

Help System

How do I log in?

1. Go to www.histopathologyeqa.org
2. Enter your email address as your username (this email address needs to be the address that you registered with the scheme)
3. Click "Reminder" if you have forgotten/never had your password.
4. An email will be sent to you with your password.
5. Enter this password
6. You can change this password, update your address etc via tab labelled "your details".

How to enter responses

1. Log in to www.histopathologyeqa.org
2. List of circulations will appear
3. Click on the open circulation
4. List of cases appear across screen
5. You can print out histories by clicking on "Print"
6. After looking at slides you click on the case number tab to enter your responses.

The format for responses has not changed - still 2 boxes, one for 'morphological description' and one for 'clinicopathological diagnosis'

AND CLICK THE ADD BUTTON.

10. You can then move onto the next case - you don't have to press the save button each time.
11. If you want to stop and not submit answers then click SAVE. You can print out answers as well.
12. When you want to submit your answers then click "COMPLETE" - you will not be able to submit if you have missed out the main diagnosis.
13. Once submitted your answers cannot be changed.
14. In the list of Circulations a date will appear in the Completed column confirming that you have completed that circulation.

When will I receive the slides?

Click on circulation tab and then on "Schedule" and the cell you are in will be displayed and when you will get slides.

When is the closing date for responses?

This is displayed via the "Circulation" tab.

I can't see the circulation but my status is ACTIVE?

If you have just registered or suspended your membership then re-joined and a circulation is already underway then you need to contact the EQA Secretary.

How do I get my CPD certificate?

You will only be able to get this if you fees have been paid. Click on "Your Schemes" this will display your status. You can still complete circulations if you have not paid.

This is automatically generated when the scoring has been completed NOT when the circulation closes. The CPD button will only appear when it is available.

Click on the relevant circulation. Then click on CPD button. This certificate details the circulation you have completed and when and any previous circulations completed.

How do I get my Report?

This is available in the circulation screen marked "Pre-meeting report". This report is a collation of the responses that details the popularity for each of the diagnoses offered for each case. There will also be a list of the actual free text responses - this can be viewed, but will be too long to print out.

Your personalised report detailing your answers and scores and your ranking is only available AFTER the participant's meeting and scoring has been completed by the organisers. When it is available a button labelled Report will appear. The organisers will send out an email telling you that this is available.

Some people may find that when they print their report the graphs are trimmed at edge. Go to print preview and set to 70%.

How do I get the SOP's, Participant's meeting report and Circulation presentations?

These are available in the Documents section

How do I submit cases for EQA?

Details are on the [Liver EQA website](#).

1. Please use the 'submit cases' field in EQALite to enter the case details, and then click the box 'new' to type in the case details.
2. Members decide on cases suitable for submission, based on their experience of good cases in previous circulations. We aim to have no more than 4 resection cases per circulation; needle biopsy cases are more difficult to provide, so you are especially encouraged to submit suitable biopsy cases.
3. Please send **20 copy H&Es** of the slide, having checked that the diagnostic features are similarly represented on all slides. If **additional stains** are important for the diagnosis, please send one copy of each stain. These will be scanned and photographed, and can be returned to you once the case has been used.
4. the macroscopic field is a description of the specimen received.
5. the clinical information should be that which is written on the original request form. If you supplemented this with additional data from an electronic patient record, you can include this information.
6. under 'immunohistochemistry' name the special stains that you have submitted for scanning.
7. Under 'diagnosis and notes' add the original diagnosis and any supplementary follow up information. This field is not visible to the scheme organiser until after the circulation has completed.
8. Click on "submit case"
9. Then print off this page (using the print icon at the top) and send it with the slides to the EQA Secretary

**Jassi Sagu,
Secretary to Dr Wyatt,
Histopathology Department,
Level 5, Bexley Wing,
St James's Hospital,
Leeds LS9 7TF.**