



Queen Mary  
University of London



# Cancer Diagnosis Audit Tool

User guide for EMIS Web

ceg

Clinical Effectiveness Group  
Queen Mary University of London

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# About

## Supporting efficient cancer diagnosis

CEG's Cancer Diagnosis Audit Tool is designed for use within GP practices. It supports clinicians to reflect on new cancer diagnoses by quarter and identify any avoidable delays.

The tool will support you to:



### Review quarterly activity

Audit cancer diagnoses one quarter at a time, or for multiple quarters in the previous financial year.



### Work smarter

Autofill audit fields using data from patient records in EMIS.



### Address inequalities

Reflect on patient demographics, co-morbidities, age at diagnosis, tumour group.

## No replacement for clinical judgement

CEG's Cancer Diagnosis Audit Tool is **not a diagnostic tool or intended to replace clinical judgement**. The tool displays information from patient records and can be used to highlight avoidable delays in cancer diagnoses. It does not make management recommendations – these are entirely a matter for the clinician.

## Only presents coded information

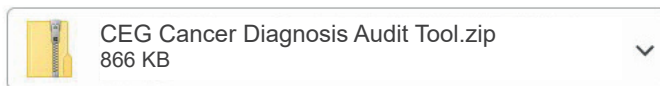
The tool uses information that is **coded** in the patient health record to autofill the audit fields. In cases where the codes do not clearly describe a patient's diagnosis or demographic information, clinicians are advised to manually check the patient record for uncoded information which would not be picked up by the tool.

# Downloading the tool

You only need to do this once

## Step 1: Download

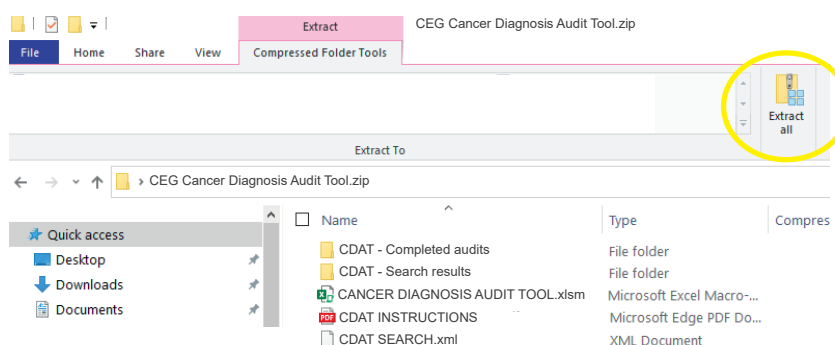
**1.1** Download the **CEG Cancer Diagnosis Audit Tool** zip file.



**1.2** Double click the zipped file, then double click again.

## Step 2: Extract

Click **'Extract all'** to extract the files.



## Step 3: Save

Save the files in a secure device or network that is accessible to other practice staff.

## Step 4: Unblock macros

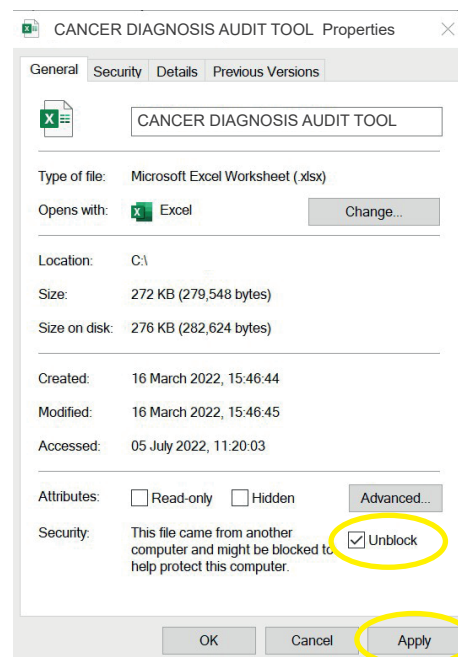
Microsoft has introduced a security feature that blocks Excel macros by default. Macros are automated actions that the tool uses to run - without them, it will not work.

**4.1** Right click on the **'CANCER DIAGNOSIS AUDIT TOOL'** XLSM file and select **'Properties'**.

**4.2** In the 'General' tab, **tick the box to 'Unblock'**

**4.3** Click **'Apply'**. You must click 'Apply' before 'OK', otherwise the change won't take affect.

If you accidentally click 'OK' without clicking 'Apply', the option will no longer be visible and you will need to download the file again.



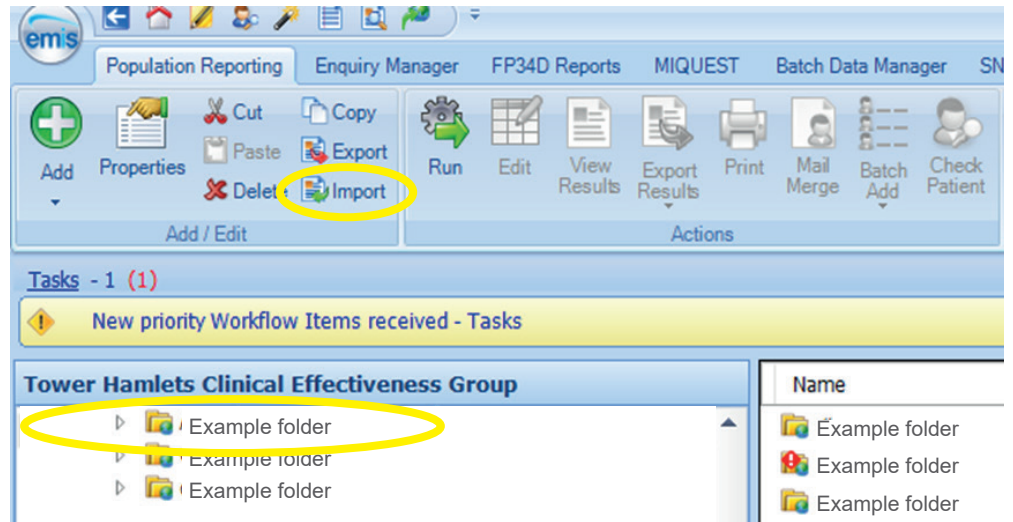
# Step-by-step: Using the tool

We recommend doing this quarterly

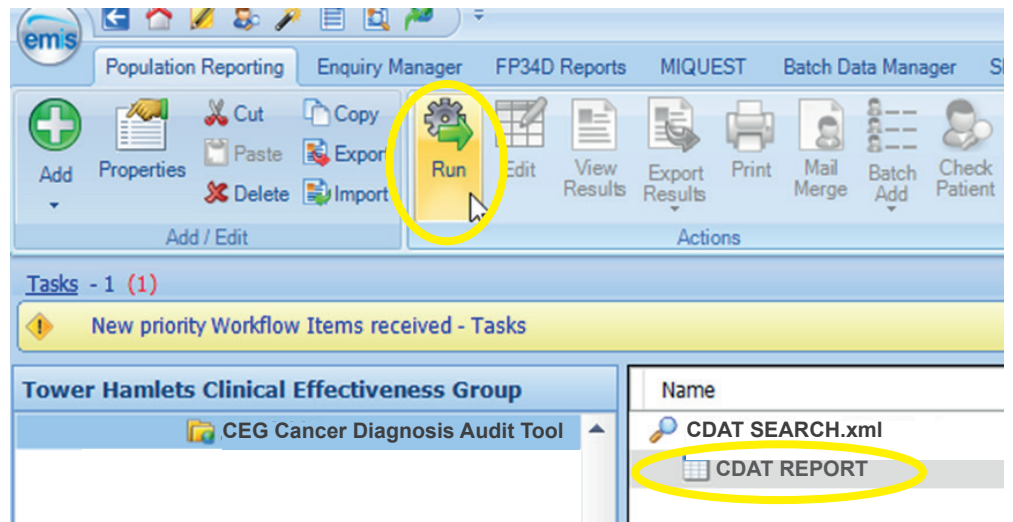
## Step 1: Run the search in EMIS

**1.1** Open EMIS Web and click '**Population Reporting**' in the Quick Launch Menu.

**1.2** Choose a destination folder and click '**Import**':

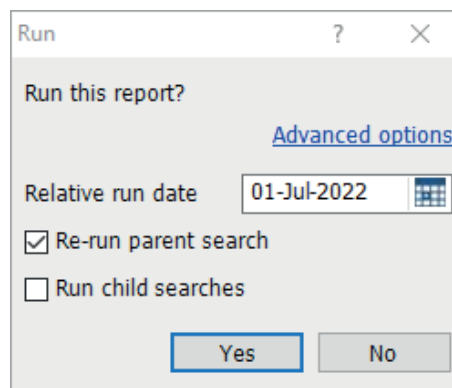


**1.3** Navigate to **CDAT SEARCH.xml** (EMIS file), select the **REPORT** and click '**Run**':



**1.4** Click '**More details**', then set the relative run date to the **the first day after the end of the quarter** (ie. 1 Jul for Qtr 1; 1 Oct for Qtr 2; 1 Jan for Qtr 3; 1 Apr for Qtr 4), then click '**Yes**'.

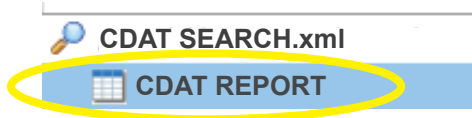
**1.5** Repeat steps 1.3 and 1.4 for each quarter you want to review, in chronological order.



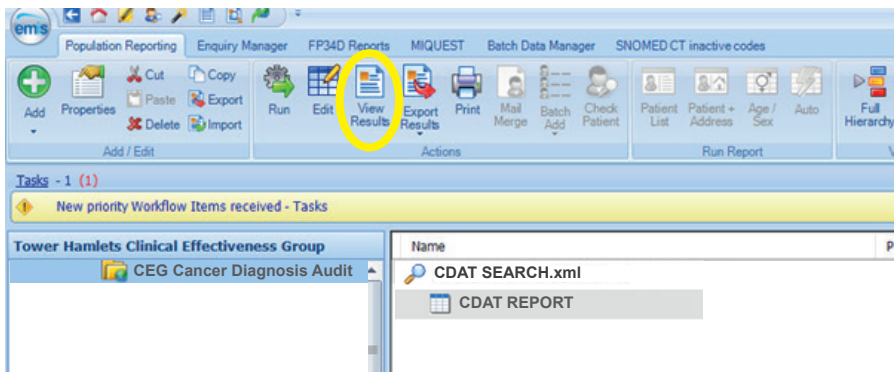
# Step-by-step: Using the tool

## Step 2: Export the search results

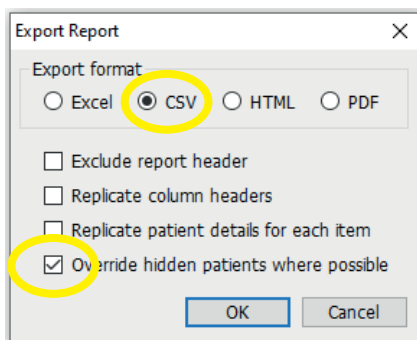
**2.1** When the run is complete, select the **CDAT REPORT** (it has a grid icon rather than a magnifying glass):



**2.2** Click 'View Results' in the top ribbon. When the table of patients has loaded, click 'Export'.



**2.3** Choose to export it as a **CSV** and tick the bottom checkbox: 'Override hidden patients where possible':



**2.4** Save your export in a location where you can find it easily and include the export date in the file name.

The Cancer Diagnosis Audit Tool download includes a set of empty folders that you can use to organise your files if you wish.

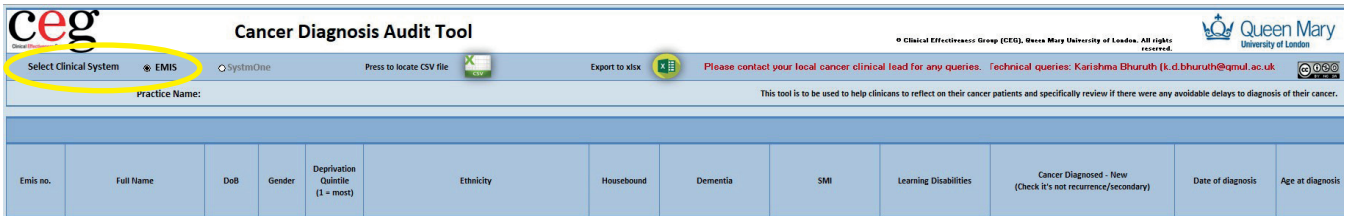
**Important:** Patient identifiable data should always be stored on a secure device or network.

# Step-by-step: Using the tool

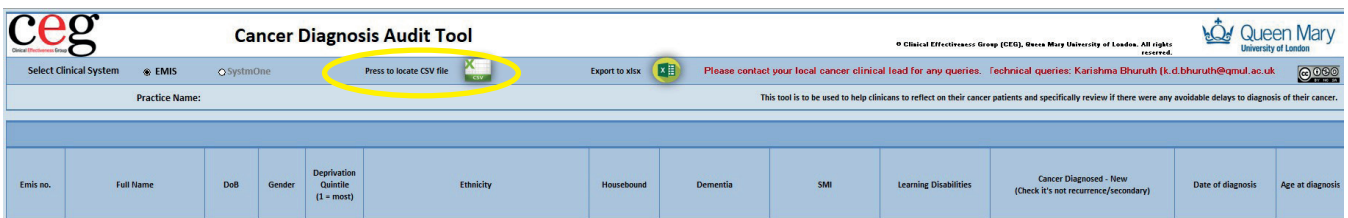
## Step 3: Import data into the tool

3.1 Open **CANCER DIAGNOSIS AUDIT TOOL.xlsm** (Excel file).

3.2 Select 'EMIS Web' as your clinical system:



3.3 Click 'Press to locate CSV file' and find and select the file you just exported from EMIS Web:

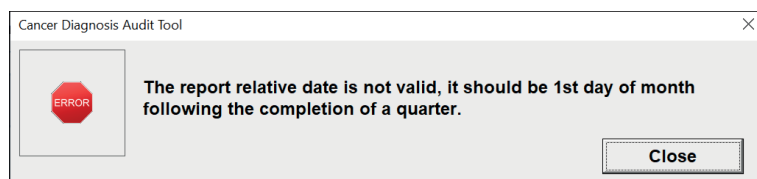


The tool will list the patients from your search and display relevant information from their record:

The screenshot shows the main data table of the tool. The 'Press to locate CSV file' button is circled in yellow. The table displays patient information for 'Quarter 4 (1st January - 31st March) 2021/2022' at 'Abernethy Medical Centre (F88888)'. The table has columns for Emis no., Full Name, DoB, Gender, Deprivation Quintile, Ethnicity, Housebound, Dementia, SMI, Learning Disabilities, Cancer Diagnosed - New, Date of diagnosis, and Age at diagnosis.

Emis no.	Full Name	DoB	Gender	Deprivation Quintile (1 = most)	Ethnicity	Housebound	Dementia	SMI	Learning Disabilities	Cancer Diagnosed - New (Check it's not recurrence/secondary)	Date of diagnosis	Age at diagnosis
123461	DUMMY, Test (M)	01Jan1950	Male	2	Pakistani or British Pakistani - ethnic category 2001 census	Housebound patient review				Malignant tumour of prostate	09Mar2022	72
123462	DUMMY, Test (M)	01Jan1959	Male	4	Pakistani or British Pakistani - ethnic category 2001 census					Malignant tumour of prostate	12Feb2022	63
123463	MICKY, Minnie (M)	01Jan1971	Male	1	Caribbean - ethnic category 2001 census					Malignant tumour of prostate	01Jan2022	51
123454	TEST, Fred (Mrs)	01Jan1980	Female	1	Bangladeshi or British Bangladeshi - ethn categ 2001 census	Temporarily housebound				Carcinoma of breast	16Mar2022	42
123465	GLUFFY, Test (Mrs)	01Jan1960	Female	2	Caribbean - ethnic category 2001 census					Malignant neoplasm of female breast	18Mar2022	62
123466	FLOTQ, Test (Ms)	01Jan1970	Female	2	Pakistani or British Pakistani - ethnic category 2001 census					Bony metastasis	04Feb2022	52
123467	ALPH, Test (Ms)	01Jan1979	Female	2	Pakistani or British Pakistani - ethnic category 2001 census					Malignant tumour of breast	13Jan2022	43
123468	DNALD, Test (Ms)	01Jan1960	Female	2	Other Black background - ethnic category 2001 census					Malignant tumour of sigmoid colon	05Mar2022	62
123469	JD, Test (Ms)	01Jan1962	Female	1	White and Black African - ethnic category 2001 census	Housebound				Breast cancer	09Jan2022	60

**Important:** If you see the following error when trying to import data, re-run the search in EMIS and make sure the relative run date is set to the first day after the end of the quarter (step 1.4).



The screenshots in this guide show a dummy dataset and fictitious names.

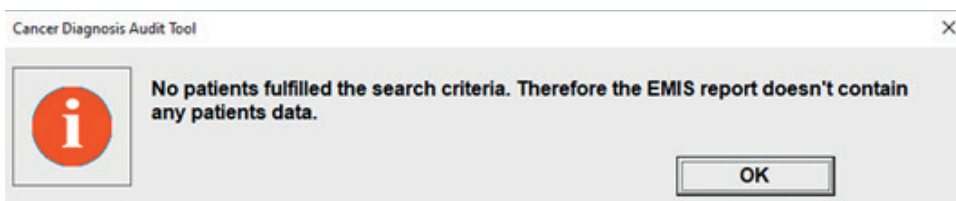
# Step-by-step: Using the tool

## Import data into the tool - continued

3.4 If you imported data from more than one quarter, the data will be stacked with the most recent quarter at the top:

Cancer Diagnosis Audit Tool												
Practice Name: <b>Abernethy Medical Centre (FS8888)</b>												
Quarter 1 (1st April - 30th June) 2022/2023												
Emis no.	Full Name	DoB	Gender	Deprivation Quintile (1 = most)	Ethnicity	Housebound	Domestic	SMI	Learning Disabilities	Cancer Diagnosed - How (Check it's not recurrence/recrudescence)	Date of diagnosis	Age at diagnosis
123451	EMIS, Test (Mr)	01/Jan/1950	Male	2	Pakistani British Pakistani - ethnic category 2001 census	Housebound patient review				Malignant tumour of prostate	09/May/2022	72
123452	TRANSFER, Test (Mr)	01/Jan/1959	Male	4	Pakistani British Pakistani - ethnic category 2001 census					Malignant tumour of prostate	12/Apr/2022	63
123453	TEST, Minnie (Mr)	01/Jan/1971	Male	1	Caribbean - ethnic category 2001 census					Malignant tumour of prostate	01/Apr/2022	51
123454	TEST, Fred (Mrs)	01/Jan/1960	Female	1	Bangladeshi or British Bangladeshi - ethnic category 2001 census	Temporarily housebound				Carcinoma of breast	16/May/2022	42
123455	OREE, Test (Mrs)	01/Jan/1960	Female	2	Caribbean - ethnic category 2001 census					Malignant neoplasm of female breast	11/May/2022	62
123456	EMIS, Test (Mr)	01/Jan/1970	Female	2	Pakistani British Pakistani - ethnic category 2001 census					Bony metastasis	04/Apr/2022	52
123457	ALPH, Test (Ms)	01/Jan/1979	Female	2	Pakistani British Pakistani - ethnic category 2001 census					Malignant tumour of breast	12/Jun/2022	43
123458	BETA, Test (Ms)	01/Jan/1960	Female	2	Other Black background - ethnic category 2001 census					Malignant tumour of sigmoid colon	05/May/2022	62
123459	TRANSFER, Test (Ms)	01/Jan/1962	Female	1	White and Black African - ethnic category 2001 census	Housebound				Breast cancer	09/Jun/2022	60
Quarter 4 (1st January - 31st March) 2021/2022												
Emis no.	Full Name	DoB	Gender	Deprivation Quintile (1 = most)	Ethnicity	Housebound	Domestic	SMI	Learning Disabilities	Cancer Diagnosed - How (Check it's not recurrence/recrudescence)	Date of diagnosis	Age at diagnosis
123461	DUMPHY, Test (Mr)	01/Jan/1950	Male	2	Pakistani British Pakistani - ethnic category 2001 census	Housebound patient review				Malignant tumour of prostate	09/Mar/2022	72
123462	DUMPHY, Test (Mr)	01/Jan/1959	Male	4	Pakistani British Pakistani - ethnic category 2001 census					Malignant tumour of prostate	12/Feb/2022	63
123463	MICKY, Minnie (Mr)	01/Jan/1971	Male	1	Caribbean - ethnic category 2001 census					Malignant tumour of prostate	01/Jun/2022	51
123464	TEST, Fred (Mrs)	01/Jan/1960	Female	1	Bangladeshi or British Bangladeshi - ethnic category 2001 census	Temporarily housebound				Carcinoma of breast	16/Mar/2022	42
123465	GUFFY, Test (Mrs)	01/Jan/1960	Female	2	Caribbean - ethnic category 2001 census					Malignant neoplasm of female breast	11/Mar/2022	62
123466	PLOTO, Test (Ms)	01/Jan/1970	Female	2	Pakistani British Pakistani - ethnic category 2001 census					Bony metastasis	04/Feb/2022	52
123467	ALPH, Test (Ms)	01/Jan/1979	Female	2	Pakistani British Pakistani - ethnic category 2001 census					Malignant tumour of breast	12/Jun/2022	43
123468	DONALD, Test (Ms)	01/Jan/1960	Female	2	Other Black background - ethnic category 2001 census					Malignant tumour of sigmoid colon	05/Mar/2022	62
123469	JO, Test (Ms)	01/Jan/1962	Female	1	White and Black African - ethnic category 2001 census	Housebound				Breast cancer	09/Jun/2022	60

If there are no patients retrieved by the search in a particular quarter, the following messages will appear:



Quarter 4 (1st January - 31st March) 2021/2022						
Emis no.	Full Name	DoB	Gender	Deprivation Quintile (1 = most)	Ethnicity	
No patients have been found.						

# Step-by-step: Using the tool

## Step 4: Complete the audit

### All data fields must be filled in to complete the audit

Fields with blue headers will auto-populate using data from the patient record.

Fields with white headers need to be filled in by a clinician.

Cancer Diagnosed - New (Check it's not recurrence/secondary)	Date of diagnosis	Age at diagnosis	Tick this box to indicate recurrent diagnosis	What was the stage at diagnosis?	Current Tumour Group	Does this patient have any problems communicating? Or have any language or advocacy needs? If so please detail	Where did the patient first present?	Date patient first reported symptoms or signs to Primary Care (dd/mm/yyyy)	How many times did patient attend the practice before they were referred?
Malignant tumour of prostate	09May2022	72	<input type="checkbox"/>						
Malignant tumour of prostate	12Apr2022	63	<input type="checkbox"/>						
Malignant tumour of prostate	01Apr2022	51	<input type="checkbox"/>						

The fields are either completed using tick boxes, drop-down menus, or free text.

### Default tick box for recurrent diagnosis

Ticking 'tick this box to indicate recurrent diagnosis' will exclude that entry from your audit. This should be used when a patient appears for a second time in the same financial year.

The tool automatically identifies potential recurrent diagnoses by ticking the box and shading the whole patient row in grey. On the rare occasion that you identify additional patients as recurrent, tick the box manually to exclude them from the audit.

Manually excluded patients are not shaded in grey, so they are distinct from patients who have been automatically excluded.

Malignant tumour of prostate	09May2022	72	<input type="checkbox"/>						
Malignant tumour of prostate	12Apr2022	63	<input type="checkbox"/>						
Malignant tumour of prostate	01Apr2022	51	<input type="checkbox"/>						
Carcinoma of breast	16May2022	42	<input checked="" type="checkbox"/>						
Malignant neoplasm of female breast	11May2022	62	<input type="checkbox"/>						
Bony metastasis	04Apr2022	52	<input type="checkbox"/>						

### Saving your work in progress

If you need to pause and come back to your work later, you can save the tool as an Excel file by clicking 'File'/'Save as'. **Save it in a secure location, as the working tool contains patient identifiable information.**

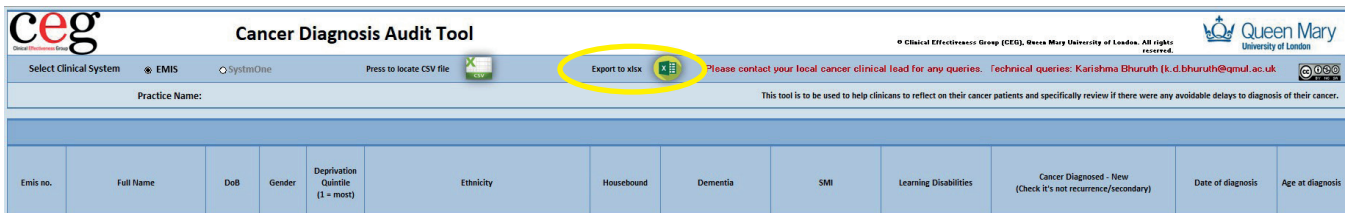


# Step-by-step: Using the tool

## Step 5: Export your completed audit

Once you have completed the audit, you may want to export it for use in professional assessments or to discuss with colleagues.

Select '**Export to xlsx**' and select an appropriate folder. Data in the exported file is anonymised.



The screenshot shows the 'Cancer Diagnosis Audit Tool' interface. At the top, there is a header with the 'ceg' logo on the left, the title 'Cancer Diagnosis Audit Tool' in the center, and 'Queen Mary University of London' on the right. Below the header, there are several options: 'Select Clinical System' with radio buttons for 'EMIS' and 'SystemOne', a 'Press to locate CSV file' button, and a highlighted 'Export to xlsx' button. A note below the buttons reads: 'Please contact your local cancer clinical lead for any queries. Technical queries: Karishma Bhuruth (k.d.bhuruth@qmul.ac.uk)'. Below this is a 'Practice Name' field and a disclaimer: 'This tool is to be used to help clinicians to reflect on their cancer patients and specifically review if there were any avoidable delays to diagnosis of their cancer.' At the bottom, there is a table with the following columns: 'Emis no.', 'Full Name', 'DoB', 'Gender', 'Deprivation Quintile (1 = most)', 'Ethnicity', 'Housebound', 'Dementia', 'SMI', 'Learning Disabilities', 'Cancer Diagnosed - New (Check it's not recurrence/secondary)', 'Date of diagnosis', and 'Age at diagnosis'.

## Step 6: Review equity of care

The Cancer Diagnosis Audit Tool displays patient demographics and other information - including co-morbidities, age at diagnosis and tumour group - for each person you have referred. This enables you to review delays according to particular characteristics and take steps to improve equity of care at your practice.

### Contact us

If you have any questions or feedback about our Cancer Diagnosis Audit tool or this user guide, please get in touch:

**CEG-Feedback@qmul.ac.uk**  
[qmul.ac.uk/blizard/ceg](http://qmul.ac.uk/blizard/ceg)

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