



Public Health  
England

Protecting and improving the nation's health

# HCAI Data Capture System User Manual

Case Capture: Entering Renal Cases

## About Public Health England

Public Health England exists to protect and improve the nation's health and wellbeing, and reduce health inequalities. It does this through world-class science, knowledge and intelligence, advocacy, partnerships and the delivery of specialist public health services. PHE is an operationally autonomous executive agency of the Department of Health.

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## Document History

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01/09/2015	Public Health England	1.0
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# Entering Renal Cases

## Introduction

Reports of MRSA, MSSA and *E. coli* bacteraemia and *C. difficile* infection among patients with established renal failure need to have additional renal-specific data completed on the HCAI DCS. This additional information should be reported by the renal/dialysis unit (the “hub”) where the patient has been receiving their renal care.

In order to allow renal units to enter this information for patient(s), the NHS acute Trust or Independent Sector Provider who reported the bacteraemia/infection needs to “Share” these records with the appropriate renal hub.

Of note, it is still the responsibility of the reporting NHS acute Trust or Independent Sector Provider to enter all other information about the infection episode on the Main Data Entry Screen.

## The Renal Email Alert

NHS acute Trust or Independent Sector Provider renal hubs that have a patient record shared with them, in order for them to enter renal data, will receive an email alert with the following wording:

*“This message is to notify you that an Infection Episode has been shared with you. Request has been sent by [Trust or IS provider email address] at [XYZ NHS TRUST].*

The details of the share request are as follows:

*Infection Episode Id: 123456  
Kind regards, HCAI Data Capture System”*

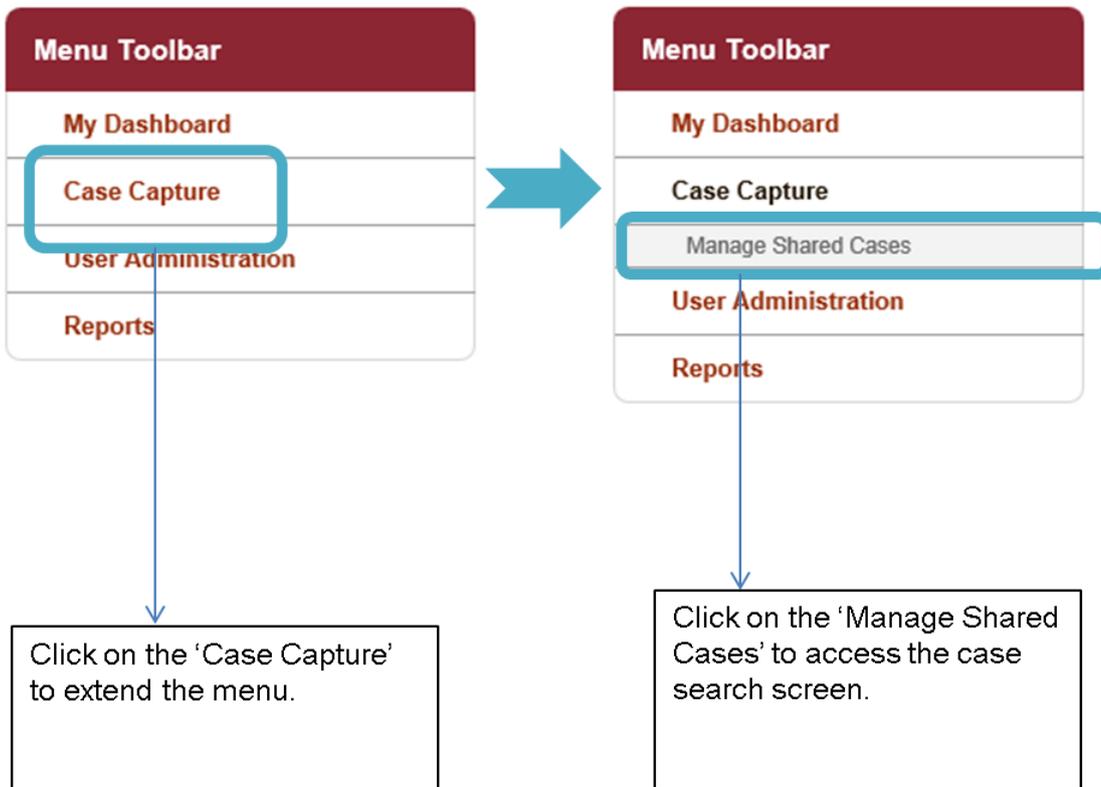
**Please note: Receipt of this email by the renal hub indicates that an NHS acute Trust or Independent Sector Provider has shared a record with that renal hub and it is now the hub’s responsibility to enter and complete the renal data on the case (see Entering Renal Information by the Renal Hub).**

## Finding a Shared Case

To find the case that has been shared with you, you will need to log into the HCAI DCS as a Renal Data Entry user. Then you will either need to search for the HCAI DCS ID provided in the email that you have received, or using other patient/episode characteristics.

To access the search screen, from the home screen click on “Case Capture’ in the ‘Menu Toolbar’, then click on ‘Manage Shared Cases’ (Figure 1).

Figure 1: Accessing the search screen to find shared case(s)



The steps described in Figure 1, will then navigate you to the ‘Shared Infection Episode’ search screen (Figure 2). You can then either enter the specific HCAI DCS ID provided to you in the email alert, or you can use any of the other fields on the search screen to identify one or many cases (i.e. using ‘Condition’ and ‘Data Collection’ to then identify all cases of e.g. MRSA that have been shared to your renal unit).

Once you have entered either the HCAI DCS ID or used any/all of the other search fields available, please click on ‘Find’ to run the search.

If there are any cases that meet the search criteria, these will then be displayed in the table underneath the search parameters (see Figure 3). In order to then enter the case, in order to enter data for any of the returned case(s), then click on ‘View/Edit’ to the left of the record.

Figure 2: Shared Infection Episode Search Screen

To search for a specific case, you can enter the ID number directly into the 'ID' search field and then click 'Find' to run.  
  
Alternatively, you can use any of the other search fields to find a case(s).

Figure 3: Shared Infection Episodes: Search Screen with Results

To enter the case, to perform data entry or to view the record, click on 'View/Edit'

## Entering Renal Information by the Renal Hub

Once you have been navigated to the infection record of interest, you will be able to view data entered by the NHS acute Trust or Independent Sector Provider on the infection episode. The main information regarding the patient and where the MRSA, MSSA or *E. coli* bacteraemia/ *C. difficile* infection was diagnosed, please see the 'Episode Details' tab.

Please click on the 'Renal' tab header (see Figure 4) to enter the Renal tab (Figure 5); this is where you can then enter any renal data. Fields on the Renal tab are explained in Table 1.1.

Figure 4: Navigating to the Renal Tab Within a Patient Record

Click on the 'Renal' tab header, to go to the Renal tab. This is where you can enter the renal data.



The tabs available for you to see are in red, while the tab that you are currently viewing is in white.

Figure 5: Renal Tab

**Update Shared Data**

Data Collection:  ID:  Created Date:

**Episode Details** | **Source of Bacteraemia & Associated Infections** | **Risk Factors & Treatment** | **Healthcare Interactions**

**Renal**

**!** Mandatory fields are marked with red asterisk(\*)  
Mandatory for Sign Off fields are marked with red hash(#)

**Renal Provider**

Usual provider of renal care (Mother Unit)	<input type="text" value="LEICESTER GENERAL HOSPITAL"/>
Usual provider of renal care (Satellite Unit)	<input type="text" value="LEICESTER GENERAL HOSPITAL"/>
Other (incl. non-UK) mother &/or satellite unit	<input type="text"/>

**Dialysis**

Dialysis details (Modality)	<input type="text" value="-- Select --"/>
Type of access being used	<input type="text" value="-- Select -- "/>
Catheter last 28/7	<input type="text" value="-- Select --"/>

Table 1: Renal Tab Fields

Field name	Field Type	Description
Data Collection	Autocompleted	The condition and data collection will have been completed on the 'Episode Details' tab by the organisation that reported the bacteraemia/infection.
ID	Autocompleted	The ID number will have been created when the organisation that reported the bacteraemia/infection created the record, prior to sharing with the renal hub.
Created Date	Autocompleted	This is the date that the reporting organisation created the record.
Usual provider of renal care (Mother Unit)	Drop-down	The renal hub with whom the record has been shared should select their name from the "Mother unit (hub)" drop down menu, if it is the hub which normally provides care for the patient whose records in question. Alternatively the hub which normally provides care should be selected.
Usual provider of renal care (Satellite Unit)	Drop-down	Once a renal hub has been selected the "Satellite Unit" dropdown is populated with options appropriate to the hub.
Other (incl. non-UK) mother &/or satellite unit	Free-text field	If the Mother or Satellite Unit is not available from the drop down list, user can enter details in the "Other (incl. non-UK) mother &/or satellite unit" field. This field should only be completed if the Mother Unit and Satellite Unit fields do not contain the relevant values in their drop-down options.
Dialysis details (Modality)	Drop-down	Please select the most appropriate option.
Type of access being used	Drop-down	Please select the most appropriate option. If what you require is not there, please select 'Other' and a free-text field will be triggered for you to add in this data.
Other type of access being used	Triggered Free-text field	Mandatory field when present on screen. However, this is only enabled if the 'Type of access being used' is completed with 'Other'.
Catheter last 28/7	Drop-down	Please select whether a catheter has been used in the 7 days prior to the positive blood culture/stool specimen. If select 'Yes', a further field will be triggered, allowing you to enter what type of catheter was used.
What type of catheter	Triggered Drop-down	Mandatory field when present on screen. However, this is only enabled if the 'Catheter last 28/7' is completed with 'Yes'.