



INICQ 2019 VON Day Audit / Ins and Outs of Neonatal Care

Frequently Asked Questions (FAQ's)

ADMINISTRATION OF AUDIT

What is the role of the VON Day Data Collector?

The Data Collector is the key liaison to VON for the VON Day Quality Audit. All communications related to the VON Day Audit data collection process will be directed to the VON Day Data Collector. The VON Day Data Collector will help determine how cases will be identified at your center. The VON Day Data Collector will perform the actual data collection (using “paper and pencil” tools) and the submission of this data to VON via a web based data entry system. He/she must have access to clinical logs and charts, as well as the clinical skills and capacity to review the charts and obtain the relevant data.

Why is a VON web services login needed for the VON Day Data Collector?

You will be sent a link to the VON Day audit AND asked to login first when you activate the link.

How can my center access their reports?

In order to view your VON Day Audit results, you will need access to the VON Member's Area. (<https://portal.vtoxford.org/portal.aspx>) The reports are available in a section named “VON Days”.

Once you go to the Member's Home page of the VON website you will see a section named VON Days. In that section there will be a link to Your VON Days Reports. Click on that link and you will see a grid of all your VON Day reports. They are in pdf format. You can click on a report to view or download. If you have been involved in multiple VON Days all the reports will be here.

What other tools or technical access will be required?

Additional materials and support for the VON Day Audit will be posted on the VON Learning Management System (LMS). This tool requires your local VON NAS Champion to facilitate your enrollment. The LMS hosts all materials relative to the Universal Training and Education program.

Where can I find the paper forms for the audit?

Due to the complexity of the skip logic of this audit, no paper forms are available. The manual of operations lists all questions on the audit.

We have our data now can we enter it?

The VON Day Audit portal will be open for a two week period at baseline. The procedure will be repeated at a later date during the collaborative for the post-test measure. PLEASE NOTE that it is imperative that you be prepared to enter data during this time period. The portal closes and data analysis begins after this two week period – therefore late data will not be accepted.

Who can assist me with questions / concerns?

We are here to help conduct a successful audit. If you have any questions about audit procedures, inclusion criteria, data definitions, and/or how to access your reports please contact the VON Days Coordinator, vondays@vtoxford.org.

IRB

Why do we need IRB review if all the data is de-identified?

The primary purpose of the audit is quality improvement. However, since the auditor may have access to protected health information and since the aggregated results of the audit may be published, you must consult with your local IRB to determine what reviews and approvals are required prior to participation. The University of Vermont Institutional Review Board has determined that, with the respect to the role of the Vermont Oxford Network, this is “not human subjects research” as recognized by 45CFR46.102(f) and OHRP’s Guidance on Research Involving Coded Private Information or Biological Specimens. If you have not already done so, your center will need to discuss the protocol with your local IRB to determine whether any human subjects’ reviews and approvals are needed. It is also best practice to request a written determination from your IRB to keep in your own files. We do not need this letter from you, but it is advisable to have this for your records.

ELIGIBILITY

Who is eligible for the VON Day Ins and Outs of Neonatal Care audit?

Every patient in your neonatal intensive care unit or neonatal transition suite is potentially eligible for the *VON Day Ins and Outs of Neonatal Care* audit.

The VON Day audit will be performed at the bedside of each individual on the day you decide to audit. Most patients will have other multiple transitions to audit including:

- a. Admission to the unit for all babies less than one week of life. This audit will either evaluate:
 - Transfer from outside hospitals OR
 - Delivery room care

- b. For all infants greater than one week of age at the time of the audit, issues will be audited regarding the fundamental basics of early discharge planning. Other patients will be audited specifically based on what physical or clinical transitions occurred during the week prior to the audit including:
 - Diagnostic tests or procedures outside the NICU within one week of the audit
 - Infants started on antibiotics within one week of the audit
 - Infants extubated within one week of the audit
 - Infants started on pharmacologic therapy for neonatal abstinence syndrome within one week of the audit
 - Infants with planned discharge within one week of the audit

All patients will be audited for the adequacy of communication at change of shift regarding care of the infant at the bedside on the day of the audit.

Due to the complexity of these different transitions, you will need to bring a computer on wheels or an iPad to the individual patient's bedside.

The audit will ask you which of these transitions has occurred to the patient being audited and will only show you the questions relevant to those specific transitions.

We do not have a delivery room service at our center. What are we supposed to do regarding questions regarding our guidelines policies and individual patients?

Many centers will not have active delivery room services. For those centers, simply answer that you do not have a delivery room service (question 3a) and the skip logic will allow you to move down to other fields.

Similarly, when you are auditing individuals infants, none of the infants will be coming from your delivery service and, after you check that that does not apply to the individual infant, those data fields will not appear in your auditing tool (Qualtrics) program.

RESULTS/REPORTING

How will we access our center data once the audit is complete?

Your reports will be posted about a week after the audit closes. The VON Day Data collector at your center will be notified when the reports are available. In order to view your VON Day Audit results, you will navigate to the VON Member's Area. (<https://portal.vtoxford.org/portal.aspx>) The reports are available in a section named "VON Days".

In that section there will be a link to 'Your VON Days Reports'. Click on that link and you will see a grid of all your VON Day reports. The Ins and Outs Audit report will show in that list.

All of the reports are in pdf format. You can click on a report to view or download. If you have been involved in multiple VON Days, you will see other reports in this list.

These instructions for viewing the reports are also posted on your LMS VON Day Audit Page.

How can others at our center access our center data once the audit is complete?

Anyone at your center that has a login to the Member's Area can navigate to the VON Days area and will be able to view these reports.