Instructions: How to complete CIRCA2 for sites using Auditbase v2

Overview of Required Steps:

1. Register the audit at your local site - see "Audit Registration Letter"
2. Run BCIG Crystal Report on Auditbase - *if you have never run the BCIG Crystal Report before, or need some support in running it, see separate instruction sheet 1a. Otherwise, please run the report like normal and input the CIRCA2 date range. See this excellent video from Cochlear* https://www.youtube.com/watch?v=yPbaiYeyUlo
   a. Please use date range 01/07/2025 - 31/12/2025 and adult >18 years old only.
3. Complete the site information form - here
4. Complete Data Extraction - see below
   a. Generate a unique non-identifiable ID from the patients NHS number using the attached generator
   b. Find Indices of Multiple Deprivation for each patient's postcode and record this in the appropriate spreadsheet for your sites devolved nation

We would suggest that Audiology performs the search and completes the Auditbase related questions (i.e., CI classification), and ENT completes the IMD, NHS anonymisation tracker, and past medical history. ENT should also verify the CI classification when they look in the medical records in case ENT/AVM referred directly from clinic.

Additional Steps to be Circulated at Later Date:

1. Run the COACH Crystal Report on Auditbase - see separate instruction website provided by COACH, along with their .rpt file. Please use date range 01/07/2025 - 31/12/2025 and adult (18 years old and over only). Record the total number of patients identified - the Data Extraction form does not need to be completed for this report. Again, please let us know if you have any issues. Be aware that you may need system administrator rights.

   https://www.coachtrial.ac.uk/resources-for-site-staff/training-resources.aspx

Instructions on Completing Data Extraction:

1. Directly copy and paste the output data of the BCIG crystal report into columns C to BV of the 'CIRCA2 Data Extraction' excel spreadsheet (blue cells).
   a. Once you have done this, you can toggle the visibility of this section to collapse it using the +/- bracket (found above the column letters).

2. Based on Audibase journal/PN (and hospital records where relevant), complete the 'basic audit outcomes section (blue cells). Complete data regarding whether cochlear implant referral was discussed with patients.
   a. Please use the dropdown boxes. This section is likely best completed by an audiologist. You can copy column H here if the data was automatically pulled from Auditbase.

CI Discussion Outcome	Definition	Clarification/Examples
CI1	Referred for CI	Patients who have already been referred to an NHS CI implant department.
CI2	Discussed and not referred for CI *Please complete 'reason' column for all CI2s*	Documented reason the patient is unsuitable/outside of criteria: CI2 reasons include: AB phoneme score too good, acute illness or end of life. NB. A CI2 must be the documented reason they were unsuitable or not discussed, it should not be decided at the time of audit. For example, an air-bone gap or an aided speech score recorded of >50% would remain as a CI5 if there is no documentation of a CI conversation or stated as the reason no CI conversation was had.
		Referred for BAHA assessment - Where the audiologist has referred for BAHA assessment as the 'next most appropriate treatment option', even if no CI conversation was had.
		Tested during BAHA assessment. The assessment is in progress or indicates BAHA suitable. For example: if BAHA deemed not suitable or BAHA/headband trial shows AB phoneme score close to CI criteria and CI not yet discussed, this would be resume a CI5 status, or CI1/CI4 if CI then discussed.
CI3	discussed and not referred for CI	Documented discussion of a further assessment needed: Patients may need further appointments in Audiology/ENT before a CI referral. e.g. trial new optimised hearing aids, objective testing, incomplete

		audiogram, surgery (i.e. stapedectomy).
CI4	discussed and not referred	Patient declined following documented discussion
CI5	CI yet to be discussed	No CI discussion documented and no patient contact scheduled to discuss CI
CI6	Currently on CI assessment	For use by CI centres ONLY.
CI	Patient already has CI	-
Delete Data	if duplicate patient, or PTA not within CI criteria	Occasionally, the crystal report can pull through PTA without 2 points equal or greater than 80dB AC in the better ear.

Other sections if relevant

      a. CI2 - please give the reason for all CI2s.
      b. Did patients have speech testing and when.
      c. Was the PTA identified by the audit performed as part of an Audiology, ENT or AVM clinic appointment?

3. Input the patients <u>NHS number</u> and postcode into Columns A and B of Data Extraction form (**Important - do not use the hospital number from the BCIG Crystal Report as we need to create an anonymous unique tracking ID number to prevent duplication of results**).

4. Generate a fully non-identifiable ID number for each patient:
      a. This step could be performed by the ENT/AVM site lead or collaborator
      b. Open 'INTEGRATE Anonymous unique tracking ID generator' file and follow instructions:
            i. Paste NHS numbers into column B
            ii. Create anonymous ID for 10 patients at a time by pasting (right click - paste special - values) into cells in column G
            iii. Copy and paste output from column H into column C
      c. Copy and paste the anonymised number back into the Data Extraction spreadsheet (column CE)

5. Again, based on patient hospital records, complete the 'patient information' section (green cells). Use dropdown boxes where relevant. This section could be completed by the ENT/AVM site lead or collaborator

6. Open the relevant indices of multiple deprivation (IMD) form depending on whether you are located in England, Scotland, Wales and Northern Ireland. You will need to use the patient postcode for this information.
   a. This step could be performed by the ENT/AVM site lead or collaborator
   b. Follow the instructions on the IMD spreadsheet. You do not need to paste any data into the 'data extraction CIRCA' spreadsheet.
   c. If you have patients from 2+ devolved nations, please submit separate IMD and data extraction forms for each nation. Name them, for example, 'Data extraction CIRCA_Scotland' and 'Data extraction CIRCA_England'. This will assist with data analysis.

7. Delete any grey columns labelled 'remove data before submission'. Ensure all identifiable information is removed.

8. SUBMIT both the 'Data extraction CIRCA-2' and 'IMD' spreadsheets to circa2@entintegrate.co.uk by 31st March 2026.

Please email circa2@entintegrate.co.uk with any queries. We are more than happy to help!