ADR Reporting forms

Design issues

Making forms work

A presentation by

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Form 8283 (Rev. October 1998)

Noncash Charitable Contributions

Attach to your tax return if you claimed a total deduction of over $500 for all contributed property.

Note: Figure the amount of your contribution deduction before completing this form. See your tax return instructions.

Section A—List in this section only items (or groups of similar items) for which you claimed a deduction of $5,000 or less. Also, list certain publicly traded securities even if the deduction is over $5,000 (see instructions).

Part I

Information on Donated Property—if you need more space, attach a statement.

1. Name and address of the donee organization

2. Description of donated property

Part II

Other Information—Complete line 2 if you gave less than an entire interest in property listed in Part I. Complete line 3 if conditions were attached to a contribution listed in Part I.

2. If, during the year, you contributed less than the entire interest in the property, complete lines a-e.
   a. Enter the letter from Part I that identifies the property.
   b. Total amount claimed as a deduction for the property listed in Part I:
      (1) For this tax year
      (2) For any prior tax years
   c. Name and address of each organization to which any such contribution was made in a prior year (complete only if different from the donee organization above).
      Name of charitable organization (donee)
      Address (number, street, and room or suite no.)
      City or town, state, and ZIP code
   d. For tangible property, enter the place where the property is located or kept
   e. Name of any person, other than the donee organization, having actual possession of the property

3. If conditions were attached to any contribution listed in Part I, answer questions a–c and attach the required statement (see instructions).
   a. Is there a restriction, either temporary or permanent, on the donee's right to use or dispose of the donated property?
   b. Did you give to anyone (other than the donee organization or another organization participating with the donee organization in cooperative fundraising) the right to the income from the donated property or to the possession of the property, including the right to vote donated securities, to acquire the property by purchase or otherwise, or to designate the person having such income, possession, or right to acquire?
   c. Is there a restriction limiting the donated property for a particular use?

For Paperwork Reduction Act Notice, see page 4 of separate instructions.

Cat. No. 6229SU
For: 8283 (Rev. 10-98)
What makes you irritated when filling in a form? [1]

- Uncertainty why form is necessary
- Form looks complicated and unattractive
- Excessive or bureaucratic detail
- Complexity and length of time required
- Information required demanding troublesome search for details
- Information required which sender could be expected already to have
- Repetition of personal or other details (within form or from form to form)
What makes you irritated when filling in a form? [2]

- Inadequate space for answers
- Questions which are not clear as to their purpose, rationale or requirements
- Information which appears superfluous
- Significant information which you have but are not asked for or cannot fit on the form
- Inability to express your view within constraints of form
- Complex or expensive return mechanism
- No apparent benefit for effort
Horrible forms
Anatomy of a form:

Relationship: who’s this from?
Paper size, colour and quality (why A4?)
Font size and colour
Personalisation (this is for me)
Benefits
Print colour (grey is a tint of black: this is 2 colour)
Open boxes for information
Distinct sections and clear subheadings
Help information at point of data entry
Tick boxes
Visual variety (here, angled items, very minor but effective)
Overall impression: welcoming or alienating?

This form is not presented as an example of ideal design, though it’s not bad.
How do forms from the commercial sector compare?

• Generally well designed, easy to fill in and purposes and benefits clear (low benefit = low response)

• Medical forms often badly designed, poorly laid out, complex, demanding with purposes and benefits unclear

• Commercial companies may depend on forms for their survival; take form and context very seriously (applications, contributions, registration of products, customer surveys)

• Keen for people to take notice and fill in
What makes a good form?

• A good form is one which your target audience want to fill in

• You must ask them how much effort they are willing to make (e.g. alert or minimum or full data)

• A form without research, testing and discussion is largely a waste of time

• Sit with reporters and watch them completing a form

• What suits your needs may not suit the needs and wishes of reporters at all: empathy
What makes a good form?

• Simple, open, elegant design and layout
  – Structure; use of colour; white space; typeface; tick-boxes, space for response

• Short (one page/10 min)

• Clear headings and detailed requirements

• Minimum necessary information (+personalised data)

• Clear purposes and benefits

• Simple return mechanisms
A4 is not the only option: it may be convenient for officials but is it fit for audience? [Lazy choice?]

All the pictures, colour and creativity are to persuade the recipient to fill in the form
Notice:

• Distinct sections, indicated by colour variations and sub-headings
• Open white space for completing information
• Overall inviting and comfortable appearance
• Notice three weights of green – solid, and medium and light tints
ADVERS İLAÇ ETKİLERİ BİLDİRİMİ
(Hastanın ve bildirimci doldurduğun doktor - dig. hekim - eczacı)
A. Bildirim içeriği istenen etkiler, tedavi amacınıyla ve tedavi için kullanılan ilaçlar hakkında bilgi vermelidir.
B. Konjental anormalliklerde, hamilelik süresince alınan ilaçlar ise, son üç ay boyunca alınan tüm ilaçları ait olarak bildirilmelidir.
C. Formulada listelenen bir veya daha çok eksik de olabilir, bu nedenle bildiriminizi bilimsel bir uyum göstermesi önemli olup, bize bildirdiğiniz herhangi bir bilgiyi ve gerekirse belirttiğiniz ek bilgiyi, bu nedenle bildiriminizi bilimsel bir uyum göstermesi önemli olup, bize bildirdiğiniz herhangi bir bilgiyi ve gerekirse belirttiğiniz ek bilgiyi kullanarak derinlemesine araştırmalar yaparak bildirime katkı sağlayabilir ve sizinle paylaşabiliriz.
D. Bildirilen etkileri ve tedaviyi, hastanın ve bilim insanının bilgi ve eğitim düzeyi ile uyumlu bir şekilde vermekten değerli olabilir.
E. Bildirilen etkilerin tedavisinde izin verilen ilaçlar ile uyumlu olmalıdır.
F. Bildirilen etkilerin tedavisinde izin verilen ilaçlar ile uyumlu olmalıdır.
G. Bildirilen etkilerin tedavisinde izin verilen ilaçlar ile uyumlu olmalıdır.
H. Bildirilen etkilerin tedavisinde izin verilen ilaçlar ile uyumlu olmalıdır.
I. Bildirilen etkilerin tedavisinde izin verilen ilaçlar ile uyumlu olmalıdır.
J. Bildirilen etkilerin tedavisinde izin verilen ilaçlar ile uyumlu olmalıdır.
K. Bildirilen etkilerin tedavisinde izin verilen ilaçlar ile uyumlu olmalıdır.
L. Bildirilen etkilerin tedavisinde izin verilen ilaçlar ile uyumlu olmalıdır.
M. Bildirilen etkilerin tedavisinde izin verilen ilaçlar ile uyumlu olmalıdır.
N. Bildirilen etkilerin tedavisinde izin verilen ilaçlar ile uyumlu olmalıdır.
O. Bildirilen etkilerin tedavisinde izin verilen ilaçlar ile uyumlu olmalıdır.
P. Bildirilen etkilerin tedavisinde izin verilen ilaçlar ile uyumlu olmalıdır.
Q. Bildirilen etkilerin tedavisinde izin verilen ilaçlar ile uyumlu olmalıdır.
R. Bildirilen etkilerin tedavisinde izin verilen ilaçlar ile uyumlu olmalıdır.
S. Bildirilen etkilerin tedavisinde izin verilen ilaçlar ile uyumlu olmalıdır.
T. Bildirilen etkilerin tedavisinde izin verilen ilaçlar ile uyumlu olmalıdır.
U. Bildirilen etkilerin tedavisinde izin verilen ilaçlar ile uyumlu olmalıdır.
V. Bildirilen etkilerin tedavisinde izin verilen ilaçlar ile uyumlu olmalıdır.
W. Bildirilen etkilerin tedavisinde izin verilen ilaçlar ile uyumlu olmalıdır.
X. Bildirilen etkilerin tedavisinde izin verilen ilaçlar ile uyumlu olmalıdır.
Y. Bildirilen etkilerin tedavisinde izin verilen ilaçlar ile uyumlu olmalıdır.
Z. Bildirilen etkilerin tedavisinde izin verilen ilaçlar ile uyumlu olmalıdır.
**Nigerian ADR form and booklet**

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### NATIONAL PHARMACOVIGILANCE CENTRE (NPC) NIGERIA

**FORM FOR REPORTING OF SUSPECTED ADVERSE DRUG REACTIONS IN STRICT CONFIDENCE**

#### 1. PATIENT'S DETAILS

<table>
<thead>
<tr>
<th>Full Name or Initials:</th>
<th>Patient Record No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGE/DATE OF BIRTH:</td>
<td>SEX: M</td>
</tr>
<tr>
<td>HOSPITAL/Treatment Centre:</td>
<td></td>
</tr>
</tbody>
</table>

#### 2. ADVERSE REACTIONS DESCRIPTION

<table>
<thead>
<tr>
<th>Date Reaction Started</th>
<th>Date Reaction Stopped</th>
</tr>
</thead>
</table>

- OUTCOME OF REACTION
  - [ ] Tick as appropriate
  - [ ] Recovered fully
  - [ ] Recovered with Disability
  - [ ] Congenital Abnormality
  - [ ] Hospitalization
  - [ ] Life Threatening
  - [ ] Death
  - [ ] Other (specify)

- Ws Patient admitted: YES [ ] NO [ ]
  - Duration of admission (days): [ ____________ ]
  - Treatment of Reaction: [ ____________ ]
  - Adverse Event or Reaction reappeared on Rechallenge: YES [ ] NO [ ]
  - Rechallenge not done: YES [ ] NO [ ]

#### 3. Relevant Tests/Laboratory Data:

#### 4. SUSPECTED DRUG (including Biologicals, Traditional/Herbal Medicines & Cosmetics)

<table>
<thead>
<tr>
<th>DRUG DETAILS (credit name and other details if available/Attach Product label/sample if available)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brand Name:</td>
</tr>
<tr>
<td>Batch Number:</td>
</tr>
<tr>
<td>Name &amp; Address of Manufacturer:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Indications for use</th>
<th>Dosage</th>
<th>Route of Administration</th>
<th>Date Started</th>
<th>Date Stopped</th>
</tr>
</thead>
</table>
Branding

**YellowCard**

Helping to make medicines safer

A side effect of your medicine?

You can report it using **YellowCard**

You can report suspected side effects:
- online at [www.yellowcard.gov.uk](http://www.yellowcard.gov.uk)
- or using a Yellow Card form.

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**Downloadable paper form (09)**
Old Australian ADR form

A5 size
Netherlands in the first league, but...
How do forms from the commercial sector compare?

• Determined their forms (and image) should be more attractive and compelling than competitors’

• Design and test forms to suit audiences (empathy)

• Take communications design very seriously, spending time and money, always using designers and information graphics specialists
Web forms

• Simple, attractive appearance
• Clear structure and instructions
• Distinct sections and sub-headings
• Drop down options when suitable (including ‘other’ category)
• Rapid and smooth functionality
• Go back for review if more than one screen
• Save (complete or partially complete) and print options
Design and test

- Design the form for visual quality as well as content
- Seek advice from reporters about what they're willing to do
- Test the form with your target audience
- Sit with reporters and watch them complete the form: what are the problems?
- Do what they suggest!
What makes you want to fill in a form? [1]

• It’s a good form, and looks inviting
• It’s seen as a priority
• Context and meaning are understood
• You feel well disposed towards the sender
• Appears to be good reason for completing the form
• Evident beneficial personal, medical or scientific effects from completing form
What makes you want to fill in a form? [2]

• You know the effort will be appreciated
• You know there will be personal and professional feedback

-It's worth the effort!
Psychological issues

- Attitude of the sender of form towards the person completing the form (empathetic or bureaucratic?)
- The attitude of the person completing form towards the sender of form (alienated or collaborative?)
- Motivation of person completing form and perceived benefits (indifference or enthusiasm?)
- Balance between effort/time involved and satisfaction or reward of completing it
- The whole context of reporting: culture (is the relationship one of friendly professional collaboration?)
A cynical ending...

• Few of the essential lessons in this session have been translated into action anywhere in the world

• Bureaucratic inertia, lack of imagination, laziness and following well-trodden paths always get in the way of imagination and creativity

• Boring, traditional forms and processes mean alienated reporters and low levels of reporting – and unnecessary harm to patients
Key points

• ADR forms are an element of the regulatory and general medical culture (good or bad)

• Communicating and motivating are high-energy activities; require skill and creativity

• Forms must be developed and tested collaboratively (joint enterprise)

• Forms must be easy to complete, attractive, self-explanatory

• Forms must be part of ongoing positive, interactive processes and relationships
Over to you!