

9.2.2 Data entry screen 1

The program will automatically determine the type of screen to be displayed, depending on the indicator that has been selected. Below is an example of the 'Data entry screen 1'.

The screenshot shows an Excel spreadsheet titled 'Microsoft Excel - Infection Control Program.xls'. The spreadsheet is divided into several sections:

- Row 2:** A button labeled 'GoBack'.
- Row 3:** A text box for 'Numerator' with the definition: 'The total number of SSI in total hip prosthesis procedures performed, during the time period under study.'
- Row 4:** A text box for 'Denominator' with the definition: 'The total number of total hip prosthesis procedures performed, during the time period under study.'
- Row 6:** A table header with columns: 'Rate per 100', 'Monthly Numerator', and 'Monthly Denominator'.
- Row 7:** A table header with columns: 'Date', 'Day of Week', and 'Numerator'.
- Row 8:** A table header with columns: 'Date', 'Day of Week', and 'Numerator'.
- Row 9-38:** A table of daily data for June 2002. The 'Numerator' column is highlighted in light blue.

| Rate per 100 | Monthly Numerator | Monthly Denominator |
|--------------|-------------------|---------------------|
| 5.00 | | 100 |
| Date | Day of Week | Numerator |
| 01-Jun-02 | Saturday | 0 |
| 02-Jun-02 | Sunday | 0 |
| 03-Jun-02 | Monday | 0 |
| 04-Jun-02 | Tuesday | 0 |
| 05-Jun-02 | Wednesday | 0 |
| 06-Jun-02 | Thursday | 0 |
| 07-Jun-02 | Friday | 0 |
| 08-Jun-02 | Saturday | 0 |
| 09-Jun-02 | Sunday | 0 |
| 10-Jun-02 | Monday | 0 |
| 11-Jun-02 | Tuesday | 0 |
| 12-Jun-02 | Wednesday | 0 |
| 13-Jun-02 | Thursday | 0 |
| 14-Jun-02 | Friday | 0 |
| 15-Jun-02 | Saturday | 0 |
| 16-Jun-02 | Sunday | 0 |
| 17-Jun-02 | Monday | 0 |
| 18-Jun-02 | Tuesday | 0 |
| 19-Jun-02 | Wednesday | 0 |
| 20-Jun-02 | Thursday | 0 |
| 21-Jun-02 | Friday | 0 |
| 22-Jun-02 | Saturday | 0 |
| 23-Jun-02 | Sunday | 0 |
| 24-Jun-02 | Monday | 0 |
| 25-Jun-02 | Tuesday | 0 |
| 26-Jun-02 | Wednesday | 0 |
| 27-Jun-02 | Thursday | 0 |
| 28-Jun-02 | Friday | 0 |
| 29-Jun-02 | Saturday | 0 |
| 30-Jun-02 | Sunday | 0 |

Figure 8 Data Entry_1

This screens display the Numerator and Denominator definitions, the date and the day for the selected month. This is where daily and monthly data is entered.

Only the Numerator and Denominator (light blue fields) can be modified. No other cells can be accessed or modified.

9.2.3 Data Entry screen 2

The program will automatically determine the type of screen to be displayed, depending on the indicator that has been selected. Below is an example of the 'Data entry 2 screen'.

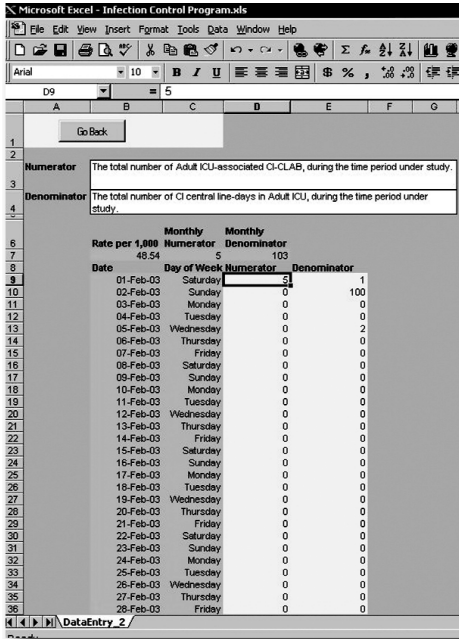


Figure 9 DataEntry_2

This screens display the Numerator and Denominator definitions, the date and the day for the selected month. This is where daily and monthly data is entered.

Only the Numerator and Denominator (light blue fields) can be modified. No other cells can be accessed or modified.

Under the **Indicator definition text box** the following three headings are displayed:

- i **Rate** (sum of the Numerators divided by the sum of Denominators).
- ii **Monthly numerator** (sum of all Numerator data entered).
- iii **Monthly denominator** (as entered by user for **DataEntry_1** or the sum of all Denominator data entered for **DataEntry_2**).

Below the heading row the individual days of the month are displayed.
This information is stored and can be modified at a later date if desired.

9.2.4 How to enter numerator and denominator data in the 'Data entry screens'

- i From the '**Navigation screen**' select the **Data entry button** to display the '**Data view screen**'.
- ii Follow the steps in *Section 9.1* (how to add a new month from the '**Data view screen**') and *9.2* (how to enter data for a selected month from the '**Data view screen**').
- iii Using the mouse (or arrow keys on the keyboard) click on the relevant cell in the **Numerator** and/or **Denominator column(s)** next to the date and day you want to enter data for.
- iv Enter data in the relevant (cell).
- v To exit this screen you must select any other cell in the table before clicking on the **Go back button**. This is a requirement of the Excel™ software, not the *Infection Control Monitoring Program*.
- vi Click on the **Go back button**.

Users will be returned to the '**Data view screen**' and data is automatically saved when the **Go back button** is selected.

Note: If a data entry error is made, for example if the total of the daily numerators is larger than the monthly denominator an alert (Err N>D) will appear under the Rate % cell. Simply highlight the light blue area to correct the error.

Charts

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10.1 Selection screen

The **'Charts selection screen'** displays two pull down list boxes to generate charts for specific indicator areas and individual indicators.

Note: Only those indicators selected in the **'Set-up screen'** (Figure 5) will be displayed in the **'Chart selection screen'** (Figure 10).

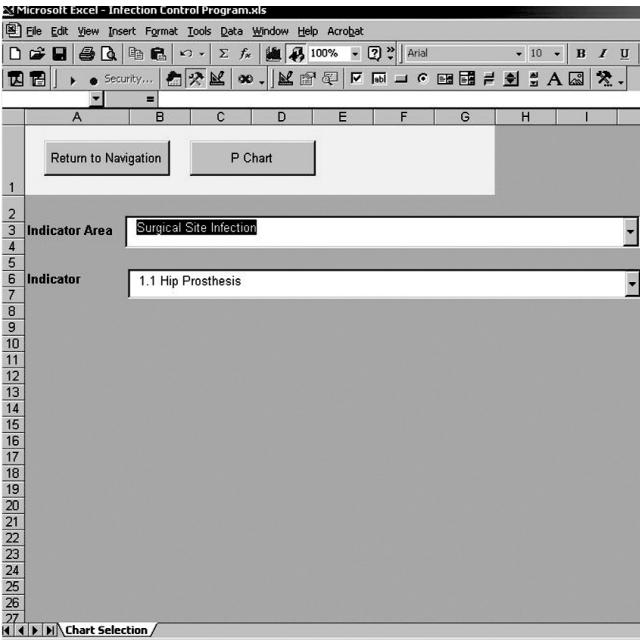


Figure 10 Charts selection screen

10.1.1 How to generate charts

- i From the navigation screen select the **Charts button** to display the **Charts Screen**.
- ii Select the indicator area from the **Indicator area drop down box**.
- iii Select the individual Indicator from the **Indicator drop down box**.
- iv The **Charts button** will become active. The type of chart displayed will depend on the indicator chosen.
 - **For example: selecting Indicator Area Surgical Site Infection and indicator area Hip Prosthesis a P Chart button will be active (see Figure 10).**
- v Click on the now active **U Chart** or **P Chart button**.
- vi The charts screen will be automatically be displayed.

10.2 Charts screen

The ‘**Charts screen**’ displays a control chart and an incident bar chart. The charts display data on a monthly basis (Figure 11).

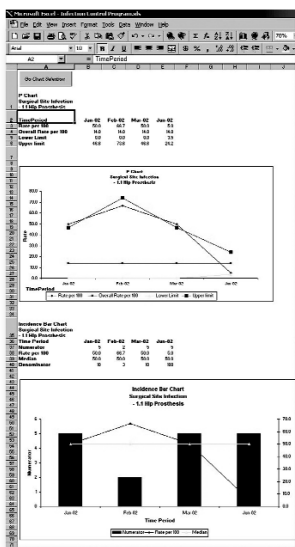


Figure 11 Charts screen

10.3 Control Charts

10.3.1 U Chart and P Charts

Refer to Figure 11.

These charts display:

- i the selected indicator rate (as per the data entered in the **'Data entry screen'**) over the selected time period
- ii the upper and lower control limits
- iii the overall rate.

The overall rate is the average for the hospital rate, which will change as more data is entered. In future versions, the overall rate for the selected indicator will be the average rate of all organisations submitting data.

10.3.2 Incidence bar chart

Refer to Figure 11.

This chart has two axes to display the data.

The left axis shows only the numerator values, which appear as the bar chart.

The right axis shows the Rate per 1,000 and the Median value for the data.

The **Go chart selection button** will return the user to the **'Chart selection screen'**.

Printing



Any screens within the *Infection Control Monitoring Program* can be printed using Microsoft Excel functions, located in the file menu.

Contact information

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For software support or comments on the *Infection Control Monitoring Program* please contact:

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Notes

