

## IBD Benchmarking Tool Hints and Tips

(See [www.ibduk.org](http://www.ibduk.org) for more on the IBD Standards, guidelines and benchmarking FAQs)

- 1. Get the team involved** – the value of this process is in getting together to look at the service and committing to making changes as a result. Share the presentation about the IBD Standards and the benchmarking guidance document with your colleagues so that everyone can start thinking about this.
- 2. Fix a date for the self-assessment meeting** – it's good to get this into the diary as soon as possible, you should allow 2-3 hours to go through the online questionnaire. Ideally, at least a gastroenterologist, IBD nurse specialist, manager and patient/s should be at the meeting. Input will also be needed from surgical, dietetic, pharmacy and other colleagues.
- 3. Check you can log-in as soon as possible** – in case of any issues with your hospital's IT system, check the link in your email works for you and email [info@ibduk.org](mailto:info@ibduk.org) if you have any problems with this. You can log back in as often as you like.
- 4. Collect data in advance** – there are some questions which relate to numbers of patients covered by the service and timescales for treatment which it would help to collect before the meeting, or these can be added afterwards. You can complete the assessment in any order and will be able to view progress from the 'Summary' tab on the menu bar at the top of the screen and easily move from there to any sections that are not complete.
- 5. Be honest** – the assessment will identify where the service is doing particularly well as well as highlighting areas for improvement. Most services are expected to get a range of grades across different areas. Getting the most from this process will depend on being honest in your answers to the questions. There is a space to record any comments at the end of each section – you can enter these at any time from the menu list on the left of the screen.
- 6. Submit your assessment as soon as you can** – the tool will close on 15<sup>th</sup> January, but you should aim to submit your assessment well before this to give enough time for any additional input and/or review from the wider team and ensure this is not rushed.
- 7. Contact [info@ibduk.org](mailto:info@ibduk.org) if you have any queries** – we will do our best to come back to you quickly and help with any questions you may have.