

A Publication in Action

This document provides a practical example of where a publication can be used to group some documents on the website. We have used an old website page for the college under revalidation:

<http://www.rcophth.ac.uk/revalidation/page.asp?section=751§ionTitle=Quality+improvement+in+cataract+care>

The screenshot shows a website with a navigation bar at the top containing links: HOME, PREPARING FOR APPRAISAL, CLINICAL SUB-SPECIALTIES (highlighted), OTHER ASPECTS OF PRACTICE, REFERENCE SOURCES, and CONTACT US. On the left is a sidebar menu for 'Clinical Sub-Specialties' with a list of categories including Cataract, Glaucoma, and Strabismus. The main content area is titled 'Quality improvement in cataract care' and contains text about college recommendations for supporting information in cataract surgery. It lists 'expected' and 'optional' topics for audit. Below the text is a 'Resources' section with four links to documents: 'Cataract Surgery Guidelines 2010' (PDF), 'Cataract Surgery Checklist (Word)', 'Quality Standards for Cataract Services' (Word), and 'Audit and Clinical Effectiveness Information for Ophthalmologists' (PDF).

This page includes four documents which are grouped together on this page.

This block is a close-up of the 'Resources' section from the screenshot. It features a heading 'Resources' and a list of four documents, each with a file icon and a title: 'Cataract Surgery Guidelines 2010' (PDF icon), 'Cataract Surgery Checklist (Word)' (Word icon), 'Quality Standards for Cataract Services' (Word icon), and 'Audit and Clinical Effectiveness Information for Ophthalmologists' (PDF icon).

We could simply download these files from the website and save them in the media library then add them as four links to the version of this page on the new website:

<http://rcophth.phewinternet.com/professional-resources/revalidation/clinical-sub-specialties/cataract/quality-improvement-in-cataract-care/>

However since these documents are related to each other we can still upload the files to the media library but actually include them in a publication to group them together as a single resource of information:

So we created a new publication with an appropriate title:

☐ **Revalidation Resource : Cataract**

Nick McCallum

2014/11/25
Published

Under the documents tab we downloaded all of those documents from the old site and uploaded them to the media library as normal but then added them into this publication with some titles:





Dates

Summary

Documents

Other Information

Files and Revisions

	File	Title	Revision Number	Cover Image	
1	 2010-SCI-069_Cataract_Surgery_Guidelines_2010_-_SEPTEMBER_2010 Name: 2010-SCI-069_Cataract_Surgery_Guidelines_2010_-_SEPTEMBER_2010.pdf Size: 989 kB	Cataract Surgery G		No image selected Add Image	+ -
2	 2010_PROF_062_Cataract_Surgery_Checklist Name: 2010_PROF_062_Cataract_Surgery_Checklist1.doc Size: 64 kB	Cataract Surgery CI		No image selected Add Image	
3	 Cataract prof doc Name: QSG_cataract_july_2013_2013_PROF_138.docx Size: 39 kB	Quality Standards f		No image selected Add Image	
4	 2012_PROF_164_Audit__Clinical_Effectiveness_Information_for_Ophthalmologists_2012_1 Name: 2012_PROF_164_Audit__Clinical_Effectiveness_Information_for_Ophthalmologists_2012_1.pdf Size: 200 kB	Audit and Clinical E		No image selected Add Image	

We did not want a cover image (but we could have added one) or a revision number so we left all of this information blank.

We saved this and went into a page in the admin.

Then when editing the applicable page we added this publication using the publication manager as discussed in the guide:

Pick part of page

Visual acuity <--- LINK TO PAGE

Resources

|

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Word count: 383

Click add link



Find the publication and add it

Add Publication Link

Please select a publication below using the filter search
can also enter a title which will be used as the link text to
the main publication title listed will be used as the link te

Title (optional):

Filter:

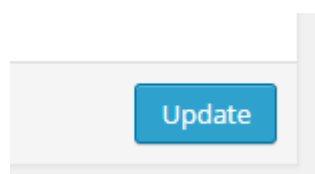
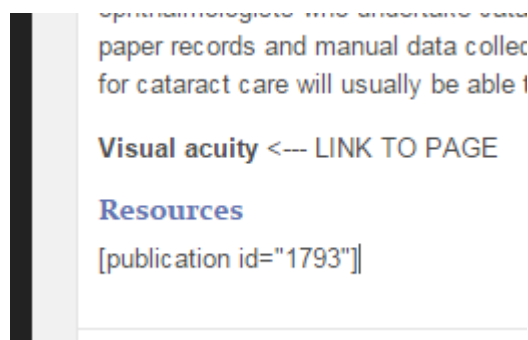
Show Cover Image:

☐

Select Publication

☒ Revalidation Resource : Cataract

Save the page



Now if we view this page we can see all of the documents grouped together:

requirement for the revalidation of all ophthalmologists who undertake cataract surgery. This is achievable even where the ophthalmologist is entirely reliant on paper records and supporting information methods. Ophthalmologists who have access to an electronic clinical record should usually be able to provide more extensive and detailed supporting information.

Visual acuity <— LINK TO PAGE

Resources

- [Cataract Surgery Guidelines 2010](#)
- [Cataract Surgery Checklist \(Word\)](#)
- [Quality Standards for Cataract Services](#)
- [Audit and Clinical Effectiveness Information for Ophthalmologists](#)

All of these link to those documents we added in the publication manager.

By doing this we also have automatically added the publication to the document library part of the site:

<http://rcophth.phewinternet.com/publications/>

Revalidation Resource : Cataract

Resources related to quality improvement in cataract care.

Resources related to quality improvement in cataract care.

[Cataract Surgery Guidelines 2010](#) (0.97M - pdf)

[Cataract Surgery Checklist \(Word\)](#) (64.00K - doc)

[Quality Standards for Cataract Services](#) (38.84K - docx)

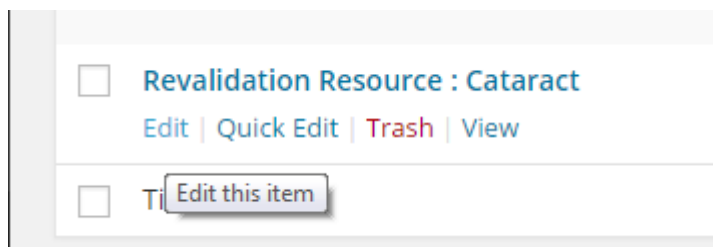
[Audit and Clinical Effectiveness Information for Ophthalmologists](#) (199.94K - pdf)

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If we were to go back into that publication in the admin system and change any of the titles or the documents or add new documents in then anywhere we have used that special code on the site it will update automatically.

Let's say for example there was a new fictitious resource for cataracts called 'Annual cataract advisory group review 2014' that we wanted to include.

We can simple go into the publication again and add it:







Dates

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	File	Title	Revision Number	Cover Image	
1	 <div> 2010-SCI-069_Cataract_Surgery_Guidelines_2010_-_SEPTEMBER_2010 Name: 2010-SCI-069_Cataract_Surgery_Guidelines_2010_-_SEPTEMBER_2010.pdf Size: 989 kB </div>	Cataract Surgery G		No image selected Add Image	
2	 <div> 2010_PROF_062_Cataract_Surgery_Checklist Name: 2010_PROF_062_Cataract_Surgery_Checklist1.doc Size: 64 kB </div>	Cataract Surgery CI		No image selected Add Image	
3	 <div> Cataract prof doc Name: QSG_cataract_July_2013_2013_PROF_138.docx Size: 39 kB </div>	Quality Standards 1		No image selected Add Image	
4	 <div> 2012_PROF_164_Audit__Clinical_Effectiveness_Information_for_Ophthalmologists_2012_1 Name: 2012_PROF_164_Audit__Clinical_Effectiveness_Information_for_Ophthalmologists_2012_1.pdf Size: 200 kB </div>	Audit and Clinical E		No image selected Add Image	
<div>Add File</div>					

Add a new document

5	No File Selected. <div>Add File</div>			No image selected Add Image	
<div>Add File</div>					

This brings up the media library where you can upload a new document or add one which is already in the system.

Select File

Upload Files

Media Library

Drop files anywhere to upload

or

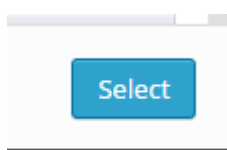
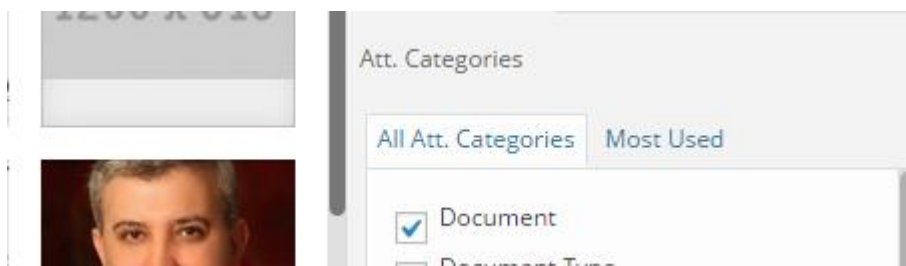
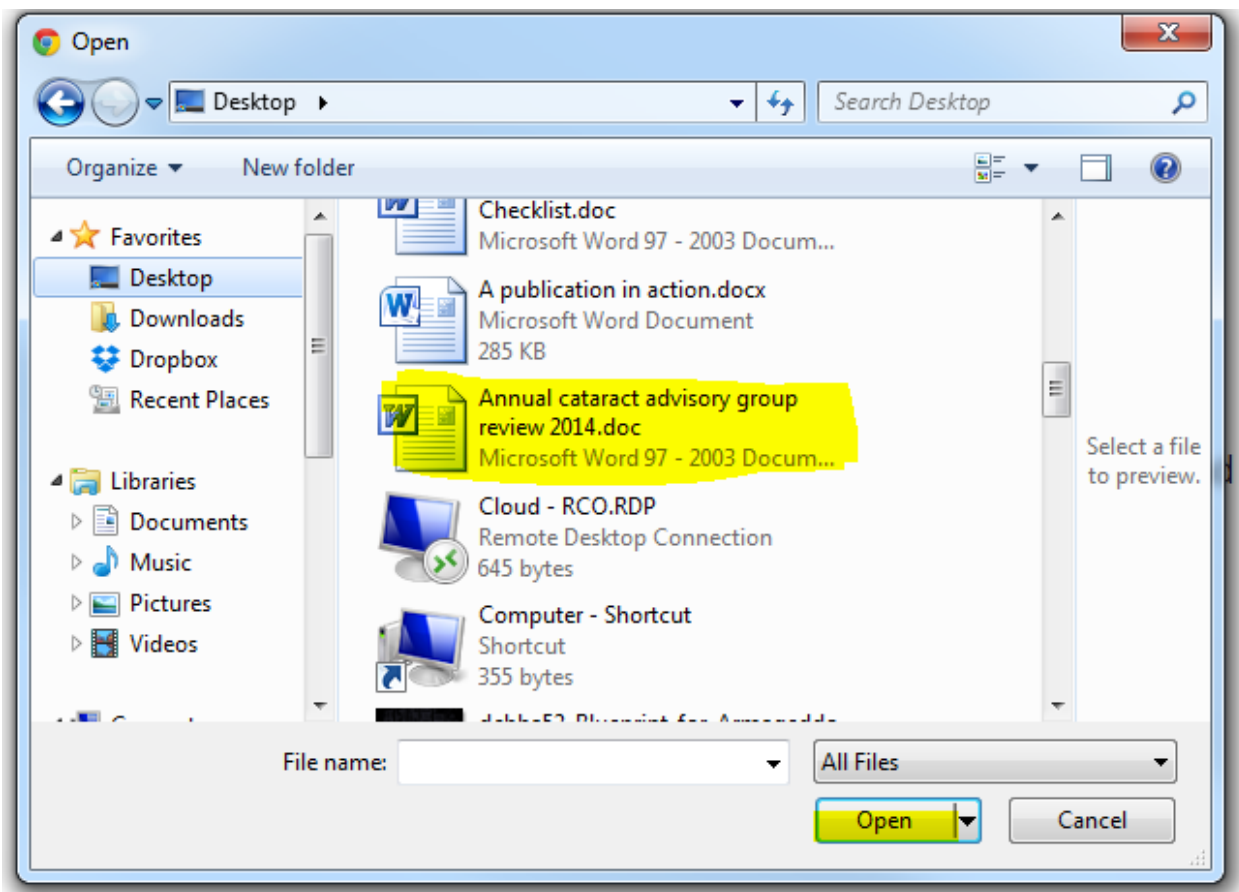
Select Files

Maximum upload file size: 8 MB.

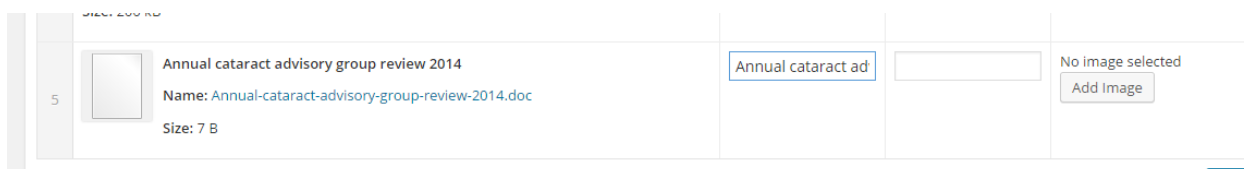
Paths Tool: Create and edit paths B

Select

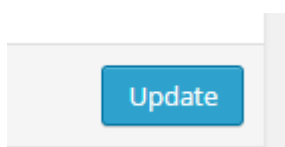
Let's upload one give it a category and select it



We now have this added:



The document itself is still in the media library it can be used anywhere on the site as normal but it has also now been included in this publication. If we now save this publication:



our page which we added this publication to is automatically updated:

- [Correct use of the WHO/NPSA preoperative checklist](#)

The items of information which are "expected" for appraisal have been required as part of the curriculum for ophthalmology for several years and the College believes that it is a real requirement for the revalidation of all ophthalmologists who undertake cataract surgery. This is achievable even where the ophthalmologist is entirely reliant on paper records and manual methods. Ophthalmologists who have access to an electronic clinical record system should usually be able to provide more extensive and detailed supporting information.

Visual acuity <— [LINK TO PAGE](#)

Resources

- [Cataract Surgery Guidelines 2010](#)
- [Cataract Surgery Checklist \(Word\)](#)
- [Quality Standards for Cataract Services](#)
- [Audit and Clinical Effectiveness Information for Ophthalmologists](#)
- [Annual cataract advisory group review 2014](#)

[Publications](#)

[View all](#)

[Related Events](#)

Any other pages where we added this publication will also update automatically.

We could have achieved the exact same result by adding a link to the document directly from the media library, whilst editing the page, but it is evident from spending a few more moments creating a publication for this resource it can be updated quicker in future, especially if this resource is used in multiple parts of the site.