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Introduction

Thank you for downloading the NUH Guidelines App!

This app has been designed using a user-centred design approach, with input from over 400 healthcare professionals across Nottingham University Hospitals NHS Trust (NUH). We have tested the app extensively and hope that you will find it intuitive to use.

This main features of the app are:

- Offline access
- All documents are within 3-clicks of the Home Screen
- Search function
- Customisable to ‘My Favourites’
- Phone and bleep directories
- Consultant code finder
- Auto update

If you have any suggestions on how we can make the app even better for you and your colleagues please do not hesitate to contact us via email nuh.apps@nuh.nhs.uk
Icons

Here’s the full list of icons used within the app and their function:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Information" /></td>
<td>Information – About, Disclaimer and FAQ pages</td>
</tr>
<tr>
<td><img src="image" alt="Update" /></td>
<td>Update – Number indicates the number of files to be updated</td>
</tr>
<tr>
<td><img src="image" alt="No Internet Connection" /></td>
<td>No Internet Connection – The app is unable to perform synchronisation</td>
</tr>
<tr>
<td><img src="image" alt="Exit" /></td>
<td>Exit – Exit the app</td>
</tr>
<tr>
<td><img src="image" alt="Back" /></td>
<td>Back – Takes you to the last visited page</td>
</tr>
<tr>
<td><img src="image" alt="Home" /></td>
<td>Home – Take you to the Home Screen</td>
</tr>
<tr>
<td><img src="image" alt="My Favourites" /></td>
<td>My Favourites – Takes you to My Favourites page</td>
</tr>
<tr>
<td><img src="image" alt="Search" /></td>
<td>Search – Take you to Search page</td>
</tr>
<tr>
<td><img src="image" alt="Add to My Favourites" /></td>
<td>Add to My Favourites – Add a guideline to My Favourites</td>
</tr>
<tr>
<td><img src="image" alt="Remove from My Favourites" /></td>
<td>Remove from My Favourites – Remove guidelines from My Favourites</td>
</tr>
</tbody>
</table>
Installation

Please follow the instruction online on how to install the app.

Once the installation has completed, click on the icon on your device to start.

On first start-up the app requires an internet connection to proceed.

This is to allow the app to download its content from its server. This is a large download (around 100mb) and therefore you are advised to perform this via an un-metered internet service such as home Wi-Fi. This download may take up to 15 minutes to complete depending on the speed of your internet connection and model of your device.

Once the download is completed, you will be able to enjoy the app without an internet connection. However, to ensure the content is kept up-to-date, the App will attempt to connect to the server for synchronisation on every start up. An internet connection is required for this action, which must be allowed to complete at least once every 30 days to ensure uninterrupted service (see page Update).
Home Screen

You can access all sections of the app from the Home Screen. Simply click the buttons to access the corresponding section. Clicking on the icon found on most pages will bring you back to the Home Screen.
Clinical Guidelines

You will find all Trust-approved clinical guidelines within this section. This section is divided into clinical specialties, and guidelines are allocated into groups according to their relevance to each specialty. You may therefore find guidelines appearing in more than one specialty group.

To access a guideline:

*In this example we will look for guideline on post-partum haemorrhage.*

1. Click on Clinical Guidelines from the Home Screen.
2. Click on the relevant specialty. Clicking on the top row of alphabets will reveal the corresponding list of specialties.
3. From here you will find a list of guidelines relevant to the specialty. Scroll down the page to find post-partum haemorrhage guideline.

4. You can also use the filter function at the top of each page to find the guideline you are looking for. Simply type in the name of the guidelines in the search box.
5. Clicking on the button will open your guideline in your pre-installed PDF reader.

6. If you have more than one PDF reader installed you may see this screen instead. Choose your preferred PDF reader and click “Always” will prevent this screen from appearing in future.

7. Some PDF readers have advanced features like search and bookmarking functions. These features may be useful when accessing larger guideline documents.
Guideline Expiry
All Trust-approved guidelines are assigned a review date, after which the guidelines are deemed obsolete and potentially unsafe. When a guideline has passed its review date and a newer version not submitted to the Clinical Quality Risk and Safety Team for approval, it will automatically become unavailable in the app. Buttons for expired guidelines are disabled and will turn red. If you attempt to open these pages, you will get an error message as below.
My Favourites

You can create your own list of frequently used guidelines. You can add as many guidelines as you want to this list. You can add guidelines from the Clinical Guidelines and Search section of the app.

To add a guideline into your favourite list:

1. Find the guideline that you wish to add from the Guidelines or the Search sections.

2. Click on the star icon next to the guideline you wish to save as favourite.

3. Click Save.
4. The guideline has been added to My Favourites.

To remove a guideline from your list:

1. Go to My Favourites from the Home Screen. You can also access My Favourites by clicking on the button found at the top of most pages.

2. Find the guideline you wish to remove from your list and click on the Cross button.
3. Click Remove.

4. The guideline have now been removed.
In Case of Emergency

In this section you will find guidelines for clinical emergencies that you may encounter while working on the wards. Guidelines in this section are organised by names of the clinical emergency being managed, and there may be more than one way of accessing the same guideline.

For example, if you have a paediatric patient with a BM glucose of 2.9 (low):

1. Go to In Case of Emergency from the Home Screen.
2. Ensure Paediatrics is selected. You will see a change in colour scheme from blue to orange.

3. From here you can access guidelines to manage this emergency in multiple ways:

   - Look under **G** for **Glucose LOW**
   - Or **L** for **LOW Glucose**
   - Or **H** for **Hypoglycaemia**
You can also choose with sets of In Case of Emergency guidelines are visible by default.

To Do this

1. Go to Settings from Home Screen
2. Click on ICE Settings to expand this menu
3. Choose the mode that best suits your need. Note that if you choose “Adults only” or “Paeds Only”, then you will not be able access the other ICoE group of guidelines.
Scoring System

In this section, you will find a list of commonly used clinical scoring systems.

To access these:

1. Click on Scoring Systems in Home Screen.

2. You will find a list of scoring systems. Click on the one that you require to reveal the scoring chart.
Directories

This section contains the following directories:

- Phone numbers for most clinical areas for QMC and NCH campuses
- On-Call bleep numbers for QMC and NCH campuses (where available)
- Consultant code finder

To access these:

1. Go to Home Screen and click on Directories.
2. Click on the relevant section.
3. You can either scroll through the list, or type in the keyword(s) to find the information you require.

Note that the items are reverse searchable. For example if you type in the extension number in the search box in the relevant section, you may be able to find out where the call originates from. This also applies for the Consultant Code Finder.
Search

Using the search function, you may be able to find all guidelines contained within this app.

To perform a search:

In this example we will search for guidelines related to potassium.

1. Go to Search from the Home Screen. You can also access Search by by clicking on the icon found at the top of most pages.

2. Click on the text box. This will bring up the on-screen keyboard

3. Type in the most relevant keyword(s) in the text box

4. Click again to hide the keyboard, then click the Search button to start the search.
5. A list of relevant guidelines will be generated. You can access these documents directly by clicking on them. Alternatively you can save them into My Favourites by clicking on the star button.

<table>
<thead>
<tr>
<th>Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potassium</td>
</tr>
<tr>
<td>Concentrated Potassium Chloride - Storage and Administration in Theatres at NUH (Excluding Cardiac Theatres)</td>
</tr>
<tr>
<td>Critical Care Pharmacy Drug Guidelines</td>
</tr>
<tr>
<td>Fluid And Electrolytes Management in Paediatrics</td>
</tr>
<tr>
<td>HyperKALaemia in Adult</td>
</tr>
<tr>
<td>HypoKALaemia in Adult</td>
</tr>
<tr>
<td>Re-feeding Syndrome</td>
</tr>
<tr>
<td>Tumour Lysis Syndrome Management and Prevention in Haematological Patients</td>
</tr>
</tbody>
</table>

Tips for successful search:

- Always use the most relevant keyword(s). Avoid using connective words such as “in” or “of”.

- Using non-specific keywords may yield irrelevant results, while using too many keywords may interfere with the search function. Using around 2 – 3 keywords will, in most cases, generate the correct result.

- If your search does not generate the correct result despite using relevant keywords, please inform us and we will investigate this further.
Update

To ensure the content within the app is always up to date, it will automatically synchronise with the server on each start-up.

If there is no internet connection:

The app will continue to function as normal. However if the app is unable to synchronise with the server for more than 30 days, some of the functions will automatically be disabled until synchronisation (and update if available) is performed (see below).

If internet connection is available:

The app will proceed to check whether you have the most up-to-date guidelines. This may take up to 10 seconds depending on your internet connection. The number of updates available is indicated by the number on the Home Screen.
You are not required to perform the update immediately, but this must be completed within 30 days. You may wish to perform the actual update at home as this may involve downloading large amount of data, depending on the numbers and nature of updates to be performed.

To perform an update:

1. Click on the number at the bottom of the Home Screen.

2. Click on the Get Update button.

3. The update will be downloaded and installed automatically. This may take a few minutes depending on your internet connection and model of your device.
Auto-disable function:

Some of the functions of the app will be disabled if:

- The app has not been able to synchronise with the server for more than 30 days
- An update was made available but not installed within 30 days

You will be asked to update the app on start up. If you choose to update, you will be allowed to use the app as before. However, if you choose to continue without updating you will still be able to access guidelines in the In Case of Emergency section, scoring charts and Directories. However you will not be able to access any other guidelines until the app has been able to synchronise with the server and/or an update has been performed.

You will need to restart the app after the update to regain full functionality.
Credit

**Project Lead and App Design**  –  Dr Adrian Kwa

**App Development**  –  NUH Applications Development Team
- Tony Wilson
- Mark Carter
- Duane Page

**Content and Admin**  –  Dr Adrian Kwa

**Logo Design**  –  NUH Communications Team
- Neal Hughes

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[Image of Nottingham Hospitals Charity logo]