

Instructions: How to complete CIRCA2 for sites using Auditbase

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 Audibase.
 - i. CI 1 = referred for CI: Patients who have already been referred to an NHS CI implant department.
 - ii. CI 2 = discussed and not referred: unsuitable/outside of criteria: Patients who are not suitable for a referral at present. e.g., AB phoneme score >50%, anomaly in data, 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.
 - iii. CI 3 = discussed and not referred: discussed and further assessment needed: Patients may need further appointments in Audiology/ENT before an onward referral. e.g. trial new optimised hearing aids, incomplete audiogram.
 - iv. CI 4 = discussed and not referred: patient declined following documented discussion
 - v. CI 5 = CI to be discussed: No CI discussion documented/appointment scheduled to discuss CI
 - vi. CI 6 = Currently on is for use by CI centres ONLY
 - vii. CI Patient: Patient already has a CI
 - b. Other sections if relevant
 - i. CI 2 - further information if relevant
 - ii. Did patients have speech testing either a year before, or since, the PTA identified by the audit?
 - iii. Was the PTA identified by the audit performed as part of an Audiology, ENT or AVM clinic appointment?
3. Input the patients NHS number 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!