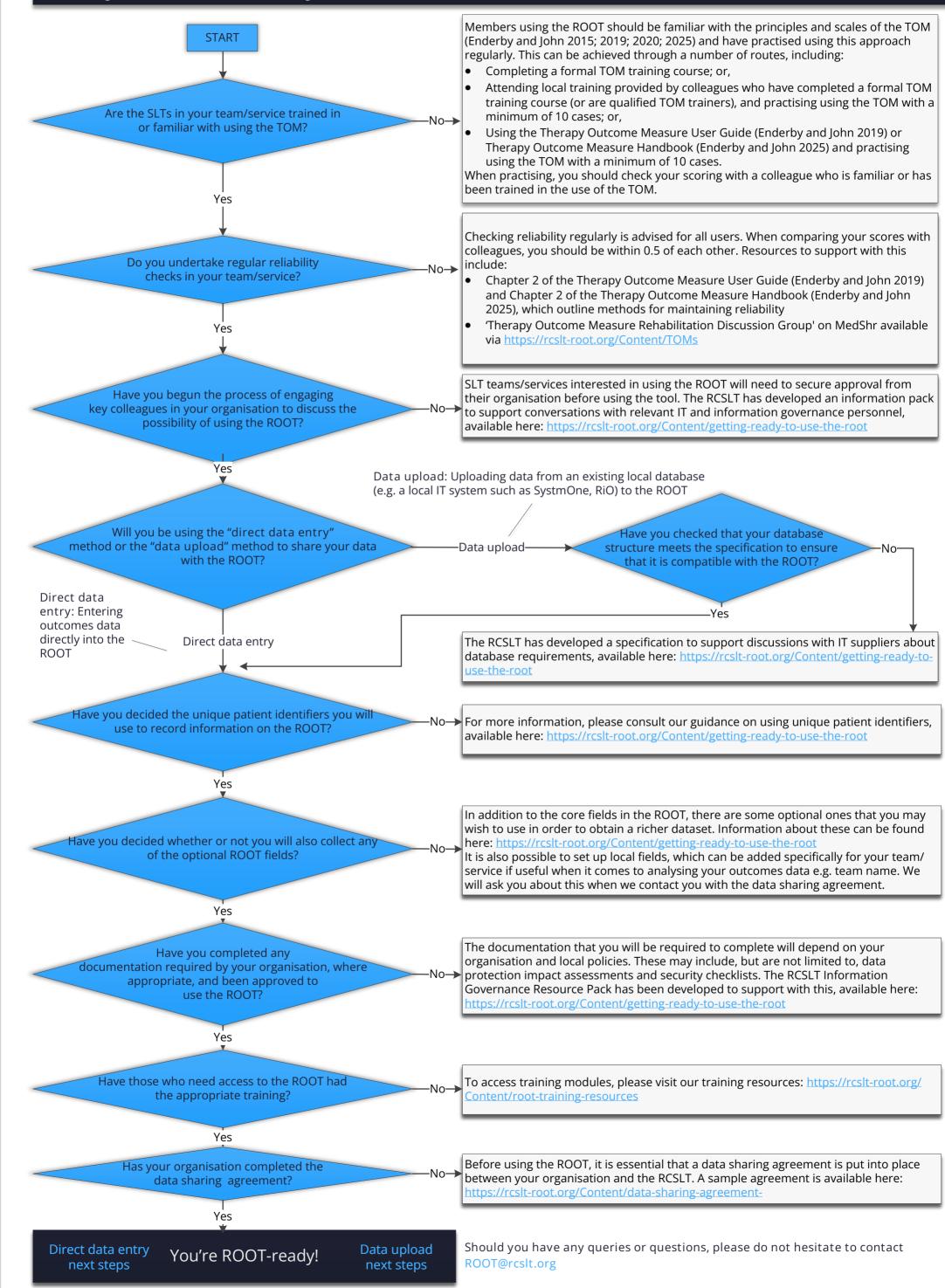# Are you ROOT-ready?

Register to use the ROOT at https://www.rcslt-root.org/Public/Register

START

Are the SLTs in your team/service trained in or familiar with using the TOM? — No →

Members using the ROOT should be familiar with the principles and scales of the TOM (Enderby and John 2015; 2019; 2020; 2025) and have practised using this approach regularly. This can be achieved through a number of routes, including:
- Completing a formal TOM training course; or,
- Attending local training provided by colleagues who have completed a formal TOM training course (or are qualified TOM trainers), and practising using the TOM with a minimum of 10 cases; or,
- Using the Therapy Outcome Measure User Guide (Enderby and John 2019) or Therapy Outcome Measure Handbook (Enderby and John 2025) and practising using the TOM with a minimum of 10 cases.

When practising, you should check your scoring with a colleague who is familiar or has been trained in the use of the TOM.

Yes ↓

Do you undertake regular reliability checks in your team/service? — No →

Checking reliability regularly is advised for all users. When comparing your scores with colleagues, you should 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 2 of the Therapy Outcome Measure Handbook (Enderby and John 2025), which outline methods for maintaining reliability
- 'Therapy Outcome Measure Rehabilitation Discussion Group' on MedShr available via https://rcslt-root.org/Content/TOMs

Yes ↓

Have you begun the process of engaging key colleagues in your organisation to discuss the possibility of using the ROOT? — No →

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

Yes ↓

Will you be using the "direct data entry" method or the "data upload" method to share your data with the ROOT?

Data upload: Uploading data from an existing local database (e.g. a local IT system such as SystmOne, RiO) to the ROOT

— Data upload →

Have you checked that your database structure meets the specification to ensure that it is compatible with the ROOT? — No →

Yes →

The RCSLT has developed a specification to support discussions with IT suppliers about database requirements, available here: https://rcslt-root.org/Content/getting-ready-to-use-the-root

Direct data entry: Entering outcomes data directly into the ROOT

Direct data entry ↓

Have you decided the unique patient identifiers you will use to record information on the ROOT? — No →

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

Yes ↓

Have you decided whether or not you will also collect any of the optional ROOT fields? — No →

In addition to the core 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.

Yes ↓

Have you completed any documentation required by your organisation, where appropriate, and been approved to use the ROOT? — No →

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, data protection impact assessments and security checklists. The RCSLT Information Governance Resource Pack has been developed to support with this, available here: https://rcslt-root.org/Content/getting-ready-to-use-the-root

Yes ↓

Have those who need access to the ROOT had the appropriate training? — No →

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

Yes ↓

Has your organisation completed the data sharing agreement? — No →

Before using the ROOT, it is essential that a data sharing agreement is put into place between your organisation and the RCSLT. A sample agreement is available here: https://rcslt-root.org/Content/data-sharing-agreement-

Yes ↓

You're ROOT-ready!

Direct data entry next steps

Data upload next steps

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