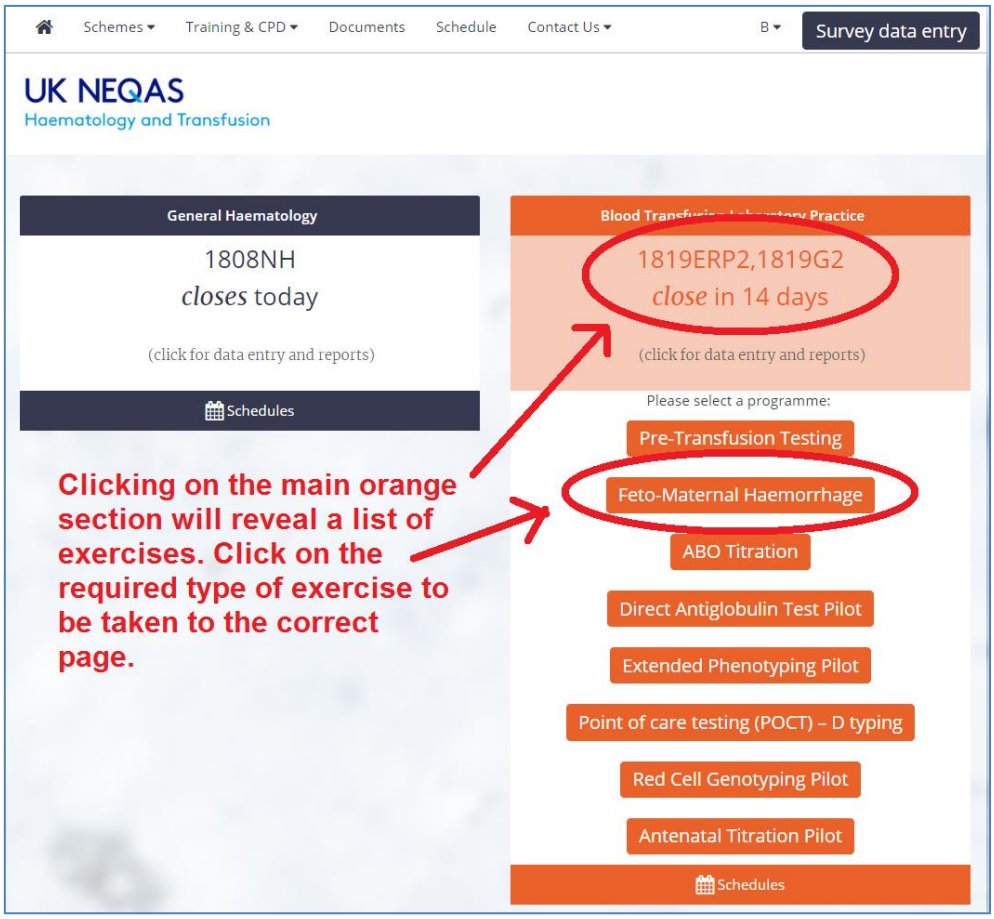
# Feto-Maternal Haemorrhage - Web return of results

## Logging on

Go to http://www.ukneqasbtlp.org and click on the main orange section of the page as shown in figure 1. A list of exercise types will be shown, click on the appropriate exercise to be taken to the correct login screen.

**Figure 1** – Accessing the data entry login screen




Enter the PRN (Lab Code), Identity and Password and click on the 'Log in' button as shown in figure 2

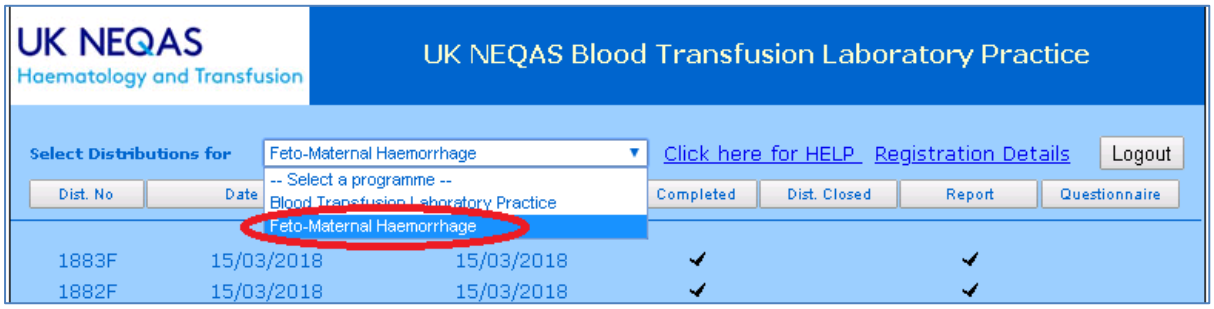
**Figure 2** – Logging in


Please note that the Forgotten Password link will send an email to the registered contact. If that person is unavailable to reset the password, contact UK NEQAS for assistance.

# Feto-Maternal Haemorrhage - Web return of results

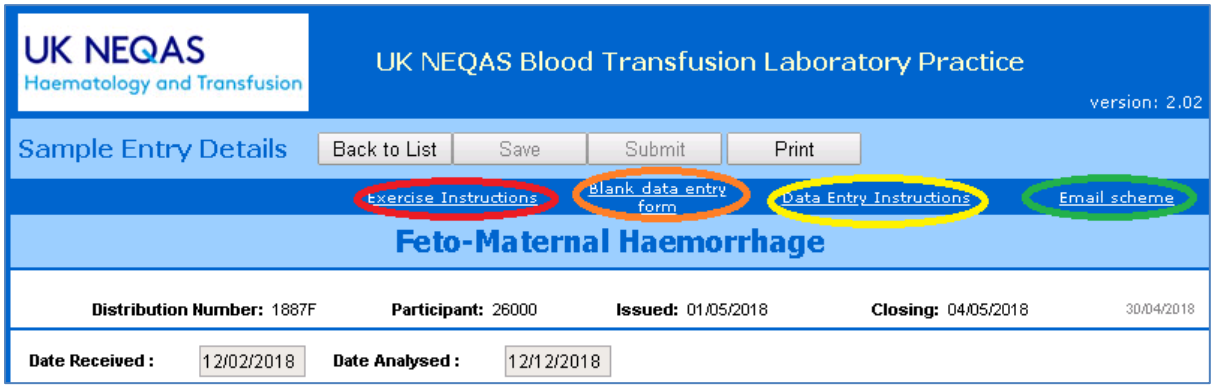
Select 'Feto-Maternal Haemorrhage' from the drop-down list of Schemes as shown in figure 3, and then click on the distribution required (e.g. 1887F) from the list displayed.

**Figure 3** – Accessing the Exercise




The buttons at the top of the page (see figure 4) can be used to access the exercise instructions on line (red circle), the blank data entry form (orange circle), this document (yellow circle), or to send us an email using Outlook (green circle). Paper copies of exercise instructions will be phased out in 2018.

**Figure 4** – Accessing links




The date received and date processed should be completed using the following format: dd/mm/yyyy.

## Calculations

- Reporting EQA results using BSH Guideline formulae will ensure comparability.
- Record the FMH as mL **packed cells**, not whole blood.
- If prophylactic anti-D Ig is normally prescribed in μg, convert to IU (100μg = 500iu).

# Feto-Maternal Haemorrhage - Web return of results

## Data Entry

### Date of receipt and analysis

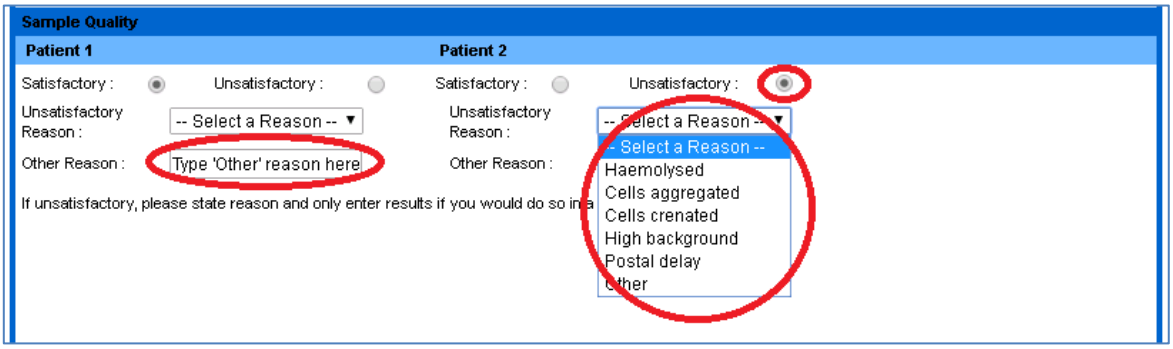
The date on which samples were received and analysed is mandatory and must be entered in the format dd/mm/yyyy. This data is used to review the sample stability throughout the course of the exercise.

### Sample Quality

The default response for sample quality is 'Satisfactory'. If the samples are not satisfactory, select 'Unsatisfactory' in the top line for the appropriate sample and select a reason from the drop down list. If the reason is not listed, select Other and then type the reason in the box as shown in figure 5.

Please note that if results are submitted, they will be assessed even if 'Unsatisfactory' has been selected. Please make decisions on whether to submit results as per the local testing protocol.

**Figure 5** – Sample Quality

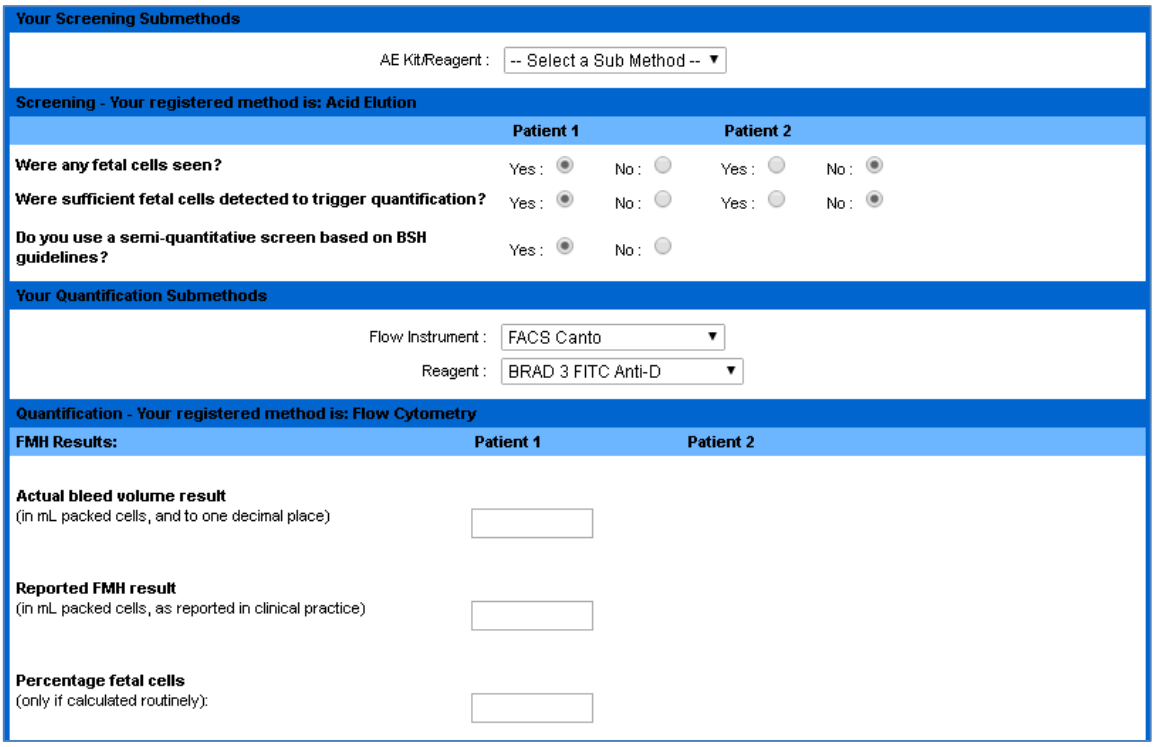



### Submethod(s)

Submethods are not carried over and therefore must be recorded for each exercise. If your kit/reagent/analyser is not present in the drop down list provided, select "other" and contact the scheme so that addition of the option to the list may be considered.

Laboratories which are registered for acid elution screening and flow cytometry quantification will need to enter both sets of details, the options will appear on the web page before the relevant result section, see figure 6

**Figure 6** – Submethods / Screening / Quantification



# Feto-Maternal Haemorrhage - Web return of results

### Screening

Laboratories which are not registered for screening by any technique will not be shown this section.

Select 'Yes' or 'No' for each question for each sample, if registered for screening and quantification, answering 'Yes' to 'Were sufficient cells seen to trigger quantification?', the fields for entering quantification results will appear, see figure 6.

Acid elution screening laboratories will be asked if the BSH semi-quantitative screen is used. This is located underneath Patient 1, but applies to all testing.

### Quantification

Laboratories which are not registered for screening by any technique will not be shown this section.

Laboratories registered for screening and quantification should only submit quantification results if this would be triggered by the same screening result for a routine clinical sample.

The 'Actual Bleed Volume' is used for assessing performance and should be reported in mL packed cells to 1 decimal place. The 'Reported FMH result' field is used to indicate what would be shown in reports to clinicians (e.g. <4mL). See figure 6.

The percentage fetal cells field will only be available for laboratories using flow cytometry for quantification.

### Anti-D Ig Prophylaxis

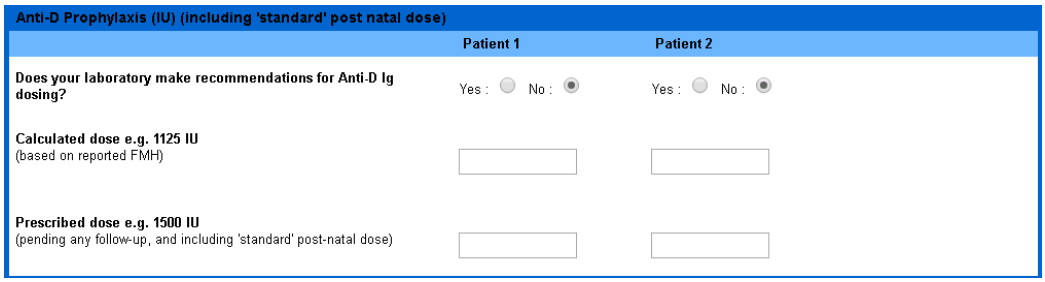
All anti-D Ig doses should be recorded in IU (100μg = 500IU).

Flow cytometry laboratories are asked if the laboratory makes recommendations for anti-D Ig dosing, if the laboratory does not include dosing advice in reports, 'No' should be selected, so that further fields are not mandatory.

The 'Calculated dose' field is visible to laboratories registered for quantification.

The 'Prescribed dose' should be recorded as it would be administered to the patient based on available dose sizes. This is mandatory for laboratories registered for all screening and for quantification by acid elution.

**Figure 7** – Anti-D Ig Prophylaxis

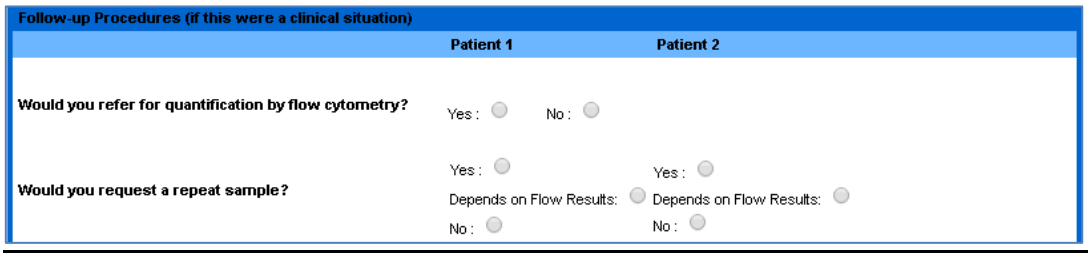



### Follow-up procedures

Acid elution quantification laboratories and flow cytometry laboratories responsible for Anti-D Ig dosing should answer the 'Follow up' question(s). Flow cytometry laboratories not responsible for anti-D Ig dosing may also answer these questions but this is not mandatory. See figure 8.

If registered for quantification by acid elution, state whether the sample would be referred for flow cytometry. State whether a repeat sample would be requested, and if so would this be routine, or dependent on the flow cytometry result (flow cytometry laboratories are not offered this response).

**Figure 8** – Follow up procedures



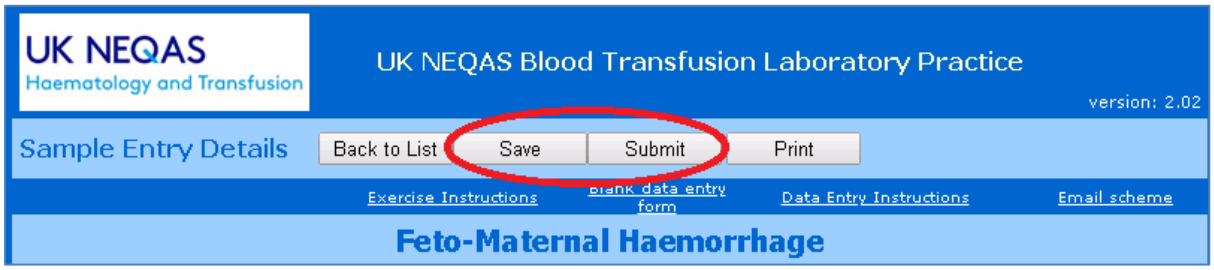
# Feto-Maternal Haemorrhage - Web return of results

## Saving and Submitting

### Saving

At any point, the data entered can be saved by clicking on the Save button, see figure 9.

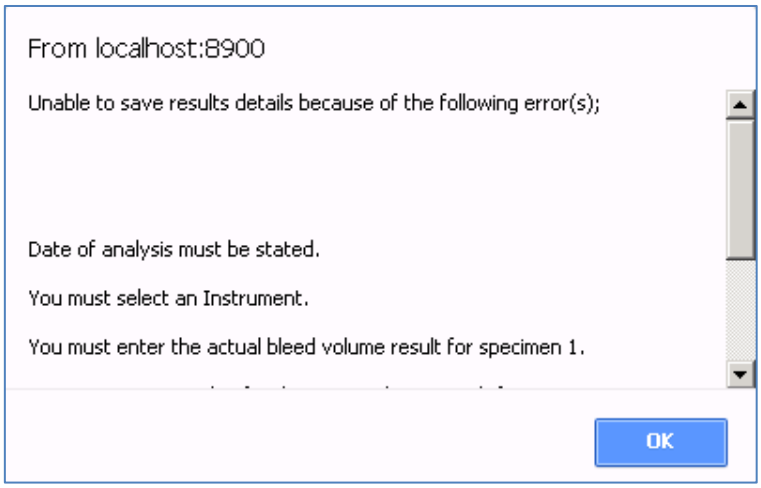
**Figure 9** – Save and Submit buttons




### Submitting

If mandatory fields have not been completed when Submit is clicked, a message will appear with a list of fields which require completion, see figure 10. It is not possible to submit until these fields have been completed.

**Figure 10** – Error message when submitting without completing all mandatory fields




Submission will lock the data and it cannot be edited, however it is possible for UK NEQAS to unlock the website to allow amendments to be made. If this is required, call the phone number on page 1 of this document, and ask for a “web reset”. It is not possible to edit the website after the exercise has closed.

After the exercise is closed, data which has been saved but not submitted on the website is collected and processed as per submitted data.

## Logging Off

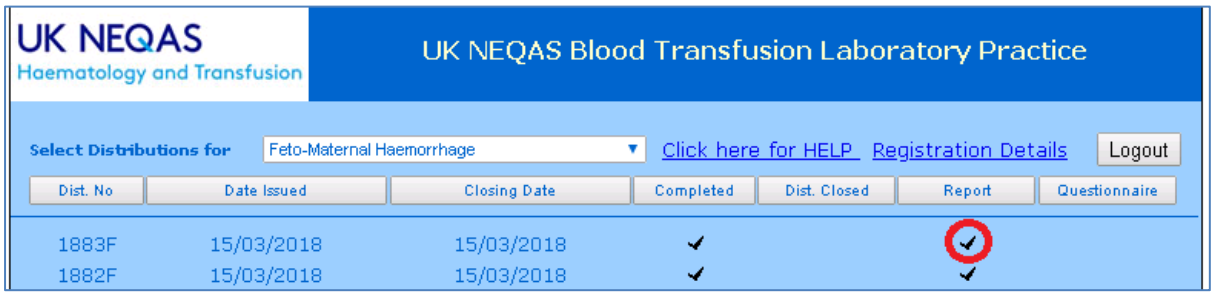
To Log off, click on the ‘Back to List’ button (see figure 4) and then click on the ‘Logout’ button (see figure 3) or exit the browser.

# Feto-Maternal Haemorrhage - Web return of results

## Accessing Reports

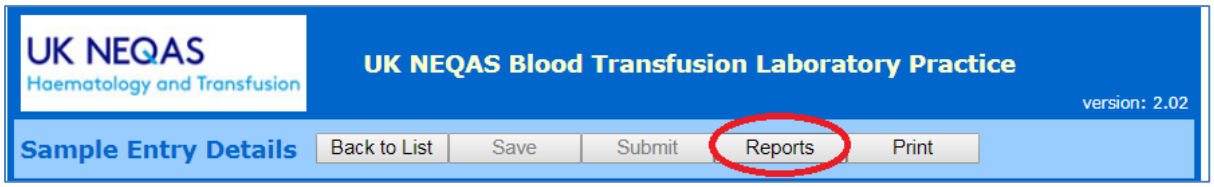
Log onto the system as shown on Page 1. Exercises for which the report is ready have a tick in the 'Report' column, see figure 11. The Save and Submit buttons are not available after submission of results, the Reports button is only available after reports have been made available.

**Figure 11** – Report available



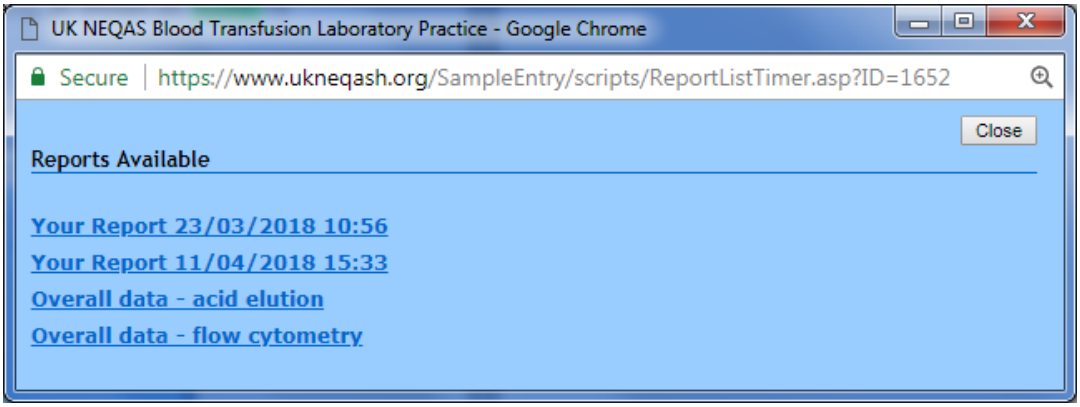

Click on the reports button as shown in figure 12.

**Figure 12** – Accessing reports




A pop up window will open showing all available reports and other documents as shown on figure 13. Click on the links to open the required document.

**Figure 13** – Variety of reports available




Where an amended report has been issued, there will be two links starting with "Your report…". The link with the latest date and time will be the latest version of the report.

Anonymised overall reports for screening and quantification by acid elution and by flow cytometry are also available, This allows all users to review the statistics and comments for each method.

Documents can be printed or saved as required.

PDF copies of reports will remain on the website for at least six months, after which time they may be archived to off-line storage

## Logging Off

To Log off, click on the 'Back to List' button (see figure 4) and then click on the 'Logout' button (see figure 3) or exit the browser.


If you have any comments about the exercise please email the scheme on BTLP@UKNEQAS.ORG.UK
Do not forget to add your PRN to any correspondence.

# Feto-Maternal Haemorrhage - Web return of results