



The role of the FLS-DB Lead Practitioner

The FLS-DB lead practitioner is responsible for the quality of the data submitted to the FLS-DB from their site. They are also in charge of data governance and ensuring only the appropriate people have access to the data, as well as being the first point of contact for the FLS-DB.

They are not necessarily a consultant within the Trust, but a practitioner with a particular interest in ensuring that patients with fragility fractures receive the best practice standard of care.

Each hospital must have a lead practitioner, and two practitioners may share the role. A person may be the lead practitioner for more than one site.

Data accuracy

The lead practitioner should ensure that the staff collecting and inputting data to the FLS-DB are trained to do so. The FLS-DB user guide, available on the website, provides detailed instructions on entering the data.

The lead practitioner is responsible for the accuracy of the data submitted. To ensure the quality of the data we ask lead practitioners to make monthly accuracy checks to ensure the data on the FLS-DB matches the patient records – this should be done on a small sample of randomly selected cases.

Local dissemination of results

The lead practitioner is responsible for ensuring effective dissemination of their local results and implementing their sites' response to the key findings of FLS-DB reports.

Regular meetings should take place with the data collector/inputters to deal with any data issues; feedback on how the hospital is performing should be given at this meeting. Any queries can be sent to the FLS-DB helpdesk for assistance.

User access

The lead practitioner is responsible for authorising access to their own hospital's data. Any registered user can create a user account for a new user:

- log in to the FLS-DB
- select 'Request Access/Account Manager', then 'Register a user'
- enter the new user's details and submit.

This request will then automatically be sent to the lead practitioner, who will need to log in and approve or decline it. A lead practitioner can create a new user and authorise their access all at the same time.

To reset forgotten login details, go to the login page and select 'Reset password' or 'Resend username'.

Access levels

Facilities audit access	Patient Data Inputter
View and update facilities audit	View and update facilities audit Can create/read/edit patient records Export own hospital data

Anyone who previously had access to the facilities audit will need their access upgraded to be able to enter and view patient level data. Please ensure that only those users who need to enter/edit/export data have patient level access.

Retiring access

When somebody no longer requires access to the FLS-DB the lead practitioner should email flsdb@rcp.ac.uk to notify the FLS-DB team, who will retire the person's access.

Changing lead practitioner

If the lead practitioner wishes to step down from the role or leaves their site, they should nominate a new lead by emailing flsdb@rcp.ac.uk. The new lead should be in position before the old one leaves.

Please contact the FLS-DB helpdesk with any queries:

flsdb@rcp.ac.uk

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