

# Open Data Platform (ODP) Guidance

## Guidance for Primary Care Research Sites to Access Recruitment Data

The [NIHR Open Data Platform \(ODP\)](#) is the NIHR's platform to bring together research data and display it as research intelligence.

This document is intended for the use of Primary Care Research Sites in the East Midlands to assist with locating and viewing site specific recruitment data and study information.

If you require further assistance with using ODP or would like further training please get in touch with your CRN EM Primary Care Research Delivery Team who will be happy to assist:

[PrimaryCareResearch-Derby@nihr.ac.uk](mailto:PrimaryCareResearch-Derby@nihr.ac.uk)

[PrimaryCareResearch-Leicester@nihr.ac.uk](mailto:PrimaryCareResearch-Leicester@nihr.ac.uk)

[PrimaryCareResearch-Lincoln@nihr.ac.uk](mailto:PrimaryCareResearch-Lincoln@nihr.ac.uk)

[PrimaryCareResearch-Northampton@nihr.ac.uk](mailto:PrimaryCareResearch-Northampton@nihr.ac.uk)

[PrimaryCareResearch-Nottingham@nihr.ac.uk](mailto:PrimaryCareResearch-Nottingham@nihr.ac.uk)

## Accessing the NIHR ODP App

Please click [here](#) to access ODP

## Logging in to ODP / Creating an NIHR Account


You should be presented with the below screen.

Identity Gateway

**NIHR** | National Institute  
for Health Research

### Login with your NIHR Hub account

If you have an @nihr.ac.uk email address, you no longer need separate usernames and passwords for each system. Just click on the blue button below.

 LOGIN WITH YOUR NIHR ACCOUNT

OR

### Login with your email address

Username

Password

☐ Remember me on this computer

LOGIN

[Forgot your password?](#)  
[Create account?](#)

### Existing NIHR email address holders

Any users who already have an NIHR email address can easily log in through the Identity Gateway. Simply click on the link “Log in with your NIHR Hub Account” to enter CPMS.

### Non-NIHR email address holders

Any new user without an existing account can create an account within CPMS by clicking on the “Create account” link

You will then be directed to the “Create account” page. Complete the details on the form and agree to the ‘Terms and Conditions’ before clicking the **Next** button.

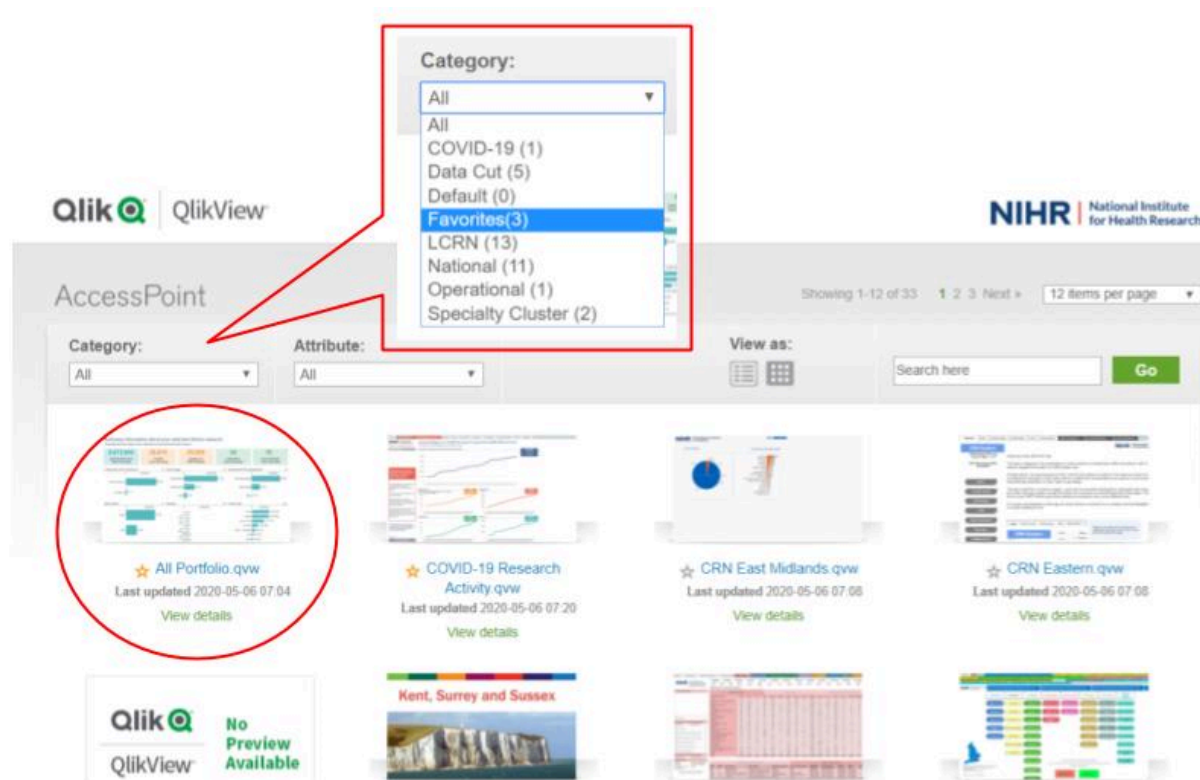
You will be directed to a page asking you to validate your new CPMS account via a confirmation link sent to you via email.

When your new account has been created and you have confirmed the link in your email, you can login to the Identity Gateway. Simply enter your email and password into “Non-NIHR Login” area.

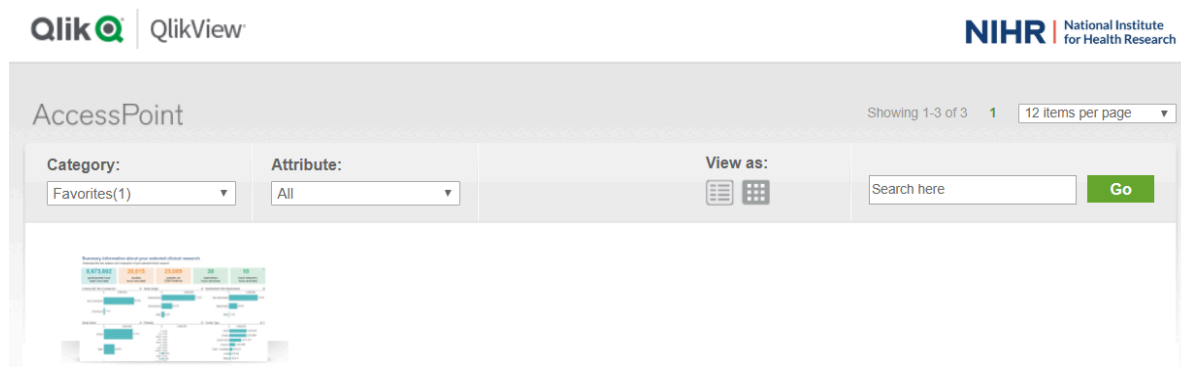
**Troubleshooting tips:** If you have an existing account which you have not used recently you may need to request access to ODP. Once you have done this, please logout and log back in. Hopefully you should then be able to access the QlikView landing page.

## Selecting the All Portfolio App

1. Once you enter ODP you will see the QlikView landing page which is home to various apps. You will only need to use the **All Portfolio.qvw** app
2. If you click on the star next to **All Portfolio.qvw** it will add the app to your favourites
3. You can then select '**Favourites**' from the Category menu so that in future when you log in you will only see the **All Portfolio.qvw**



4. Click on **All Portfolio.qvw** to open the app

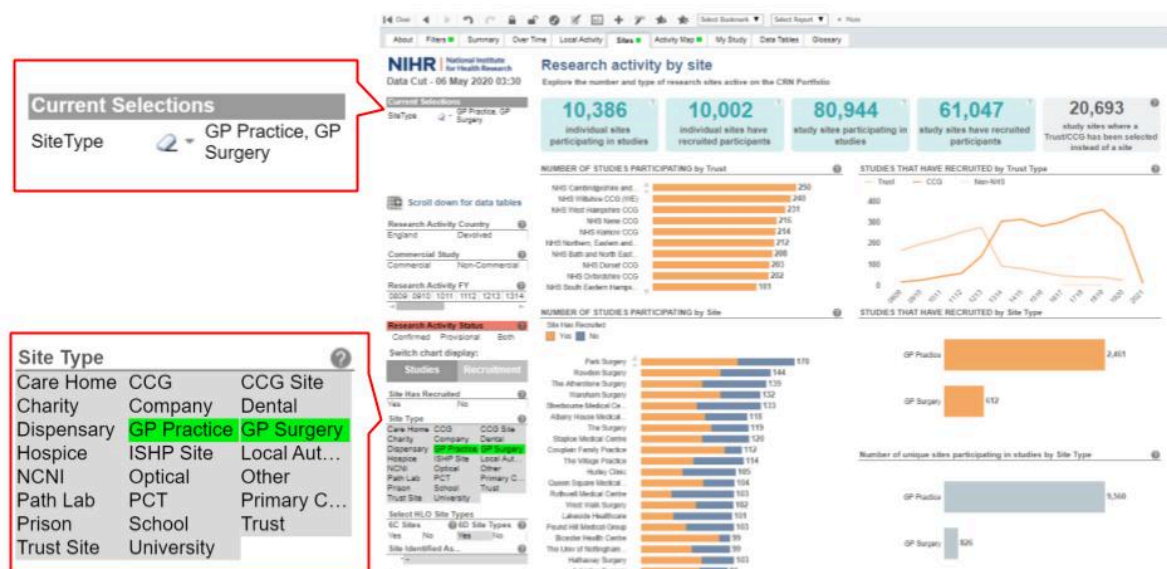


## Selecting your Site using an ODS Code

1. Select the 'Sites' tab at the top of the page



2. Scroll down the page looking at the menu on the left hand side until you come to **Site Type**. Hold down the Ctrl key and click on **GP Practice** and **GP Surgery**. These should both then become highlighted in green. They should also both appear in the **Current Selections** box



3. Scroll down to the bottom of the page to **Data Tables** and ensure that the **Site Research Activity** box is selected (highlighted in a slightly darker shade of grey)

Version: 1.1

**Data Tables**

Site Research Activity

STUDY-SITES

HLO 6C by LCRN and CCG

HLO 6C recruiting sites in 2020/21

To aggregate by a field, click and drag the field to the left-hand side. Right click on a

Participatin g LCRN	Trust Code	Trust Name	Trust Type	Site Code	Site N
				C83004	Liquor
				C83005	Spilsb
				C83006	Kidga
				C83010	Parks
				C83015	Swine
				C83019	Beacc
East Midlands	03T	NHS Lincolnshire East CCG	CCG	C83027	Hornc

4. Click on **Site Code** once and then right click to bring up the menu bar

click and drag the field to the left-hand side. Right click on a table header and selec

Trust Name	Trust Type	Site Name
NHS Lincolnshire East CCG	CCG	A81001
		A81002
		A81003

Search

Fuzzy Search

Select Possible

Select Excluded

Select All

Clear

Clear Other Fields

Copy

Print

Send to Excel

Export

- Click on search and start entering your ODS code between the two \*\*

Click and drag the field to the left-hand side \*K83\* ✕ on a table header and select

Trust Name	Trust Type	ODS Code	Site Name
		K83002	
		K83003	
		K83004	
		K83005	
		K83006	Liquorpond Surgery
		K83007	
		K83008	Spilsby Surgery
		K83009	
		K83010	Kidgate Surgery
		K83011	
		K83012	Parkside Medical Centre
		K83013	
		K83014	Swineshead Surgery
		K83015	
		K83017	Beacon Medical Practice
		K83018	
		K83019	Horncastle Medical Group
		K83020	
		K83021	Holbeach Medical Centre
		K83022	
		K83023	Merton Lodge Surgery
		K83042	Marsh Medical Practice

NHS Lincolnshire East CCG CCG

- Once you have entered your full ODS code click on it and only information relating to your surgery should now be displayed

## Data Tables

To aggregate by a field, click and drag the field to the left-hand side. Right click on a table header and select expand / collapse							
Site Research Activity	Participating LCRN	Trust Code	Trust Name	Trust Type	Site Code	Site Name	Site Type
STUDY-SITES							
HLO 6C by LCRN and CCG	East Midlands	04G	NHS Nene CCG	CCG	K83026	Albany House Medical Centre	GP Practice
HLO 6C recruiting sites in 2020/21		5PD	Northamptonshire Teaching PCT	Primary Care	K83026	Albany House Medical Centre	GP Practice

## Viewing recruitment data for your selected site

1. Once you have selected your site, select the **'STUDY-SITES'** tab from the left hand menu under **Data Tables**.

Data Tables									
Site Research Activity	STUDY-SITES								
STUDY-SITES	CPMS Study ID	IRAS ID	Short Name	Study Status	Managing Specialty	Participating LCRN	Trust Code	Trust Name	Trust Type
HLO 6C by LCRN and CCG									
HLO 6C recruiting sites in 2020/21	7683	29578	PCRN012	Closed	Primary Care	East Midlands	5PD	Northamptonshire Teaching PCT	Primary Care
	10806	46210	CPSS Child Parent Screening...	Closed	Primary Care	East Midlands	04G	NHS Nene CCG	CCG

2. You should then be able to see a list of all recruiting studies which have taken place at your site. This also includes PIC studies where consent has taken place in secondary care but recruitment has been mapped back to your practice
3. To view recruitment/ study data for a specific financial year select the year you wish to view from the **Research Activity FY** tab in the left hand menu. Select the year(s) you wish to view by clicking on them. They will turn green once selected and appear in the **Current Selections** box

**NIHR** | National Institute for Health Research

Data Cut - 06 May 2020 03:30

**Current Selections**

SiteCode \*K83026\*

Recruitment... 1920

SiteType GP Practice, GP Surgery

### Research activity by site

Explore the number and type of research sites active on the CRN Portfolio

1 individual sites participating in studies

1 individual sites have recruited participants

1 study sites

NUMBER OF STUDIES PARTICIPATING by Trust

NHS Nene CCG 8

Scroll down for data tables

Research Activity Country  
England Devolved

Commercial Study  
Commercial Non-Commercial

Research Activity FY  
1516 1617 1718 1819 1920 2021

NUMBER OF STUDIES PARTICIPATING by Site



## Downloading Data

1. You can download your data into an excel spreadsheet by right clicking anywhere on the table and selecting '**Send to Excel**'
2. The excel file will appear in your downloads folder

**Data Tables**

Site Research Activity	STUDY-SITES									
STUDY-SITES	CPMS Study ID	IRAS ID	Short Name	Study Status	Managing Specialty	Participatin g LCRN	Trust Code	Trust Name	Trust Type	Site Code
HLO 6C by LCRN and CCG										
HLO 6C recruiting sites in 2020/21										
	40837	25842			Primary Care	East Midlands	04G	NHS Nene CCG	CCG	K83026
	12698	10732			Primary Care	East Midlands	04G	NHS Nene CCG	CCG	K83026
	38563	22775			Primary Care	East Midlands	04G	NHS Nene CCG	CCG	K83026
	41389	26198			Primary Care	East Midlands	04G	NHS Nene CCG	CCG	K83026
	41109	26091	SURE	Closed	Diabetes	East Midlands	04G	NHS Nene CCG	CCG	K83026



## Unselecting/ removing a filter to amend your data search

1. When selecting filters you will notice that every selection you make is added to the **Current Selections** box at the top left hand side of the page
2. To remove a filter or to go back a step in your selection process click on the eraser icon as shown below and then select the relevant filter you require to display the data you wish to view; following the steps shown in the previous sections of this document. For example, to view a different financial year, click on the eraser icon next to the year selected (in this case: 1920) and then repeat the steps for selecting a different financial year as described earlier.

The screenshot shows the NIHR Clinical Research Network East Midlands interface. At the top, there are tabs: About, Filters (with a green square), Summary (with a green square), Over Time (with a green square), Local Activity, and Sites (with a green square). Below the tabs, the NIHR logo and 'National Institute for Health Research' are displayed. The 'Data Cut' is '06 May 2020 03:30'. The 'Current Selections' box is highlighted with a red circle and contains the following filters: SiteCode (\*K83026\*), Recruitment... (1920), and SiteType (GP Practice, GP Surgery). The 'Research activity by site' section shows '1 individual sites participating in studies'. Below this, the text 'NUMBER OF STUDIES PARTICIPATING' is visible.

## Removing all filters to start a new data search

1. Clicking on the **Clear** tab in the top left corner will remove all the filters you have previously applied.
2. The green squares in the tab headings indicate filters that have been selected - see screenshot below. These should disappear once you have clicked on **Clear**. Anything listed under **Current Selections** will also be removed.

The screenshot shows the NIHR Clinical Research Network East Midlands interface. At the top, there is a 'Clear' button (with a red circle around it) and a 'Select Bookmark' dropdown. Below the tabs, the NIHR logo and 'National Institute for Health Research' are displayed. The 'Data Cut' is '07 May 2020 03:30'. The 'Current Selections' box is highlighted with a red circle and contains the following filters: SiteCode (\*K83035\*), Recruitment... (1920), and SiteType (GP Practice). The 'Research activity by site' section shows '1 individual sites participating in studies', '1 individual sites have recruited participants', and '37 study sites participating in studies'. Below this, the text 'NUMBER OF STUDIES PARTICIPATING by Trust' is visible.

## Gaining a comparative overview of site performance

1. Select the **Filters** tab
2. From the **Participating LCRN** menu select **East Midlands**
3. From the **Site Type** menu select **GP Practice** and **GP Surgery** (hold down Ctrl and click on both)
4. Select the relevant Financial Year from the **Research Activity FY** menu

**NIHR** | National Institute for Health Research  
Data Cut - 07 May 2020 03:30

**Current Selections**

- Recruitment... 1920
- SiteType GP Practice, GP Surgery
- LCRNEngland East Midlands

**Research Activity Country**  
England Devolved

**Commercial Study**  
Commercial Non-Commercial

**Research Activity FY**  
1516 1517 1718 1819 **1920** 2021

**Research Activity Status**  
Confirmed Provisional Both

**Study Record Details**

**Study Status**  
Closed Open Withdrawn

**In Setup** **Suspended**

**Detailed Study Status**  
- - -

**Study (ABF) Category**  
Commercial Large Interventi...  
Large Observati... Interventional  
Observational

**Study Dates**  
Entered In FY - - -  
FY Quarter - - -  
FY Month - - -

**Suggested Additional Filters**  
Further refine the information in this dashboard by selecting from the categories below

**How to select a list of CPMS Study IDs:**  
1) Enter the CPMS Study IDs after the = below, using the ( | | | ) format 2) C  
(StudyID|StudyID|StudyID) = (12345|23456|34567)  
\*Tip\* Create your list in Excel/Notepad etc first, then paste in

**Research Activity Time Period and Location**

**Recruitment Quarter Year** **Recruitment Month Year**

**Recruitment Country**  
England Northern Ireland Scotland Wales

**Participating LCRN**  
**East Midlands** South London  
Eastern South West Peninsula  
Greater Manchester Thames Valley and South Midlands  
Kent, Surrey and Sussex Wessex  
North East and North Cumbria West Midlands  
North Thames West of England  
North West Coast Yorkshire and Humber  
North West London

**RA Upload Route** **NHS Trust or CCG**  
LPMS Manual Trust CCG Non-NHS

**Trust Type**  
Acute Ambulance Care CCG  
Mental Health Non-NHS Northern Irish Trust Other  
Primary Care Scottish Health B... Welsh Trust

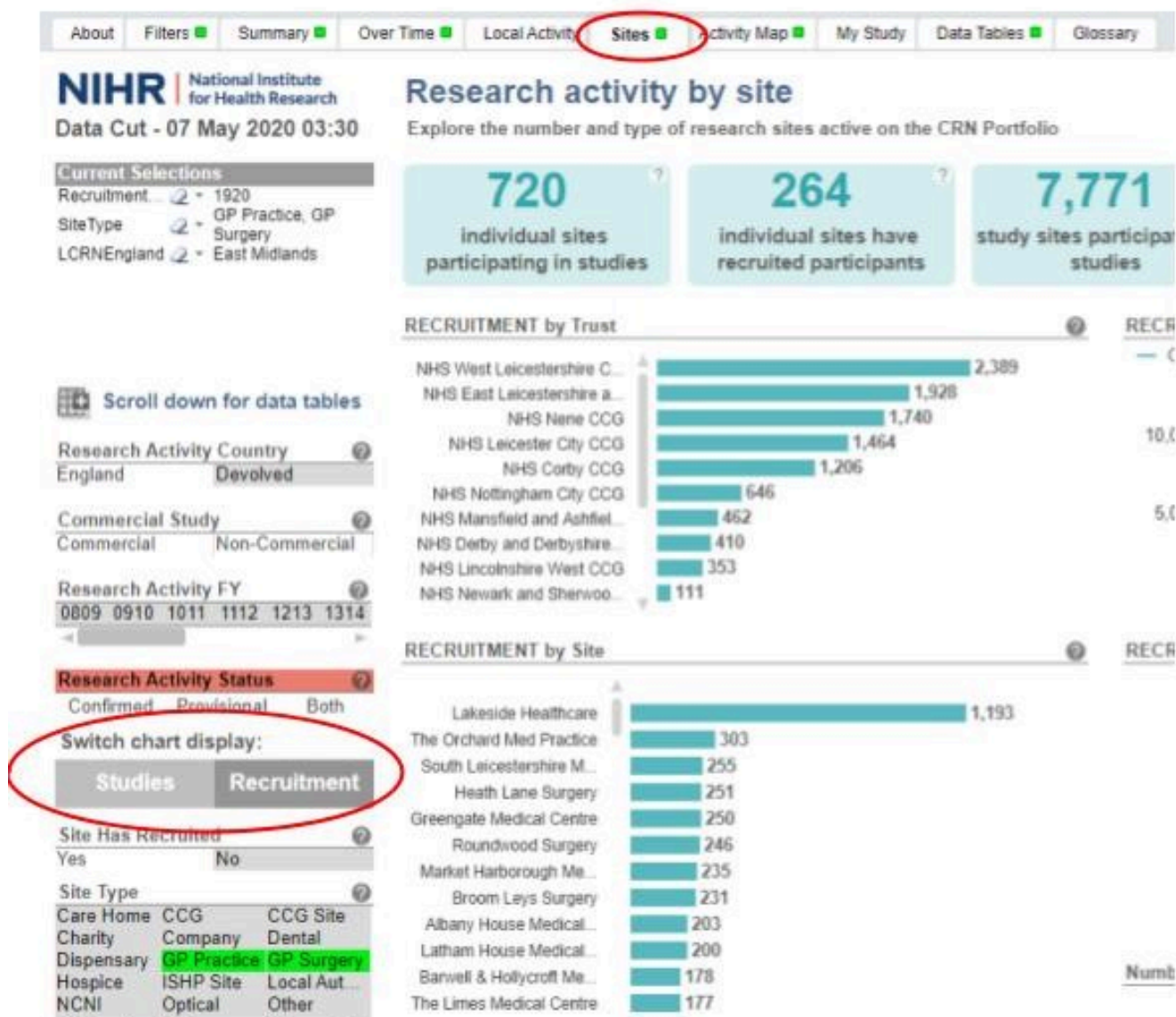
**Q Trust / CCG / Board** **Q Site Code / Name**

**Site Type**  
Care Home Dispensary NCNI Prison  
CCG GP Practice Optical School  
CCG Site GP Surgery Other Trust  
Charity Hospice Bath Lab Trust Site

**Study Ad**  
Lead Ad  
England  
Lead LC  
East Mid  
Eastern  
Greater I  
Kent, Su  
North Ea  
North Th  
North W  
North W

**Portfolio**  
Manag  
1  
Special  
Ageing  
Anaesth  
Cancer  
Cardiova  
Children  
Critical C  
Dementi  
Dermato  
Manag  
Managin  
Sub-Sp  
Ageing

5. Select the **sites** tab
6. You can then use the **Switch Chart Display** menu to move between viewing how many **Studies** each site has recruited to within the chosen financial year and how many participants each site has recruited (**Recruitment**)



Tip - if you want to find out if your site ranks in the top 50 highest recruiting Primary Care research sites in the East Midlands it may be easier to view this information in excel. Ensure that you are viewing **Recruitment** data (see **Switch Chart Display**). Right click anywhere on the **RECRUITMENT by Site** chart and select **send to excel**.