

# Submit an Adverse Drug Reaction Report

## Quick Reference Guide

When a patient experiences an adverse drug reaction (ADR) to a medication, an ADR report should be completed and submitted via the online portal. This portal is designed to facilitate submission to the MSH ADR Subcommittee and if required the creation of TGA reports and letters to the patient and their GP. It is intended to be used where historically a TGA report would be filled out and sent to the MSH ADR Subcommittee.

**Note:** This process does not replace standard processes for the management and recording of ADRs in the clinical record.

### Navigating to the online portal:

Links to the online portal are available via the desktop icon:



Or via the quicklinks tab available on your facility homepage under 'Adverse Drug Reaction Form'.

### Log-in Details

- Click on the icon or link (as documented above).
- The *Sign in* screen will open.
- Enter *Username* and *Password*. This is your QH (Novell) Login details.
- Your personal details will be pre-filled into the following sections:
  - Facility
  - Name of Reporter
  - Email
  - Contact number

Check that these details are correct.
- The first time you log-in, you will need to specify your Role by clicking on the applicable role description:

**Note:** The next time you log in, your role will automatically populate with the role description that you entered. You can change this at any time by selecting a different role title.

### Patient Details

- Patient UR is a mandatory field
- Once the UR is entered, click the magnifying glass or press "enter" and the patient details will drop down to automatically pre-populate the patient information fields:

Patient Details

URN\*

DOB

Patient Initials


**Note:** If the patient details cannot be found, a drop box with the words "No patient found" will show. If this happens, confirm the correct facility is denoted in the "Facility" field at the top of the form.

### Suspected Medicine

- The suspected medicine field is a mandatory field.
  - Click on "+ *Add Medicine*" box.
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- The "*Main suspected Medicine*" allows for users to search and select from a drop down box that appears when you start typing. Note: If unable to find a medication, medications can be freetyped.
  - Add the following free text details as appropriate, and if known:
    - Indication
    - Dosage
    - Medication End date
  - Medication Start Date is a mandatory field. this field supports free text or you can choose a date from the calendar selection box.
  - Click "*Add Medicine*" to add the drug or "*Cancel*" to delete current fields.



## Reaction Details

1. The date of reaction is a mandatory field. This field supports free text or you can choose a date from the calendar selection box.
2. Free type into the “*Description of Reaction*” text box. Ensure as much detail as possible added.

 Note: To save time, you can cut and paste notes directly from ieMR into the Description of Reaction text field.

## Other medication taken at the time of the ADR

1. Other medications taken at the time of the ADR can be documented here.

+ Add Drug			
Drug	Dosage	Start Dosage Date	Stop Dosage Date
		Freetext or use 	Freetext or use 
<input checked="" type="button" value="Update"/> <input type="button" value="Cancel"/>			

2. Click “+ Add Medicine” for the fields to pop up.
3. All fields can be free-text or the calendar drop down can be used for dates.
4. To add the medicine click “Update” or to delete the details added, click “Cancel”.
5. It is acceptable to instead upload a complete medicines list instead of detailing in this section (see ‘Attachments’ section below).

## Outcome

1. Select the appropriate status of the patient post the adverse drug reaction.
2. If a date is required, this field supports free text or you can choose a date from the calendar selection box.
3. A drop down box is available to choose level of treatment required
4. For the Sequelae section, choose from either the yes or no button. If yes, you can add freetext in the box beside this.


## Attachments

1. Attachments can be added if appropriate such as pathology results, photos, list of medications etc.
2. Choose “Select files...” and browse to the appropriate file you wish to upload (Word documents, PDF files and images accepted).
3. Click open.

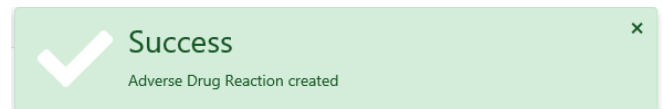
4. This will upload the file. To remove an attachment, click on the “Clear” button.

## Submit Form

1. Click on the “Submit” button to finalise and submit your report to the MSH ADR Committee for review.

 Note: If you missed adding a mandatory field, the form will not submit, but will re-direct you to the area of missing information to complete before you will be allowed to submit the form.

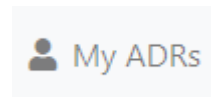
2. Form is successfully submitted when you see a pop up box as below:





3. If you wish to submit another ADR report click on “Create New”.

## Tracking Your ADR Report Submission

1. Users are able to track all submitted reports.
2. Click on the “My ADRs” button:



3. All reports submitted by the user logged in can be seen in a table.
4. The current status column allows the user to track the progress of the report through the MSH ADR Subcommittee process.
5. To review details including the Subcommittee response, click on the summary icon next to the corresponding report. 
6. Clicking on the down arrow to the corresponding report will show all time stamped actions undertaken by the Subcommittee. 

If you experience any issues completing this form, please email the MSH ADR Subcommittee: [MSHADR@health.qld.gov.au](mailto:MSHADR@health.qld.gov.au)