

(4) Clinician

Are you the clinician who is treating the client with disulfiram?

In this manual you will be known as the **Clinician**.

In your role as Clinician your tasks are to:

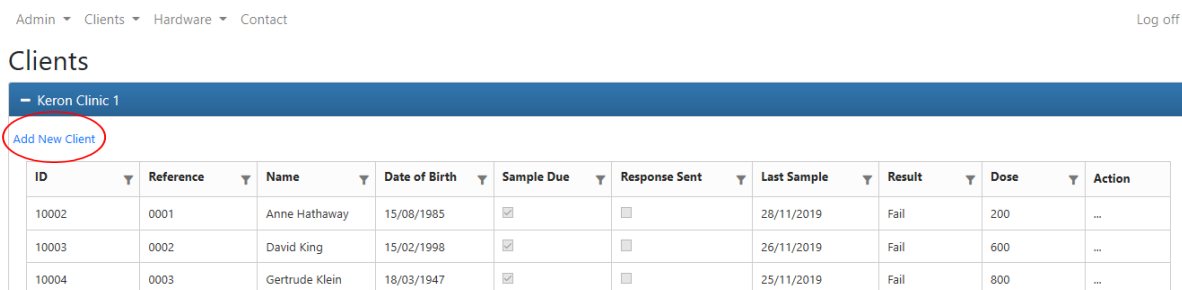
1. View client data
2. Send messages to clients
3. Archive a client's records when they have completed treatment
4. Receive notifications that enable you to closely support and monitor your client

You will be sent a username (your email address) and a password.

- type data.zenamed.co.uk into the address bar of your computer
- enter your username and password into the ZenaMed Data Portal
- click **Log in** to enter the ZenaMed Database



You will be taken to the 'Clients' page. **THIS IS YOUR MAIN PAGE**



ID	Reference	Name	Date of Birth	Sample Due	Response Sent	Last Sample	Result	Dose	Action
10002	0001	Anne Hathaway	15/08/1985	<input checked="" type="checkbox"/>	<input type="checkbox"/>	28/11/2019	Fail	200	...
10003	0002	David King	15/02/1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26/11/2019	Fail	600	...
10004	0003	Gertrude Klein	18/03/1947	<input checked="" type="checkbox"/>	<input type="checkbox"/>	25/11/2019	Fail	800	...

If you can't see all of the columns in the table, use the arrows at the bottom of the table to move across to other columns. The 'Action' column is the final column on the right.

1. The first thing you will want to do is enter the details of your clients into the table.

To enter new client details into the table:

- click 'Add New Client' at the top left of the table
- fill in the client details (some fields are not 'required' fields i.e. if you skip some fields it's OK)

Notes:

- 'Hide Client Name' – tick this box if you do not want the client's name to appear in the client table. You may wish to use this if you have a very sensitive case
- 'Preferred means of contact for the client' - select email or SMS from the drop down menu
- 'Confirm GDPR' - click to confirm the client understands their details will be kept encrypted on a database

- Clinic details
 - **'Primary Clinician'** – select the primary clinician from the drop down menu
 - **'Record Alcohol readings only'** - tick box if you want to **monitor alcohol only**
 - **'Initial dose'** - enter starting dose of disulfiram
 - **'Email New Sample Notifications'** - enter all of the email addresses you wish the client's breath sample results to go to. Separate each email address by a comma e.g. drpaulbrown@nhs1.com,drcynthiasmith@nhs2.com
IMPORTANT – do not put a comma (,) at the end of the line
 - **'SMS New Sample Notifications'** - enter all of the mobile phone numbers you wish the client's breath sample results to go to by SMS. Separate each phone number with a comma e.g. 07763456123,09087224765
IMPORTANT – do not put a comma (,) at the end of the line
 - **IMPORTANT** – for non-UK telephone numbers you must use your international code at the beginning of the number e.g. +1 USA, +49 Germany
 - **'Notifications'** - select email or SMS (or both) if you want the client to receive a *Client Data Warning* (sent at 6 p.m. to remind the client to provide a breath sample), and a *Final Client Data Warning* (which is sent at 11 p.m.)
 - **'Notes'** – you can record any notes about the client in this box
- click the **'Save'** button to save the client's details
- click **'Back to List'** to return to the Clients page. The table will now show the details of the client which you have just entered

2. The second thing to do is collect some breath samples from your clients. Every time you take a breath sample you use up one 'data credit'.

Follow the **'Instructions for Use'** which came with your Zenalyser and ZenDroid tablet to use the devices to collect the client's breath samples.

As you collect breath samples the information will automatically be entered into the **'Clients'** table which is your main table

Clients table columns

ID	ID given by your service
Reference	any other reference you wish to allocate to the client
Name	client's name
Date of Birth	client's date of birth
Sample Due	a tick ✓ means client has not yet provided a breath sample
Response Sent	a tick ✓ means message sent to the client (shows in View all results table)
Last Sample	date the last sample was provided
Result	pass, borderline, or fail
➤ Dose*	click in the column to alter disulfiram dose
➤ Action*	click in the column to perform actions used by the clinician

- - see below

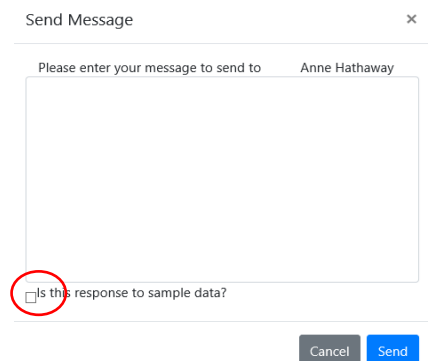
You can interact with two columns in the Clients table

(a) Dose - click in the dose column. A field will appear. Insert the initial dose or a change of dose of disulfiram and click the **'Adjust'** button.

The next time the client sends a sample, the new dose will appear in the Clients table. By entering changes of disulfiram dose you can quickly review the prescribing pattern, and see if changes of dose have led to changes in the breath sample results

(b) Action - click in the Action column to get a list of actions from the Clients table. **You will use these actions a lot.**

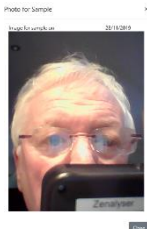
- click **'Send Message'**
 - type the message you wish to send
 - if the small box underneath the message field is ticked the message will appear in the 'View all results' table and will not be lost
- (do not click **'View all results'** just now, as this will lead you to another page where you have further set of actions. We will deal with 'View all results' below, once you've investigated the actions in the current Clients table)
- click **'View last result'** to go to a graph and second-by-second readings of the breath sample
- click **'Edit details'** to edit the client's personal details
- click **'Unlock result'** - you only need to use this action if the Purchaser has failed to pay for data credits. Samples sent after the data credits have expired are stored, but 'locked'. Once extra data credits have been purchased you can 'unlock' the stored results
- click **'Archive Client'**
 - if the client has completed treatment you can 'archive' their data. The client will no longer appear in the Client table. You can see a list of archived clients in the 'Archived Clients' table (see below)
- now go back and click **'View all results'** to go the 'Sample Results for *client*' table



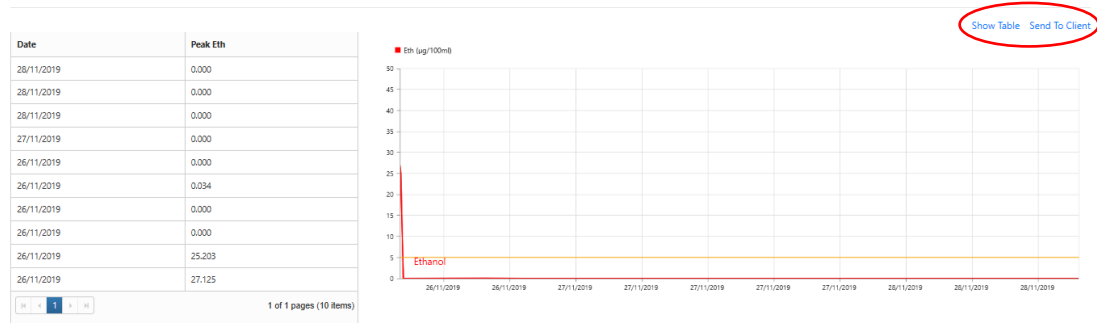
Sample Results for Sherlock Holmes

Date	Result	Peak Eth	Response Sent	Action
28/11/2019	Good	0.000		Show graph
28/11/2019	Fail	0.000		Show Result Send Message Show Photo Unlock result
28/11/2019	Good	0.000		
27/11/2019	Good	0.000		

- click the **'Action'** column of the **'Sample results for client'** table to see a new list of actions
 - click **'Show result'** for second-by-second values of the selected breath sample and its graph
 - click **'Send message'** – (this is a duplicated action which can also be performed from the **'Clients'** table) - type the message you wish to send. If the small box underneath the field is ticked the message will appear in the **'View all results'** table and will not be lost
 - click **'Show Photo'** to see client providing the breath sample
 - click **'Unlock Result'** - (this is a duplicated action which can also be performed from the **'Clients'** table) - you only need to use this action if the Purchaser has failed to pay for data credits. Samples sent after the data credits have expired are stored, but 'locked'. Once extra data credits have been purchased you can 'unlock' the stored results
- click **'Show graph'** at the top right of the table to see a cumulative graph of results
- click **'Send to Client'** to send the graph to the client

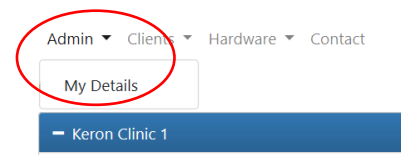


Summary for Sherlock Holmes



3. You can now move to other pages in the ZenaMed Database:

- click **Admin**
- click **'My Details'**
 - click [[Change your password](#)] if you want to
 - click [[Change](#)] or [[Remove](#)] your telephone contact details
 - click **'Enable'** if you want two **two-factor authentication** to enter the ZenaMed Data Portal i.e. your password (your email address) plus a code
 - if two-factor authentication is enabled the next time you log in you will be asked if you want to receive a code by email or phone
 - submit your choice
 - the code will then be sent to you
 - enter the code
 - click **'Submit'** to enter the ZenaMed Data Portal
- click [[Change notification preferences](#)] to select the notifications you wish to receive e.g.
 - New Client Data Ready
 - Client has not sent data
 - Data credit expired
 - Client archiving expiring soon
 - Client archive has expired
 - Zenalyser calibration due
- click **'Save'** button when you have managed each account setting



Manage.

Change your account settings

Password:

[[Change your password](#)]

Phone Number:

07763895656 [[Change](#) | [Remove](#)]

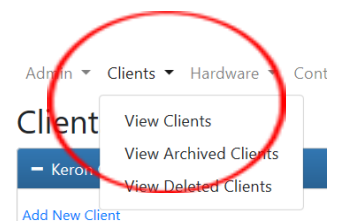
Two-Factor Authentication:

Disabled [Enable](#)

Notification Preferences

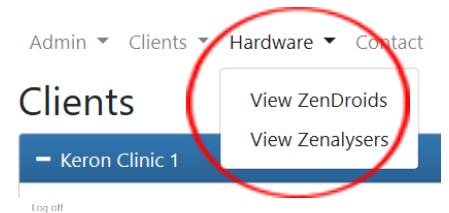
[[Change notification preferences](#)]

- click **Clients**
 - click **'View Clients'** to go to the Clients page (your main page)
 - click **'View archived clients'** - view the Archived Clients page
 - during the period of archiving, all of the client's data can be retrieved (click 'View all results' in the **'Action'** column)
 - the period of archiving is limited to one year. Once this period has expired the client's data will be deleted
 - to prevent deletion, go to the **'Action'** column of this table and select **'Renew Archive'**.
 - if you wish to return the client's data to the active Client table, for instance if the client comes back into treatment, go to the **'Action'** column of this table and select **'Reactivate'**
 - click **'View deleted clients'** to view the table of deleted clients
 - If you wish to 'un-delete' a client, go to the **'Action'** column and select **'Un-delete'**. The client's details will now appear in the Archived Clients table, from where they can be Reactivated to restore them to the active Client's table



➤ click **Hardware**

➤ click **'View ZenDroids'** to see which ZenDroid tablets belong to your clinic



Admin Hardware Contact

ZenDroid

UniqueID	Serial Number	Purchasing Authority	Clinic	Order
30002	bc4b2adkabc6a2e9	Keron PA	Keron Clinic 1	10019
30003	77b899d8a41ad8c2	Keron PA	Keron Clinic 1	10020

1 of 1 pages (2 items)

➤ click **'View Zenalisers'** to see which Zenalisers belong to your clinic

Admin Hardware Contact

Log off

Zenalisers

UID	Serial Number	Calibrated	Samples Since Calibration	Purchasing Authority	Clinic	Client	
Z2344934608001000F8FE		---	139	Keron PA	Keron Clinic 1	Unassigned	Unassign
Z234493460E002000F8FE		---	5	Keron PA	Keron Clinic 1	Unassigned	Unassign

1 of 1 pages (2 items)

You can also see if a Zenalyser is assigned to one client

- Unassign - click if you want to unassign a Zenalyser from a client and free it up for clinic use or for it to be assigned to another client

➤ click **'Contact'** to go to the **'Contact ZenaMed'** page

Admin Clients Hardware Contact

Clients

— Keron Clinic 1

Exercises using the Zenalyser Database as the Clinician

Enter the ZenaMed Database:

- type data.zenamed.co.uk into the address bar of your computer
- insert your username (email address) and password into the ZenaMed Data Portal
- click Log in to enter the ZenaMed Database

Exercise 1 - add a client to the Clients table

Exercise 2 - change your password

Exercise 3 - choose the notifications you want to receive

Exercise 4 - enable Two Factor Authentication. Log off. Log back on and use the code sent to you. Disable Two Factor Authentication

Once you have some breath sample readings from the client:

Exercise 5 - send a message to the client and link the message as a response to sample data

Exercise 6 - change the dose of disulfiram

Exercise 7 - view all of a particular client's results

Exercise 8 - view the graph and send it to the client with a message

Exercise 9 – return to the table and select one particular day's result and view that single day's readings and graph

Exercise 10 - view how many ZenDroids are allocated to your clinic

Exercise 11 - assign a Zenalyser to a client from the ZenDroid tablet

Exercise 12 - unassign a Zenalyser from a client

Exercise 13 - archive a client

Exercise 14 – reactivate an archived client

Exercise 15 – view a client's photograph from 'View all results' or 'View last result'