

## Different ways of reporting to THOR

We fully recognise that without the (voluntary) participation and loyalty of the reporting physicians, the THOR network would not exist. It is therefore our aim to make the task of reporting to THOR as quick and simple as possible, so as not to overburden the physician. To this end, there are a number of different options for reporting to THOR, as described below. If you would like further information on any of these then please get in touch using the contact details provided.

**'Core' versus 'sample' reporting:** Physicians can report to THOR as 'core' (reporting on a monthly basis) or 'sample' (reporting for one randomly allocated month a year) reporters. The composition of 'core' and 'sample' reporters varies between schemes. For EPIDERM (dermatologists), SWORD (chest physicians) and OPRA (occupational physicians), the majority of physicians (>85%) participate on a 'sample' basis with smaller 'core' groups whilst for THOR-GP (general practitioners), reporting is (since 2011) 100% 'sample'.

**Electronic reporting:** The option to report electronically, as opposed to sending in a postal report card, has been available to all THOR participants since January 2007 (except THOR-GP which has always exclusively used electronic reporting methodology). To report electronically you must access your schemes web form via your THOR schemes webpage: <http://www.coeh.man.ac.uk/thor/>. You will need a username and password to do this. These will be/have been sent out to you when you joined THOR (and a reminder is sent prior to your reporting month) but if you wish these to be sent again, please contact THOR (contact details are given below).

**Delegating the reporting task:** The nominated reporting specialist physician (i.e. yourself) can delegate the reporting task to another member of their clinical team (such as a specialist medical trainee or a trained and experienced occupational health nurse with appropriate clinical governance) so long as the nominated physician accepts full responsibility for the diagnostic standard of the reported cases. In this instance, it would be up to you, as the nominated physician, to ensure that the diagnostic quality standards are monitored and deemed satisfactory and to ensure that there is no 'double reporting' of cases. If you would like to take up this option, then we would just need the name (and qualifications) of the person you would be delegating to and your assurance that the above criteria would be met.

**Group reporting:** Another option, applicable when more than one specialist reporter works in a group (for example, a dermatology department with different consultants sharing one patch test service), is for one specialist reporter (or delegate/deputy) to collate and submit case reports on behalf of the whole group. In this instance we would just need to know the names of all the specialists in the group (on behalf of whom the reports are being submitted).

### **THOR Contact details**

SCHEME	Email	Phone
EPIDERM	<a href="mailto:laura.byrne@manchester.ac.uk">laura.byrne@manchester.ac.uk</a>	0161 275 7103
SWORD	<a href="mailto:laura.byrne@manchester.ac.uk">laura.byrne@manchester.ac.uk</a>	0161 275 7103
OPRA	<a href="mailto:Susan.taylor@manchester.ac.uk">Susan.taylor@manchester.ac.uk</a>	0161 275 5531
THOR-GP	<a href="mailto:Susan.taylor@manchester.ac.uk">Susan.taylor@manchester.ac.uk</a>	0161 275 5531