A Tutorial on using QAPonline

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About this tutorial

- Each slide will run for 10 seconds and before moving to the next presentation.

- To stop the show, select escape and restart the show from the selected slide.

- The PowerPoint presentation is an extended version of the online version

- There are 139 slide (!!) so it takes about 30 minutes

- Make your coffee now.

Welcome to FertAid.com

What is QAPonline?

- Before we start, perhaps it may be best to clarify what QAPonline is

  …..

  - Designed to survey the assessment skills of individual scientists in a laboratory in a way that provides virtual review of performance and the capacity to improve
  - allow laboratories to compare their assessments skills of all scientists in either an
    - Internal environment
    - External environment
    - Peer environment
   - Selected grouped associations eg all labs in one country
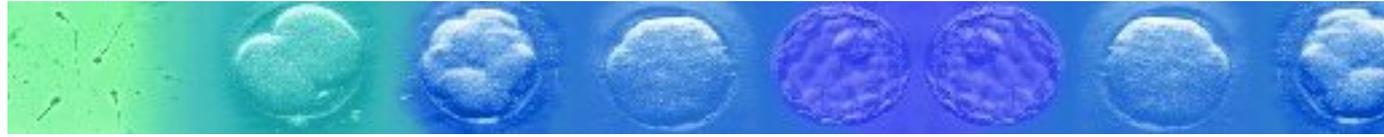
What is QAPonline?

- Furthermore, …..

    ☐ Allows each participant to review their own performance

    ☐ allow supervisors to review results of all participating staff in each sub laboratories

   ☐ Can and is used as an external QA scheme for accreditation purposes
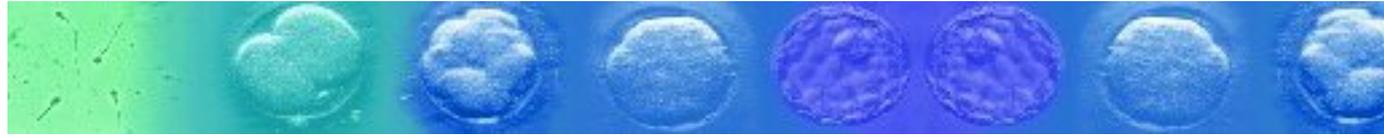
What is QAPonline? - Participation

- Furthermore, participation can be a several levels…..
    - □ As a student - for training purposes but results ignored in data review.
    - □ As an Associate - like a student in that results are ignored but designed to allow staff in one area to develop skills in an associated area.
    - □ Professional level - core participation where subject is part of ones daily working environment
    - □ Peer - where the supervisor designated one or more staff as the internal reference personnel.
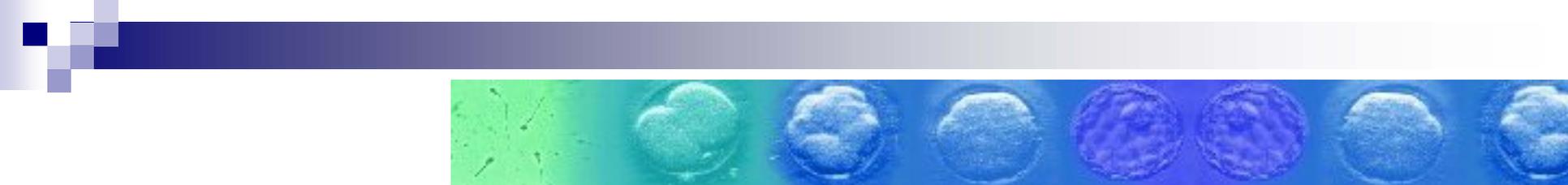
What is QAPonline? – Reference Ranges

- The reference range for the site is generated internally at various levels
  - ☐ As a standard comparison - to all other professional.
  - ☐ Internal Peer Comparison - all replies are referenced against the INTERNAL pool of peer participants.
  - ☐ External Peer Comparison - all replies are referenced against the total pool of all peer participants.
  - ☐ Grandfather pool - staff who have nominated their activity in the area of the scheme for more than 10 years.
  - ☐ National Peer group - all replies are referenced against the pool of all peer participants in the same country as the participant (in development).
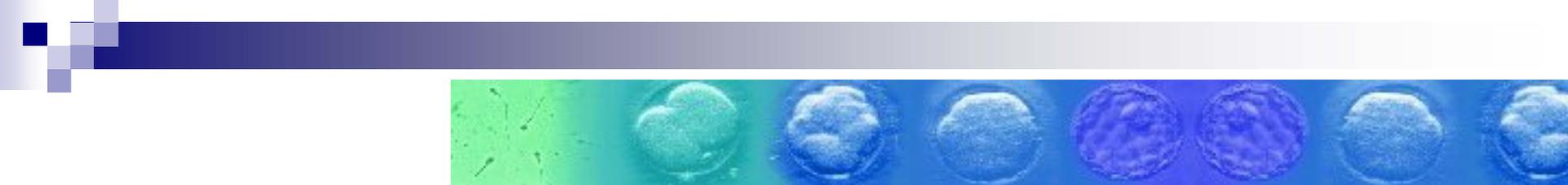
QAPonline - Staff Structure

- Therefore, QAPonline allows for
  - ☐ One laboratory participating a one QA program
  - ☐ Several laboratories within the company unit participating in one or more than one QA program
  - ☐ Selective participation of individual staff members in any combination of QA schemes at any skill level.
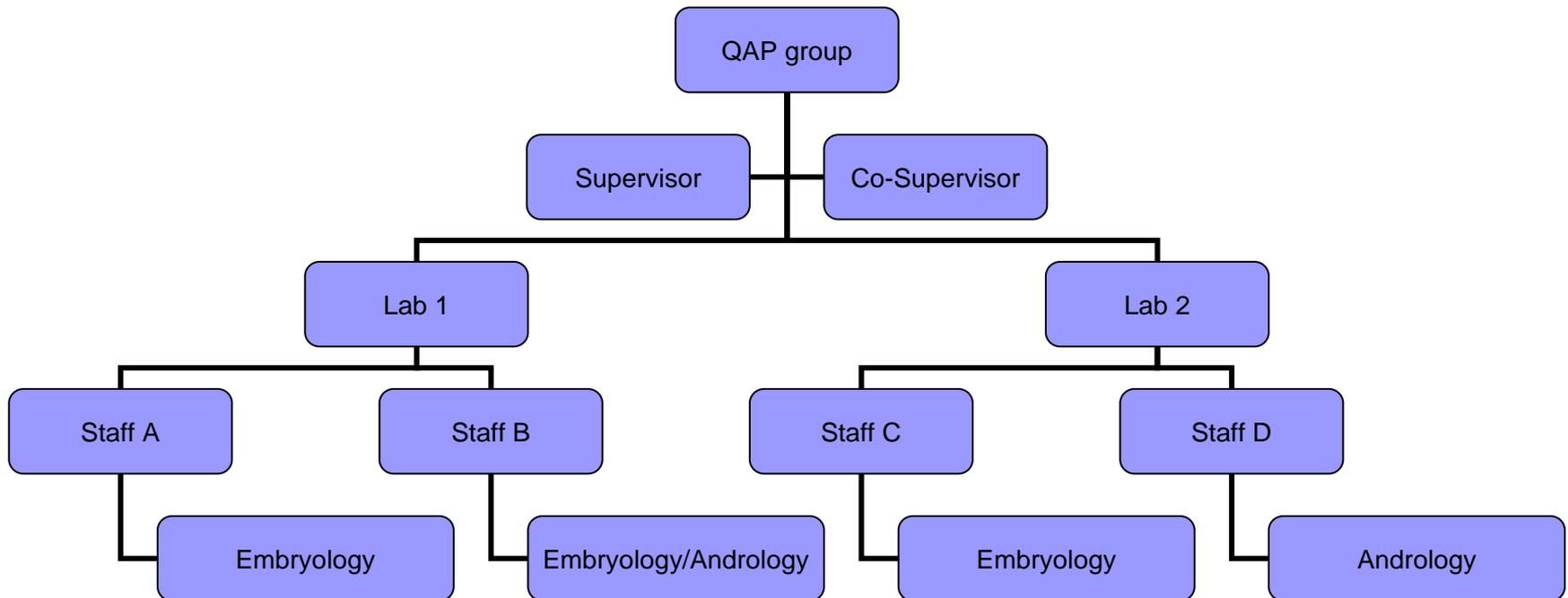
QAPonline - Staff Structure

The site can accommodate a single laboratory with a simple structure or a very complex series of sub labs – eg Embryology and Andrology labs
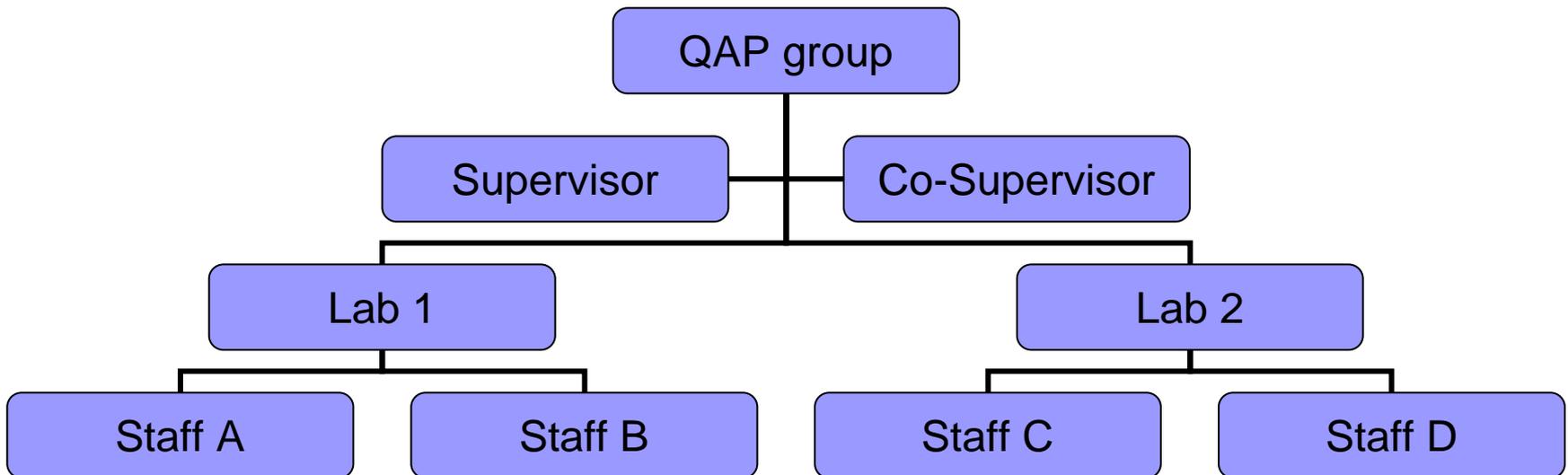
QAPonline - Staff Enrolments

The site can accommodate any combination of staff and enrolment in QA schemes.

QAPonline - Staff History

- Individuals may move between clinics
- Personal record (but not clinics) can move with them
- Use in CV as proof of assessment competency.

Structure of QAPonline

- QAPonline is a series of QAP Schemes that are:
  - Grouped into disciplines
    - Andrology, Embryology, Ultrasound
    - Other areas eg Professional schemes
  - Each discipline contains one or more series
    - Sperm Concentration, motility, sperm morphology
    - Each QA series extends over several years.
    - Each year is a Scheme.

Structure of a QAPonline Scheme

- Each Scheme is
  - composed of monthly assessment units
  - One or more per month
  - Each contains
    - an image, video or text/ task/ scenario
    - One or more quiz session
    - Each quiz contains
      - Several questions
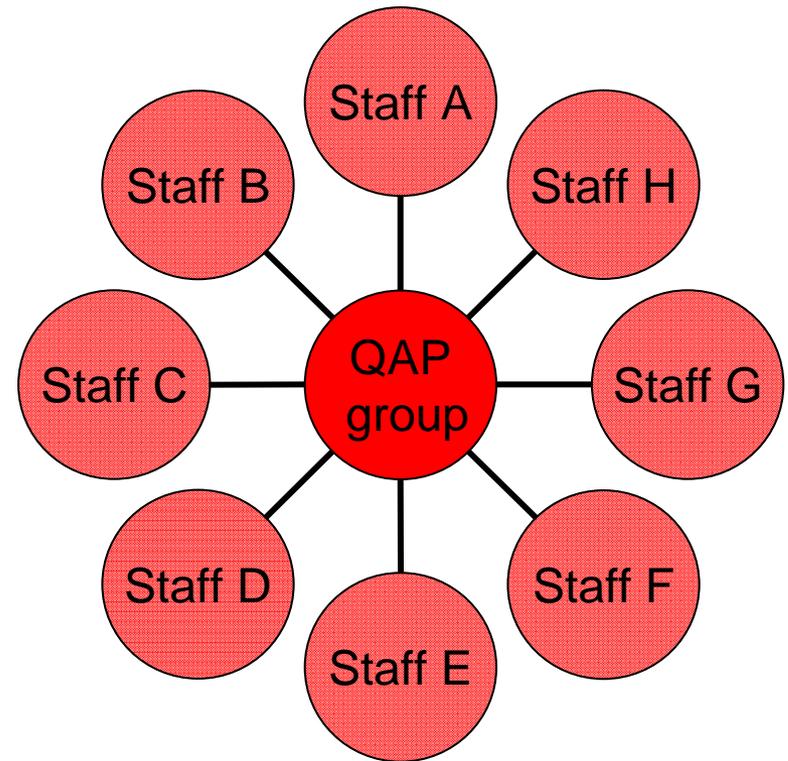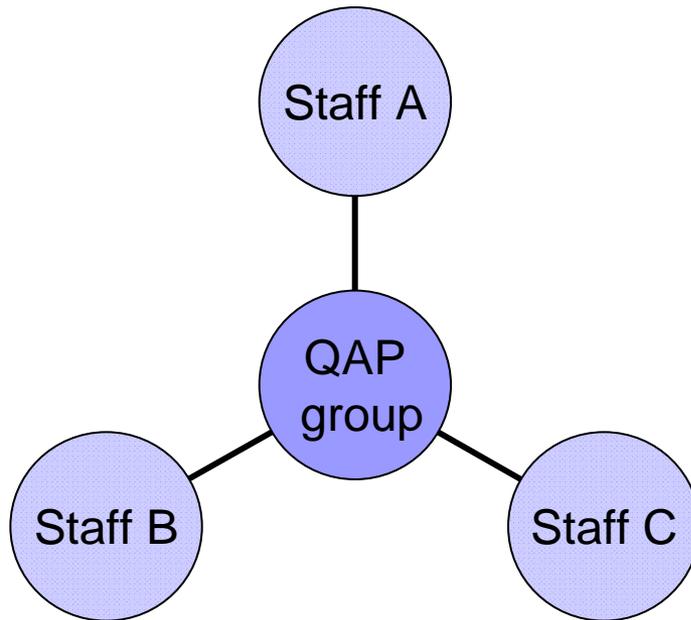   - One is the key question labelled

QAPonline System Design

QAPonline Tutorial Version1.1 2006
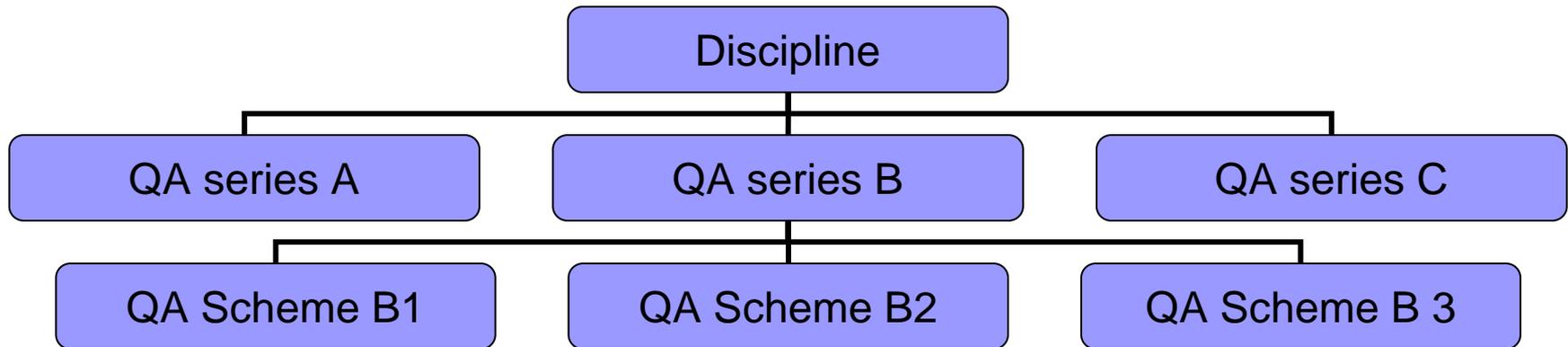
QAPonline System Design
eg Embryology

```
                    ┌─────────────────┐
                    │   Embryology    │
                    └────────┬────────┘
        ┌────────────────────┼────────────────────┐
┌───────────────┐  ┌─────────────────┐  ┌───────────────┐
│ Fragmentation │  │  Early Cleavage │  │  Blastocysts  │
└───────────────┘  └────────┬────────┘  └───────────────┘
        ┌──────────────────┼────────────────────┐
┌───────────────┐  ┌─────────────────┐  ┌───────────────┐
│ Cleavage 2005 │  │  Cleavage 2006  │  │ Cleavage 2007 │
└───────────────┘  └─────────────────┘  └───────────────┘
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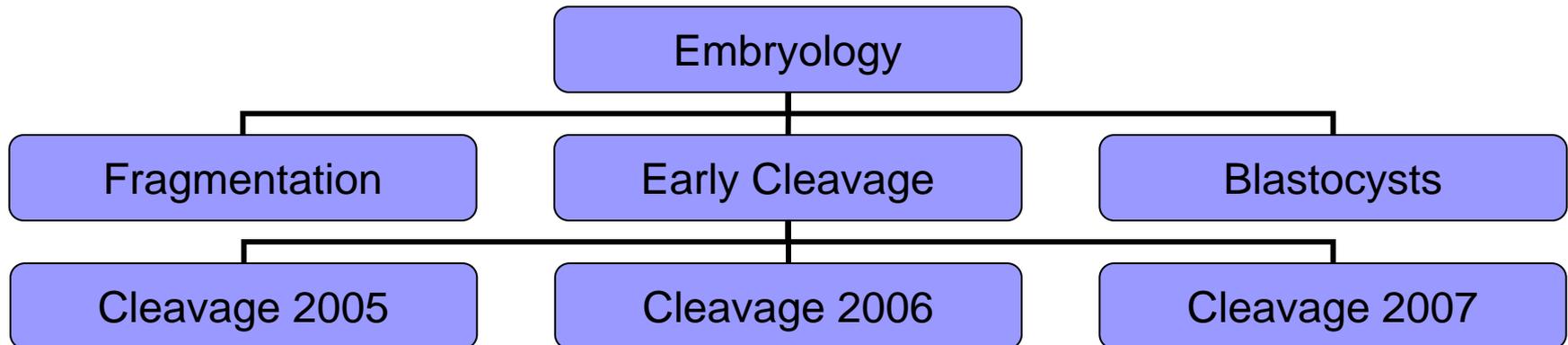
In summary,

Each QAP group is composed of one or more staff members

In summary,

Each QAP Series is composed of one or more QAP groups of variable staff numbers and experience - in other words, the real world.

QAPonline Work Flow.

Create QAP group

Add Staff

Staff completes monthly tasks

Self assessment

Enrol each staff

Subscribe to schemes

Supervisor External Assessment

Supervisor Internal Assessment
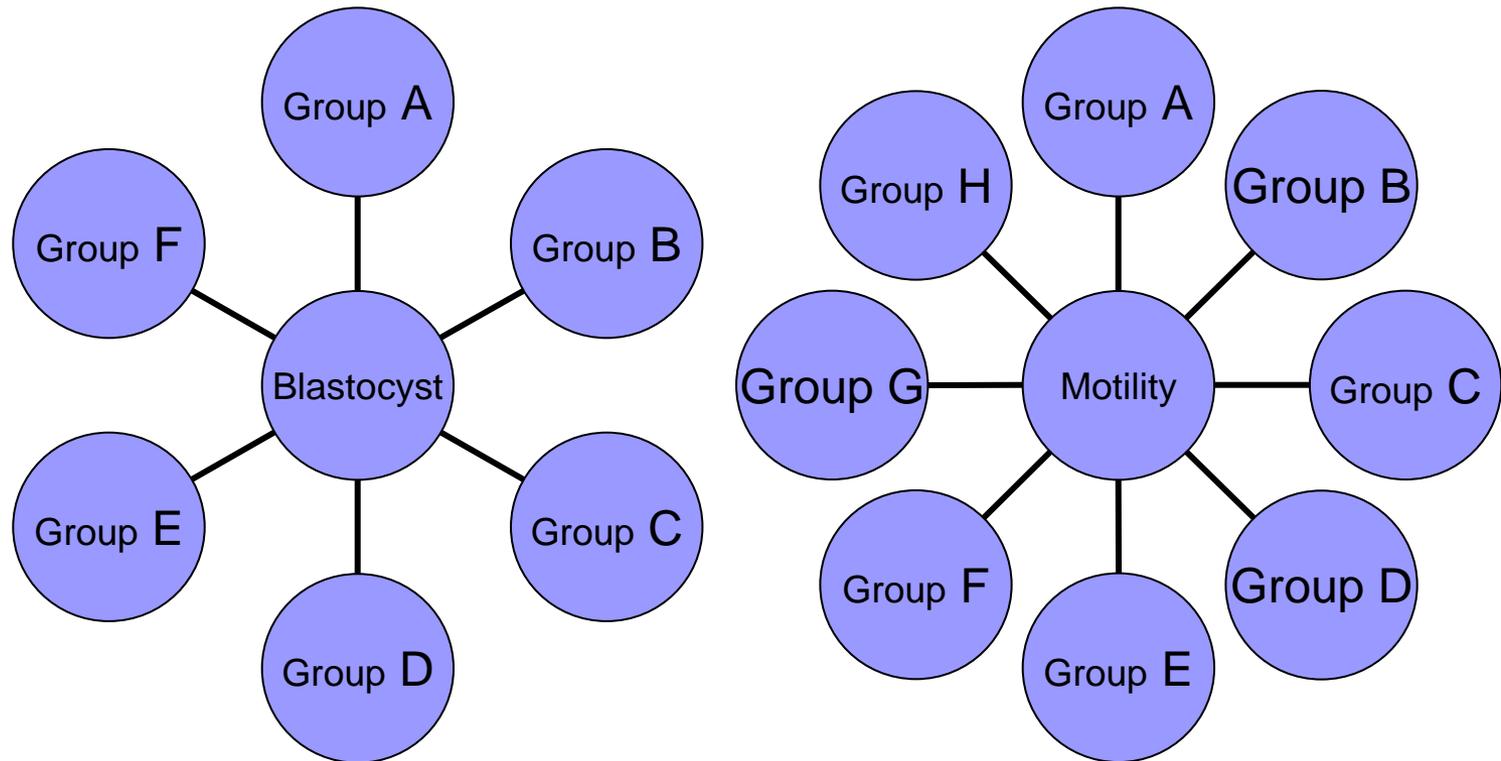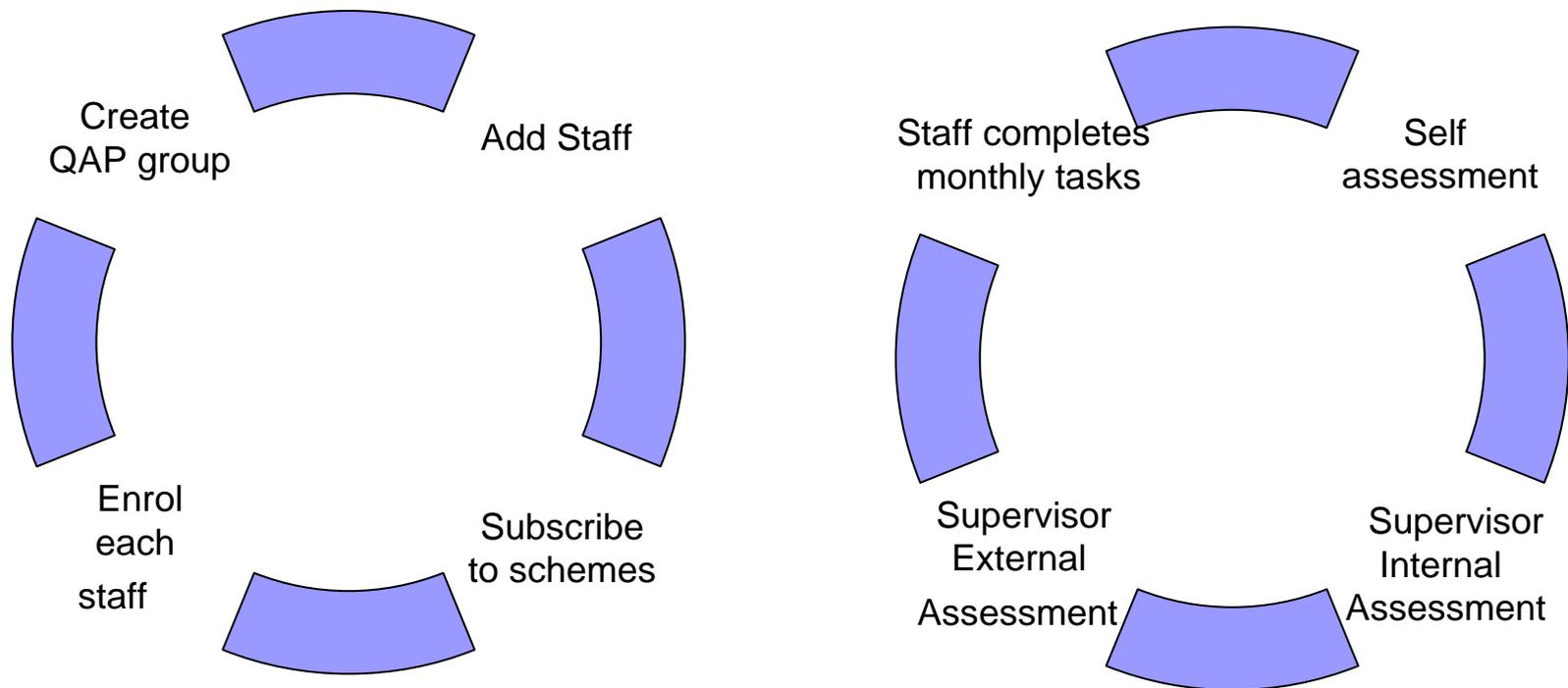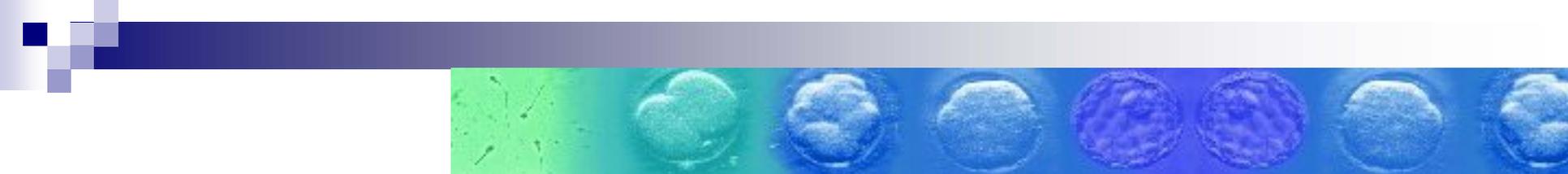
Why Use QAPonline

- **For QAPonline**
    - More participants makes the schemes increasingly international and robust
- **For each scientist**
    - Professional development
    - Improved skill based within an external pool
    - Expands one CV
- **For the clinic**
    - Awareness of individuals assessment skills
    - Improved uniformity in assessment and selection
    - Better clinic performance
- **For the patient**
    - Increased uniformity in outcome
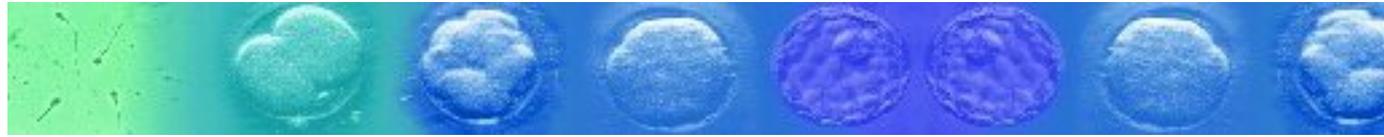
OK
enough talk – lets see how to get started and participate

FertAid home Page

- You can
- Logon
- Register
- Subscribe
- Tutorial
- Utilities
  - ☐ Virtual lab
  - ☐ Glossary
  - ☐ Jokes
  - ☐ Education

FertAid home Page - logon

- When you have registered, you will receive a logon code and password by email. Use this to access the site.
- If you have forgotten your code, they can be resent to your current email address.
- IF you have not registered, select *REGISTER*

How to Register

- The first action is to register.

- Locate the register button and select.

- Complete the form

How to Register -
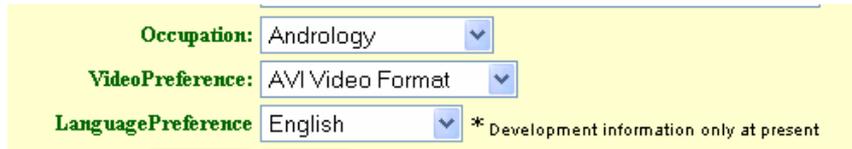# Complete the Registration Form

- Ensure all boxes are completed.
- If some fields are inappropriate then use a () . or a (*)
- You are asked
  - Your main occupation
  - Your preferred video format
  - Your preferred language
  - Your email address

How to Register - Options

- **These options are guides only.**
- **The video options-**
  - ☐ AVI for windows
  - ☐ MPEG for windows and Apple
  - ☐ MOV files for Apple only
- **The language is under development but the menus, questions and options have the potential to be multilingual**

Welcome Page

Home Page within QAPonline
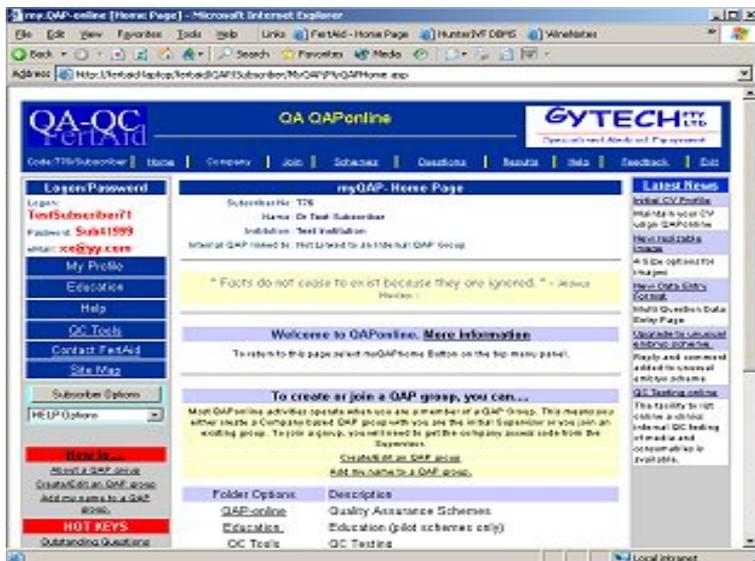
- When you logon the first page is always the home page.
- On the top left hand side is you unique
  - ☐ Logon
  - ☐ Password
- These were emailed to you on registration

Logon and Password

Code:776/Subscriber | Home |

Logon/Password

Logon: **TestSubscriber71**

Password: **Sub41999**

eMail: **xx@yy.com**

My Profile

- The logon code and password to enter QAPonline are found in the top left hand corner of the home page

- Your current email is also displayed. If this is incorrect, you can change it by selecting *My Profile* and *Update Details*

Creating a QAP group

To create or join a QAP group, you can....

Most QAPonline activities operate when you are a member of a QAP Group. This means you either create a Company based QAP group with you are the initial Supervisor or you join an existing group. To join a group, you will need to get the company access code from the Supervisor.

Create/Edit an QAP group ←

Add my name to a QAP group.

To create or join a QAP group, you can....

Most QAPonline activities operate when you are a member of a QAP Group. This means you either create a Company based QAP group with you are the initial Supervisor or you join an existing group. To join a group, you will need to get the company access code from the Supervisor.

Create/Edit an QAP group

Add my name to a QAP group. ←

- QAPonline works as a company based QA system.
- To create a QAP group you first need to nominate yourself as a Supervisor.
- Locate the "Create a QAP group" link
- IF the QAP group exists and you wish to join it - then select "ADD MY NAME TO A QAP GROUP" to join.

Creating a new QAP group

Please complete the basic information required to create a clinic record for Internal QAP purposes.
You will be able to edit and add more details in the next page.
QAP-online has used the same information which formed part of your subscriber registration.

Please note: All fields are required.

Name of Clinic or Institution: `Test Laboratory`

Region: `Australia, New Zealand, Pacific`

Type of Institution: `IVF Clinics`

Admin Contact Name: **Dr-Test-Subscriber**

Admin Contact Email: **xx@yy.com**

Login Code: **TestSubscriber71**

Password: **Sub41999**

Units: **1**

`Submit` `Reset`

■ If you nominate yourself as the QAP Supervisor then you will end with this screen whereby the name and supervisor are used to create the group

Unique Clinic Code

Clinic/Company/Institution Information

Clinic Status	You have already created a clinic/institution record which will allow you to operate QAP-online as an internal QAP/Education tool.
Clinic Code	The clinic code you should provide to all other group members is : **Test42037**
Clinic Name	**Test Laboratory**
Address	
Edit/Update	If you wish to update/Edit the clinic Information, you will need to use the same logon code and password as you used when entering myQAP-online. The Clinic/Company/Institution Edit Option is a common entry page. When you leave the page, you will return to www.fertAid.com home page.

[Update/Edit Clinic/Company/Institution Information]

Return to myQAP-online home page

Home page/Company page

- When you are a member of a QAP group, the top menu bar will identify both the home and company icon

QAPonline

– Adding staff to your QAP group

- There are two ways to add staff to your QAP group
- 1. ask each to register and select

'Add my name to a QAP Group' on the home page.

QAPonline

– Adding staff to your QAP group

QAP-online Internal QAP Facilities.

Current Status	My subscription is NOT linked to a clinic or institution
Clinic Code	⊙ Link me to Clinic Code test42037
	[-get this code from your QAP supervisor]
	[Update Clinic Link]

- If you select '***Add my Name to a QAP group***' then..
- You are asked to provide the clinic code and then select ***Update Clinic Link.***
- You obtain the clinic code from your supervisor

QAPonline

– Adding staff to your QAP group

QAP-online Internal QAP Facilities.

Current Status	My subscription is linked to Clinic Number: 520
	The clinic's identifying code is: Test14860
Clinic:	Test Institution
	..
Attached to lab	You are not linked to a laboratory within your QAP group

Link to a laboratory in my QAP Group.

Lab name: Lab 1 ▾

Link me to this lab.

Clinic Code ○ Remove my link to a Clinic

Update Clinic Link

- Once you are a member of a QAP group, you can nominate which laboratory you work in (if the supervisor has created a record of your lab)

- Note, your name will appear on a clinic staff list for all to see…

QAPonline

QAP Supervisor

Menu Info

Welcome

Reports

Options

New QAP Group

Change Supervisor

Edit Company

Laboratories

New Laboratory

Join Help

Add Staff

Staff List

Enrol Staff

Staff Summary

Staff Competency

Staff Notice

Certificates

Orders/Receipt

– Adding staff to your QAP group

- As supervisor, you can select '***Add Staff***' from your supervisors menu and add a new staff member to your group dynamically

- You can also create a staff notice to send to staff about the subscription –
  - □ see '***Staff Notice***'

Group Identification

myQAP - Home Page

Subscriber No: 776
Name: Dr Test Subscriber
Institution: Test Institution
QAP Status Primary QAP Supervisor
Internal QAP linked to: Test Laboratory

- Your identification will indicate both your name and clinic and the QAP group to which you have attached.

Company Page (QAP group)

- When you are a member of a QAP group, a Company link will appear on the upper menu.
- Select Company button to see the QA scheme that are available.
- When you first create the group, there are no QA schemes available.
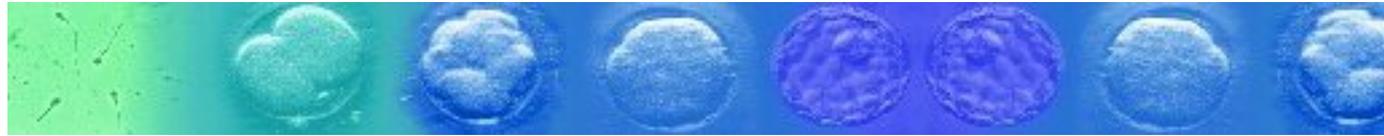
How to subscribe

- To subscribe to one or more schemes… you need to
  - 1. Create the QAP group with a nominated supervisor
  - 2. Decide on which schemes and which staff are to be involved
  - 3. Decide on the type of subscription (see next slide)
  - 4. Find the subscription form
  - 5. Complete and post with payment (various formats)
  - 6. Send to FertAid.
  - 7. On receipt, FertAid will provide access to the scheme BUT
  - 8. Each staff member needs to enrol in each scheme at the correct skill level.

Company Subscription

Join a QA Scheme

- My Home Page
- Menu Information
- Join Options
- How to enroll
- Structure of QA Schemes
- View QA Series
- Payment Information
- Enrollment Forms
- Review Fees
- Types of Subscription

- Select Join
- Select Enrollment Forms to generate a customised Subscription form.
- Use this menu for other information on
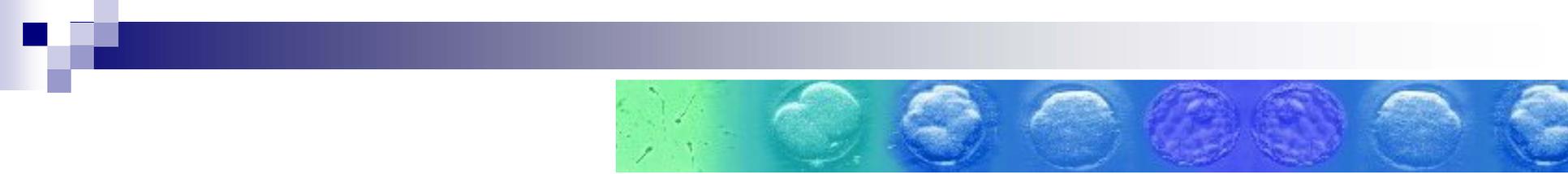 - ☐ Fees
  - ☐ Types of subscription.

Company Subscription

- **The upper part of the form requests**
  - ☐ **Which year subscription you wish**
    - ■ Yes you can enrol in previous schemes
  - ☐ **Schemes of interest if you plan to enrol in selected or limited number of schemes**

Company Subscription

- **The lower half of the form requests information on**
  - Bundled subscriptions
  - Type of payment
  - Payment Currency.

Company Subscription
-Bundled subscriptions

- Individual - One scheme, one person
- Clinic - One scheme , all staff
- Professional – All schemes in one discipline eg Andrology, all staff
- Global - All schemes in all discipline for all staff
- Contact FertAid for advice if needed

Subscribing to individual schemes

- QAPonline allows individual subscriptions or clinic wide subscriptions where all appropriate staff members may participate.

- There are several free schemes, early QA schemes or training schemes that are not available through the clinic wide subscriptions.

- These can be access on an individual basais

Subscribing to individual schemes

Information about Joining a QAP Scheme.

QAPonline has been built around a series of modules. To access any module you need to join or enroll in it. To learn about to happens when you enroll read How to Enrol. Some modules are free but most require a subscription to join. If you wish to join a scheme, either you as an individual or the company you work with may join and in so doing allow you to select and join any of the schemes available to your company. If your company has subscribed, you can see the schemes available to you Schemes I can join.

If the scheme is free, you can join at any time and at no cost. See list of free schemes

These pages allow you to explore the QA scheme structure of QAP-online and how to enroll. You can always return to this page by selecting **'Join'** on the upper menu.

From this page, you can

- view the review the structure of QAP online and the data hierarchy
- QAP Schemes available in the current and in previous years
- review the types of subscriptions available
- how to enroll in a QA Scheme and the fees for each scheme.
- see the schemes in which I have already enrolled.

If you are part of a QAP group AND your clinic has obtained a clinic based subscription, you can select 'Schemes available to your clinic' and proceed to Enroll.

Subscribing to individual schemes

- Find the Link on the upper menu called

  Join

Subscribing to individual schemes

Join a QA Scheme

- My Home Page
- Menu Information
- Join Options
- How to enroll
- Structure of QA Schemes
- View QA Series
- Payment Information
- Enrollment Forms
- Review Fees
- Types of Subscription

Join a QA Schemes

- 1. View 2006 Schemes
- 2. View 2005 Schemes
- 3. Schemes available to members of your clinic/laboratory

- The JOIN menu provides background information on the schemes, enrolment forms and types of subscriptions. Access 'VIEW QA SERIES' for a full list or
- Access one of the subgroups listed on the lower menu

Subscribing to individual schemes

Subscribing to individual schemes

Join a QA Schemes

1. View 2005 Schemes

2. View 2004 Schemes

3. Schemes available to members of your clinic/laboratory

4. View All Schemes

5. Education Schemes

6. Survey Schemes

7. Demonstration

8. Under Develpment

8. Free Schemes

- You may find a scheme of interest to you from one of these options.

Subscribing to individual schemes

Join a QA Scheme

My Home Page

Menu Infomation

Join Options

How to enroll

Structure of QA Schemes

View QA Series

Payment Information

Enrollment Forms

Review Fees

Types of Subscription

- To find a QA scheme of interest select VIEW QA Series
- This will break the schemes down into their master series portfolios

Subscribing to individual schemes

QA Groups	Description
Embryology	Human Clinical Embryology
Andrology	Human Clinical Andrology
Education for ART	A series of online ongoing education schemes for the reproductive sciences.
Ultrasound	Clinical Ultrasound for IVF and Ob/Gyn
Occ Health and Safety	A QA scheme testing OH&S Issues

- Selecting ***View QA Series*** produces a list of QA disciplines that contain active schemes.

- Remember that the structure of QAPonline is
  - Discipline (all series in one discipline)
  - Series (All schemes on 1 topic)
  - Scheme (annual scheme)

Subscribing to individual schemes

Select	Series Code	Comment
🔍	HAA	Sperm Morphology - WHO 4th Edition.
🔍	HAB	Sperm Motility.
🔍	HAC	Sperm Morphology-Tygerberg Strict Criteria
🔍	HAD	Sperm Concentration-haemocytometer
🔍	HAE	Sperm Concentration-Makler
🔍	HAG	Anti Sperm Antibodies by Immunobeads Assay
🔍	HATMorp	Training module for human sperm morphology
🔍	HATWHO	WHO Manual Training Program
🔍	SuA	Andrology Surveys

- Selecting a discipline then generates a list of all the QA series in a discipline. In this example, all the series in Andrology are displayed.
- Some are QA schemes others are educational
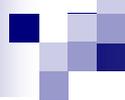
Subscribing to individual schemes

- When you select a QA series, the annual QA schemes for the series are displayed.

Subscribing via Company Page

- If you plan to join via a company subscription, you need to complete a subscription form and send it to FertAid.
- FertAid will provide access to the schemes
- The schemes will become available on the Company Page.
- But each staff member need to join each scheme separately and at the appropriate skill level

Enrolling in Schemes

- After you have completed the subscription form and submitted this to QAPonline with payment , the schemes requested will appear on the company page

- You can access previous years subscriptions by selecting *'Previous years'*

Enrolling in Schemes

QAP Schemes Available via Companies Subscription.		
QAP Schemes Available via Companies Subscription.		
Year	**Subscription**	
-2005	Global Subscription	Entitles a clinic to register all clinic staff to all schemes in all disciplines in a calender year.
-2004	Global Subscription	Entitles a clinic to register all clinic staff to all schemes in all disciplines in a calender year.
-2003	Global Subscription	Entitles a clinic to register all clinic staff to all schemes in all disciplines in a calender year.

■ If your company has subscribed over several years, you will have access to the previous schemes. Just select the year and the scheme and enrol in the standard way.
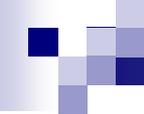
Enrolling in Schemes

- It seems like there has been a lot of work just to get started.
- This may be true for the QAP Supervisor who needs to decide the type of QA and who should participate
- For each staff member, all they need to do is register and join the schemes
- This takes about 5 minutes after one has worked out how to do it.

Enrolling in Schemes

- The essential aspect of QAPonline is that it is based upon an individual participation.

- This means that each participant has to enrol in each relevant scheme each year.

- There is a reason for this…..

- QAPonline allows a staff member to enrol at different skill levels over a period of time.

- That is as they develop proficiency, this should be reflected in their skill level

Joining a QA scheme – Skill levels

- **There are four level of enrolment.**
    - ☐ Student - no previous experience
    - ☐ Associate - working in the industry but not in the subject of the QA scheme.
    - ☐ Professional - actively working in the subject of the QA scheme.
    - ☐ Peer - selected by QAP supervisor to represent the skill level for internal benchmarking.

Joining a QA scheme - Applications of skill levels.

- This means that a staff member may be a professional in one scheme, a student in another and a peer in a third scheme.

- Also that a staff member may be a student in one year and after demonstration of competency, a professional in another.

Joining a QA scheme

- There are several ways to join a QA scheme
- The easiest is to select ENROL from the scheme list on the company page.

Joining a QA scheme

- From the Company Page Select one scheme at a time and select *'Enrol'*

Joining a QA scheme

- There are 2 screens. The first identifies the scheme and indicates if access to the scheme is free , has been paid by your company or needs payment (not shown).

Joining a QA scheme

Application to Subscribe to a QAP Scheme- Definition of Professional Involvement

If you wish to subscribe to this QAP-online Scheme, please indicate your level of professional competency in this field. adn then press Subscribe Now. You may indicate the professional society you belong to. When accepted, you will be able to access and particiapte in the scheme. FertAid-QAP-online welcomes you as a participant and appreciates any comment and suggestion.

Discipline:	Andrology
Species:	Human
Scheme Number:	HAE2006
Scheme Name:	Sperm Concentration - Makler Chamber-2006
Group Comment:	Human Clinical Andrology
Scheme Comment:	Assessment of sperm concentration by Makler Chamber.
Avaliable From:	2006
Available to:	Subscription required
UnitsRequired:	Payment not required- Clinic subscription

Subscription Status: Student/For educational reasons. — Select the level of professional involvement in Andrology

I wish to support: *No Society/Not linked to a Society — or Add your Society name

Years of professional Expertise: 1982 — Indicates the year you have acted independently in thise area-leave at ZERO if no experience

Professional Expertise is new in 2006. It has been added to provide another level of data review See Profile/Expertise for more information.

Subscribe Now

- The second screen asks for
- your skill level
- A society you wish to acknowledge
- The year you were approved to work in this area without supervision.

About Schemes

- The list of scheme that you are enrolled in is listed under the **Schemes** Link found on the upper menu.
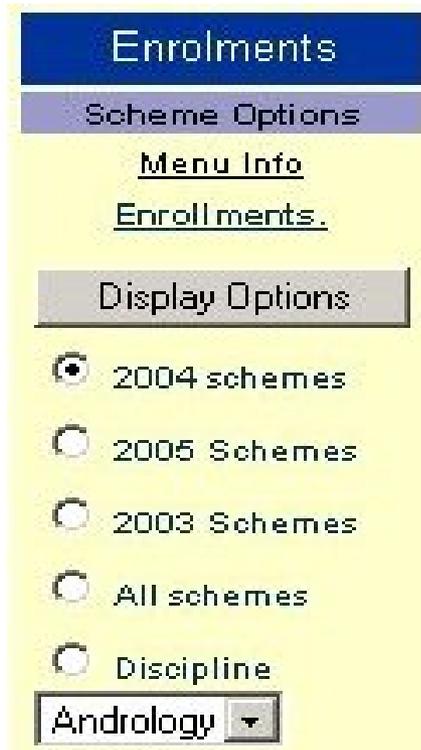
About Schemes

- The Enrollment menu allows you to navigate between different list options including
  - Different years
  - Different disciplines.

About Schemes

- Selecting the hyperlink to a scheme generates a list of all the monthly assessment tasks for that scheme
- This image demonstrates that all the instalments are displayed but
- Only those for release can be accessed.
- Instalments for future time periods can only be accessed when the time set points have been reached.

About Schemes

- Note all instalments carry the scheme nomenclature eg HAB2004 - HAB2004.01, etc

List of QAP-online Units for Scheme HAB2004 - Human Sperm Motility - 2004		
⚠	The list below contains all the Issues with the selected scheme. Each Issue contains an image or with a series of questions about the image or text. . You are enrolled in this scheme at the 3 lev [Discipline part of my normal working environment]	
Select	**Title**	**Comment**
HAB2004.01	Sperm Motility	Assess % Motility - [0 Replies/4 Questions] - [Released: 1 / 2004]
HAB2004.02	Sperm Motility	Assess % Motility - [0 Replies/4 Questions] - [Released: 2 / 2004]
HAB2004.03	Sperm Motility	Assess % Motility - [0 Replies/4 Questions] - [Released: 3 / 2004]
HAB2004.04	Sperm Motility	Assess % Motility - [0 Replies/4 Questions] - [Released: 4 / 2004]
HAB2004.05	Sperm Motility	Assess % Motility - [0 Replies/4 Questions] - [Released: 5 / 2004]
HAB2004.06	Sperm Motility	Assess % Motility - [0 Replies/4 Questions] - [Released: 6 / 2004]
HAB2004.07	Sperm Motility	Assess % Motility - [0 Replies/4 Questions] - [Released: 7 / 2004]
HAB2004.08	Sperm Motility	Assess % Motility - [0 Replies/4 Questions] - [Released: 8 / 2004]
HAB2004.09	Sperm Motility	Assess % Motility - [0 Replies/4 Questions] - [Released: 9 / 2004]
HAB2004.10	Sperm Motility	Assess % Motility - [Available: 10 / 2004]

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About Schemes

Enrolments
Scheme Options
Menu Info
Enrollments.
Information
Structure
Description
Installments
Outstanding Q
Test Info
My Reports
Group Report
Enrollment
Certificate
QAP Group
YTD Summary

■ The scheme menu allows information on

- ☐ The instalments
- ☐ Outstanding questions
- ☐ Reporting options
- ☐ Certificates

Completing a QA Task

- Selecting a Quiz from the list of Assessment tasks displays the list of questions .
- Note one question is the QAP question.
- The balance are supportive or educational
- All can be reviewed.

Completing a QA Task

Quiz Options
Quiz Menu Info
Image
Questions
Questions+Image
NEW! Submit
Replies
Answers
Add Comment
Review Comments
Assessment Rules
Navigation
Installments

- The quiz menu allows you to
  - Review the questions
  - Review the image
  - Review both
  - Submit all replies at one time

Completing a QA Task

- Some instalments have multiple images.
- To see the multiple images select
- Open Slide Show or
- View Video Options

Completing a QA Task

Question Options

Image

Options

Question Info

Turn ReplyCheck OFF

- You can toggle between
  - ☐ the image
  - ☐ The questions
  - ☐ Both
  - ☐ Question information if present
  - ☐ Reply check

Completing a QA Task

■ Images can be static

Completing a QA Task

Code: HEE2004.09-1 - [Title:Single Day 3 Embryo] Image Size=575KB - Released:9/2004
QAP Comment:"Assess as a Day 3 Human Embryo -
How many cells are in the embryo   Select Question

QAP-online © Copyright 2004 2/5 [www.FertAid.com]

QAP-online © Copyright 2004 1/2 [www.FertAid.com]
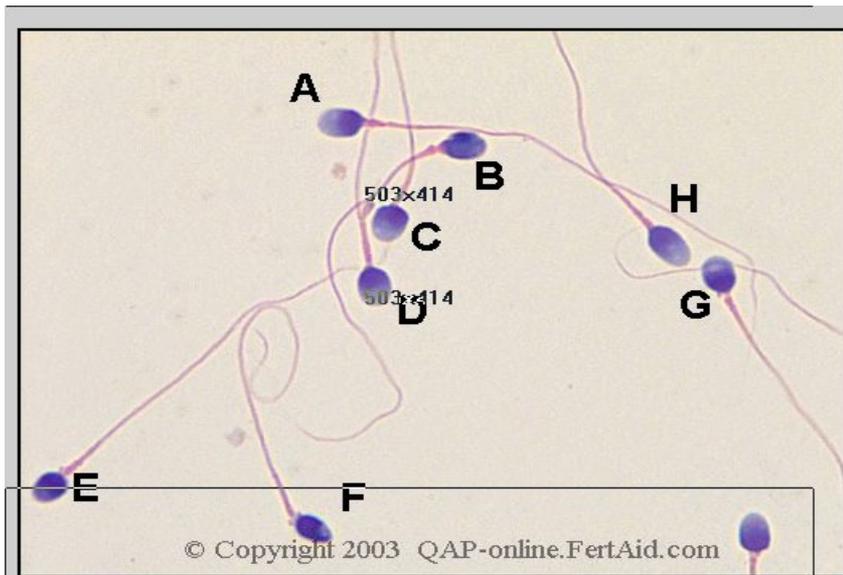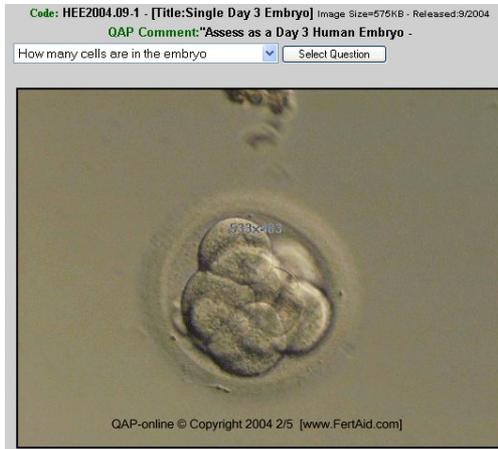
- Animated gif files
- These rotate continuously
- Reflect viewing an object through several fields of view

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Completing a QA Task

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- A slide show of multiple slide to reflect several views of the one slide eg for sperm morphology

Completing a QA Task

- Video formats
- Either in
  - AVI
  - MOV
  - MPEG

Completing a QA Task

- Questions can be numeric
- Note that if you do not wish to provide a reply but acknowledge the question, you can mark the questions **_No reply_**

Completing a QA Task

■ Multiple choice

Completing a QA Task

- Multiple choice
- When you have replies to one question on the list, the next unanswered question appears until all have had been replied.

Completing a QA Task

- You can reply to all the questions at one time if you wish

Completing a QA Task

- You can attach and resize the image if you need further magnification.

Completing a QA Task

- You can replay the videos as often as required.

Completing a QA Task

■ You can turn on/off reply checking where you need to confirm the reply submitted is your correct assessment

Completing a QA Task

- When you have replied to all the questions in an instalment,
  - The question list displays your reply
  - If you select the hyperlink to a question then…

Completing a QA Task

Select	Title	Comment
HAB2003.01	Sperm Motility	Assess % Motility - [4 Replies/4 Questions] - [Released: 1 / 2003]
HAB2003.02	Sperm Motility	Assess % Motility - [4 Replies/4 Questions] - [Released: 2 / 2003]
HAB2003.03	Sperm Motility	Assess % Motility - [4 Replies/4 Questions] - [Released: 3 / 2003]
HAB2003.04	Sperm Motility	Assess % Motility - [4 Replies/4 Questions] - [Released: 4 / 2003]
HAB2003.05	Sperm Motility	Assess % Motility - [4 Replies/4 Questions] - [Released: 5 / 2003]
HAB2003.06	Sperm Motility	Assess % Motility - [4 Replies/4 Questions] - [Released: 6 / 2003]
HAB2003.07	Sperm Motility	Assess % Motility - [4 Replies/4 Questions] - [Released: 7 / 2003]
HAB2003.08	Sperm Motility	Assess % Motility - [4 Replies/4 Questions] - [Released: 8 / 2003]
HAB2003.09	Sperm Motility	Assess % Motility - [4 Replies/4 Questions] - [Released: 9 / 2003]
HAB2003.10	Sperm Motility	Assess % Motility - [0 Replies/4 Questions] - [Released: 10 / 2003]
HAB2003.11	Sperm Motility	Assess % Motility - [0 Replies/4 Questions] - [Released: 11 / 2003]
HAB2003.12	Sperm Motility	Assess % Motility - [0 Replies/4 Questions] - [Released: 12 / 2003]

- You can also turn on/off the visual summary of which units you have completed.

Completing a QA Task

- The list of answered questions can be accessed via the *ANSWERS* option on the quiz menu

Reviewing your answer.

- One great feature of QAPonline is that it allows you to review your reply as soon as submitted.
- The summary is presented as a feature of the current data set.
- The data set will continue to grow with each submission.

Reviewing your answer.

Reply #:	#50670 [Please quote if required] Question type=N/N
Scheme	Sperm Motility [QAP Code:HAB2004]
Data Set:	Data:Professional
Question:	**Estimate the % motility**
Your Answer	**65 %**
# Replies	**130** [From 65 Laboratories]
Mean	**63.1± 10.0 [Range: Min 20 / Max 85] - CV=15.8%**
	This result was **0.2** SD from Mean
	*
	-2SD	-1SD	1SD	2SD	3SD
Comment:	
Correction:	If you have made an error in submitting this reply, you may request a review from your QAP supervisor. RequestReview

- **The reply window has several key points**
  - The data set
  - The breakdown in the participants
  - Statistics
    - Mean
    - SD
    - CV
    - Range

Reviewing your answer.

Summary of Replies to Question.	
Reply #:	#103562 [Please quote if required] Question type=O/O
Scheme	Sperm Motility [QAP Code:HAB2003.10]
Data Set:	Data:Professional
Question:	How would define the motility in this sample?
Your Option:	Normal Motility
Response:	**3 similar answers/ 45 answers [6.67%]**
Option:523	Normal Motility = 3 / 45 [6.67%]
Option:524	Mild Asthenospermia = 16 / 45 [35.56%]
Option:525	Severe Asthenospemia = 26 / 45 [57.78%]
Comment:	
Correction:	If you have made an error in submitting this reply, you may request a review from your QAP supervisor. RequestReview

- You can toggle between each reply using the blue arrows
- Multiple choice option information and your reply
- Request a review

Reviewing your answer.

	Summary of Replies to Question.	
Reply #:	# 103562 [Please quote if required] Question type=O/O	
Scheme	Sperm Motility [QAP Code:HAB2003.10]	
Data Set:	Data:Professional	
Question:	How would define the motility in this sample?	
Your Option:	Normal Motility	
Response:	3 similar answers/ 45 answers [6.67%]	
Option:523	Normal Motility = 3 / 45 [6.67%]	
Option:524	Mild Asthenospermia = 16 / 45 [35.56%]	
Option:525	Severe Asthenospemia = 26 / 45 [57.78%]	
Comment:		
Correction:	If you have made an error in submitting this reply, you may request a review from your QAP supervisor. RequestReview	

- Request a review
- If you submit a reply you believe was unintentionally wrong then you can request the administrator to review and correct if appropriate

Reviewing your answer.

- In some cases a correct reply may be available.
- In such cases, the correct reply and the Z score are displayed.

Reviewing your answer.

- The reply menu allows you to review the data set as either
  - Internal replies only
  - All professional replies
- Select **DATA FILTER**

Reviewing your answer.

Reply Options
- Image
- Summary
- Data Filter
- Advanced Stats
- Performance Report
- Restore Page
- See Data
- RequestReview

Statistics Options
- Basic Profile
- Frequency
- Remove Outliers
- By Skill Level

- The reply menu also allows you to access an advanced statistics module

Reviewing your answer.

Sperm Motility [QAP Code:HAB2003.01] - Advanced Statistics	
Reply #	# 17488 [Please quote if required] Question type=N
Scheme	Sperm Motility [QAP Code:HAB2003]
Data Set:	Data:All subscribers
Your Answer	75

	Table 2 Frequency Histogram		
1	50.1-54.5	1	
2	54.6-59.0	3	
3	59.1-63.5	6	
4	63.6-68.0	7	
5	68.1-72.5	17	
6	72.6-77.0	12	<-Your Reply->
7	77.1-81.5	21	
8	81.6-86.0	9	
9	86.1-90.5	11	
10	90.6-95.0	5	
	Total	92	
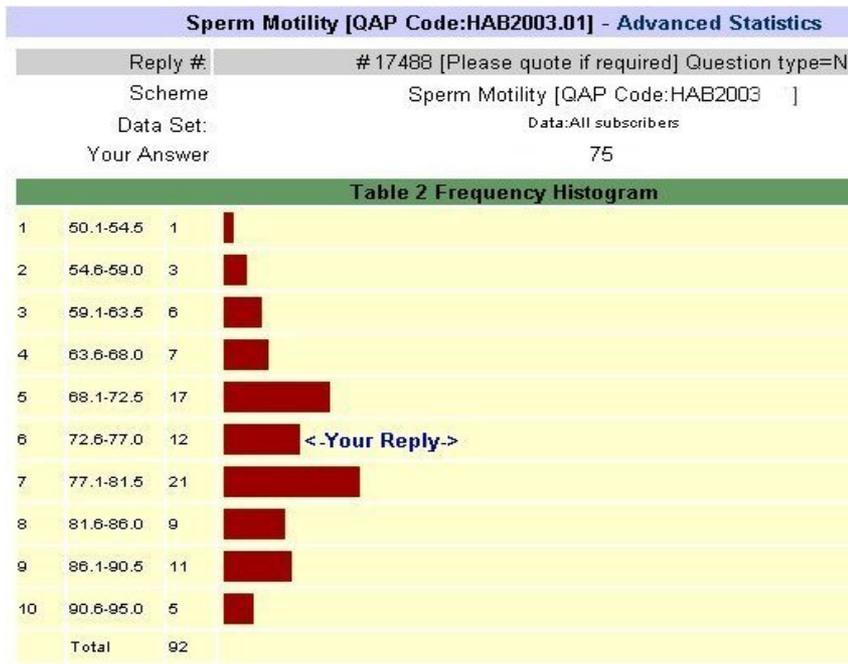
- The advanced module provides some basic data review including a histogram of replies.

Review performance

Reply Options
- Image
- Summary
- Data Filter
- Advanced Stats
- Performance Report
- Restore Page
- See Data
- Recalculate Mean
- RequestReview
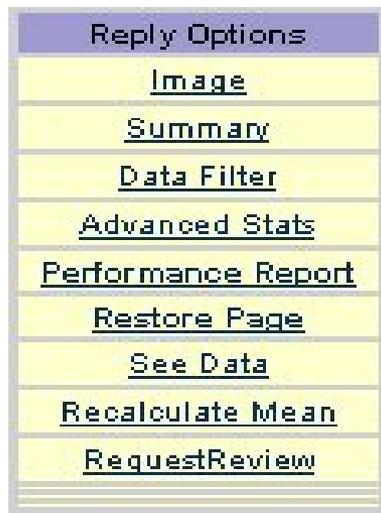
- From the reply menu, a review of your performance for the whole scheme YTD is possible. Select ***Performance Report.*** This only reviews the QAP flagged question
- You can also create a new window with the actual data set available for your own number crunching.

Review performance

Code: **HAB2003.10** - **[Title:Sperm Motility]** Image Size=40KB - Released:10/2003
QAP Comment:"Assess % Motility -

1.	QHA2009	QAP → Estimate the % motility - [Your reply : 15]
2.	QHA2010	Estimate the % spermatozoa with WHO (4th Ed) Grade A motility - [Your reply : 25]
3.	QHA2007	Was the quality sufficient to estimate the % motility? - [Your reply : Yes, I could make an estimate of the % motility - 55 / 66]
4.	QHA2012	How would define the motility in this sample? - [Your reply : Normal Motility - 3 / 65]

- The performance report is based upon the QAP question in the instalment

Review performance

- The standardised reporting module uses the QAP question for the scheme and is portrayed as SD units from the mean
You can toggle between Internal and external Data sets at will.

Review performance

776:HAB2004.01 [Your estimate was 65] Mean+SD= 69.0+8.27 SD from Mean=-0.49 [N= 120.00]   **DATA**   Type=N

3- . . . . 2- . . . . 1- . . . . ***** . . . . 0SD . . . . +1 . . . . +2 . . . . +3 . .

- **The standard reporting is SD units from the group mean**

- **Other information includes**
  - □ Mean and SD
  - □ Range
  - □ Max & Min values

Review performance
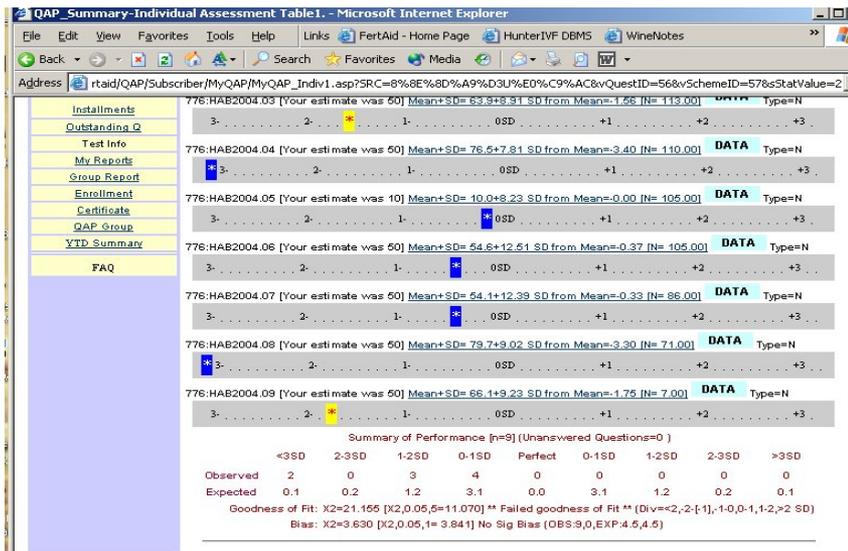
- **The performance report is created dynamically and is accessible at all times.**
- **There is a summary created at the end of the report.**

Review performance
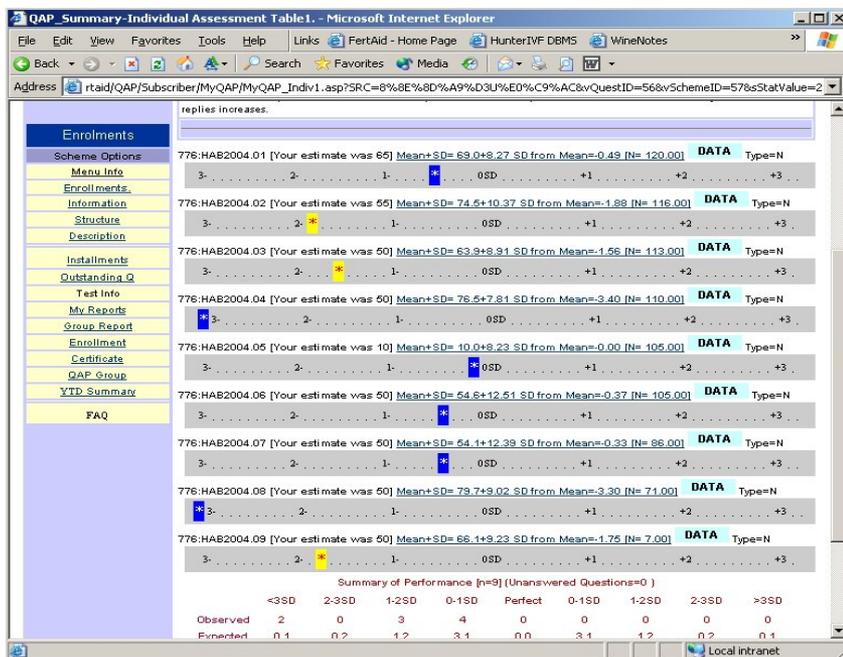
- Your performance for each instalment is described by a colour bar depending on the number of SD units your reply was from the group mean.

Review performance

Summary of Performance [n=1] (Unanswered Questions=0)

	<3SD	2-3SD	1-2SD	0-1SD	Perfect	0-1SD	1-2SD	2-3SD	>3SD
Observed	0	0	0	1	0	0	0	0	0
Expected	0.0	0.0	0.1	0.3	0.0	0.3	0.1	0.0	0.0

Goodness of Fit: X2=1.933 [X2,0.05,5=11.070] No Sig Different from Expected Distribution (Div=<2,-2-[-1],-1-0,0-1,1-2,>2 SD)

Bias: X2=0.667 [X2,0.05,1= 3.841] No Sig Bias (OBS:1,0,EXP:0.5,0.5)

Summary of Performance [n=9] (Unanswered Questions=0)

	<3SD	2-3SD	1-2SD	0-1SD	Perfect	0-1SD	1-2SD	2-3SD	>3SD
Observed	2	0	3	4	0	0	0	0	0
Expected	0.1	0.2	1.2	3.1	0.0	3.1	1.2	0.2	0.1

Goodness of Fit: X2=21.155 [X2,0.05,5=11.070] ** Failed goodness of Fit ** (Div=<2,-2-[-1],-1-0,0-1,1-2,>2 SD)

Bias: X2=3.630 [X2,0.05,1= 3.841] No Sig Bias (OBS:9,0,EXP:4.5,4.5)

- The statistical summary is also generated dynamically with all current data.

- Test for goodness of fit (against expected normal distribution) and bias.

Review performance
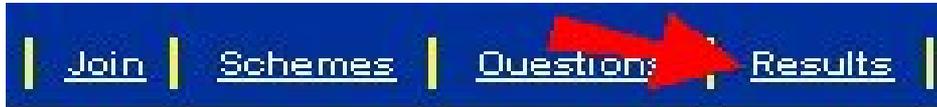
- You can also review your results by selecting **Results** from the upper menu
- This allows you to monitor your own performance for all questions not just the QAP question.

Review performance

Reports/Other

Navigation

Individual

Clinic Monthly

Clinic Annual

Supervisor

Help
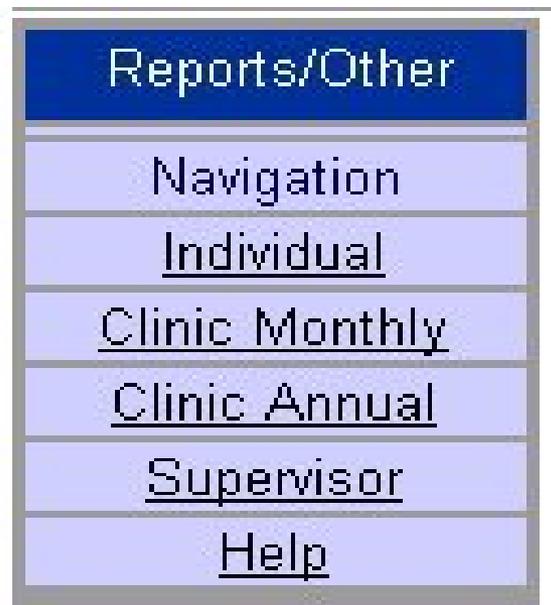
- Selecting results opens the results menu.
- This allows you to review your performance by individual schemes
- By monthly contributions
- By annual performance

Review performance

INDIVIDUAL ASSESSMENT REPORT: Select Schemes for assessment of your INDIVIDUAL REPLIES.

Reports/Other

INDIVIDUAL SUMMARY
Report Options
Indiv Schemes
9/07/2005

⚠ Information

○ Current schemes
○ All schemes
○ Incomplete
◉ Andrology.. ▼

Select Option

You have enrolled in the following schemes. Please select a scheme to view the list of questions you have answered to view the report. This option details

Select	Scheme Number and Title	Comment
HAA2003	Human Sperm Morphology - 2003	QAP-online-[Andrology]
HAB2003	Human Sperm Motility - 2003	QAP-online-[Andrology]
HAB2004	Human Sperm Motility - 2004	QAP-online-[Andrology]
HAB2005	Human Sperm Motility - 2005	QAP-online-[Andrology]
HAE2003	Sperm Concentration - Makler Chamber	QAP-online-[Andrology]

- Selecting Individual review
- Select a scheme of interest

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Review performance

Assessment: Individual Assessment by Question Type for Session: HAB2003 - Andrology

The list of questions below have appeared in some or all of the Issues. When you select a question, you will see a list of each of your replies for each Issues within the scheme. You will NOT see the questions for which you have not replied. Click on 🔍 to select a scheme. ...... **QAP** indicates a Primary QAP Question

Select	Number	Question
🔍	56	**QAP** Estimate the % motility
🔍	54	Was the quality sufficient to estimate the % motility?
🔍	57	Estimate the % spermatozoa with WHO (4th Ed) Grade A motility
🔍	163	How would define the motility in this sample?

- Selecting a scheme displays all the question in the scheme to which you have submitted a reply
- Selecting the QAP question generates a report the same as the previous performance summaries

Review performance

- Selecting a multiple choice question generates a report as shown whereby the proportion of other respondents who replied the same as you is displayed.

[HAB2003.12]	Normal Motility % Agreement= 76.92% -[30/39]	
[HAB2003.11]	Normal Motility % Agreement= 78.57% -[33/42]	
[HAB2003.08]	Normal Motility % Agreement= 49.02% -[25/51]	
[HAB2003.07]	Normal Motility % Agreement= 56.14% -[32/57]	
[HAB2003.05]	Severe Asthenospemia % Agreement= 98.41% - [62/63]	
[HAB2003.03]	Normal Motility % Agreement= 85.07% -[57/67]	
[HAB2003.02]	Normal Motility % Agreement= 68.18% -[45/66]	
[HAB2003.01]	Normal Motility % Agreement= 97.14% -[68/70]	
Summary	% Agreement= 77.36% -[352/455] Date:4/07/2005	

QAP Supervisor Options

A navigation bar showing: Home* | Company* | Supervisor* | Join* | Schemes* | Questions:* | Results* | Help* | Feedback* | Exit*

A second navigation bar showing: Home* | Company* | Supervisor*
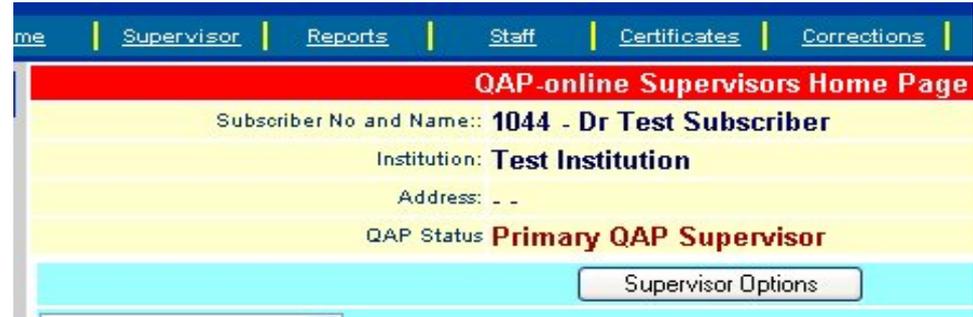
- A key aspect of QAPonline is the capacity to monitor and review the assessment performance of each staff by the QAP Supervisor
- If you are the nominated supervisor, a Supervisor link will appear in the upper menu.

QAP Supervisor Options

- On the company page, you are displayed as the QAP supervisor.
- In some clinics, the Scientific Director is not the QAP supervisor due to work load but
- He can be labelled as a Co-Supervisor
- This allows him to see the reports but not manage staff

QAP Supervisor Options

QAP Supervisor

Menu Info

Welcome

Reports

Options

New QAP Group

Change Supervisor

Edit Company

Laboratories

New Laboratory

Join Help

Add Staff

Staff List

Enrol Staff

Staff Summary

Staff Competency

Staff Notice

Certificates

Orders/Receipt

- The supervisors menu is broken down into
  - Reporting modules
  - Staff management modules
  - Laboratory management modules

QAP Supervisor Options

QAP Supervisor

Menu Info

Welcome

Reports

Options

New QAP Group

Change Supervisor

Edit Company

Laboratories

New Laboratory

Join Help

Add Staff

Staff List

Enrol Staff

Staff Summary

Staff Competency

Staff Notice

Certificates

Orders/Receipt

■ **As supervisor you can**
  - ☐ Edit the company details
  - ☐ Create and manage each laboratory
  - ☐ Create online certification for accreditation of schemes and staff
  - ☐ Manage orders and receipts
  - ☐ Change supervisors as required.

QAP Supervisor Options

Summary of Laboratories listed under your QAP Registration - Supervisor Summary		
Lab 1 ⌄ [Edit Lab]		Lab 1 ⌄ [Delete Lab]

List of Laboratories or QAP groups linked to Clinic 520-Test Institution			
#	Name	Laboratory	Status
140	Lab 1	,	No Manager Allocated
141	Lab 2	,	No Manager Allocated

- **Laboratory Management tools allows you to**
  - ☐ Create a new laboratory
  - ☐ Edit an existing laboratory
  - ☐ Delete an existing laboratory
  - ☐ This is relevant for larger organisations

QAP Supervisor Options
Staff Management

QAP Supervisor

Menu Info

Welcome

Reports

Options

New QAP Gr...

Change Super...

Edit Compa...

Laboratories

New Laboratory

Join Help

Add Staff

Staff List

Enrol Staff

Staff Summary

Staff Competency

Staff Notice

Certificates

Orders/Receipt

List of Subscibers linked to Clinic 520-Test Institution

#	Name	Laboratory	Status
1044	Dr Test Subscriber	Lab 1	QAP Supervisor
1046	Ms Mary Staff2	Lab 2	Andrology
1045	Mr Peter Staff1	Lab 1	Andrology

- **As supervisor you can manage staff by**
  - ☐ Add new staff
  - ☐ Alter personnel details
  - ☐ Enrol staff and allocate skill levels
  - ☐ Review participation and performance

QAP Supervisor Options

Staff Options

- Information
- Details
- Edit Profile
- Edit Status
- Activity
- Enrolments
- Remove
- Staff List
- Ex-Staff List

- Staff management tools allow you to remove staff that leave to organisation

QAP Supervisor Reports

Supervisor Reports

- Information
- Yearly Report - ℠.
- Summary Key Reports
- Annual Key Reports
- Monthly Key Reports
- Staff Key Reports
- Report by Question
- Report by Staff
- Staff Competency
- Lab Accreditation

- This is the key menu within QAPonline.

- The reporting module is available to both
  - QAP supervisor
  - Co-Supervisors.

QAP Supervisor Reports

Supervisor Reports

Information
Yearly Report - **.
Summary Key Reports
Annual Key Reports
Monthly Key Reports
Staff Key Reports
Report by Question
Report by Staff
Staff Competency
Lab Accreditation

- The key feature is the capacity to review dynamically the performance of your laboratory
  - in an external environment
  - In an internal environment
  - Individual staff
  - Individual laboratories
  - Individual Assessment skills

QAP Supervisor Reports

Supervisor Reports

- Information
- Yearly Report - **.
- Summary Key Reports
- Annual Key Reports
- Monthly Key Reports
- Staff Key Reports
- Report by Question
- Report by Staff
- Staff Competency
- Lab Accreditation

- You can interrogate the data by
  - Scheme
  - Each staff member
  - Each question
  - Individual laboratories.
  - Print EQA reports on demand with YTD data.
  - Create and manage staff Competency certification

QAP Supervisor Reports

Supervisor Reports

Information

Yearly Report - "".

Summary Key Reports

Annual Key Reports

Monthly Key Reports

Staff Key Reports

Report by Question

Report by Staff

Staff Competency

Lab Accreditation

The key function is the **Annual Key Reports**

This creates dynamically

- a YTD summary of the clinics mean data by instalment

- This can dissected by month or laboratory or staff

- Current or previous year reporting

QAP Supervisor Reports

QAPonline Report: **Test Institution** [Attention:Dr Test Subscriber] **Date:4/07/2005**

▲ EXTERNAL QAP: - - Year to Date 4/07/2005 ▼

Plot=SD from Mean	For Period	2002	2003	2004	**2005**	All Years

This Report generates a summary of your QAP group's performance over the Scheme to date. Select a scheme from the menu on the left and then select the format you prefer. To print the page without the left menu bar, Select PRINT.

List schemes available

Year: 2005

HAB2005 - Human Sperm Motility - 2005

- ■ Selecting Annual key reports allows you to access all QA schemes in the selected year

QAP Supervisor Reports

- You can toggle between years using the little blue arrows.
- Select the hyperlink for the scheme you want

QAP Supervisor Reports

- This generates a report with the mean of your clinics assessment values by professional staff members against all the professional in the pool
- The report is the same as the individual performance reports

QAP Supervisor Reports

SCHEME Options

Data Set

HAA2004

- Professional
- Peer Replies
- >10yr Experience

Display Options

SD from Mean

Mean+1SD

Plot Only

Print [Hide Menu]

Individual Staff

NEW! Staff Summary

By Laboratories

Scheme Statistics

By QA Associations

- Key features of the Annual Key Report are:

- Multiple reference comparison
  - ☐ All professional
  - ☐ Peer Professionals
  - ☐ Grandfather professionals

- Various graphical displays

- Review by Staff

- Review by Laboratory

QAP Supervisor Reports

SCHEME Options

Data Set

HAA2004

- Professional
- Peer Replies
- >10yr Experience

Display Options

SD from Mean

Mean+1SD

Plot Only

Print [Hide Menu]

Individual Staff

NEW! Staff Summary

By Laboratories

Scheme Statistics

By QA Associations

- **Other Supporting features of the Annual Key Report are:**

- **Scheme statistics including**
  - ☐ Measurement of Uncertainty for each scheme

- **QA Associations**
  - ☐ Any clinic can create a subgroup within the data set eg all European laboratories

QAP Supervisor Reports

- The report
  - Displays your clinics stats
  - The overall stats
  - A Supervisors comment
  - A summary at the end of the report.
- The measure is your clinics mean value as SD units from the total data set.
- You can access each months data
- All student and associate data is not included.

QAP Supervisor Reports
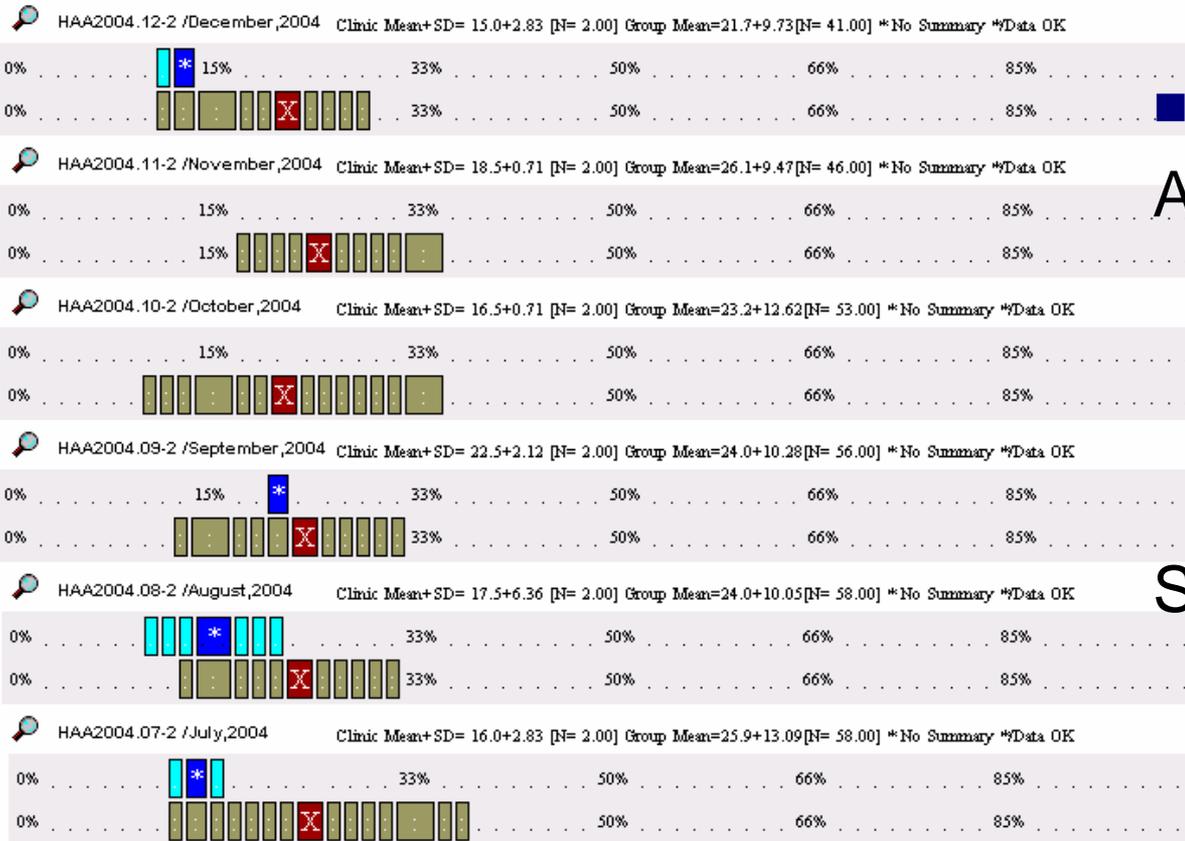
- Alternatively,

A graphical report for reply distribution for your clinics and all professionals

Shows mean and 1 SD for both groups

QAP Supervisor Reports
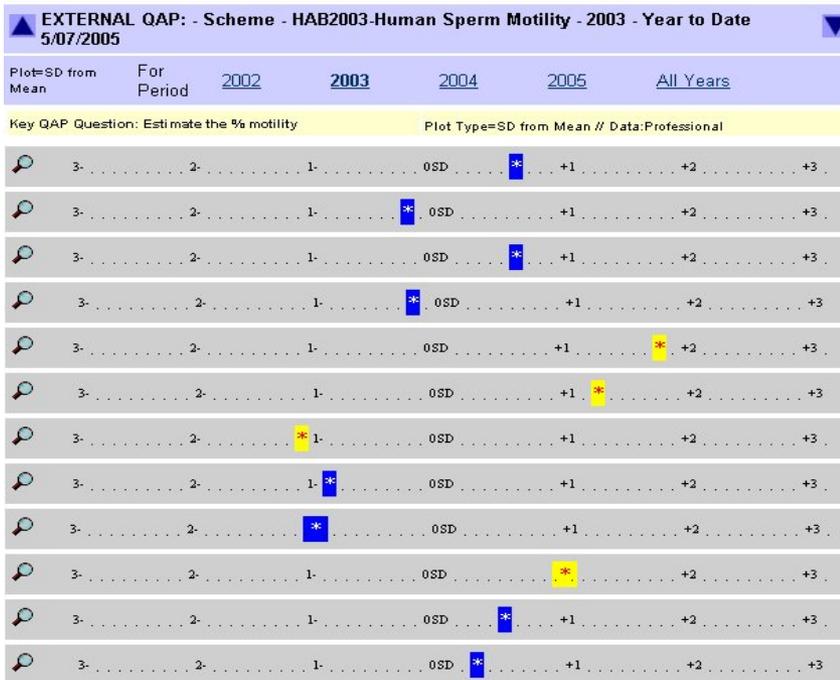
- Compacted report without statistical information

QAP Supervisor Reports

- Selecting the monthly icon, opens a monthly reporting module
- This allows the Supervisor to comment and "approve" a monthly QC data submission.
- For accreditation purposes.

QAP Supervisor Reports

- The monthly report
- Identifies each staff members contribution
- Compares the clinics data to the global pool
- Displays students reports (not included in the summaries).

QAP Supervisor Reports

Results for Dr Test Subscriber - Scheme:Human Sperm Motility - 2003 Release:HAB2003.01

Estimate the % motility

HAB2003.01: The submission of 70 was -0.6 units from the mean value of 76.37+/-10.2- [N=95]

Estimate the % spermatozoa with WHO (4th Ed) Grade A motility

HAB2003.01: The submission of 66 was 0.7 units from the mean value of 53.18+/-17.9- [N=65]

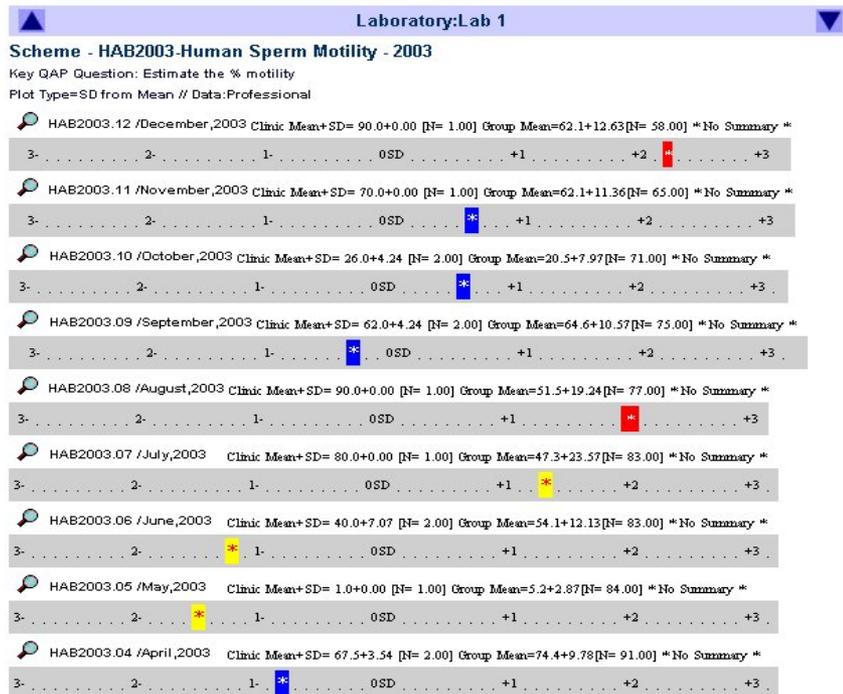Was the quality sufficient to estimate the % motility?
Yes, I could make an estimate of the % motility:: 48/101 [48%]

How would define the motility in this sample?
Normal Motility:: 90/94 [96%]

- From each month report, you can review the results for all questions in a selected instalment for a selected staff member.
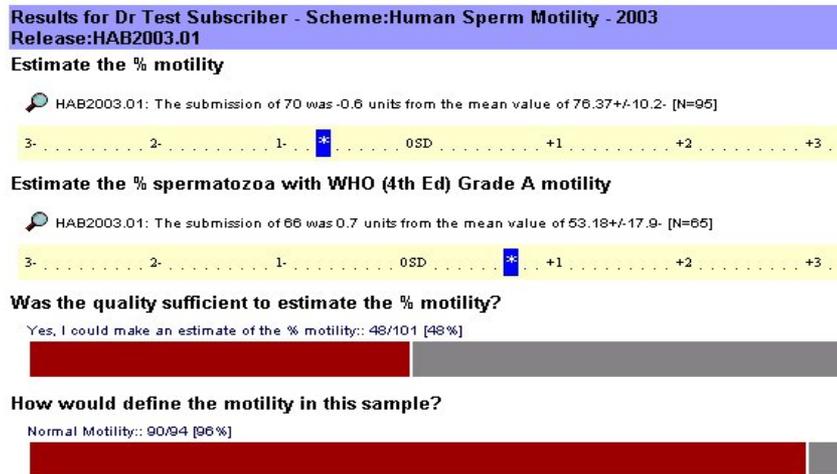
QAP Supervisor Reports

- From the main key report, you can review the performance of each laboratory

QAP Supervisor Reports

- You can also review the annual performance of each staff member (see below) in each laboratory

QAP Supervisor Reports

- From the Supervisors Reports Menu, you can select Staff Summary

QAP Supervisor Reports

Confidential Report: This Report should be considered confidential by your laboratory.

QAPonline Report:	**Test Institution** [Attention:Dr Test Subscriber]	Date:5/07/2005

Individual Staff Reports

Select a staff member from your clinic to view a summary of all enrolled schemes.

Select QAP -Staff Enrolled in scheme.	Laboratory
🔍 **1045: Mr Peter Staff1**	Lab 1
🔍 **1046: Ms Mary Staff2**	Lab 2
🔍 **1044: Dr Test Subscriber**	Lab 1

- Select a staff member

QAP Supervisor Reports

- **Selecting a staff member provides a staff report for all schemes in a selected year.**

- **Data is the SD from global mean for each instalment as a one bar summary or…..**

QAP Supervisor Reports
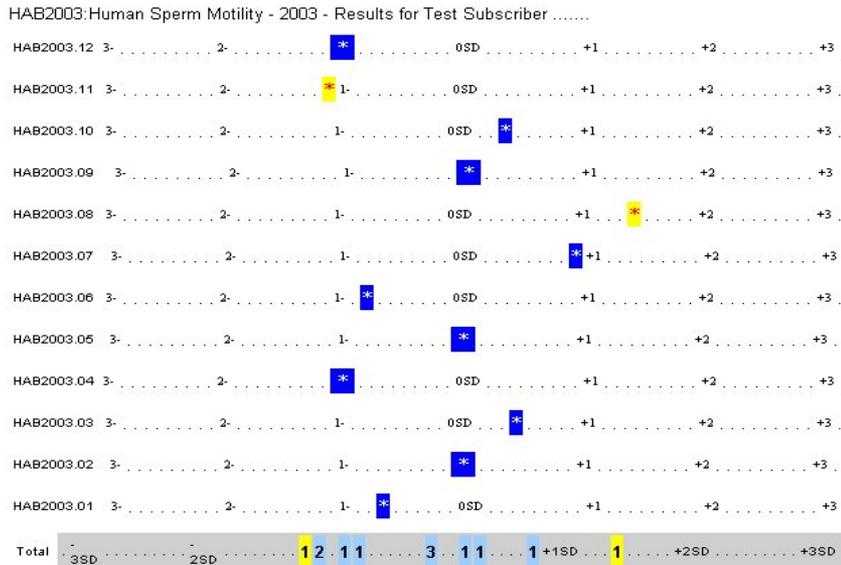
- .. An expanded report for each instalment.
- A Summary is located at the end of the report.

In summary…

- This tutorial has illustrated the mechanism
  - To create and manage a QAP group online
  - To Subscribe and enrol staff members
    - To different schemes
    - At different skill levels
  - For an individual to participate and review performance
  - For a Supervisor to coordinate and manage a clinics QC/QA program for assessment skills.

In summary…

- QAPonline provides a laboratory with
  - ☐ Tools to monitor the skills of their staff in key assessment fields
  - ☐ Mechanism to manage an EQA for accreditation purposes
  - ☐ Tools to educate and improve individuals performance to achieve improved laboratory performance,

In summary…

- FertAid sees the EQA functions as an endpoint of managing ones own QC or Internal Auditing activities.
- The EQA focuses on individuals rather than on clinics
- The EQA uses the Internet to deliver uniform tools for assessments as opposed to the use of physical specimens.
- Consequently, FertAid's EQA schemes can act independent or in conjunction with other EQA schemes.
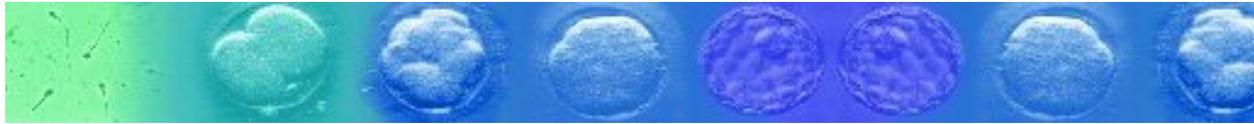
And finally…

- If you are interested in exploring QAPonline further, please make contact via office@fertaid.com
- Thank you for your interest