

Uploading & Sharing of MI enquiries via MiDatabank[®] Viewer from MI centres who have temporary read only access

Background

For the duration of the COVID-19 pandemic CoAcS have granted temporary read only access to MiDatabank Viewer ('the sharer') to all MI centres who subscribe to MiDatabank. To capture as many enquiries as possible the UKMi executive have agreed that during the COVID-19 pandemic MI centres who don't currently subscribe to MiDatabank Sharer can send a copy of useful enquiries relating to COVID-19 (indirectly or directly) to their Regional centre to enable them to be uploaded to the Sharer.

Local MI Centre – enquiry selection and how to submit

Please see [MiDatabank Enquiry Sharing via MiSharer](#) guidance on SPS website for identification of suitable enquiries.

- Add COVID-19 as a keyword to your local MiDatabank database (from admin mode).
- Only select COVID-19 related enquiries that are not already on the Sharer and that would be useful for sharing.
- Note that fields you see on the Sharer are: Title, Question, Answer, Level of Enquiry, Date Completed, Keywords and Resources Used. Full research is NOT visible.
- **Check that no person identifiable data (e.g. patient, enquirer, local specialist, email address) is included in the question or answer fields.** Please refer to UKMi guidelines on recording of confidential data which is available from the [SPS UKMi Enquiry Answering page](#)
- Before closing your enquiry consider the following points:
 - Ensure title & keywords are appropriate and reflect the question/answer.
 - Add the date completed and name of your centre at the top of your answer
 - List resources used at the end of your answer. The resources you used will only show on the Sharer in your answer and NOT (as with other entries) in the 'Resources used' row
- Send a full copy of your completed enquiry to your Regional centre who will add to their MiDatabank for uploading onto the Sharer. (Press 'print' icon, top RHS of input screen and 'save report as' tab to generate a full copy for e mailing). Please email via secure NHS networks e.g. nhs.net. Note that the Regional centre will create a new enquiry within their database and manually add (cut/paste) your enquiry details.
- The enquiry will appear on the Sharer as an enquiry from the Regional centre (i.e. their local enquiry number and MI centre name)

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