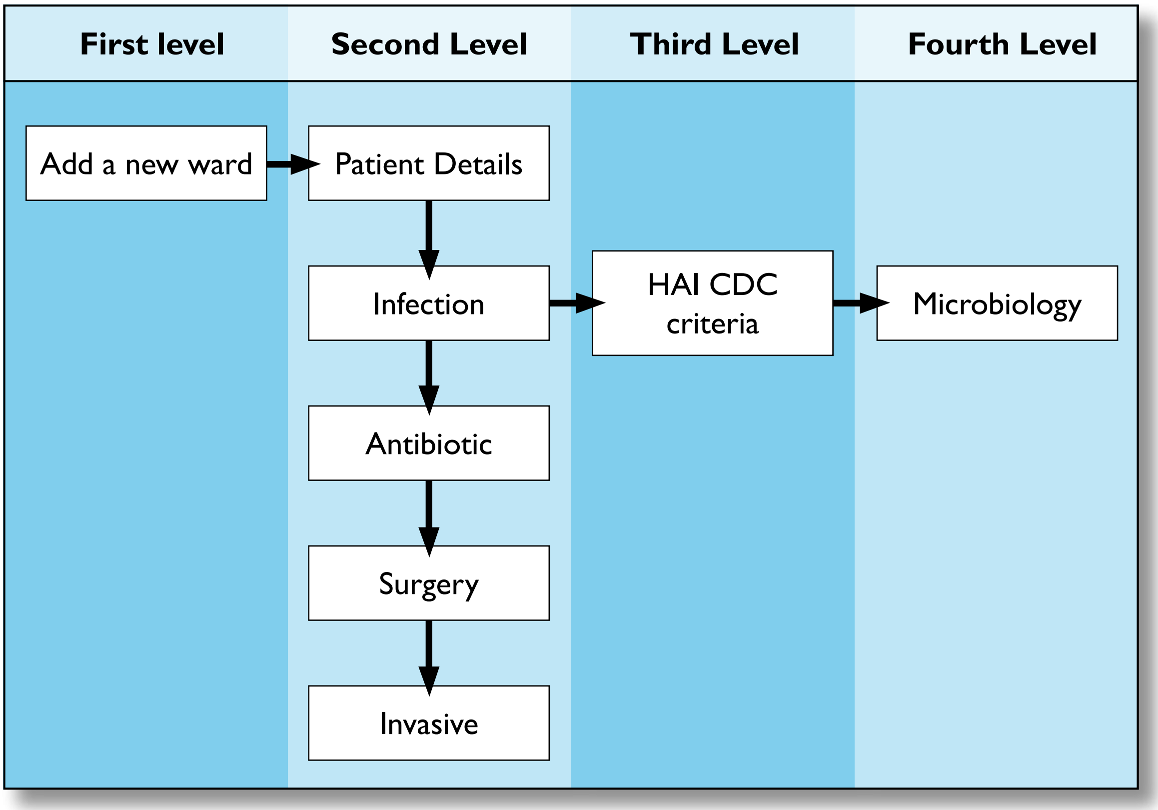
APPENDICES

7 APPENDIX A - User Manual For Database

The database designed for data collection in the prevalence survey is a four level firebird database designed in house at HPS. Figure 8 shows the structure and levels of data entry. The data collection tool has been installed on individual tablet PCs. Each data collector will be responsible for the data entry and backup of information on their tablet PC. There will be a Windows username and password and a separate database username and password.

Figure 8: *Structure of the database showing levels of data entry*



7.1.1 Backup

Encrypted USB chips will be provided to the data collector; the database will be backed up onto these chips on a daily basis. The database includes an export button, which will allow the data to be exported from the data collection tool to a file on the USB chips.

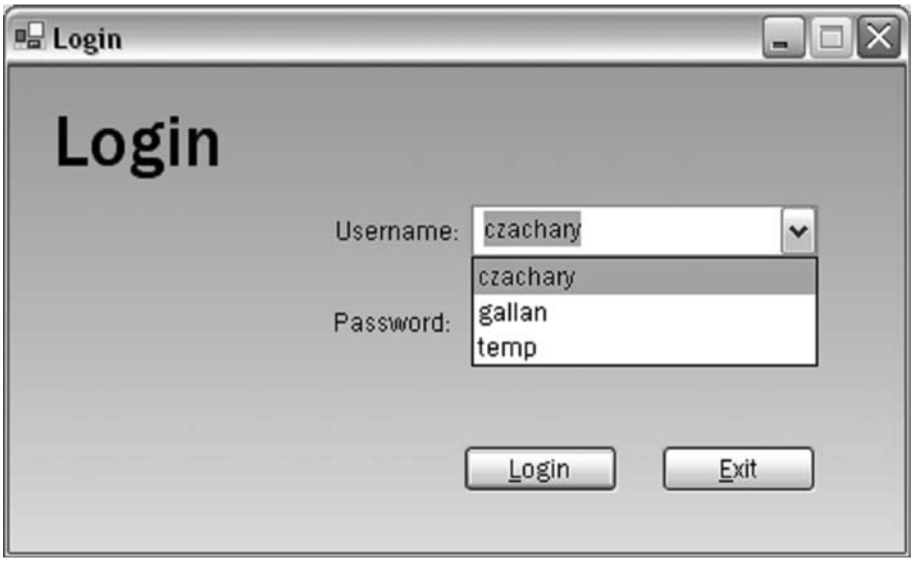
7.1.2 Getting Started

An icon appears in the bottom left corner of the screen. The database is linked to this icon by a shortcut. The icon is named Shortcut to HAI SurveyMDI. A double tap using the tablet pen will open the database and present the Logon Screen.

7.1.3 Login

There are two items to be entered on this screen. A pre-set username will be added for each data collector. There is a drop down list that can be used to select the correct user. A password will be assigned for each data collector.

Figure 9: *Login Screen*



The HAI prevalence survey database is now open and ready to be used. If the tablet is left unattended at any time (which is not advised) the database must be shut down and the screen locked.

Figure 10: *Opening Screen*

You will be presented with the main screen with three buttons *New Survey*, *Existing Survey* and *Export*.

7.1.4 Add a new ward to the database

- From the main screen, press the new survey button
- Complete the first ward details form and click ok.
- Complete the second ward details form and click ok.

***Figure 11:** Ward level data entry form 1*

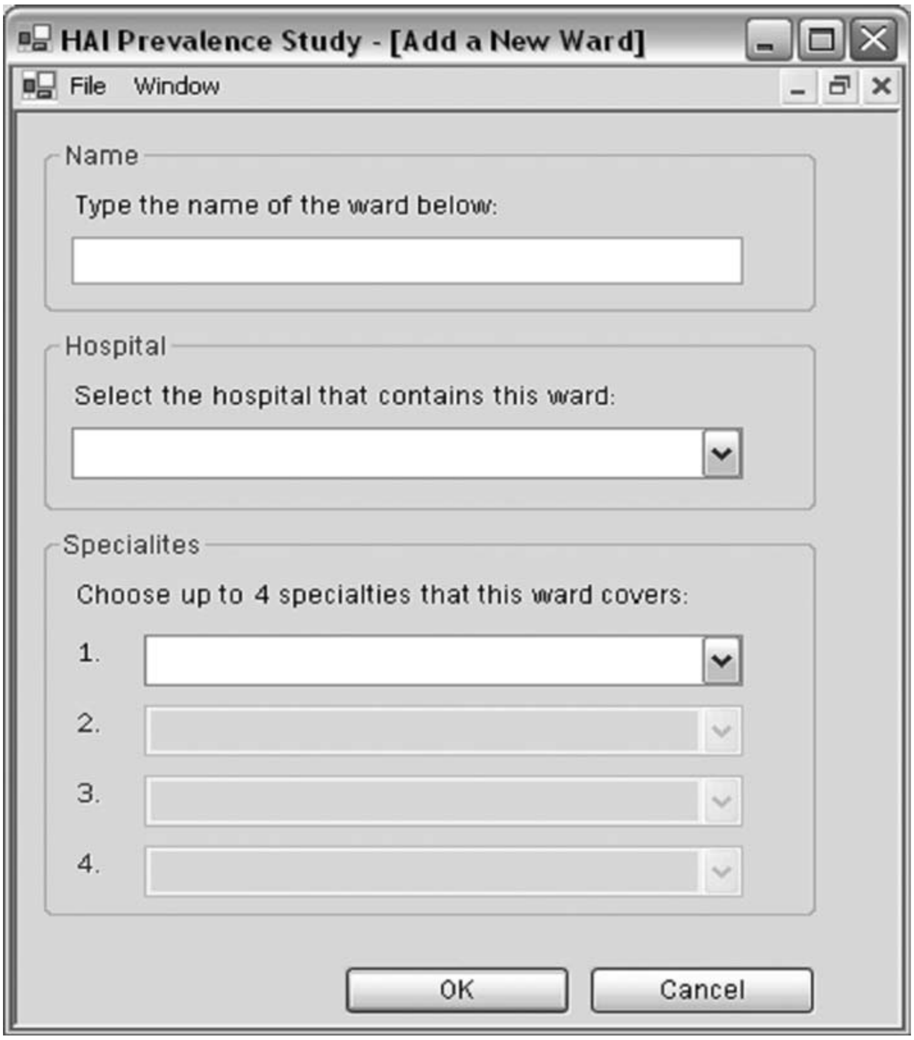
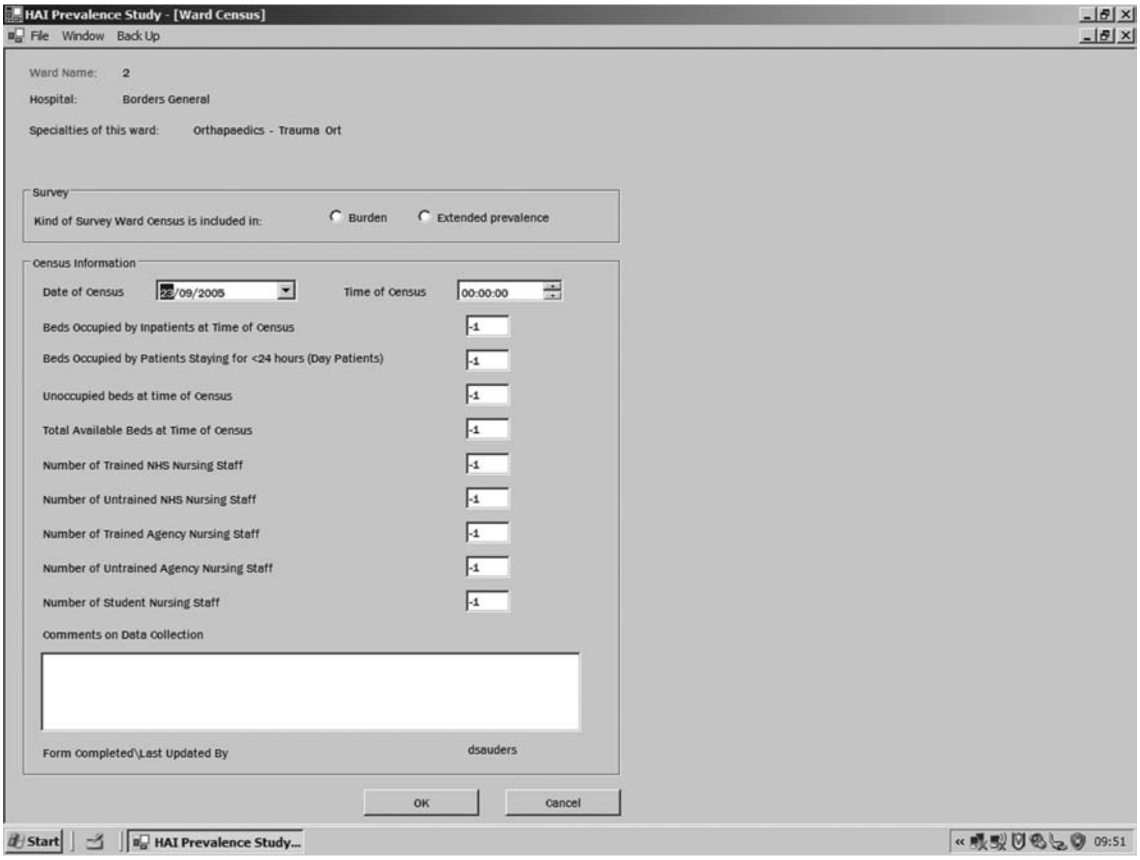


Figure 12: Ward level data entry form 2



7.1.5 Add a new patient to a new ward schedule

– After adding a new ward to the data base a blank patient record automatically appears open at the patient detail form.

– Complete the patient detail form and click on the infection tab followed by ok to move to the infection form.

– Complete the infection form and click on the antibiotic therapy tab followed by ok to move to the antibiotic therapy form.

– Complete the antibiotic therapy form and click on the surgery tab followed by ok to move to the surgery form.

– Complete the surgery form and click on the invasive devices tab followed by ok to move to the invasive devises form.

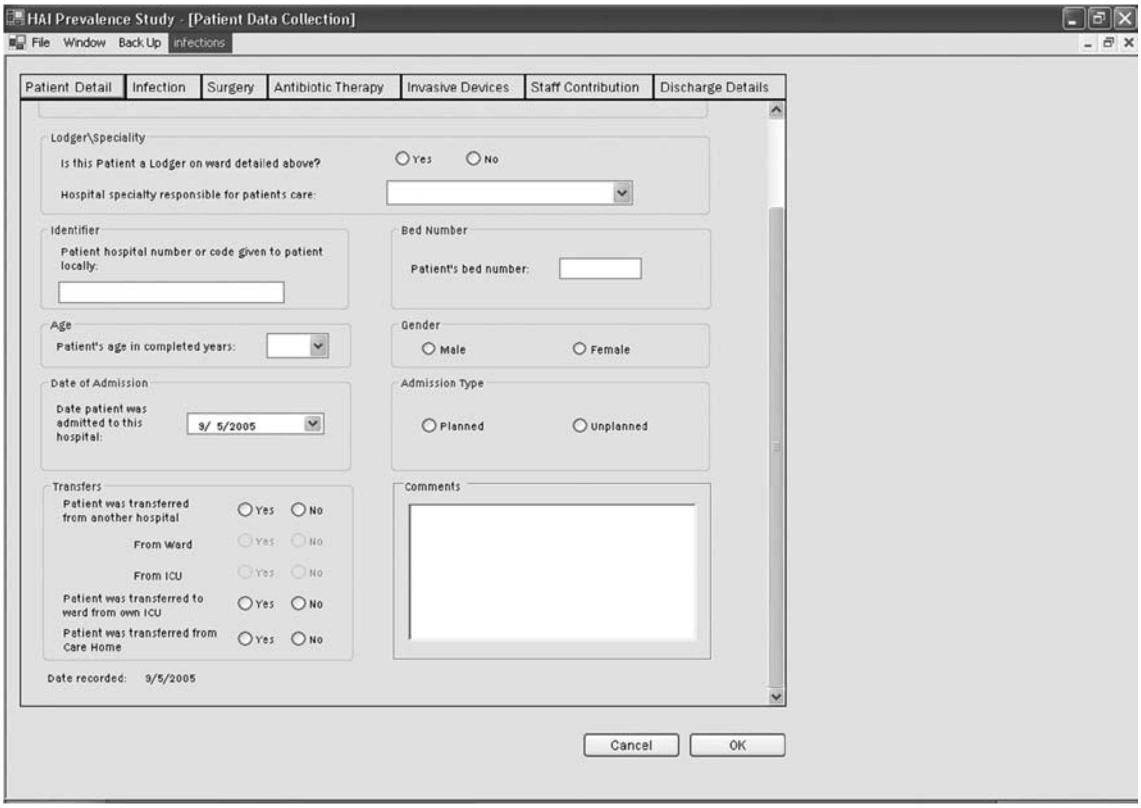
– Complete the invasive devices form.

– Move between these completed forms if required by clicking on the relevant tab followed by ok.

– Click ok at the bottom right hand side of the patient record form to save and provide an option to add another patient.

– Click yes to open a new blank patient record or no if data collection is complete.

Figure 13: Patient level data entry form



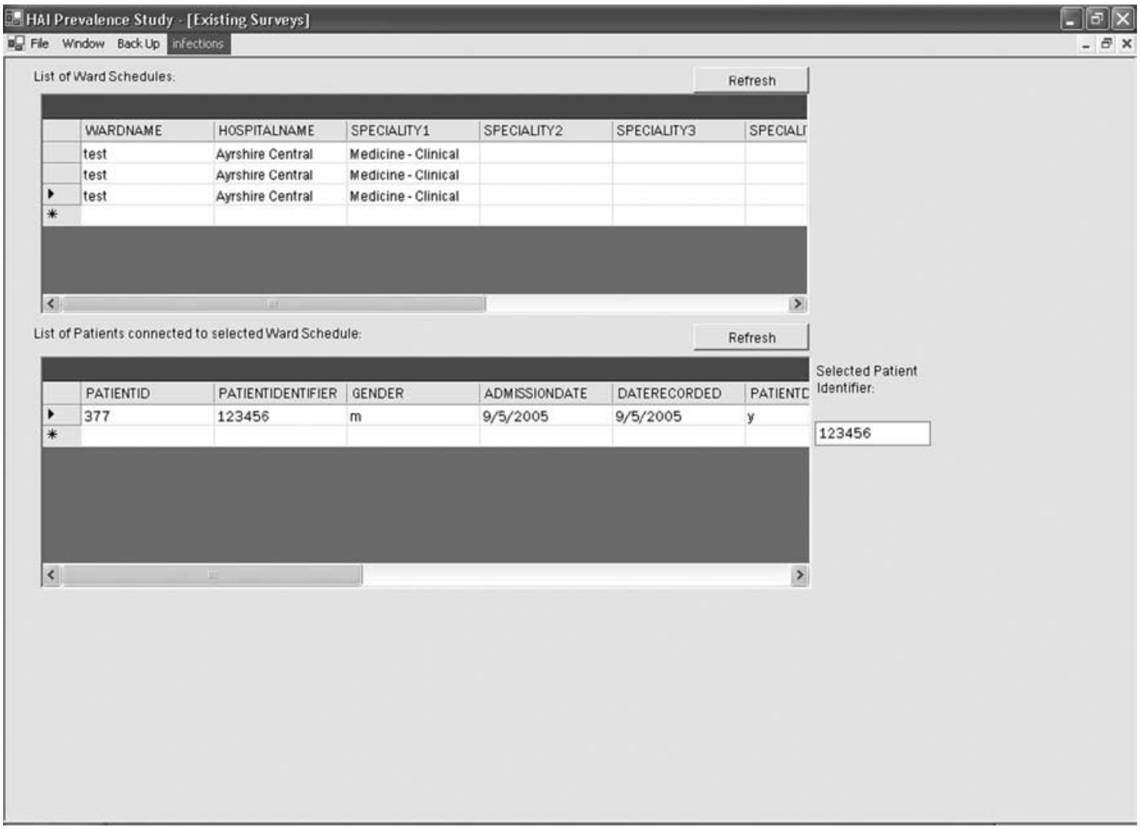
7.1.6 Add a new patient to an existing ward schedule

– From the main screen press the existing surveys button to bring up the list of wards that have been added and the patient information that has been added for each ward.

– To add a new patient select the ward, scroll along to the right and click on the new patient button.

– Complete the blank patient record form as above.

Figure 14: Data grid containing existing wards and patients



7.1.7 View an existing patient

- From the main screen press the existing surveys button to bring up the list of wards that have been added and the patient information that has been added for each ward.
- To edit a patient select the relevant ward, scroll along to the right and click on the view related patient button.
- This brings up a list of patients connected to that ward schedule.

7.1.8 Edit an existing patient

- From the main screen press the existing surveys button to bring up the list of wards that have been added and the patient information that has been added for each ward.
- To edit a patient select the ward, scroll along to the right and click on the view related patient button.
- This brings up a list of patients connected to that ward schedule.
- Select the relevant patient, scroll along to the right and click on edit.
- The completed patient form will appear and changes can be made.
- Click ok to save changes or cancel to reject changes.

7.1.9 Refreshing the Data Grid

If a ward or patient is been added to the database whilst the 'Existing Survey' screen is open, the record is not automatically added to the lists and it must be refreshed.

- To refresh the list of wards, press the Refresh button located at the top right hand side of the ward data grid.
- To refresh the list of patients, press the Refresh button located at top right hand side of the patient data grid.

7.1.10 Export Data from the Database

- From the file menu of the database chose Export.
- In the Export Box fill out the date of census boxes corresponding to the dates supplied by the data manager.
- Click export data followed by ok.
- Repeat step three nine times until all 10 files have been exported.
- These files are exported as excel files to C:\HAISurvey.

7.1.11 Data transfer to Data Manger

To transfer exported, collected data to the data manager for analysis and timely returns of QA, data is exported and emailed fortnightly.

- Export data as above when requested.
- Go to C:\HAISurvey and attach all 10 exported excel files onto an email and send to the data manager.
- Delete the files from C:\HAISurvey so the folder is empty ready for the next export.

7.1.12 Backing up the database

At the end of each working day the database should be backed up onto an encrypted USB stick.

- From the main database menu select backup.
- Go to C:\HAISurvey.
- Select the DB File.
- Copy the DB file and transfer onto the memory stick.
- Eject the memory stick safely using the stop USB storage device option.
- Remove memory stick and store safely away from the tablet PC.