

The Wisdom Tooth Surgery Service Evaluation - Instructions for Clinicians

Thank you so much for leading this wisdom tooth service evaluation, which may help prepare the ground for future ethically approved research.

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Study Set-up

Local Approval

Please contact your Clinical Effectiveness department to find out whether you need local approval to participate in the Service Evaluation. If you need help with your application, contact the study team at: info@nforc.co.uk

Registration

Complete the [registration form](#) for access to the Redcap database

- For security reasons, registration is not immediate.
- You will receive your registration details and account activation instructions within 4 working days.

Introduction

Publications

We aim to publish articles on the service evaluation and would like you to be a collaborator in these papers.

Certificates of participation will be provided at the end of the service evaluation.

Electronic Data capture

We will be using REDCap, which is hosted on servers within QMUL's Data Safe Haven to provide the study database and surveys.

Patient recruitment

We are aiming to recruit 500 participants.

Operation Notes

When you enter your patient data into REDCap, an operation note will be created automatically. This can be cut and pasted into your own electronic notes or other document.

Weekly recruitment diary

We need to collect data on recruitment to inform a power calculation for the planned nationwide study. If patients don't want to give consent to participate in the service evaluation, please ask them to complete the anonymous feedback section on the back of their paper consent forms and use their responses to complete the weekly emails you will receive with the following survey questions.

Recruitment Diary

Please complete the survey below.

Thank you!

1) How many lower 3rd molar patients did you operate on during the last 7 days? <small>* must provide value</small>	<input type="text"/>
2) How many of the lower 3rd molar patients you operated on were approached for consent? <small>* must provide value</small>	<input type="text"/>
3) How many of your lower 3rd molar patients agreed to take part in the Service Evaluation? <small>* must provide value</small>	<input type="text"/>

What were the reasons why patients did not want to participate in this service evaluation in the last 7 days (if any)

Tick all that apply

- Did not want to share their personal details
- Did not understand the study information
- Does not have the time to fill out any surveys
- Does not think the study sounds very useful
- Wanted to keep their privacy
- Concerned about information security
- Asked to complete too many surveys

The results of this recruitment survey will be published on a REDCap dashboard that can be accessed by registered users only.

Patient surveys

Patients will complete follow-up surveys 3 weeks and 4 months after surgery. The surveys will be automatically sent to them by email or text message and should take less than 5 minutes to complete.

Recruitment

The patient information leaflet and consent form can be found on our website

<https://nforc.co.uk/third-molar-project/>

Patient Information

- If possible, a copy of the information leaflet should also be sent to the patients with their appointment letter.
- But definitely provide patients with a copy of the patient information leaflet when they arrive at your department for their surgery.
- Prior to surgery, give patients time to read the information sheet and ask questions about the study.
- It is important to explain that this Service Evaluation will not affect their treatment in anyway.

Patient Consent

Both E-consent and printable consent forms are available

E-consent

- Patients who complete the E-consent will get a copy of both the consent and patient information emailed to them.
- A copy of the consent is also saved on REDCap.
- Each organisation has a site specific QR code that patients can use to access the E-consent form on their phones or tablets.

The QR code and unique link for *organisation name* is below:

Scan the QR Code – The E-consent survey link has been converted into a QR code, which can now be scanned by a device that has an app capable of reading QR codes. Once the QR code below is scanned it should take the respondent directly to the survey in a web browser.

- Once you have completed registration, a member of Saving Faces will email you a QR code of the consent form that is unique to your practice or hospital.
- Please print the QR code out and display it where patients can access it.
- Or print copies to hand out with the study information sheet.



Example Wisdom
Tooth Surgery Service
Evaluation E-consent

Printable consent forms can be downloaded on [here](#).

- Print a batch ready to hand out to patients
- Please keep a signed copy of the consent in your patient notes

Patients who do not want to participate

- If patients don't want to give consent to participate, please ask them to complete the anonymous feedback section on the back of the paper consent forms and keep this in your records. You will use these responses to complete your weekly recruitment diary.
- You can use REDCap to collect anonymous data on these patients. Please follow the anonymous data collection instructions on page 5.

Introduction to REDCap

Log-in

Registered users can [log into REDCap](#). Copy and paste the following link into a web browser to access REDCap - <https://trials.nforc.co.uk/>

Data entry



- To start data entry select **Add / Edit Records** from left hand menu.

Entering data from multiple sites (e.g. more than one hospital trust or dental practice)

- Select the site your patient was treated at prior to data entry using the switch button at the top of your screen.



- This button will not appear if you are collecting data from one site. If you are collecting data from more than one site and you do not see this button please contact NFORC at info@nforc.co.uk

New patients who have signed paper consent forms



1. Click **+ Add new record**
2. Select elective or emergency/not elective pathway.

Elective Clinical Data Form With Operation Notes	<input type="radio"/>
Non-Elective Clinical Data Form with Operation Notes	<input type="radio"/>

New E-Consent patients (follow these instructions if the patient has completed an e-consent form)

1. Select your patient from list

Choose an existing	<input type="text" value="-- select record --"/>
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2. Select elective or emergency/not elective pathway.

Elective Clinical Data Form With Operation Notes	<input type="radio"/>
Non-Elective Clinical Data Form with Operation Notes	<input type="radio"/>

Edit existing record

Follow the same steps 1 and 2 in the New E-Consent patients section.

Anonymous data collection

- After selecting Add New Record and selecting the elective or non-elective form, select no in this field.

I confirm that the patient has given informed consent for this study Yes No

* must provide value

- **NO PATIENT IDENTIFIERS ARE COLLECTED, SO PLEASE MAKE USE OF THE OPERATION NOTE WHILE YOU KNOW WHO YOUR PATIENT IS!**

Contact Saving Faces

Email: info@nforc.co.uk Phone: 07487 235438 or 020 3417 7757

REDCap password changes or account [unlock here](#)

Saving Faces – The Facial Surgery Research Foundation

Combatting cancer, injury and disfigurement in the most socially important part of our bodies – the face and mouth. Saving Faces is the only charity in the UK dedicated to education to reduce the incidence of facial injuries, disorders and diseases.

We fund and lead research to improve prevention and treatment for all diseases, disorders and disfigurement affecting the mouth and face. Saving Faces runs the world's only National Facial, Oral and Oculoplastic Research Centre (NFORC).

