ISLA

User Guide Cheat Sheet

A step-by-step guide to navigate the Isla platform.

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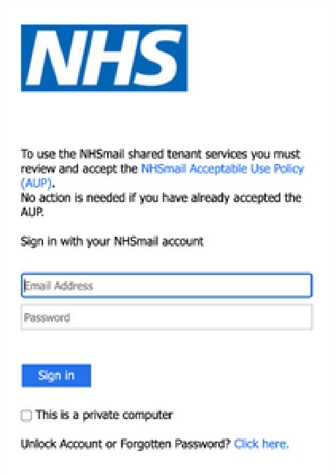
Getting Started on Isla

Logging Into Isla

- You will be sent an invitation to the platform via your NHS email address.
- Copy the link in that email and paste it into your browser and complete the registration process (Google Chrome, Safari, Firefox, Microsoft Edge, **not** Internet Explorer).
- You will then receive a verification email.
- Follow the same process with the link in this email.

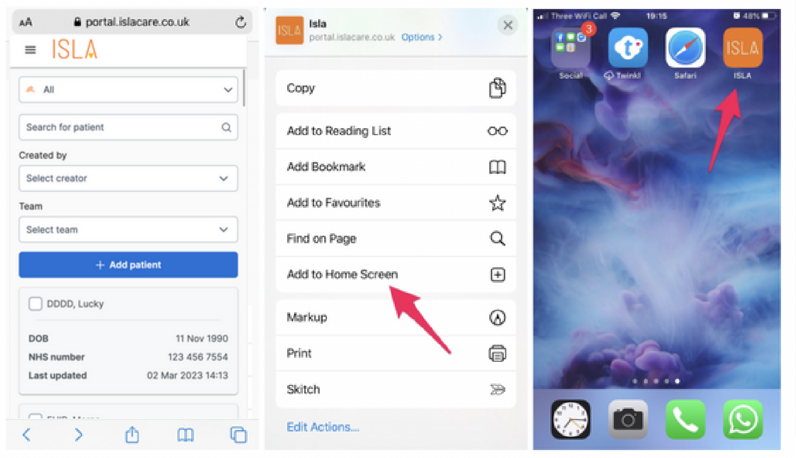


Note: You will have an option to "Log in with NHSmail" on the Isla log in screen which will redirect them to the NHSMail log in screen

Install Isla on your Mobile Phone

If you have an android, you will be asked to download just after you log in on your phone's web browser for the first time.

If you have an iPhone, you can log in via Safari, then go to options and 'add to home screen'.



Note: Isla only supports log-ins for clinicians and users with an NHS email address.

Patients do not need to create an account or install the app to use the Isla platform.

Managing your Patient List

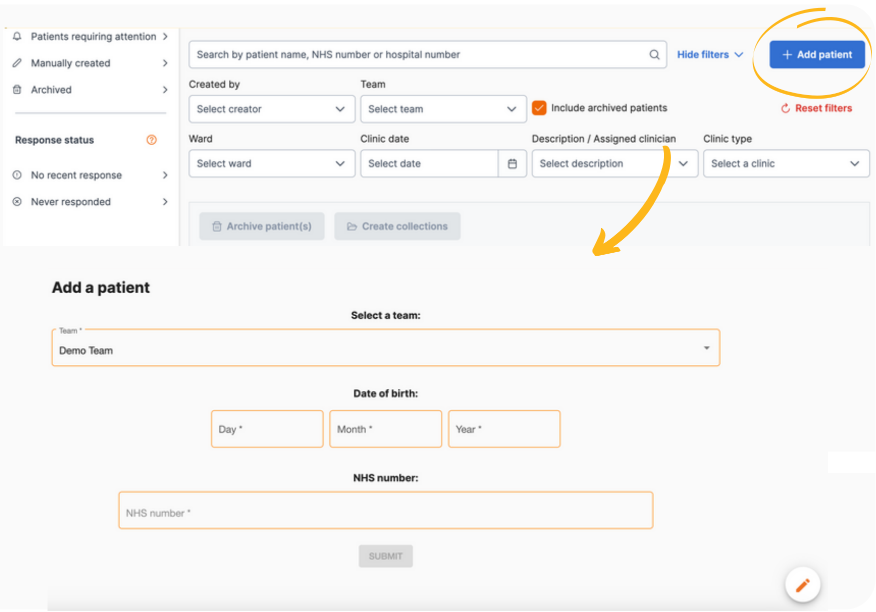
Add a Patient

1.Click the '**ADD PATIENT**' button on the top right hand side of your patient list.

2. Select the team you want the patient to be added into and enter their DOB and NHS number.

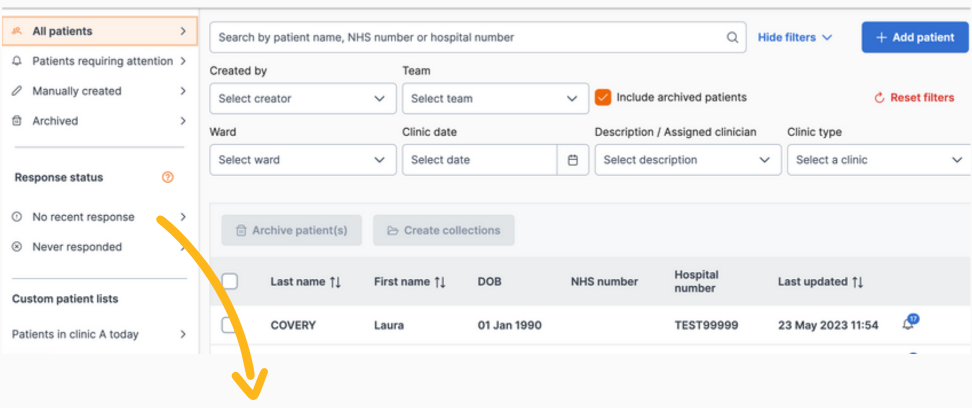
3. Click "**SUBMIT**".

4. Follow the prompts to add the relevant patient to your patient list.



Search for a Patient

You can search for a patient using the search bar on the patient landing screen.



You can further search for patients using the range of filters on the left slide.

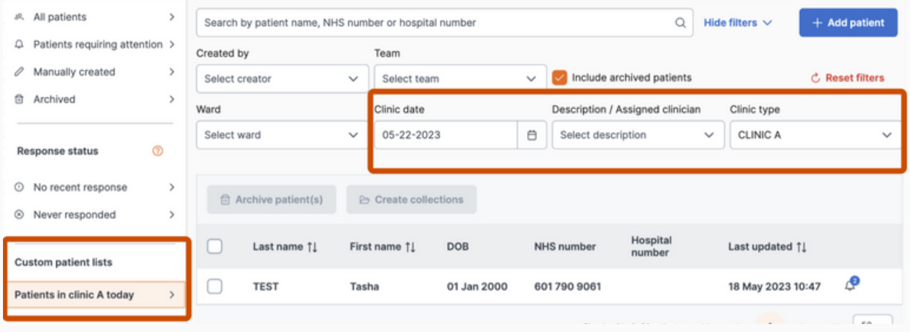
Archived patients are included in your patient list.

You can see the response status of your patients on the left hand side

- **No recent response:** Patients who have a collection with a recent request that hasn't been responded to.
- **Never responded:** Patients who have a collection from which no requests have been responded to.

You can filter how you want to see your patients on the patient landing screen

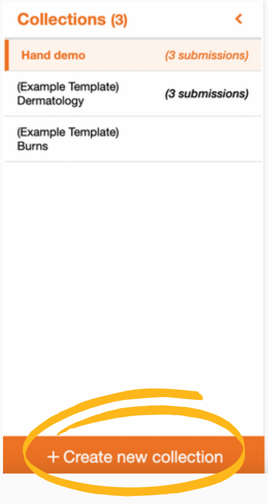
You can save any combination of filters as a patient list that your whole team will be able to see



The combination of filters can include, clinic date, description, ward and clinic type e.g. patients in clinic A today

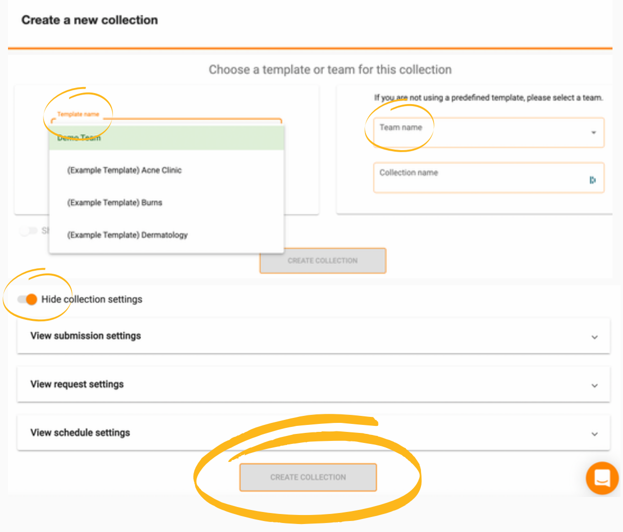
Capture, Request, & Share Data

Create a Collection



To request data from a patient or upload data to their visual record, you have to create a collection. Collections are folders which contain an episode of care or treatment for that patient.

1. On the home page, select a patient from your patient list. Click "**Create new collection**".



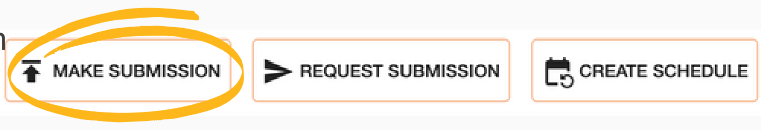
2. Choose a template name or a team name for your collection.

3. Specify your own collection settings by toggling the "**Show collection settings**" button. Click '**CREATE COLLECTION**'.

Make a Submission

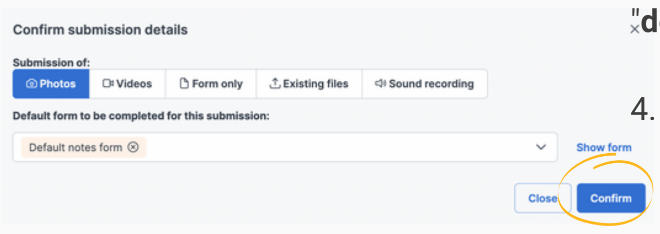
Allows a clinician to upload or capture a photo, video or form.

1. On the home page select a patient from your patient list.



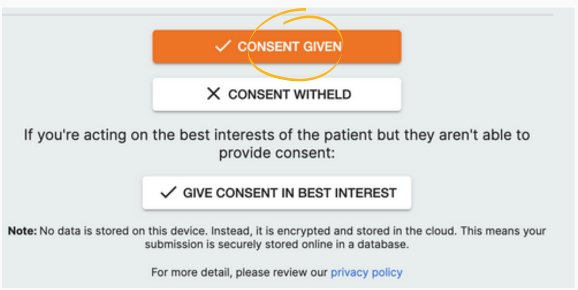
2. Click "**MAKE SUBMISSION**".

3. Confirm the details of the submission by choosing the media type and attached form (use "**default notes form**" if no specific form).

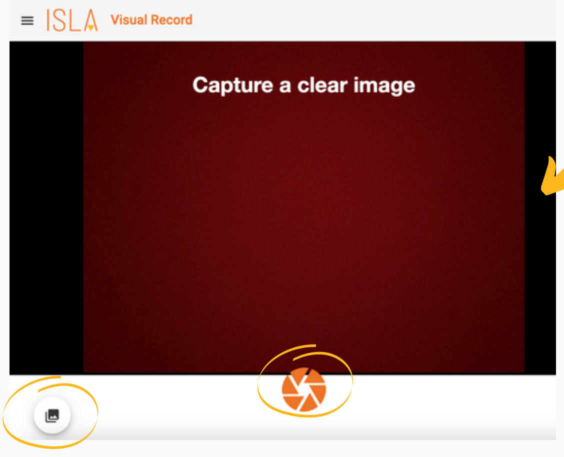


4. Click "**CONFIRM**".

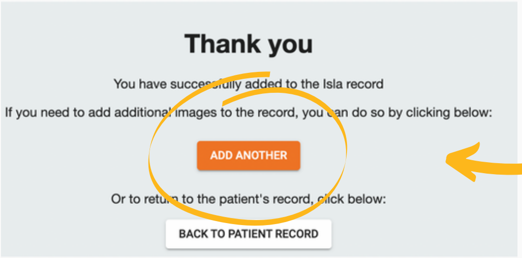
5. Give consent and then capture a photo or select an existing file (you can also add a note after taking or selecting media type).



6. Add another photo, video or form or go back to the patient record.



Note: photos and videos captured through Isla will not be stored locally on your device

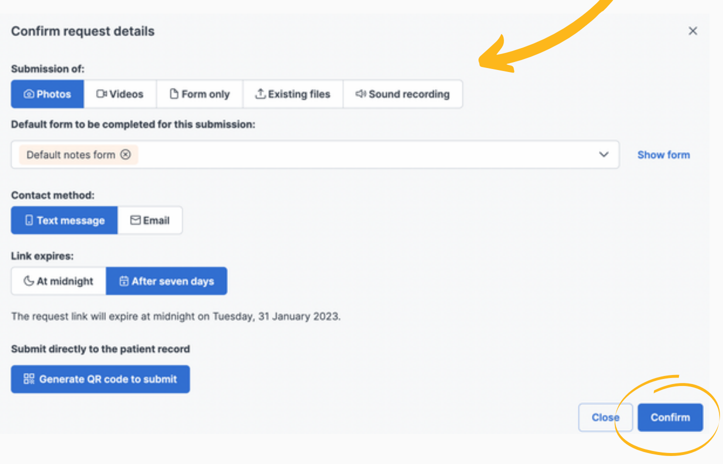


Request a Submission

Allows a clinicians to send a request for photos, videos and forms to the patient, carer or guardian.

1. On the home page select a patient from your patient list.

2. Click "**REQUEST SUBMISSION**".



3. Confirm the details of the submission by choosing the media type and attached form (use "**default notes form**" if no specific form).

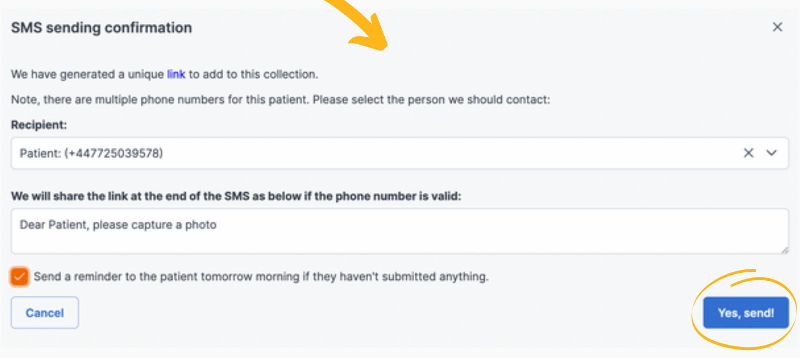
4. Select contact method and when the link should expire.

5. Click "**CONFIRM**".

6. Select recipient from the drop down and confirm SMS message.

7. Click "**YES, SEND!**"

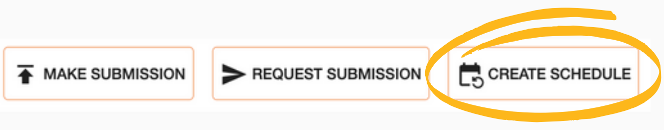
8. Patient will receive encrypted link to capture a photo/video.



Note: photos and videos captured through Isla will not be stored locally on the patients device

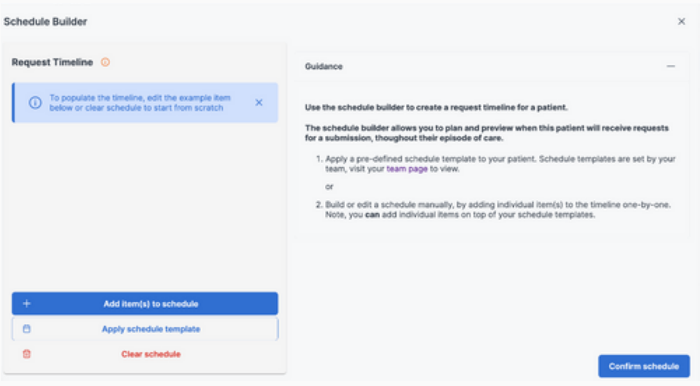
Create a Schedule

You can send differing requests at varying intervals to tailor the schedule to your patients' needs.



Once you've created a collection on a patient profile, you can set a new schedule on a patient using the 'Create schedule' button.

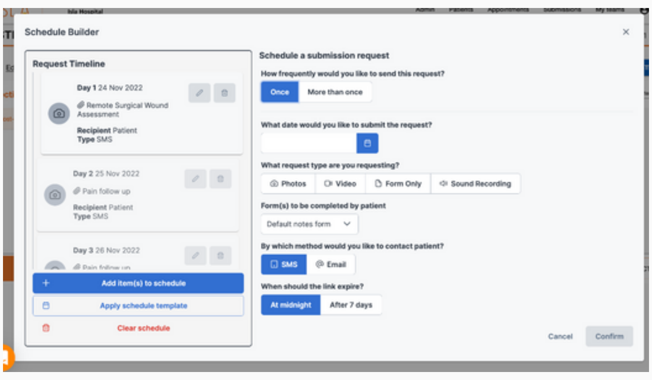
The schedule builder will appear, which can be used to create a request timeline (a set of requests due to go out in the future) on the patient.



You have the option of:

a) creating a schedule manually (setting any number of requests unique to this patient)

b) using a predefined schedule template.



Build or edit a schedule manually

To create a bespoke schedule for a patient, click the '**Add item(s) to schedule**' button.

When creating a schedule manually on a patient record, you can add requests one at a time, or send the same request more than once.

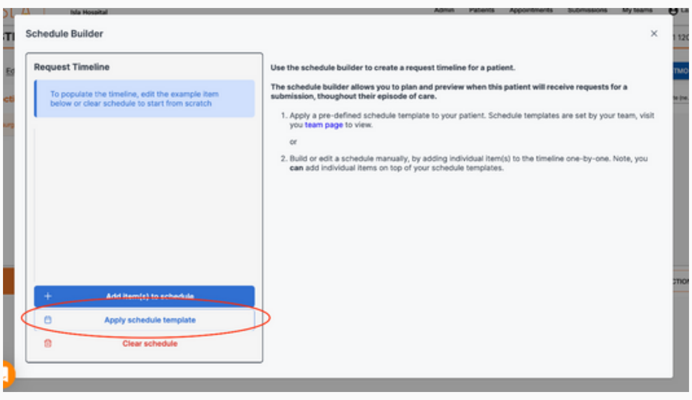
Each request is fully configurable, including the method of delivery, the type of data requested, and whether a reminder text should be sent.

You can delete or edit individual requests along the timeline.

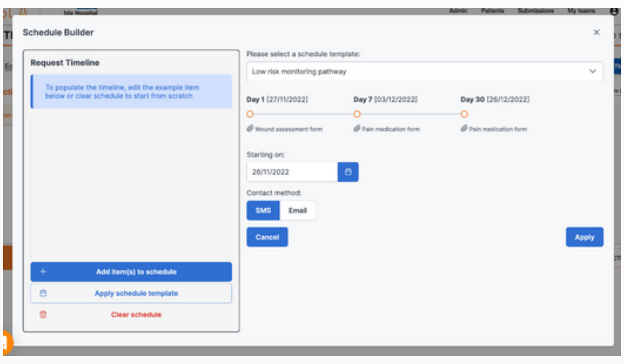
You can edit a patient's schedule in this way at any point along the patient's timeline, even if the schedule has already begun.

Using a schedule template

Instead of creating a schedule individually on a patient, you have the option of applying a schedule template to an individual patient's collection by clicking the Apply schedule template button.



This option has the benefit of using pathways standardised at a team level, allowing all users in a team access to pre-defined schedules.

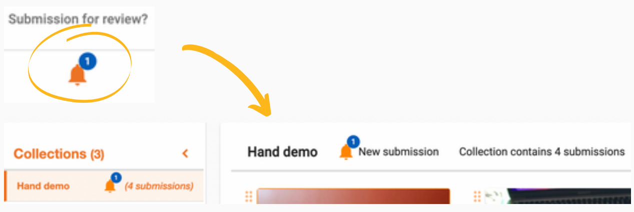


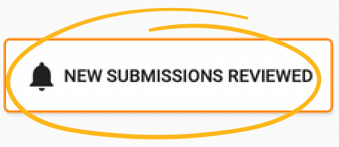
On selecting a schedule template from the dropdown, choose a start date to view a longitudinal preview of your schedule, including dates the requests will be sent. You can also add additional ad-hoc requests on top of a schedule.

Note: applying a schedule template onto a pre-existing schedule will remove any requests that had previously been set to go off in the future on that collection.

Notification of a New Photo, Video or Form

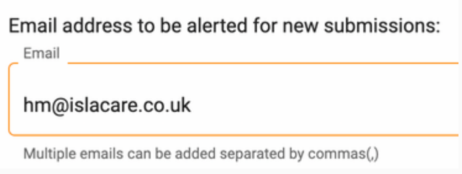
1. When a new piece of data is submitted to the patient record an orange bell will appear next to the patients name in the patient list, and next to the collection to which the image has been submitted.



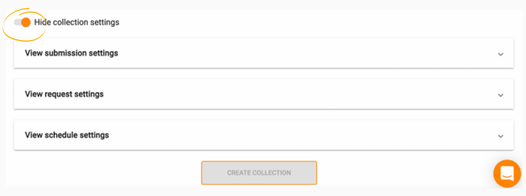


2. To remove a submission alert (orange bell) click 'new submissions reviewed' and 'confirm'.

3. To receive a notification of a submission, enter your email address into the box when creating a collection.



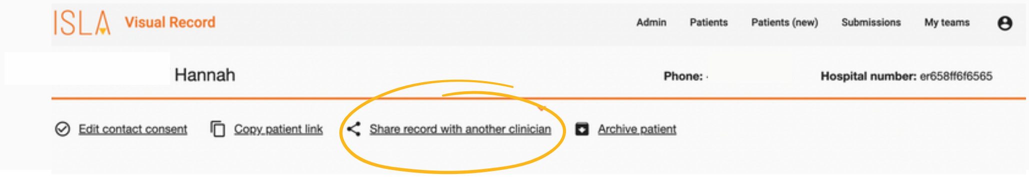
4. If you have created a collection and want to add your email address you can click on 'edit collection details".



Share Record with Another Clinician

On the patient profile you can share record with another clinician. They will then be able to see a view only version of that patient profile.

Note: you may only share a record with clinicians with a NHS email address.

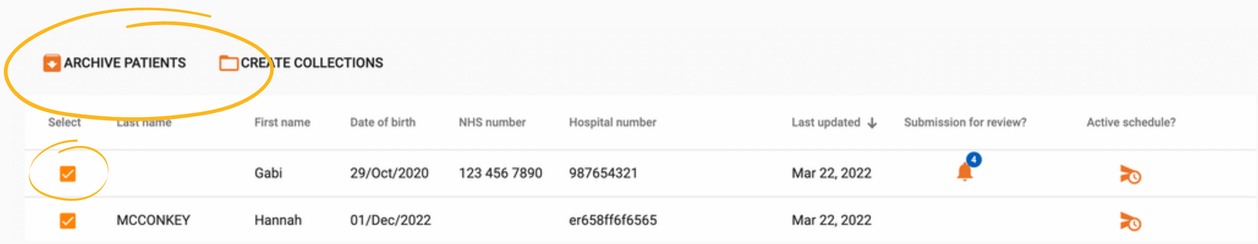


Bulk Actions

1.From your patient list you can create a collection from a template or archive many patients at once.

2. Select the patients from your patient list using the tick box.

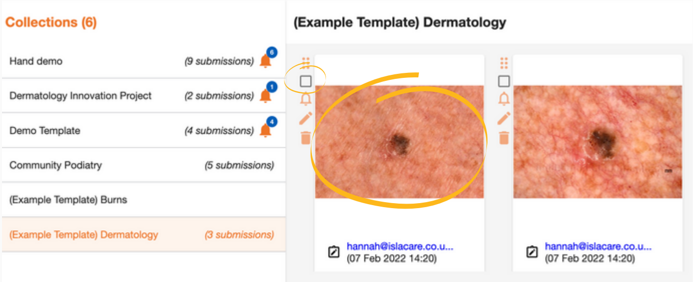
3. Click '**CREATE COLLECTIONS**' or '**ARCHIVE PATIENTS**'. Once the patients are selected, press '**Create Collections**'.

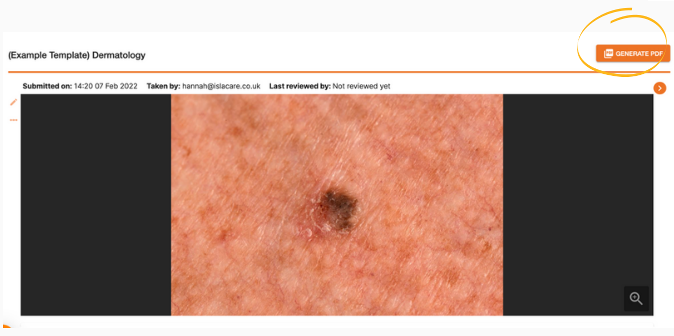


Data Review

Create a PDF

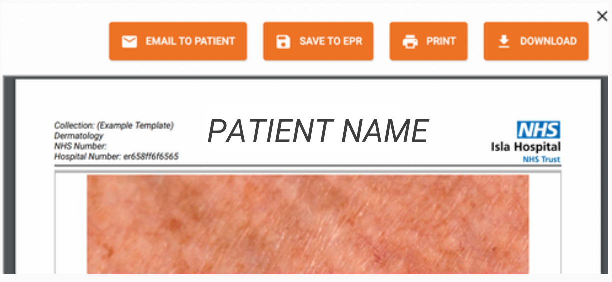
1.On the patient's profile, select a collection and then select the desired image by clicking on it (you can also multi select).





2. Click on '**Generate PDF**' to download the page as a PDF, with or without comments and communication.

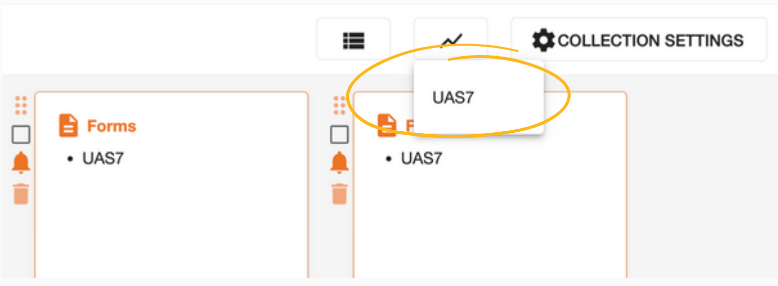
3. Select '**EMAIL TO PATIENT**', '**SAVE TO EPR**', '**PRINT**', or '**DOWNLOAD**' the pdf selected.



View Graph of Form Responses

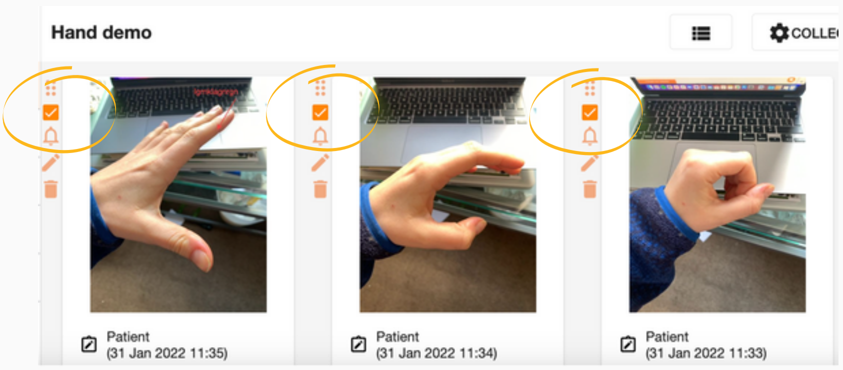
1.On the patient profile you can view a graph of form responses (if requested).

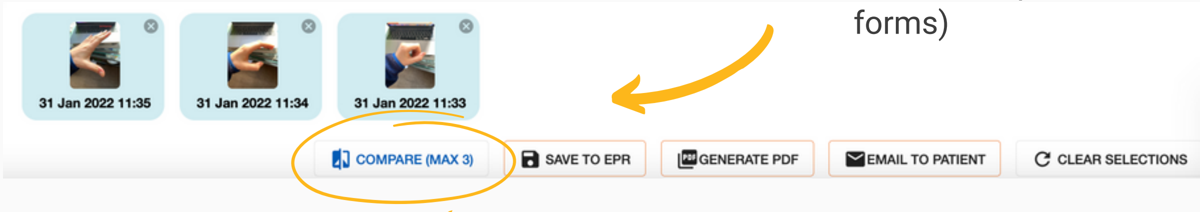
2. Select the form you want to see on the graph.



3. From the drop down you can select which score from the form you want to view.

Compare Submissions

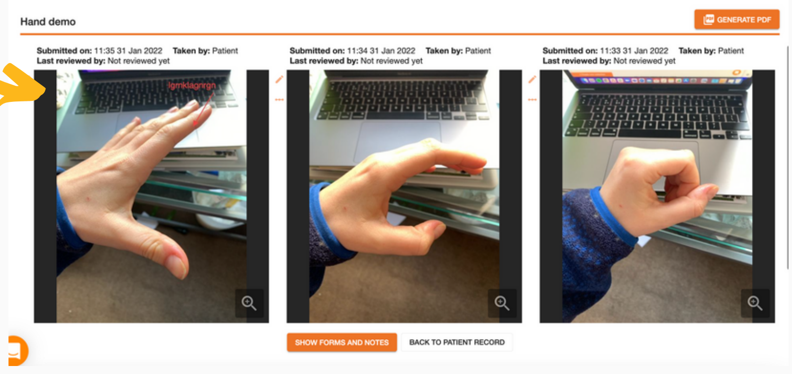




1.On the patient profile you can multi-select submissions to view them side by side.

2. Select the submissions by ticking the box, and click **COMPARE** (this is a max of 3 and can be photos, videos, or forms)

3. You can zoom in and out of photos, pause videos, show forms and notes, and generate PDFs.



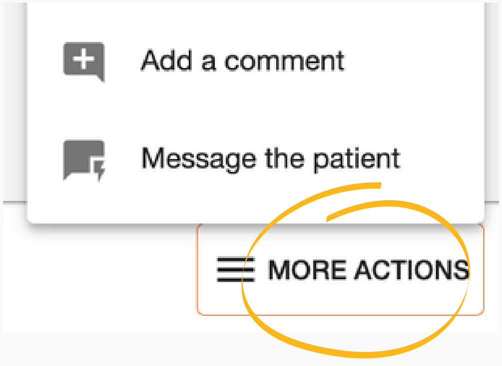
Note: You can compare submissions across multiple collections by selecting a submission and moving between collections.

Patient Communication

Message the Patient

On the patient profile you can add a comment, and reply to patients under 'MORE ACTIONS'.

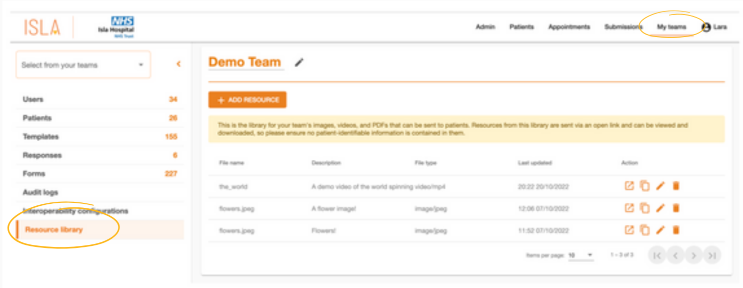
Note: patients will not be able to reply to your message, this is a one-way conversation.



Sending Resources to Patient

You can store videos, images, and pdfs in Isla and send them to your patients, through text or email messages, further supporting care of patients at home.

Note: As the links do not require patients to log in or authenticate for access, no patient-identifiable information should be included in the resources.



View or Upload a Resource

1. To view the resources available on your team, or to upload a new resource as a team admin, click on '**My teams**' in the header menu and select the relevant team, then navigate to the '**Resource library**'.

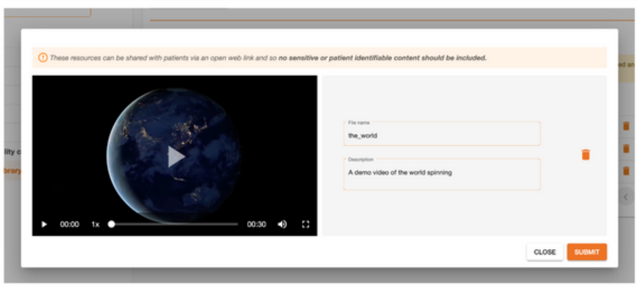
Note: Resources should be named clearly, and a patient-facing description may be added. If an existing resource is edited and replaced, any patients who received a link prior to the replacement will now be redirected to the new resource (no need to send a new link!)

Send Resource to a Patient

2. To send a resource to a patient, navigate to the patient's record.

3. Click '**More Actions**' and select 'Message the patient'.

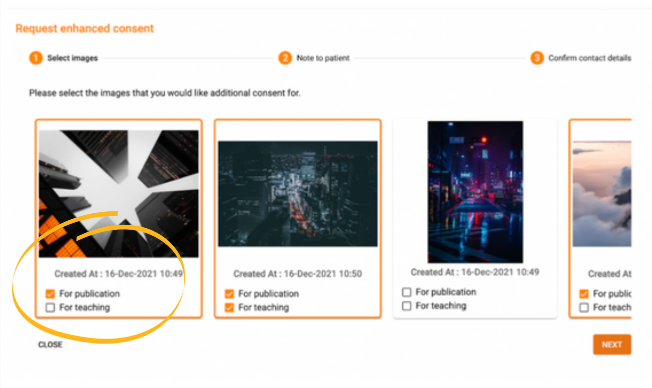
4. On clicking '**Attach a file**', you will be able to select resources from the team assigned to that collection (You can only select and send one resource at a time).



The patient will receive a text or email message including the link to the resource. The link will not expire, so patients will be able to view the resource sent to them until it is deleted from your team's resource library.

Enhanced Consent

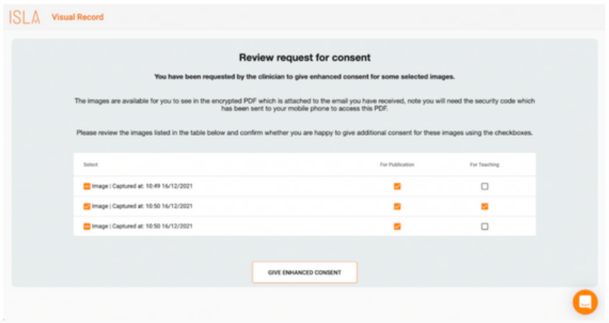
Clinical users can request additional consent (enhanced consent) from patients to use their submissions for teaching or research purposes. This can be done entirely from the patient record.

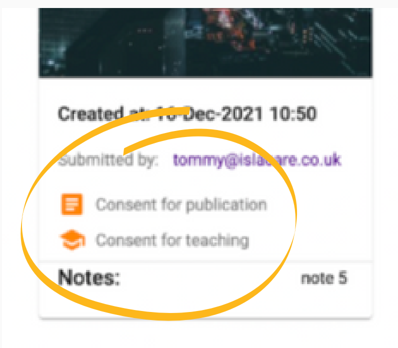


1.Select images from a collection you want additional consent for.

The patient will receive a text message and an email. The text will contain the code to unlock a PDF, and the email will contain the locked PDF containing the images that were selected by the clinician and a link to a form detailing the images selected.

The form contains a table with checkboxes for each level of consent, allowing the patient to decide which of the selected images they want to give enhanced consent for.

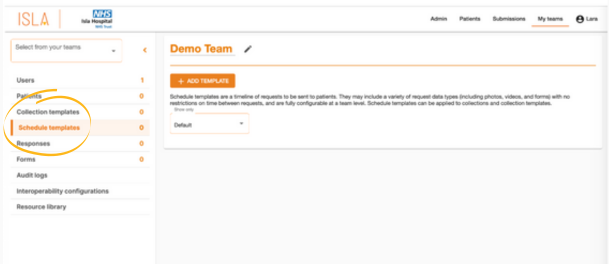




The corresponding entry card on the collection in Isla will display a "**Consent for publication**" and or "**Consent for teaching**" message.

Templates and Other Actions

Creating a Schedule Template

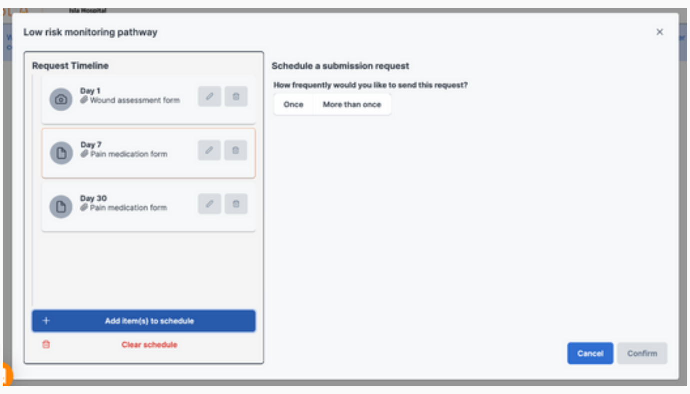


Schedule templates are designed to be used as predefined request timelines, applicable to patients in a given cohort. They are defined at a team level, and can be applied to any collection in that team.

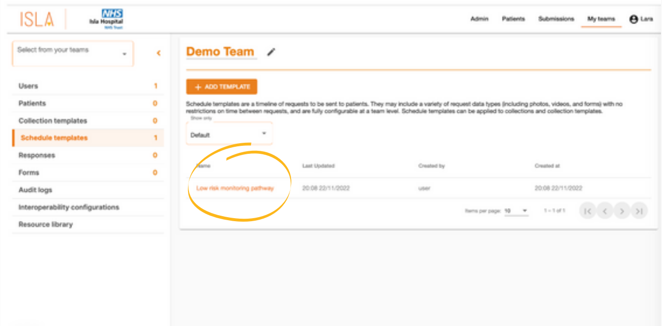
1.To find the schedule templates on your team, navigate to your team's library and click Schedule templates.

2.To set a new schedule template, click the "**Add template**" button, choose a name, and add your request timeline.

3.Choose a name that will be understandable to all members of your team.



Note: that 'Day 1' refers to the day that the schedule begins on a patient. At this stage, specific dates have not been set.



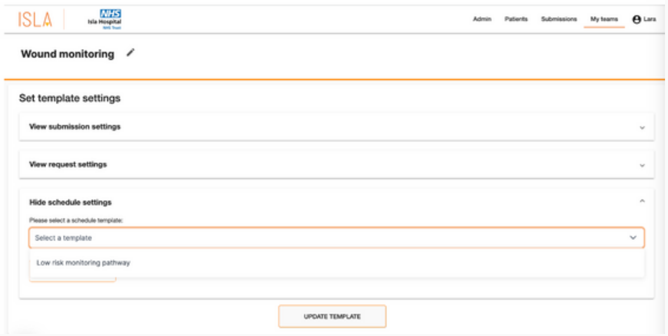
4. Once you've finished creating your schedule template, you'll see it appear in your team's list of schedule templates.

Note: This will be accessible to all members of your team.

Using a schedule template in a collection template

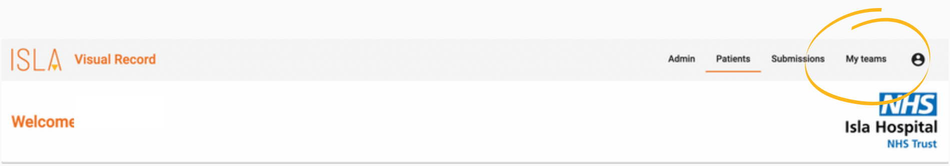
1.Schedule templates can be used on an individual patient level, as we've seen above, as well as in collection templates.

2.To set a schedule on a collection template, you should apply a predefined schedule template.

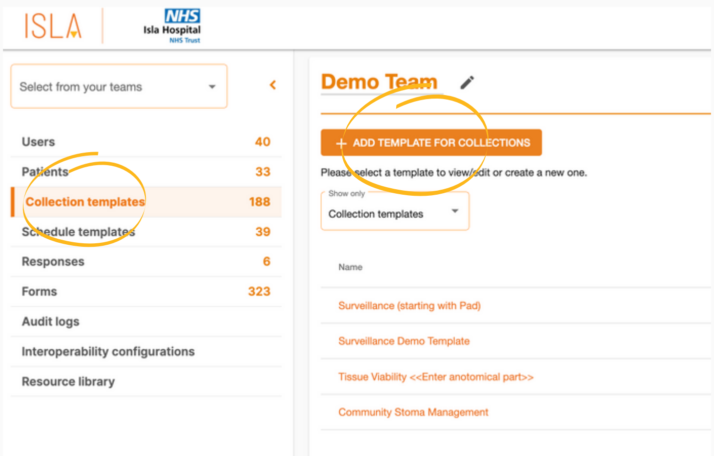


Create a Collection Template

1.On the home page click on '**My teams**'.



2.Select which team you want to add a template to.



3. Select '**Templates**'.

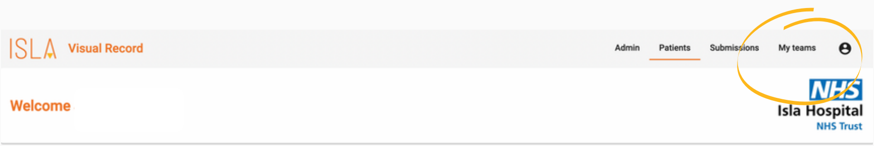
3. Click '**ADD TEMPLATE**'.

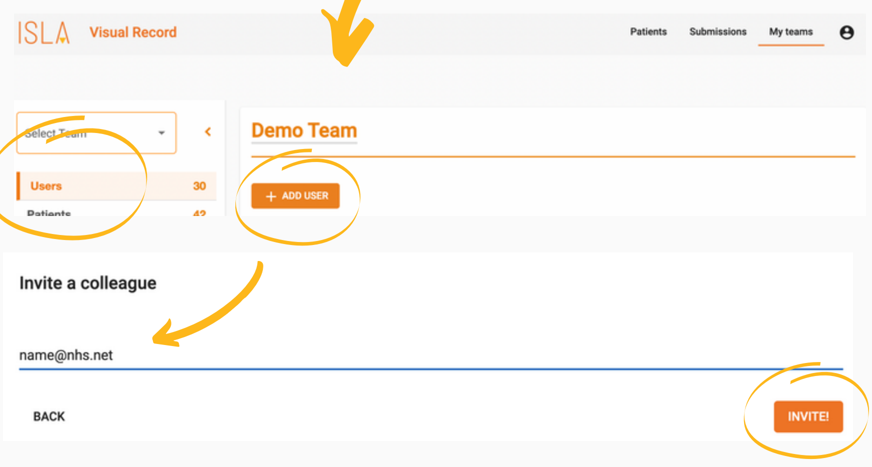
4. Create a template name and select '**CREATE**'.

5. Fill in the required information

Add a User

1.On the home page click on '**My teams**'.





2. Select which team you want to add a user to.

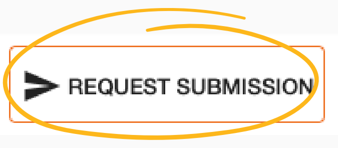
3. Click '**ADD USER**'.

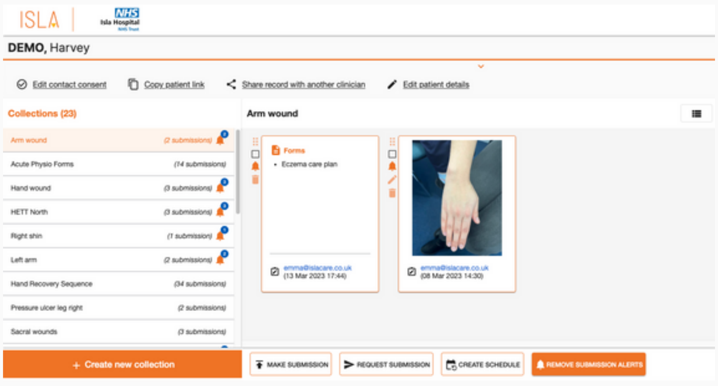
4. Add NHS email addresses of your colleagues and click '**INVITE!**'.

Only users in your clinical team may be added to Isla.

Using QR code to submit to patient record

1. On the patient's profile, click on '**REQUEST SUBMISSION**'





2. Confirm your request for submission of photos, videos, forms or sound recording. Then click on '**QR code**' as a contact method. Click on '**Confirm**' and a QR code will appear ready to submit to the patient record.