Members using the ROOT should be familiar with the principles and scales of the TOMs (Enderby and John 2015; 2019; 2020) and have practised using this approach regularly. This can be achieved through a number of routes, including:

- Completing a formal TOMs training course or;
- Attending local training provided by colleagues who have completed a formal TOMs training course (or are qualified TOMs trainers), and practising using the TOMs with a minimum of 10 cases; or;
- Using the Therapy Outcome Measure User Guide (Enderby and John 2019) and practising using the TOMs with a minimum of 10 cases. When practising, you should check your rating of cases with a colleague who is familiar or has been trained in the use of the TOMs.

Checking reliability regularly is advised for all users. When comparing your scores with colleagues, you should aim to be within 0.5 of each other. Resources to support with this include:

- Chapter 2 of the Therapy Outcome Measure User Guide (Enderby and John 2019) and Chapter 3 of the Therapy Outcome Measure for Rehabilitation Professionals, Third Edition (Enderby and John 2015), which outline methods for maintaining reliability
- Therapy Outcome Measure Rehabilitation Discussion Group on MedShr available via https://rcslt-root.org/Content/TOMs

SLT teams/services interested in potentially using the ROOT will need to secure approval from their organisation before using the tool. The RCSLT have developed an information pack to support conversations with IT and information governance personnel, available here: https://rcslt-root.org/Content/getting-ready-to-use-the-root

For more information, please consult our guidance on using unique patient identifiers, available here: https://rcslt-root.org/Content/getting-ready-to-use-the-root

In addition to the standard fields in the ROOT, there are some optional ones that you may wish to use in order to obtain a richer dataset. Information about these can be found here: https://rcslt-root.org/Content/getting-ready-to-use-the-root

It is also possible to set up local fields, which can be added specifically for your team/service if useful when it comes to analysing your outcomes data e.g. team name. We will ask you about this when we contact you with the data sharing agreement.

The documentation that you will be required to complete will depend on your organisation and local policies. These may include, but are not limited to, privacy impact assessments and information sharing agreements. The RCSLT Information Governance Resource Pack has been developed to support with this, available here: https://rcslt-root.org/Content/root-usage-privacy

Before using the ROOT, it is essential that a contract is put into place between your organisation and the RCSLT. The RCSLT Different Class Solutions Ltd has a data sharing agreement that can be used, or you can use your organisation's own documentation. A sample agreement is available here: https://rcslt-root.org/Content/root-data-sharing-agreement

To access training modules, please visit our training resources: https://rcslt-root.org/Resources/training-resources

RCSLT Online Outcome Tool
ROOT-ready flowchart
December 2021

Should you have any queries or questions, please do not hesitate to contact ROOT@rcslt.org