppression increases the chance of cancer. The most common cancers in transplant patient are skin cancers and precautions to avoid sun exposure are recommended. After a successful transplant you will be offered the opportunity to attend a dermatology clinic for skin surveillance. Cancers of blood cells ("lymphoma") may also occur and other cancers such as lung cancer or bowel cancer are also more common.

<http://www.glasgowtransplant.com/consent/transplant.php?cc=clinic> 06/11/2017

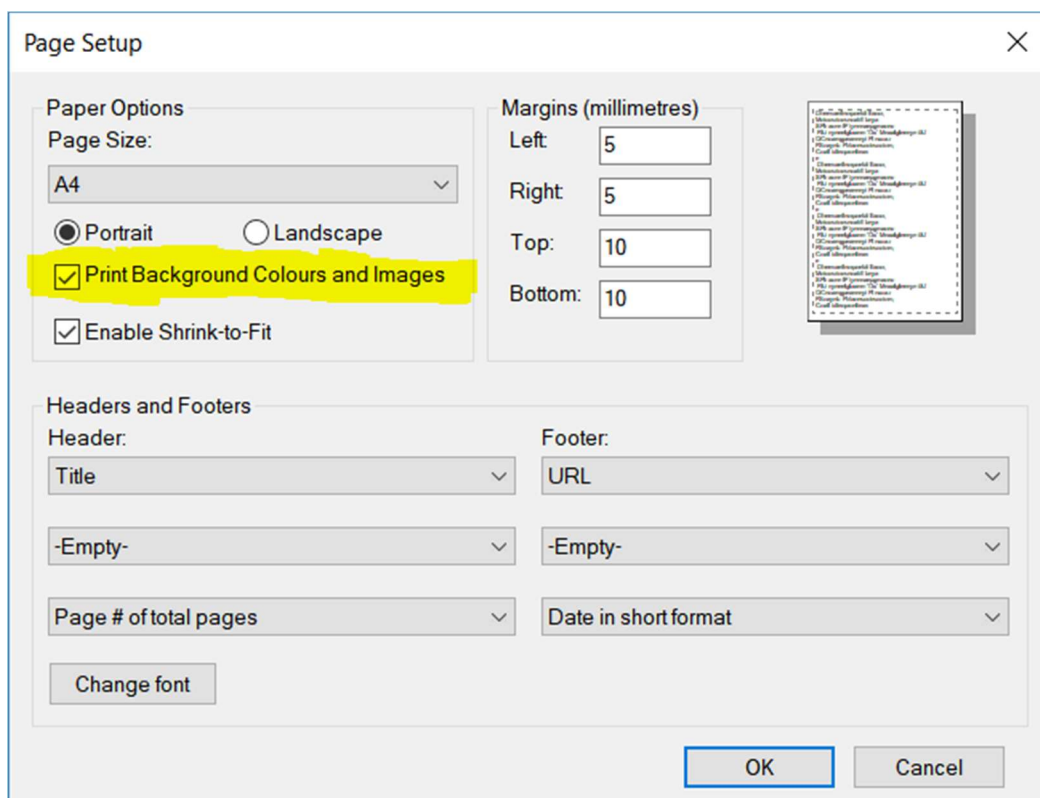
The first stage is to remove the header and footer added by default by Internet Explorer. This is done simply by clicking on the show/hide header and footer button (highlighted):



The second stage is to click on the page set up button (highlighted):



In the dialog box that opens, ensure that “Print Background Colours and Images” is ticked, that the paper size is set to A4 (some printers default to the American “Letter” size) and that the margins appear as below (this should happen automatically). The margin sizes can be set differently if preferred, but I recommend 5-10mm for each. This step usually only needs to be done once per printer.




The consent form should then display correctly for printing (see below). If possible, print double-sided.

Print Preview

1 Page View Shrink To Fit

Consent for kidney transplant

(transplant assessment clinic)



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Date of birth	29/02/1985

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