

National Emergency Laparotomy Audit

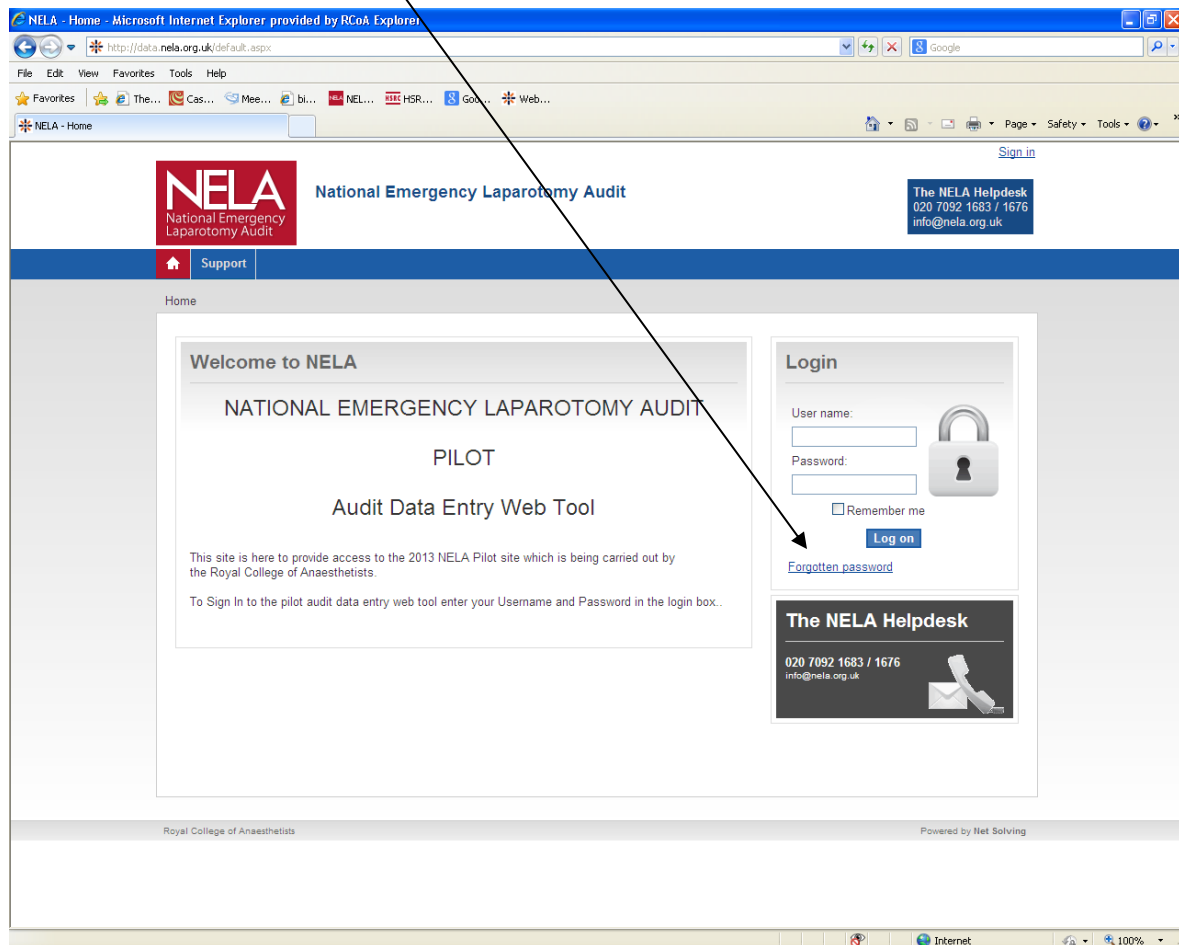
Online Web Tool User Notes

How to access the online web tool:

1. To access the web tool enter the following web address:

<https://data.nela.org.uk/>

2. You will see the welcome page below. The first time you go to the website we suggest you click on 'Forgotten Password' and go through the process to create your own password. It will ask you to enter your email address and it will send you an email. Please use only an NHS or hospital email address and follow the process in this email. When creating a password please make sure it contains lower and uppercase letters as well as numbers.





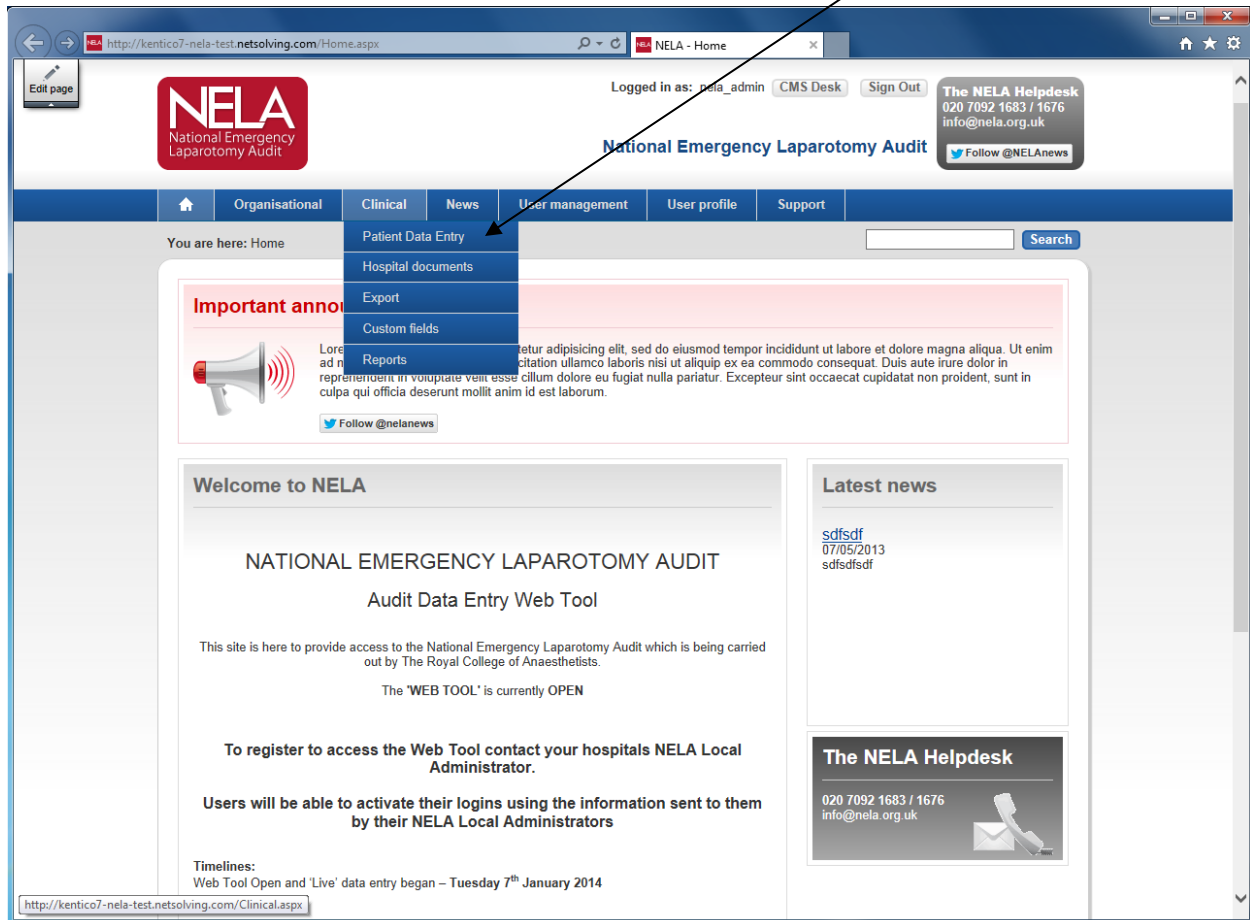
3. The next time you go to the welcome page you will have to enter your User name and Password in the login box.

The screenshot shows the NELA Home page in a Microsoft Internet Explorer browser window. The address bar displays <http://data.nela.org.uk/default.aspx>. The page header includes the NELA logo, the text "National Emergency Laparotomy Audit", and a "Sign in" link. A "Support" link is also visible. The main content area is titled "Welcome to NELA" and "NATIONAL EMERGENCY LAPAROTOMY AUDIT". It identifies the user as "PILOT" and describes the "Audit Data Entry Web Tool". A message states: "This site is here to provide access to the 2013 NELA Pilot site which is being carried out by the Royal College of Anaesthetists. To Sign In to the pilot audit data entry web tool enter your Username and Password in the login box." The login box is located on the right side of the page and contains fields for "User name:" and "Password:", a "Remember me" checkbox, and a "Log on" button. A "Forgotten password" link is also present. Below the login box is a section for "The NELA Helpdesk" with contact details: "020 7092 1683 / 1676" and "info@nela.org.uk". The footer of the page mentions "Royal College of Anaesthetists" and "Powered by Net Solving".



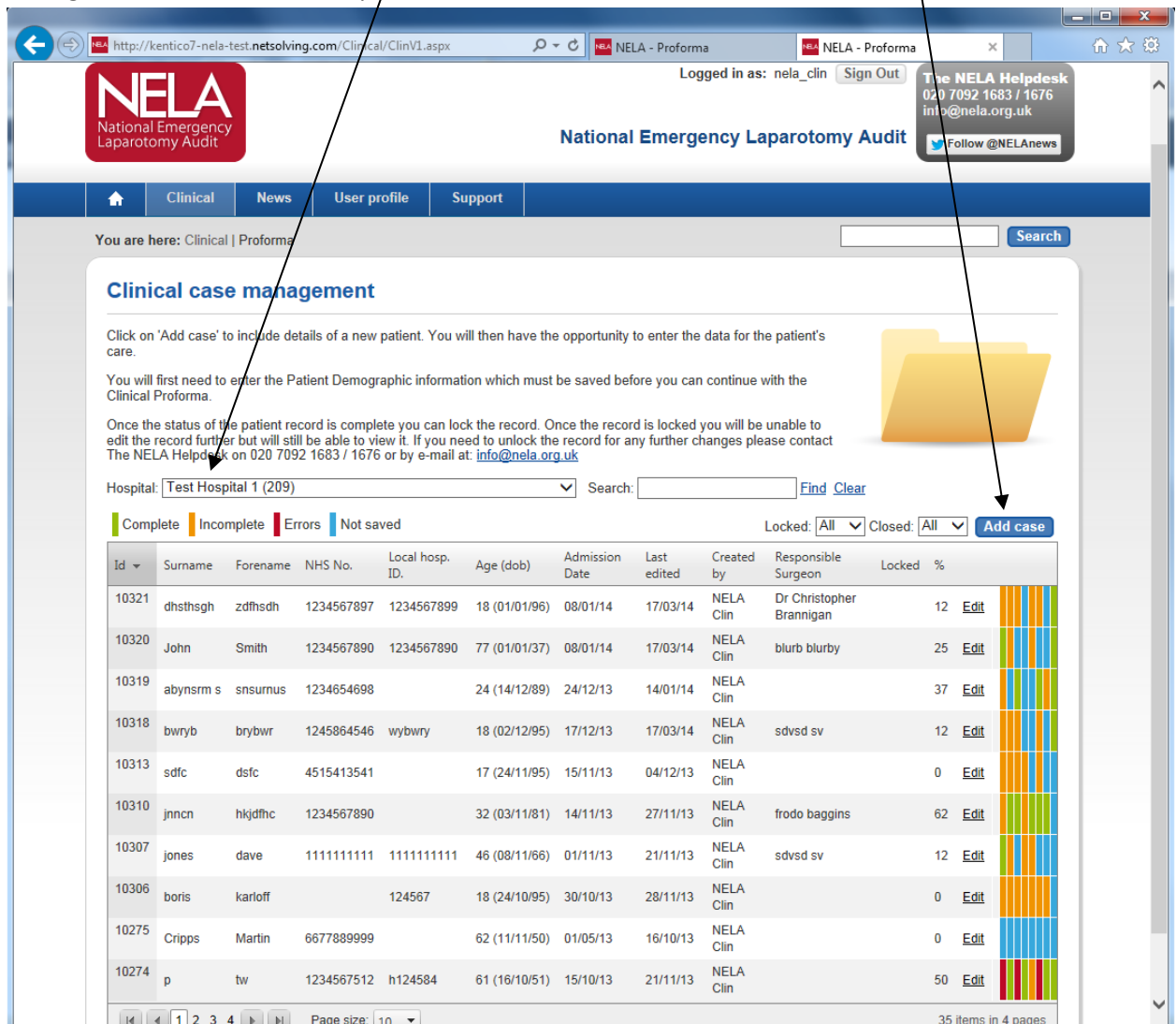
Accessing the Patient Audit Data Entry and Case Management Screen

4. To access the Patient Audit data entry place the mouse cursor over 'Clinical' in the main menu and click on 'Patient Data Entry'.



5. You will be sent to Case Management Screen of the Patient audit. See below.

This allows you to see which hospital you are linked to and to add a new case press 'Add Case'. If you are registered to more than one hospital please select the appropriate one. Please be aware that any information that is entered for a particular hospital will be accessible by all other registered users for that hospital.



Clinical case management

Click on 'Add case' to include details of a new patient. You will then have the opportunity to enter the data for the patient's care.

You will first need to enter the Patient Demographic information which must be saved before you can continue with the Clinical Proforma.

Once the status of the patient record is complete you can lock the record. Once the record is locked you will be unable to edit the record further but will still be able to view it. If you need to unlock the record for any further changes please contact The NELA Helpdesk on 020 7092 1683 / 1676 or by e-mail at: info@nela.org.uk

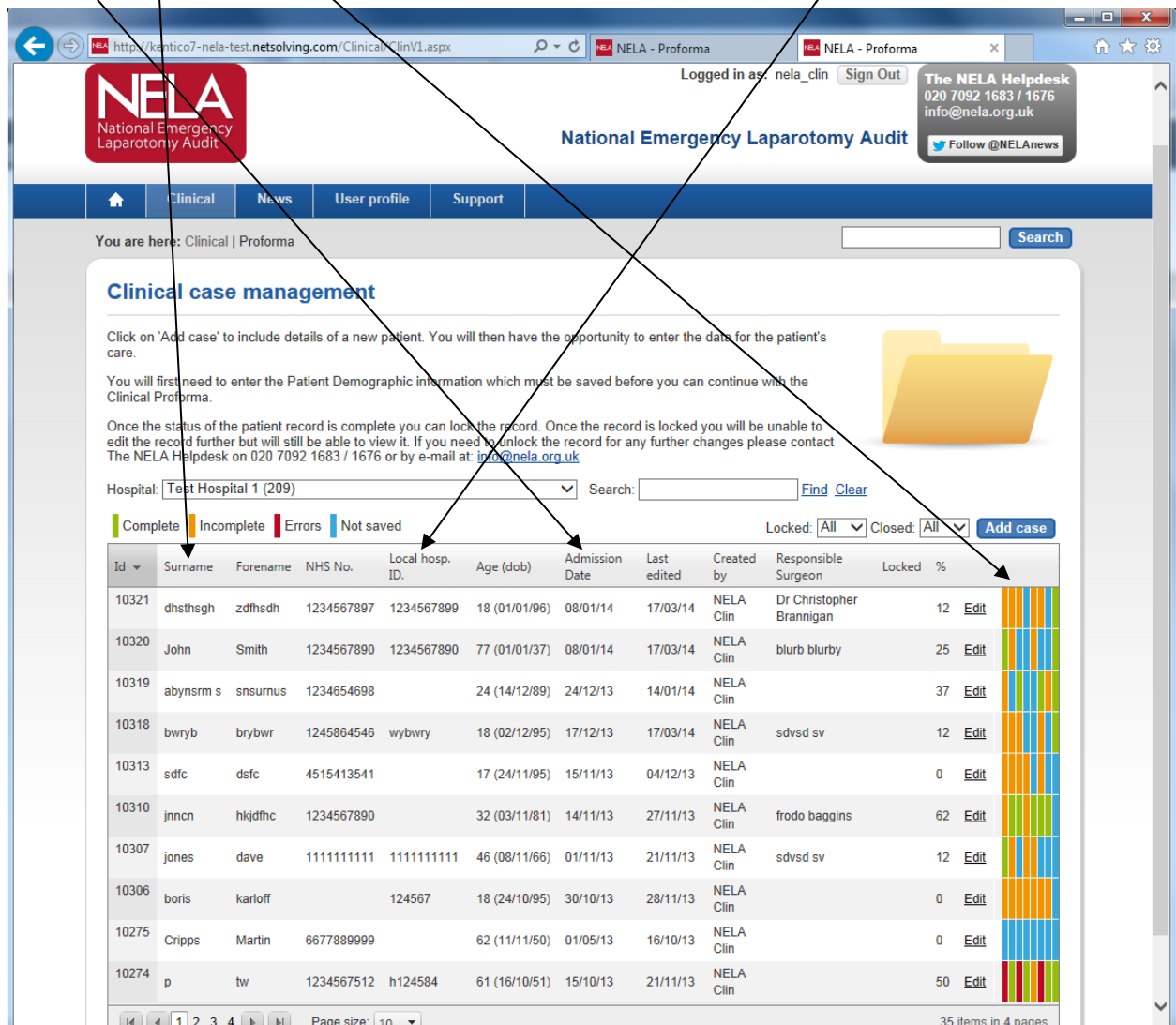
Hospital: Search: [Find](#) [Clear](#)

Complete ☐ Incomplete ☐ Errors ☐ Not saved ☐ Locked: Closed: [Add case](#)

| Id | Surname | Forename | NHS No. | Local hosp. ID | Age (dob) | Admission Date | Last edited | Created by | Responsible Surgeon | Locked | % |
|-------|----------|----------|------------|----------------|---------------|----------------|-------------|------------|--------------------------|--------|----------------------|
| 10321 | dthstgh | zdfhsdh | 1234567897 | 1234567899 | 18 (01/01/96) | 08/01/14 | 17/03/14 | NELA Clin | Dr Christopher Brannigan | 12 | Edit |
| 10320 | John | Smith | 1234567890 | 1234567890 | 77 (01/01/37) | 08/01/14 | 17/03/14 | NELA Clin | blurb blurb | 25 | Edit |
| 10319 | abynsrms | snsurnus | 1234654698 | | 24 (14/12/89) | 24/12/13 | 14/01/14 | NELA Clin | | 37 | Edit |
| 10318 | bwryb | brybwr | 1245864546 | wybwry | 18 (02/12/95) | 17/12/13 | 17/03/14 | NELA Clin | sdvsd sv | 12 | Edit |
| 10313 | sdfc | dsfc | 4515413541 | | 17 (24/11/95) | 15/11/13 | 04/12/13 | NELA Clin | | 0 | Edit |
| 10310 | jnncn | hjkdfhc | 1234567890 | | 32 (03/11/81) | 14/11/13 | 27/11/13 | NELA Clin | frodo baggins | 62 | Edit |
| 10307 | jones | dave | 1111111111 | 1111111111 | 46 (08/11/66) | 01/11/13 | 21/11/13 | NELA Clin | sdvsd sv | 12 | Edit |
| 10306 | boris | karloff | | 124567 | 18 (24/10/95) | 30/10/13 | 28/11/13 | NELA Clin | | 0 | Edit |
| 10275 | Cripps | Martin | 6677889999 | | 62 (11/11/50) | 01/05/13 | 16/10/13 | NELA Clin | | 0 | Edit |
| 10274 | p | tw | 1234567512 | h124584 | 61 (16/10/51) | 15/10/13 | 21/11/13 | NELA Clin | | 50 | Edit |

Page size: 10 35 items in 4 pages

6. Once several cases have been entered they will appear in your Case Management Screen in a list. You will be able to see how advanced to be being complete each case is by looking at the colours on the right hand side. You will also be able to reorder the list according to admission date/surname etc. by clicking the heading at the top of each column.



Clinical case management

Click on 'Add case' to include details of a new patient. You will then have the opportunity to enter the data for the patient's care.

You will first need to enter the Patient Demographic information which must be saved before you can continue with the Clinical Proforma.

Once the status of the patient record is complete you can lock the record. Once the record is locked you will be unable to edit the record further but will still be able to view it. If you need to unlock the record for any further changes please contact The NELA Helpdesk on 020 7092 1683 / 1676 or by e-mail at: info@nela.org.uk

Hospital: Search: [Find](#) [Clear](#)

☒ Complete
 ☐ Incomplete
 ☐ Errors
 ☐ Not saved

Locked: Closed: [Add case](#)

| Id | Surname | Forename | NHS No. | Local hosp. ID. | Age (dob) | Admission Date | Last edited | Created by | Responsible Surgeon | Locked | % | |
|-------|----------|----------|------------|-----------------|---------------|----------------|-------------|------------|--------------------------|--------|----------------------|-------------|
| 10321 | dhstshgh | zdfhsdh | 1234567897 | 1234567899 | 18 (01/01/96) | 08/01/14 | 17/03/14 | NELA Clin | Dr Christopher Brannigan | 12 | Edit | <div></div> |
| 10320 | John | Smith | 1234567890 | 1234567890 | 77 (01/01/37) | 08/01/14 | 17/03/14 | NELA Clin | blurb blurry | 25 | Edit | <div></div> |
| 10319 | abynsrms | snsumus | 1234654698 | | 24 (14/12/89) | 24/12/13 | 14/01/14 | NELA Clin | | 37 | Edit | <div></div> |
| 10318 | bwryb | brybwr | 1245864546 | wybwry | 18 (02/12/95) | 17/12/13 | 17/03/14 | NELA Clin | sdvsd sv | 12 | Edit | <div></div> |
| 10313 | sdfc | dsfc | 4515413541 | | 17 (24/11/95) | 15/11/13 | 04/12/13 | NELA Clin | | 0 | Edit | <div></div> |
| 10310 | jnnn | hkjdthc | 1234567890 | | 32 (03/11/81) | 14/11/13 | 27/11/13 | NELA Clin | frodo baggins | 62 | Edit | <div></div> |
| 10307 | jones | dave | 1111111111 | 1111111111 | 46 (08/11/66) | 01/11/13 | 21/11/13 | NELA Clin | sdvsd sv | 12 | Edit | <div></div> |
| 10306 | boris | karloff | | 124567 | 18 (24/10/95) | 30/10/13 | 28/11/13 | NELA Clin | | 0 | Edit | <div></div> |
| 10275 | Cripps | Martin | 6677889999 | | 62 (11/11/50) | 01/05/13 | 16/10/13 | NELA Clin | | 0 | Edit | <div></div> |
| 10274 | p | tw | 1234567512 | h124584 | 61 (16/10/51) | 15/10/13 | 21/11/13 | NELA Clin | | 50 | Edit | <div></div> |

Page size: 10 35 items in 4 pages

Each rectangle represents a different section. Each colour represents the current state:

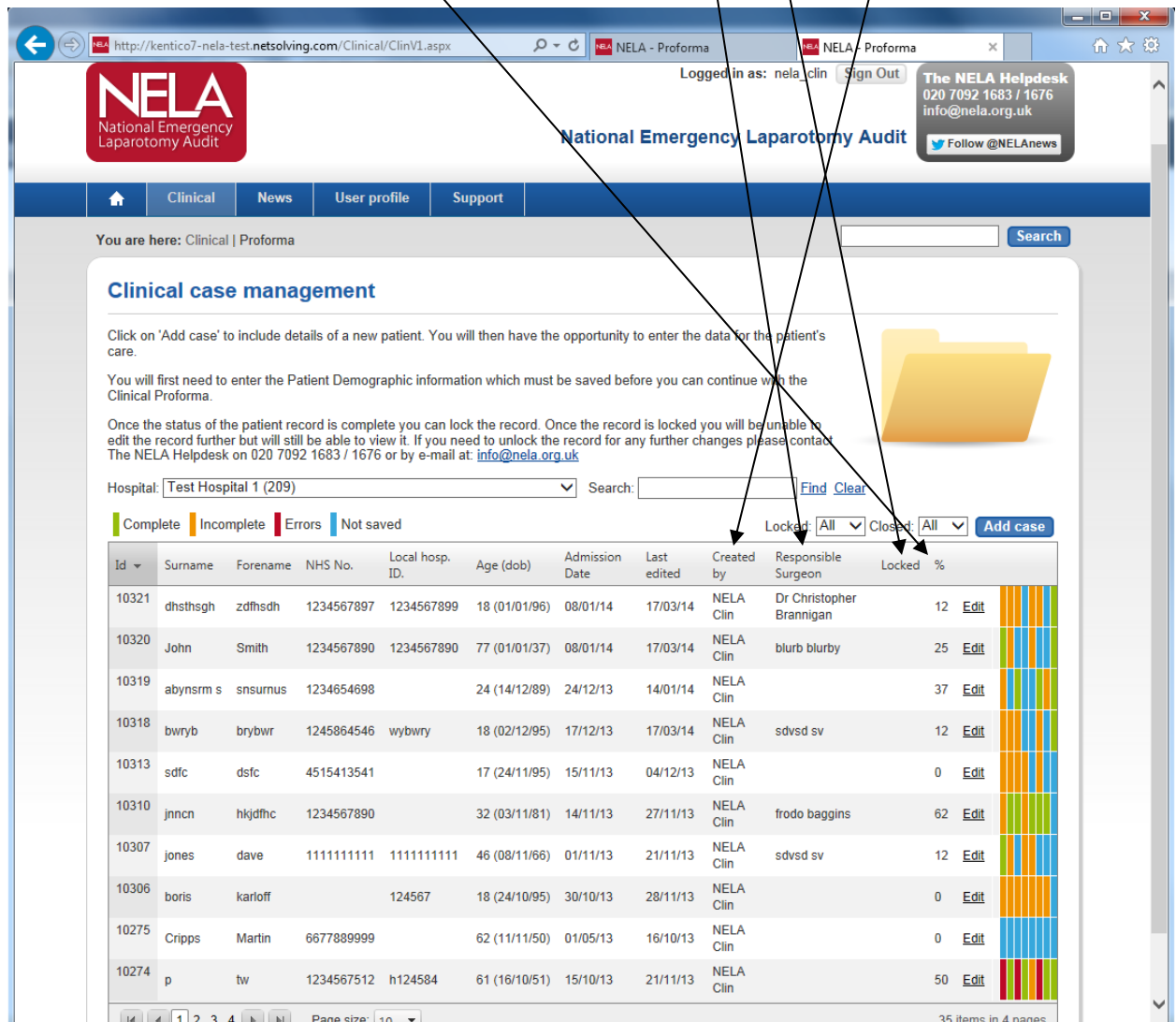
Green – Complete

Orange – Incomplete

Red – Errors

Blue – Not Saved

7. An additional way of seeing how advanced to be being complete each case is will be by looking at the percentage column. This number indicates how much of the required information has already been entered. If a date appears in the Locked column this indicates that all case information has been entered and that changes can no longer be made. The Created by column indicates which user initially created each case and the Responsible Surgeon column which consultant was responsible for surgical care at the time the decision was made to operate.



NELA National Emergency Laparotomy Audit

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Clinical case management

Click on 'Add case' to include details of a new patient. You will then have the opportunity to enter the data for the patient's care.

You will first need to enter the Patient Demographic information which must be saved before you can continue with the Clinical Proforma.

Once the status of the patient record is complete you can lock the record. Once the record is locked you will be unable to edit the record further but will still be able to view it. If you need to unlock the record for any further changes please contact The NELA Helpdesk on 020 7092 1683 / 1676 or by e-mail at: info@nela.org.uk

Hospital: Test Hospital 1 (209) Search: Find Clear

Complete Incomplete Errors Not saved

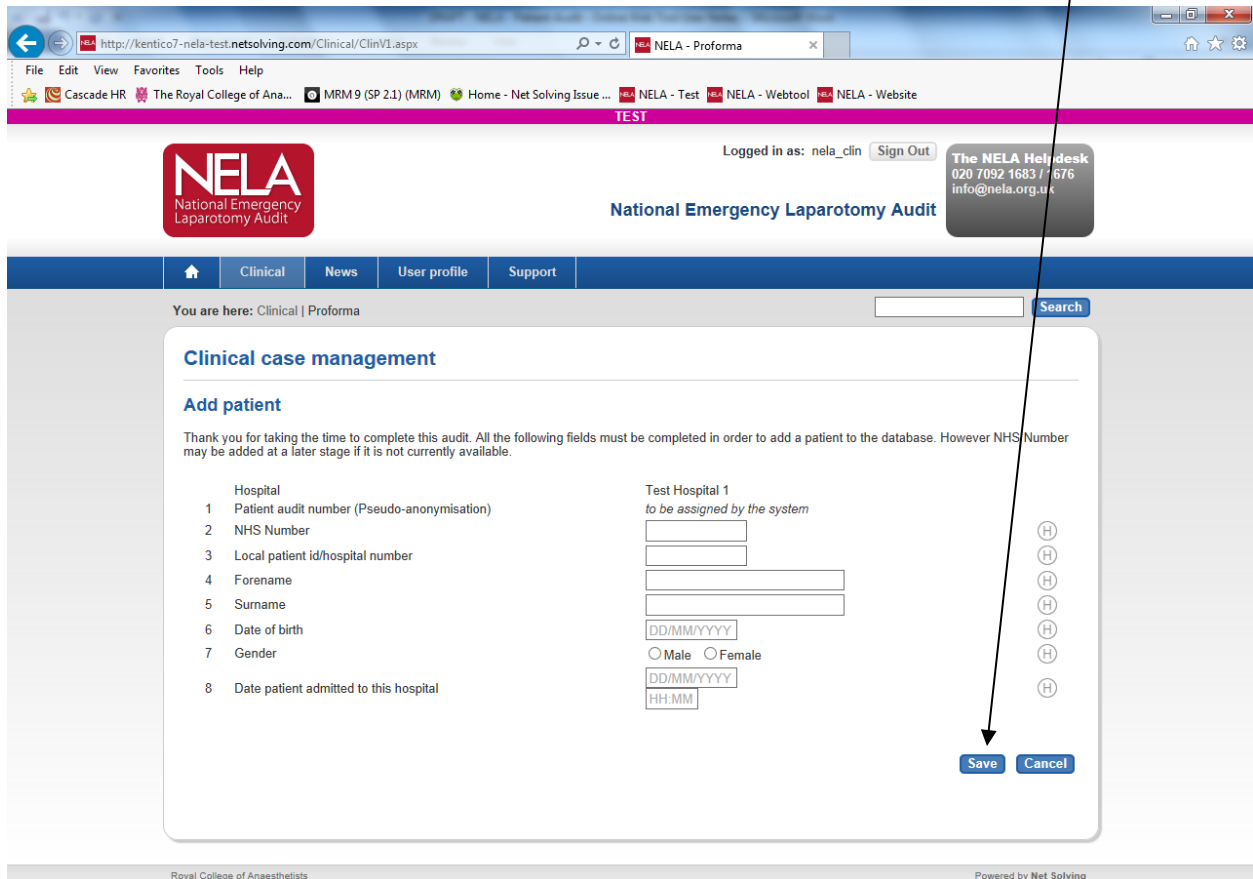
Locked: All Closed: All Add case

| Id | Surname | Forename | NHS No. | Local hosp. ID. | Age (dob) | Admission Date | Last edited | Created by | Responsible Surgeon | Locked | % |
|-------|----------|----------|------------|-----------------|---------------|----------------|-------------|------------|--------------------------|--------|------|
| 10321 | dhstshgh | zdfhsdh | 1234567897 | 1234567899 | 18 (01/01/96) | 08/01/14 | 17/03/14 | NELA Clin | Dr Christopher Brannigan | 12 | Edit |
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| 10319 | abynsrms | snsurnus | 1234654698 | | 24 (14/12/89) | 24/12/13 | 14/01/14 | NELA Clin | | 37 | Edit |
| 10318 | bwryb | brybwr | 1245864546 | wybwr | 18 (02/12/95) | 17/12/13 | 17/03/14 | NELA Clin | sdvsd sv | 12 | Edit |
| 10313 | sdfc | dsfc | 4515413541 | | 17 (24/11/95) | 15/11/13 | 04/12/13 | NELA Clin | | 0 | Edit |
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| 10307 | jones | dave | 1111111111 | 1111111111 | 46 (08/11/66) | 01/11/13 | 21/11/13 | NELA Clin | sdvsd sv | 12 | Edit |
| 10306 | boris | karloff | | 124567 | 18 (24/10/95) | 30/10/13 | 28/11/13 | NELA Clin | | 0 | Edit |
| 10275 | Cripps | Martin | 6677889999 | | 62 (11/11/50) | 01/05/13 | 16/10/13 | NELA Clin | | 0 | Edit |
| 10274 | p | tw | 1234567512 | h124584 | 61 (16/10/51) | 15/10/13 | 21/11/13 | NELA Clin | | 50 | Edit |

Page size: 10 35 items in 4 pages

Entering Data

- When you click on 'Add Case' you will see the 'Add patient' screen. Here you can enter the patient information. Once you have entered the patient information and clicked save you will be taken to the Audit sections.



http://kentico7-nela-test.netsolving.com/Clinical/ClinV1.aspx

NELA - Proforma

File Edit View Favorites Tools Help

Cascade HR The Royal College of Ana... MRM 9 (SP 2.1) (MRM) Home - Net Solving Issue ... NELA - Test NELA - Webtool NELA - Website

TEST

NELA National Emergency Laparotomy Audit

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info@nela.org.uk

National Emergency Laparotomy Audit

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Search

Clinical case management

Add patient

Thank you for taking the time to complete this audit. All the following fields must be completed in order to add a patient to the database. However NHS Number may be added at a later stage if it is not currently available.

| | | |
|---|---|--|
| Hospital | Test Hospital 1 <i>to be assigned by the system</i> | |
| 1 Patient audit number (Pseudo-anonymisation) | | |
| 2 NHS Number | | |
| 3 Local patient id/hospital number | | |
| 4 Forename | | |
| 5 Surname | | |
| 6 Date of birth | DD/MM/YYYY | |
| 7 Gender | <input type="radio"/> Male <input type="radio"/> Female | |
| 8 Date patient admitted to this hospital | DD/MM/YYYY HH:MM | |

Save Cancel

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9. You will be taken to the first section of the audit.

Clinical audit : Demographics and Admission

Hospital: 209 - Test Hospital 1

Instructions:
Complete each numbered section by clicking on the Section tabs at the top of the proforma. Once you feel that each section is complete click 'Save'. If there are any errors these will be highlighted. Data will be saved even if there are errors unless a serious error occurs. Selecting another tab will automatically save data from the current section. If a serious error occurs it will not be possible to move to another tab until the error has been corrected.

The Section tab will be either blue, green or red indicating whether the section has been successfully completed.

Remember to Save before you Exit.

When all the tabs are green, the proforma is complete and valid, the data should be locked (i.e. cannot be edited)

Complete Incomplete Errors Not saved

All details View comments Save Exit

| Section | 1. Demographics and Admission | 2. Pre-op | 3. Pre-op Risk stratification | 4. Intra-op | 5. Procedure | 6. Post-op Risk stratification | 7. Post-op | 8. Other information |
|---------|---|-----------|-------------------------------|-------------|--------------|---|------------|----------------------|
| 1.1 | NHS number | | | | | 1111111111 | | |
| 1.2 | Pseudo-anonymisation | | | | | 10307 | | |
| 1.3 | Local patient id/hospital number | | | | | | | |
| 1.4 | Date of birth | | | | | 03/11/1966 | | |
| 1.5 | Sex | | | | | <input checked="" type="radio"/> Male <input type="radio"/> Female | | |
| 1.6 | Forename | | | | | dave | | |
| 1.7 | Surname | | | | | jones | | |
| 1.8 | Postcode | | | | | | | |
| 1.9 | Date patient admitted to this hospital | | | | | 01/11/2013 08:00 | | |
| 1.10 | What was the nature of this admission? | | | | | <input type="radio"/> Elective <input type="radio"/> Non-elective | | |
| 1.11 | Consultant responsible for surgical care at the time the emergency laparotomy was carried out (this may be different to the operating consultant) | | | | | [Please select consultant] <input type="checkbox"/> Consultant not in list | | |

Save Exit

The patient audit is divided into 7 sections. To move through the data entry form click on the section tabs – which are divided into headings towards the top of the form.

10. As you enter data you can save the form by pressing the 'Save' button either at the top or the bottom of the form. The form is also automatically saved if you move on to the next page.

Hospital: 209 - Test Hospital 1

Instructions:
Complete each numbered section by clicking on the Section tabs at the top of the proforma. Once you feel that each section is complete click 'Save'. If there are any errors these will be highlighted. Data will be saved even if there are errors unless a serious error occurs. Selecting another tab will automatically save data from the current section. If a serious error occurs it will not be possible to move to another tab until the error has been corrected.

The Section tab will be either blue, green or red indicating whether the section has been successfully completed.

Remember to Save before you Exit.

When all the tabs are green, the proforma is complete and valid, the data should be locked (i.e. cannot be edited)

PAGE SAVED

Complete Incomplete Errors Not saved

All details View comments Save Exit

1. Demographics and Admission 2. Pre-op 3. Pre-op Risk stratification 4. Intra-op 5. Procedure 6. Post-op Risk stratification 7. Post-op 8. Other information

1.1 NHS number 1111111111

1.2 Pseudo-anonymisation 10307

1.3 Local patient ID/hospital number 1111111111

1.4 Date of birth 08/11/1966

1.5 Sex ☒ Male ☐ Female

1.6 Forename dave

1.7 Surname Jones

1.8 Postcode SW19 4PU

1.9 Date patient admitted to this hospital 01/11/2013 08:00

1.10 What was the nature of this admission? ☒ Elective ☐ Non-elective

1.11 Consultant responsible for surgical care at the time the emergency laparotomy was carried out (this may be different to the operating consultant) Bond, James (1111111) ☒ Consultant not in list

Save Exit

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If all the data in the section is complete and saved the tab will turn green.

11. If you wish to return to the 'Case Management' screen at any time from a patient record, just need to click exit (or save, then exit).

Hospital: 209 - Test Hospital 1

Instructions:
Complete each numbered section by clicking on the Section tabs at the top of the proforma. Once you feel that each section is complete click 'Save'. If there are any errors these will be highlighted. Data will be saved even if there are errors unless a serious error occurs. Selecting another tab will automatically save data from the current section. If a serious error occurs it will not be possible to move to another tab until the error has been corrected.
The Section tab will be either blue, green or red indicating whether the section has been successfully completed.
Remember to Save before you Exit.
When all the tabs are green, the proforma is complete and valid, the data should be locked (i.e. cannot be edited)

PAGE SAVED

Complete Incomplete Errors Not saved

All details View comments Save Exit

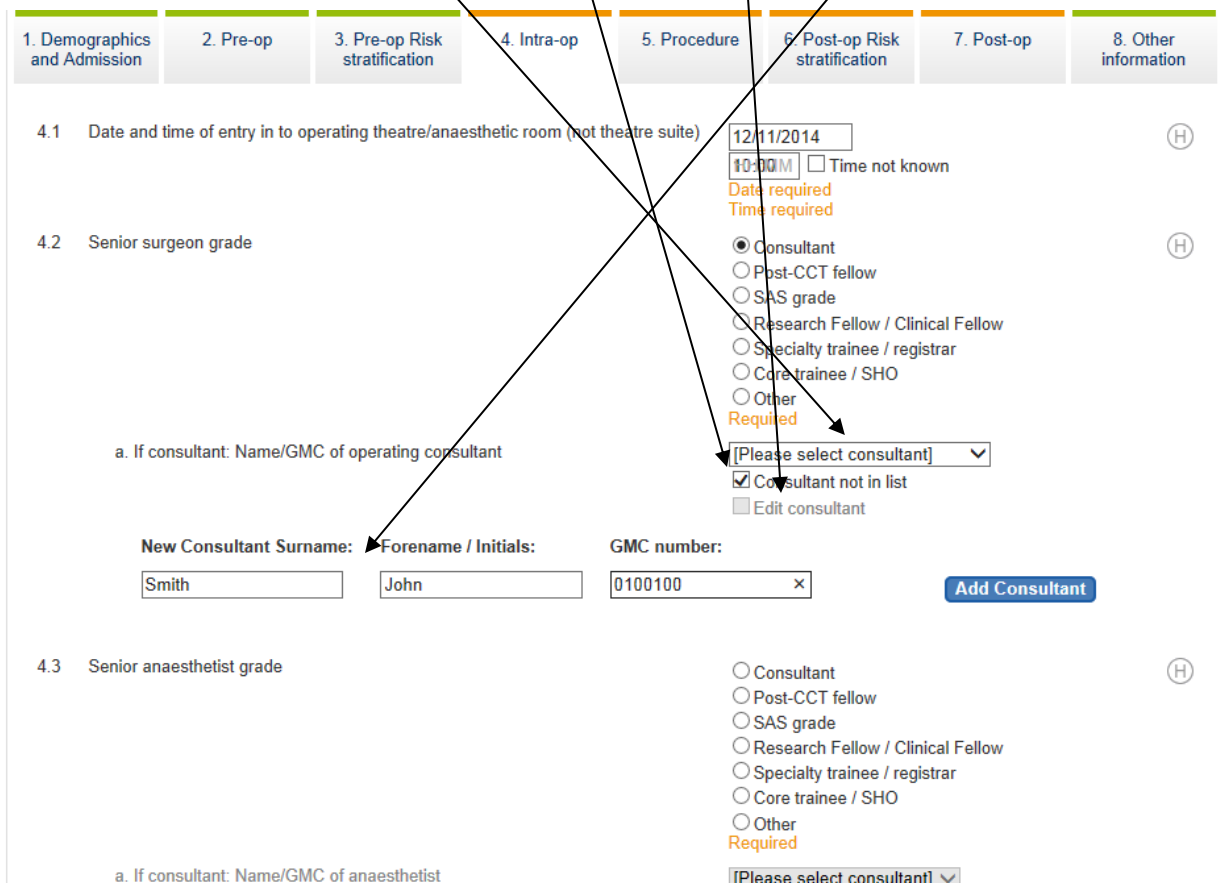
| 1. Demographics and Admission | 2. Pre-op | 3. Pre-op Risk stratification | 4. Intra-op | 5. Procedure | 6. Post-op Risk stratification | 7. Post-op | 8. Other information |
|--|-----------|-------------------------------|-------------|--------------|--------------------------------|------------|----------------------|
| 1.1 NHS number | | | | | | | |
| 1.2 Pseudo-anonymisation | | | | | | | |
| 1.3 Local patient id/hospital number | | | | | | | |
| 1.4 Date of birth | | | | | | | |
| 1.5 Sex | | | | | | | |
| 1.6 Forename | | | | | | | |
| 1.7 Surname | | | | | | | |
| 1.8 Postcode | | | | | | | |
| 1.9 Date patient admitted to this hospital | | | | | | | |
| 1.10 What was the nature of this admission? | | | | | | | |
| 1.11 Consultant responsible for surgical care at the time the emergency laparotomy was carried out (this may be different to the operating consultant) | | | | | | | |

Save Exit

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Consultant information on the NELA web tool

12. Sections 2 and 4 of the NELA web tool will ask you to enter the names and GMC numbers of consultant Surgeons and Anaesthetists. Your hospital's list of consultants can be found in the dropdown menu. If you do not see the name of the consultant whose information you are trying to enter please select 'Consultant not in list', enter the consultant's information manually and select 'Add Consultant'. Once added the consultant will appear on the dropdown list for your hospital's cases going forward. If the name of the consultant has been entered incorrectly please find the consultant on the list and select 'Edit consultant'. This will allow you to correct the name and to save the changes select 'Update Consultant'.

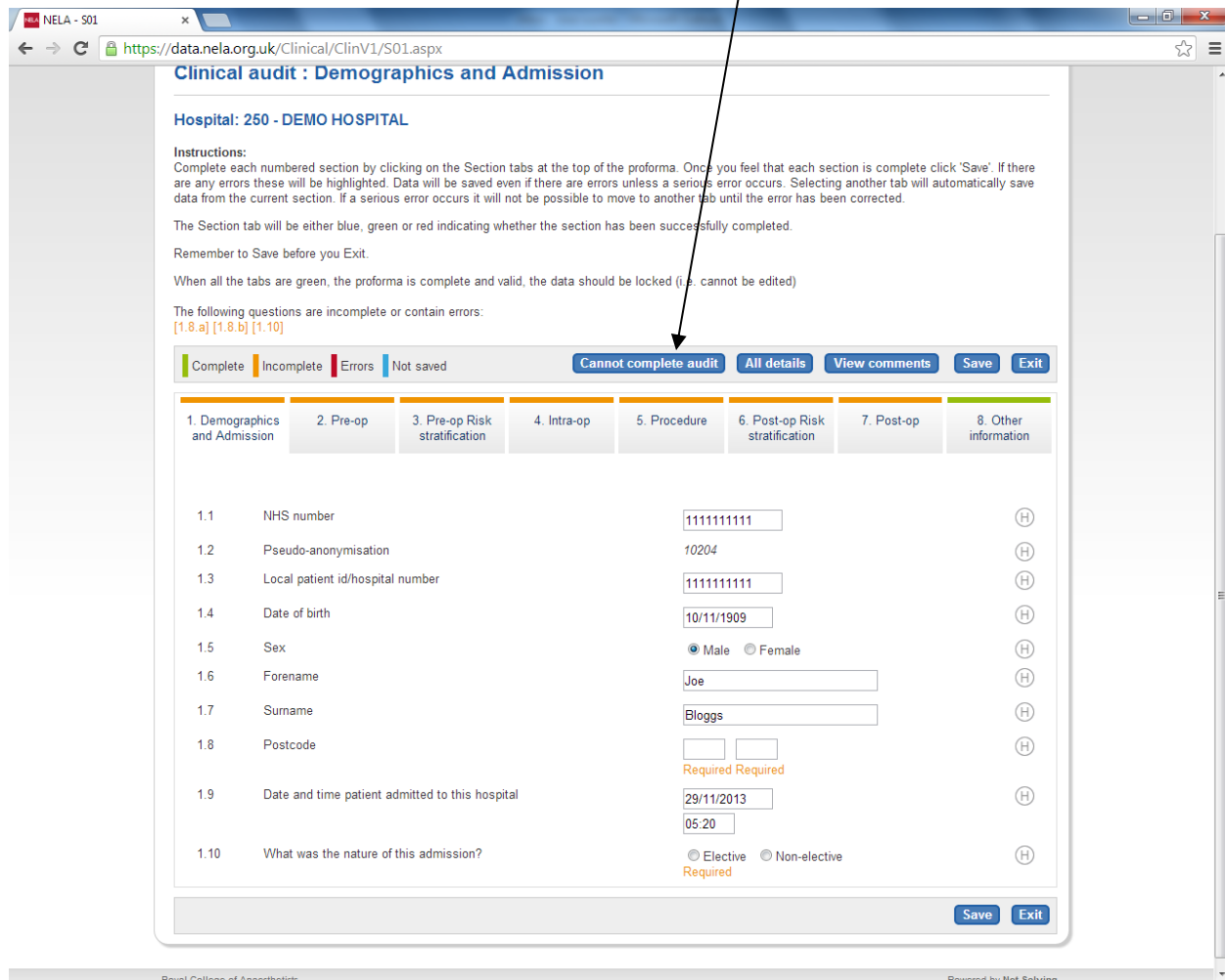


The screenshot shows the '4. Intra-op' section of the NELA web tool. It includes the following fields and options:

- 4.1 Date and time of entry in to operating theatre/anaesthetic room (not theatre suite):** A date field showing '12/11/2014' and a time field showing '10:00 AM'. There are checkboxes for 'Time not known', 'Date required', and 'Time required'.
- 4.2 Senior surgeon grade:** A radio button selection for 'Consultant' (selected), 'Post-CCT fellow', 'SAS grade', 'Research Fellow / Clinical Fellow', 'Specialty trainee / registrar', 'Core trainee / SHO', and 'Other'. A 'Required' label is present.
- a. If consultant: Name/GMC of operating consultant:** A dropdown menu showing '[Please select consultant]'. Below it are checkboxes for 'Consultant not in list' (checked) and 'Edit consultant'.
- New Consultant Surname:** A text field containing 'Smith'.
- Forename / Initials:** A text field containing 'John'.
- GMC number:** A text field containing '0100100' with a clear button (X).
- Add Consultant:** A blue button.
- 4.3 Senior anaesthetist grade:** A radio button selection for 'Consultant', 'Post-CCT fellow', 'SAS grade', 'Research Fellow / Clinical Fellow', 'Specialty trainee / registrar', 'Core trainee / SHO', and 'Other'. A 'Required' label is present.
- a. If consultant: Name/GMC of anaesthetist:** A dropdown menu showing '[Please select consultant]'.

Case not suitable for NELA

13. If you have started to enter data on a patient case but find that this patient is no longer applicable in the audit you are able to click 'Cannot complete audit'. A pop up will ask you to confirm you would like to delete this case.



Clinical audit : Demographics and Admission

Hospital: 250 - DEMO HOSPITAL

Instructions:
Complete each numbered section by clicking on the Section tabs at the top of the proforma. Once you feel that each section is complete click 'Save'. If there are any errors these will be highlighted. Data will be saved even if there are errors unless a serious error occurs. Selecting another tab will automatically save data from the current section. If a serious error occurs it will not be possible to move to another tab until the error has been corrected.

The Section tab will be either blue, green or red indicating whether the section has been successfully completed.

Remember to Save before you Exit.

When all the tabs are green, the proforma is complete and valid, the data should be locked (i.e. cannot be edited)

The following questions are incomplete or contain errors:
[1.8.a] [1.8.b] [1.10]

Complete Incomplete Errors Not saved

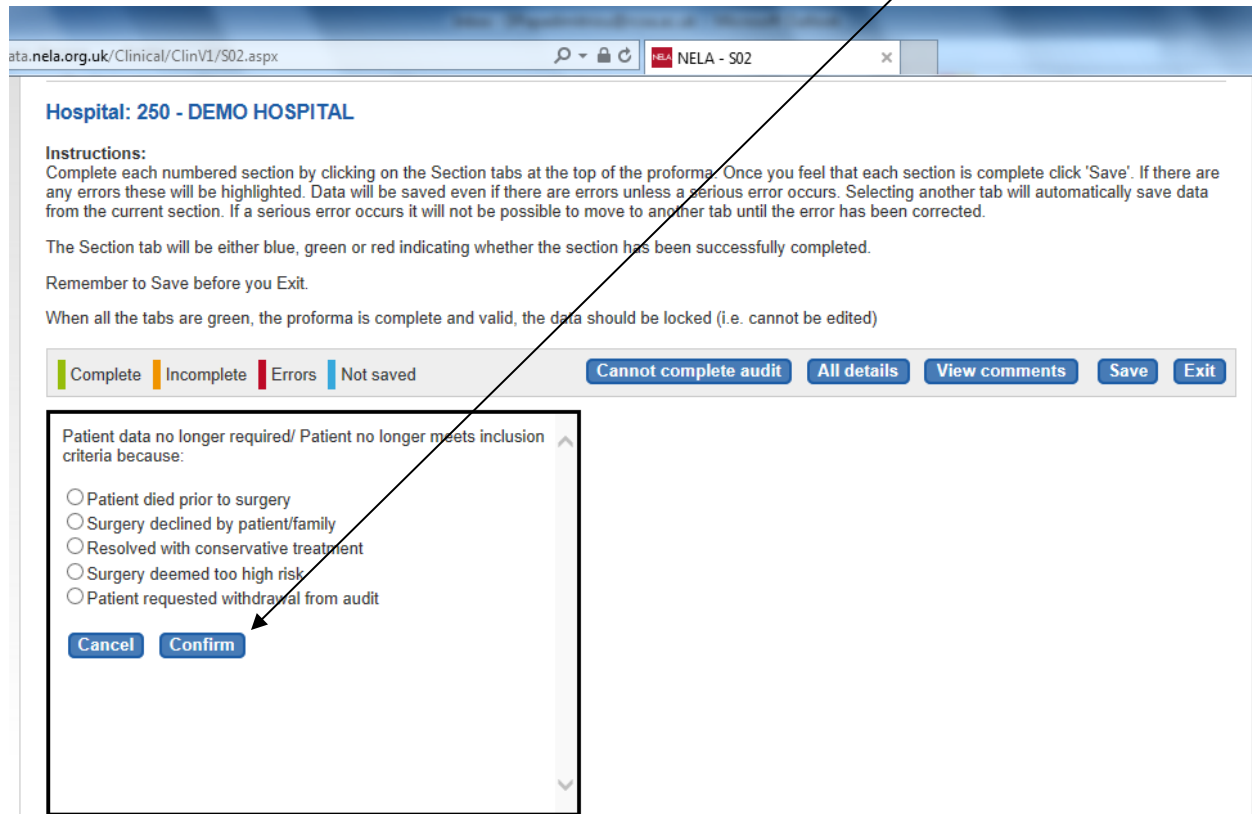
Cannot complete audit All details View comments Save Exit

| 1. Demographics and Admission | 2. Pre-op | 3. Pre-op Risk stratification | 4. Intra-op | 5. Procedure | 6. Post-op Risk stratification | 7. Post-op | 8. Other information |
|---|-----------|-------------------------------|-------------|--------------|--------------------------------|------------|----------------------|
| 1.1 NHS number | | | | | | | |
| 1.2 Pseudo-anonymisation | | | | | | | |
| 1.3 Local patient id/hospital number | | | | | | | |
| 1.4 Date of birth | | | | | | | |
| 1.5 Sex | | | | | | | |
| 1.6 Forename | | | | | | | |
| 1.7 Surname | | | | | | | |
| 1.8 Postcode | | | | | | | |
| 1.9 Date and time patient admitted to this hospital | | | | | | | |
| 1.10 What was the nature of this admission? | | | | | | | |

Save Exit

Case not suitable for NELA

14. Once you have confirmed that you would like to delete this case you will be sent to a screen asking you for the reason the patient is no longer applicable in the audit. Select the option that best describes the reason for deleting the case and click on the 'Confirm' button.



The screenshot shows the NELA web tool interface. The browser address bar displays 'ata.nela.org.uk/Clinical/ClinV1/S02.aspx' and the page title is 'NELA - S02'. The main heading is 'Hospital: 250 - DEMO HOSPITAL'. Below this, there are instructions for completing the form, followed by a status bar with 'Complete', 'Incomplete', 'Errors', and 'Not saved' indicators. A row of buttons includes 'Cannot complete audit', 'All details', 'View comments', 'Save', and 'Exit'. A dialog box is open, titled 'Patient data no longer required/ Patient no longer meets inclusion criteria because:'. It contains five radio button options: 'Patient died prior to surgery', 'Surgery declined by patient/family', 'Resolved with conservative treatment', 'Surgery deemed too high risk', and 'Patient requested withdrawal from audit'. At the bottom of the dialog box are 'Cancel' and 'Confirm' buttons. An arrow points from the 'Confirm' button in the dialog box to the 'Confirm' button in the main interface.

Hospital: 250 - DEMO HOSPITAL

Instructions:
Complete each numbered section by clicking on the Section tabs at the top of the proforma. Once you feel that each section is complete click 'Save'. If there are any errors these will be highlighted. Data will be saved even if there are errors unless a serious error occurs. Selecting another tab will automatically save data from the current section. If a serious error occurs it will not be possible to move to another tab until the error has been corrected.

The Section tab will be either blue, green or red indicating whether the section has been successfully completed.

Remember to Save before you Exit.

When all the tabs are green, the proforma is complete and valid, the data should be locked (i.e. cannot be edited)

Complete Incomplete Errors Not saved

Cannot complete audit All details View comments Save Exit

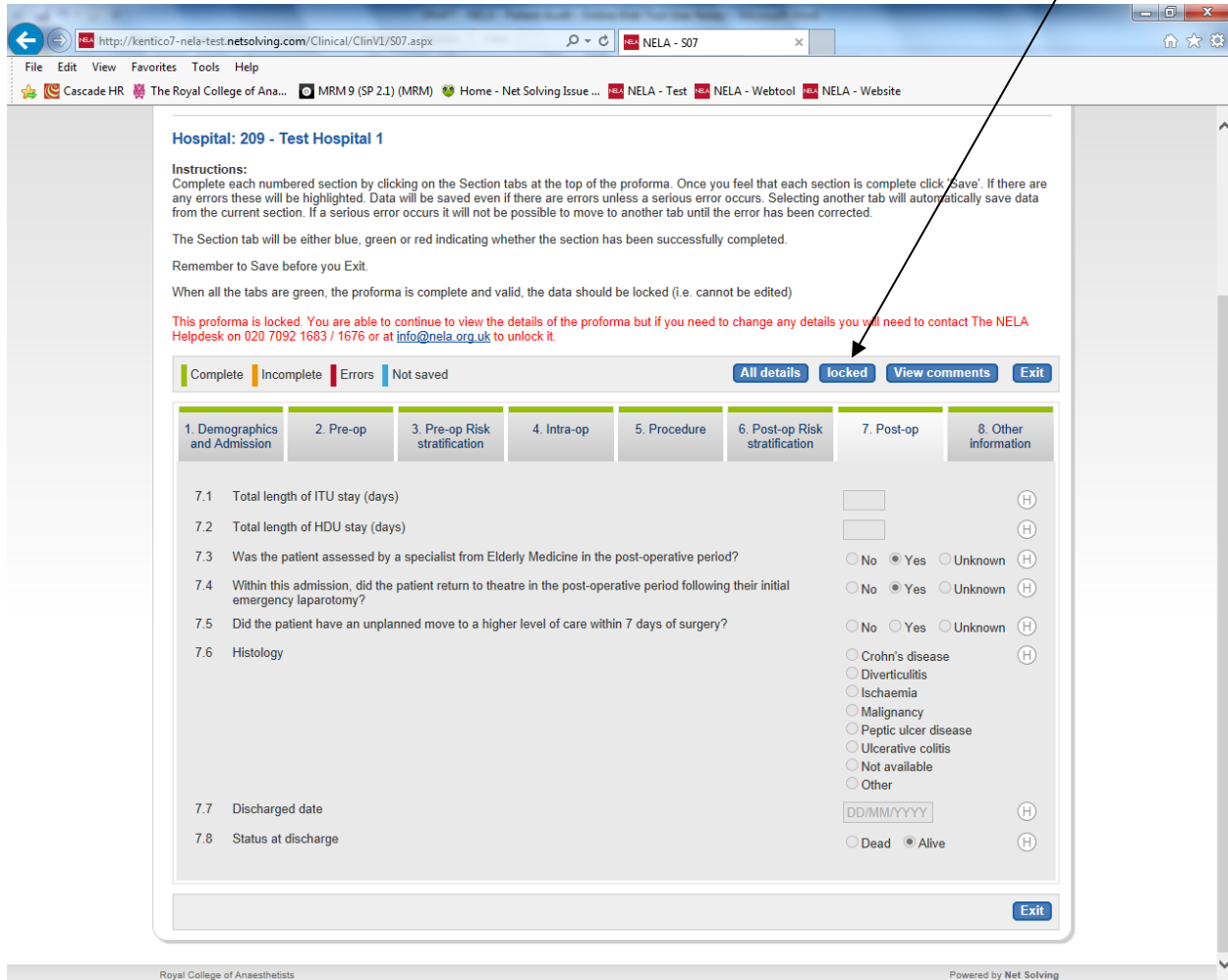
Patient data no longer required/ Patient no longer meets inclusion criteria because:

- ☐ Patient died prior to surgery
- ☐ Surgery declined by patient/family
- ☐ Resolved with conservative treatment
- ☐ Surgery deemed too high risk
- ☐ Patient requested withdrawal from audit

Cancel Confirm

Locking the data

15. Once all the tabs have turned green you are able to lock your data. Click on the 'Lock' button, this should lock your data and mean that you can view but no longer change the data.



The screenshot shows the NELA web tool interface. At the top, there's a browser window with the URL <http://kentico7-nela-test.netsolving.com/Clinical/ClinVL/S07.aspx>. Below the browser window, there's a navigation bar with tabs: File, Edit, View, Favorites, Tools, Help. The main content area is titled "Hospital: 209 - Test Hospital 1". It contains instructions for completing the proforma, a status bar with "Complete", "Incomplete", "Errors", and "Not saved" indicators, and a "locked" button. An arrow points to the "locked" button. Below the status bar, there's a table with 8 columns: 1. Demographics and Admission, 2. Pre-op, 3. Pre-op Risk stratification, 4. Intra-op, 5. Procedure, 6. Post-op Risk stratification, 7. Post-op, and 8. Other information. The table contains various fields for data entry, including dates, times, and status at discharge. The "locked" button is highlighted in blue.

Hospital: 209 - Test Hospital 1

Instructions:
Complete each numbered section by clicking on the Section tabs at the top of the proforma. Once you feel that each section is complete click 'Save'. If there are any errors these will be highlighted. Data will be saved even if there are errors unless a serious error occurs. Selecting another tab will automatically save data from the current section. If a serious error occurs it will not be possible to move to another tab until the error has been corrected.

The Section tab will be either blue, green or red indicating whether the section has been successfully completed.

Remember to Save before you Exit.

When all the tabs are green, the proforma is complete and valid, the data should be locked (i.e. cannot be edited)

This proforma is locked. You are able to continue to view the details of the proforma but if you need to change any details you will need to contact The NELA Helpdesk on 020 7092 1683 / 1676 or at info@nela.org.uk to unlock it.

Complete Incomplete Errors Not saved

All details locked View comments Exit

| 1. Demographics and Admission | 2. Pre-op | 3. Pre-op Risk stratification | 4. Intra-op | 5. Procedure | 6. Post-op Risk stratification | 7. Post-op | 8. Other information |
|---|-----------|-------------------------------|-------------|--------------|--------------------------------|--|----------------------|
| 7.1 Total length of ITU stay (days) | | | | | | | (H) |
| 7.2 Total length of HDU stay (days) | | | | | | | (H) |
| 7.3 Was the patient assessed by a specialist from Elderly Medicine in the post-operative period? | | | | | | <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> Unknown | (H) |
| 7.4 Within this admission, did the patient return to theatre in the post-operative period following their initial emergency laparotomy? | | | | | | <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> Unknown | (H) |
| 7.5 Did the patient have an unplanned move to a higher level of care within 7 days of surgery? | | | | | | <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Unknown | (H) |
| 7.6 Histology | | | | | | <input type="radio"/> Crohn's disease <input type="radio"/> Diverticulitis <input type="radio"/> Ischaemia <input type="radio"/> Malignancy <input type="radio"/> Peptic ulcer disease <input type="radio"/> Ulcerative colitis <input type="radio"/> Not available <input type="radio"/> Other | (H) |
| 7.7 Discharged date | | | | | | DD/MM/YYYY | (H) |
| 7.8 Status at discharge | | | | | | <input type="radio"/> Dead <input checked="" type="radio"/> Alive | (H) |

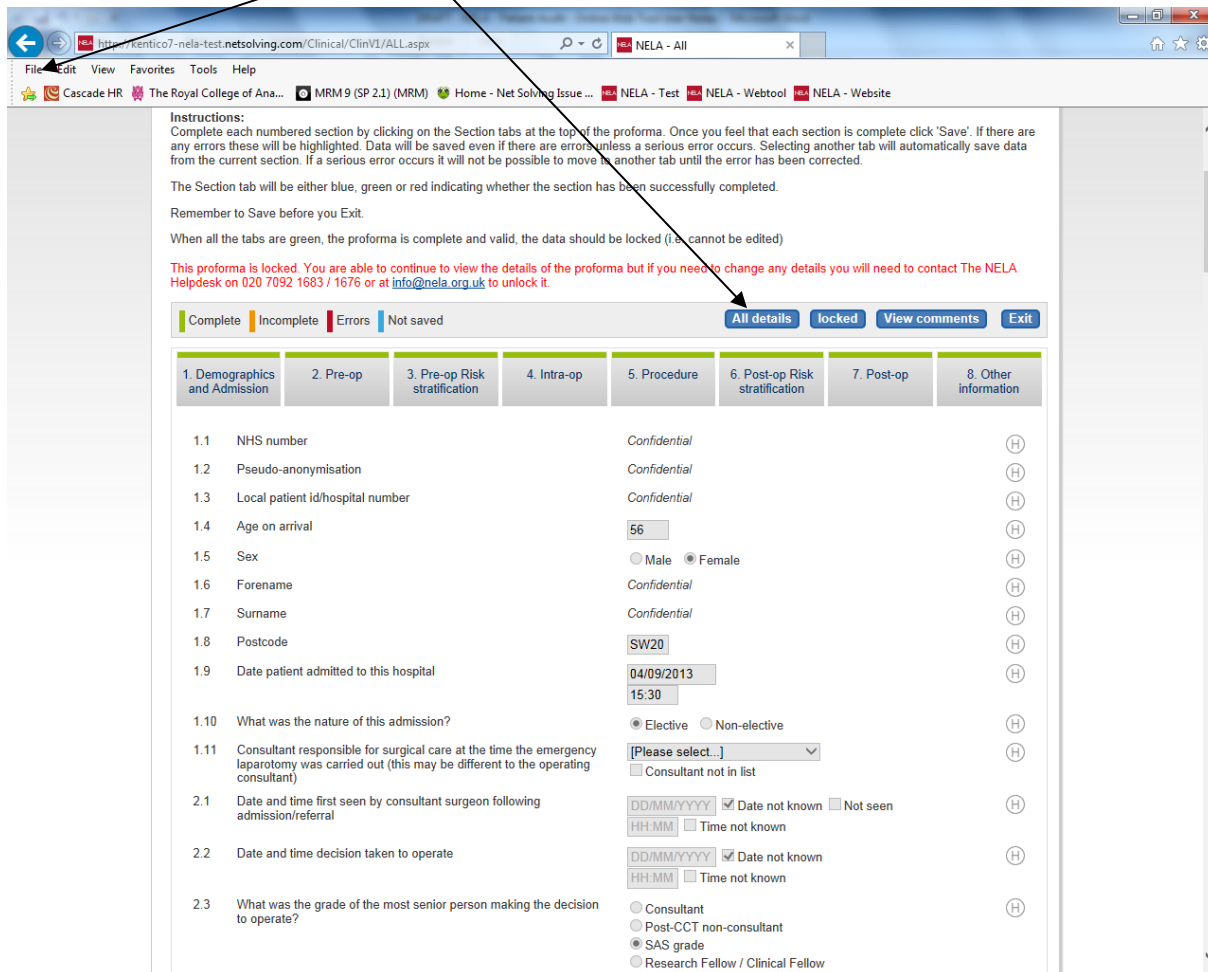
Exit

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Printing

16. At any time during the audit you are able to print the full patient case form by pressing the button 'View all details'. Once the full audit is displayed you will be able to print the page using your browsers print option.

In your browser click 'File' and choose 'Print' from the menu.



The screenshot shows a web browser window with the URL <http://kentic07-nela-test.netsolving.com/Clinical/ClinV1/ALL.aspx>. The browser's 'File' menu is open, and the 'Print' option is highlighted. The web application interface displays instructions for completing the form, a status bar indicating 'Complete', 'Incomplete', 'Errors', and 'Not saved', and a table of sections. The 'All details' button is highlighted in blue. Below the sections, the patient case form is displayed with various fields and checkboxes.

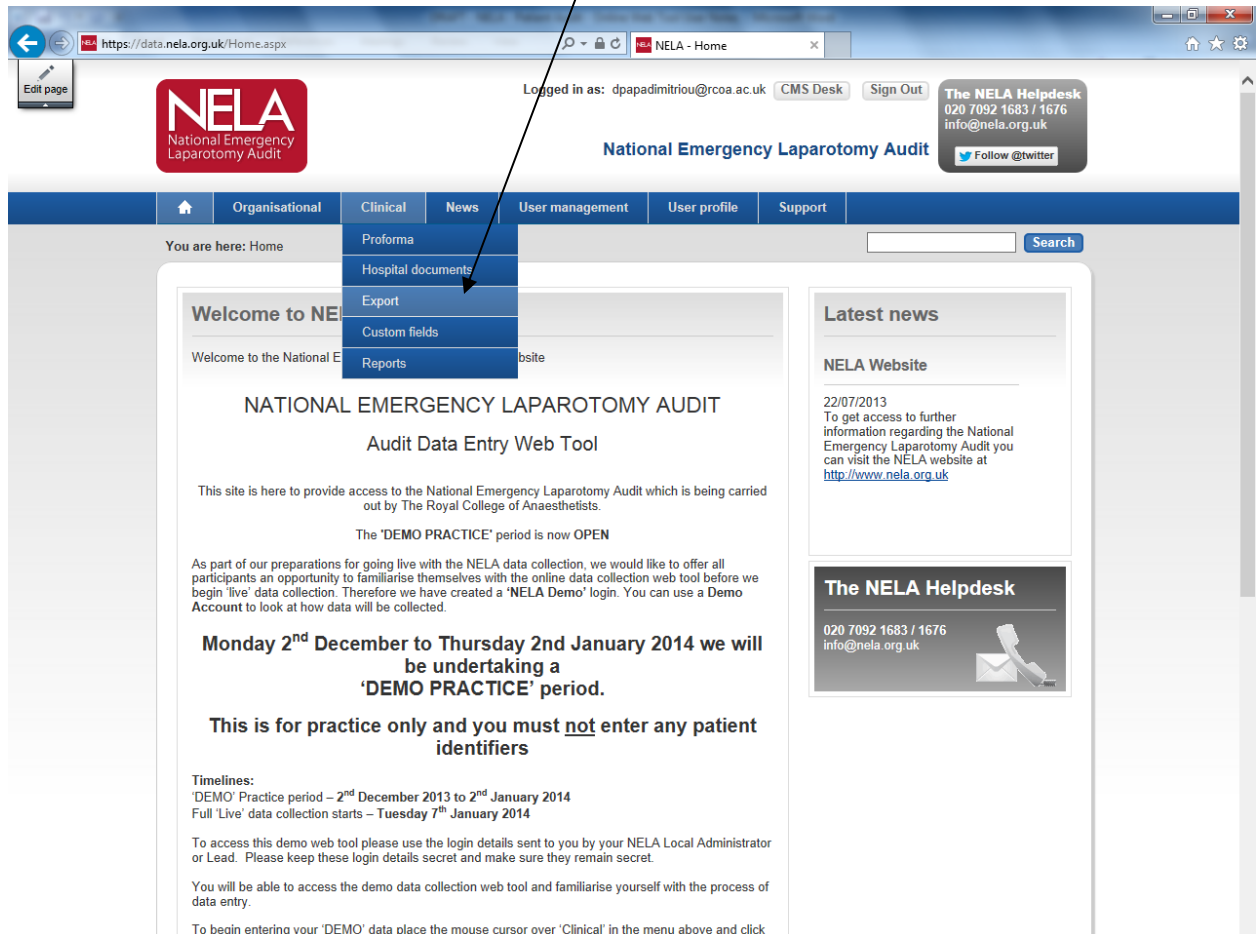
Instructions:
Complete each numbered section by clicking on the Section tabs at the top of the proforma. Once you feel that each section is complete click 'Save'. If there are any errors these will be highlighted. Data will be saved even if there are errors unless a serious error occurs. Selecting another tab will automatically save data from the current section. If a serious error occurs it will not be possible to move to another tab until the error has been corrected.
The Section tab will be either blue, green or red indicating whether the section has been successfully completed.
Remember to Save before you Exit.
When all the tabs are green, the proforma is complete and valid, the data should be locked (i.e. cannot be edited)
This proforma is locked. You are able to continue to view the details of the proforma but if you need to change any details you will need to contact The NELA Helpdesk on 020 7092 1683 / 1676 or at info@nela.org.uk to unlock it.

Complete **Incomplete** **Errors** **Not saved** **All details** **locked** **View comments** **Exit**

| 1. Demographics and Admission | 2. Pre-op | 3. Pre-op Risk stratification | 4. Intra-op | 5. Procedure | 6. Post-op Risk stratification | 7. Post-op | 8. Other information |
|--|-----------|-------------------------------|--|--------------|--------------------------------|------------|----------------------|
| 1.1 NHS number | | | | Confidential | | | (H) |
| 1.2 Pseudo-anonymisation | | | | Confidential | | | (H) |
| 1.3 Local patient id/hospital number | | | | Confidential | | | (H) |
| 1.4 Age on arrival | | | 56 | | | | (H) |
| 1.5 Sex | | | <input type="radio"/> Male <input checked="" type="radio"/> Female | | | | (H) |
| 1.6 Forename | | | Confidential | | | | (H) |
| 1.7 Surname | | | Confidential | | | | (H) |
| 1.8 Postcode | | | SW20 | | | | (H) |
| 1.9 Date patient admitted to this hospital | | | 04/09/2013 15:30 | | | | (H) |
| 1.10 What was the nature of this admission? | | | <input checked="" type="radio"/> Elective <input type="radio"/> Non-elective | | | | (H) |
| 1.11 Consultant responsible for surgical care at the time the emergency laparotomy was carried out (this may be different to the operating consultant) | | | [Please select...] <input type="checkbox"/> Consultant not in list | | | | (H) |
| 2.1 Date and time first seen by consultant surgeon following admission/referral | | | DD/MM/YYYY <input checked="" type="checkbox"/> Date not known <input type="checkbox"/> Not seen HH:MM <input type="checkbox"/> Time not known | | | | (H) |
| 2.2 Date and time decision taken to operate | | | DD/MM/YYYY <input checked="" type="checkbox"/> Date not known HH:MM <input type="checkbox"/> Time not known | | | | (H) |
| 2.3 What was the grade of the most senior person making the decision to operate? | | | <input type="radio"/> Consultant <input type="radio"/> Post-CCT non-consultant <input checked="" type="radio"/> SAS grade <input type="radio"/> Research Fellow / Clinical Fellow | | | | (H) |

Exporting Data

17. A data export function exists which will export data into an excel spread sheet. To access the export function place the mouse cursor over 'Clinical' in the main menu and click on Export.



You will be sent to Clinical - Export Screen which will require you to enter the date range you wish to export based on dates patients were first admitted. Once the date range has been entered click on the 'Export to CSV' button for the spread sheet to be saved to your computer. An Export Key allowing you to analyse the export results can be found under the 'Support' tab on the web tool and in the Documents page on the NELA website.

The NELA Helpdesk:

Tel: 020 7092 1683

Tel: 020 7092 1676

E-mail: info@nela.org.uk