Quick Guide
for the Local Trainee Collaboratives

MAMMA
MASTITIS AND MAMMARY ABSCESS MANAGEMENT AUDIT

Thank you for your help with MAMMA: Mastitis And Mammary abscess Management Audit. This is a national multi-centre audit. The aim of the MAMMA study is to describe the current practice in the management of mastitis and breast abscesses in the UK and to provide recommendations for best practice. Any team member can be a Local Trainee Lead. Local trainee leads and collaborators, who collect and submits data for a minimum of 10 patients, will be included in the list of PubMed citable collaborators on all study outputs.

PHASE 1: National Practice Survey

- *Aim: to gain further understanding into current care pathways and sub-specialty involvement in the management of mastitis and breast abscess*
- Will be conducted by the local trainee leads in collaboration with lead supervising consultants

PHASE 2: Prospective Audit of the Management of Mastitis and Breast Abscess

- *Aim: to gain further understanding into the management of patients with mastitis and breast abscess through real-time data*
- All participating centres will be required to register this audit locally
- **Inclusion Criteria:**
  - Female >16 years of age
  - symptoms of mastitis or breast abscess
- **Exclusion Criteria**
  - male patients
  - underlying pathology of breast cancer
  - breast surgery within 90 days of presentation
  - breast implant in situ on the affected side
- Areas for improvement will be identified
- New guidelines will be developed and disseminated to all participating sites, as well as presented at national and international conferences

PHASE 3: Prospective Re-audit of the Management of Mastitis and Breast Abscess

- *Aim: to ensure maintenance of good practice in the management of mastitis and breast abscess following implementation of the new guidelines*

Key dates

January 2020 - To date (Ongoing)	Phase 1 - National Practice Survey
1st March - 31st May 2020	Phase 2 - Prospective Audit (Group A, based on date of audit registration)
1st April - 30th June 2020	Phase 2 - Prospective Audit (Group B)
1st May - 31st July 2020	Phase 2 - Prospective Audit (Group C)
June - August 2020	Phase 2 Data Validation
July 2021 - December 2021	Phase 3 - Prospective re-audit

Study ID Numbers

- Contemporaneous data should be collected for all patients.
- To avoid accidental data duplication, each patient should be given a unique Study ID
  - Study ID = unit initials + last 2 digits of patient's hospital number + month of patient's birth (e.g CXH0101)
- No patient identifiable information should be collected at any time during this audit. Data should be recorded directly into REDCap database to avoid data loss.

Instructions for the local trainee collaborative

1. Select a local trainee lead and contact the steering group (www.mammastudy.com or mamma.study@gmail.com) to confirm your participation in this study.
2. Identify one supervising consultant.
3. Register your audit with the local clinical audit department and email a copy of the approval confirmation to mamma.study@gmail.com. To ensure compliance with the local clinical governance policy, REDCap database access for Phase 2 of the study will only be issued after the audit registration confirmation has been received by the steering group. This process must be commenced without a delay as it may take up to 1 month for the local audit department to grant approval. Data collection cannot commence until the audit is formally approved. In your application, you must notify the audit department that this is part of a national audit and that all data will be anonymised. No patient identifiable information will be collected. If you have any difficulties in registering your audit, please contact your supervisor, regional trainee lead or the steering group for help and advice.
4. Complete Phase 1 National practice survey with the supervising consultant and submit to REDCap database within the data collection period.
5. Recruit local trainee collaborative.
6. Once the evidence of local audit registration is received by the steering group, REDCap database access for the Phase 2 will be issued.
7. Organise a local trainee collaborative meeting to devise strategy and delegate tasks and responsibilities in preparation for the Phase 2 data collection. Check individual training needs. You may wish to test your strategy prior to the official start of the data collection period.
8. Commence data collection, ensuring that all eligible patients are included in this audit and that no fields are left incomplete as centres with data sets missing >5% of data will be excluded from the data analysis.
9. Log all contemporaneous data to REDCap database and regularly check to ensure the accuracy and completeness of collected data.
10. Complete your data collection within the specified data period.
11. Commence and complete data validation within the data validation period.
12. Submit the names of the collaborators to the the regional trainee lead to ensure accuracy of the citable authorship.
13. Present the results of the local audit at the local clinical governance meeting once the summary of results has been released to the local trainee lead.