



UK Health
Security
Agency

HCAI PPS Data Capture System User Guide

Search

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Document History

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14/11/2023	UK Health Security Agency	1.02
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Search for cases

Introduction

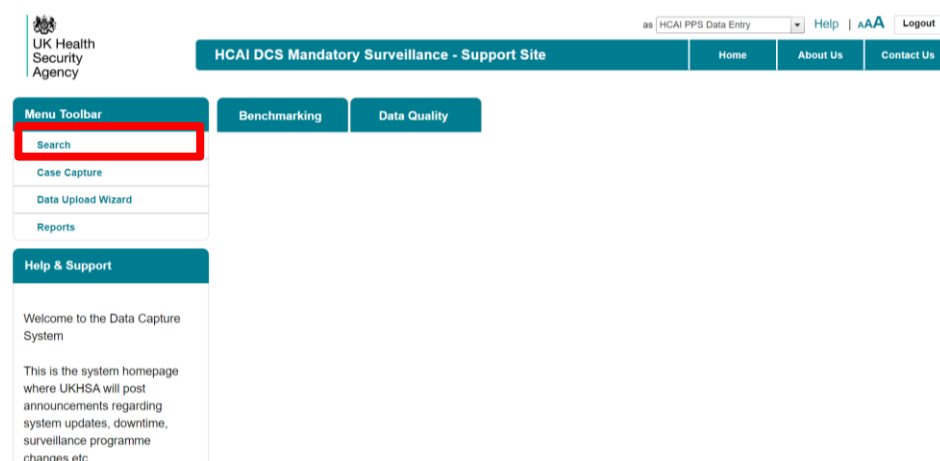
The Search screen enables users to search for cases and:

- Enter a new case
- 1 Update an existing case
- Delete an existing case

Searching for a Case

Users may search for cases by selecting the 'Search' option from the 'Menu Toolbar' on the Home screen ([Figure 1](#)).

Figure 1: Menu Toolbar: Search



In the Search Infection Episodes screen ([Figure 2](#), [Figure 3](#), [Figure 4](#) and [Figure 5](#)) you can enter as many, or as few, parameters as desired to return the relevant case(s). Please note that although none of the fields alone are mandatory for searching, a minimum of one of the following fields is required results to be returned: ID, Condition, Data Collection, Specimen Number, NHS Number, First name, Surname, Date of Birth or Age.

In order to run your search query, please click on the 'Find' button on the right-hand side of the screen.

Please note: search results are limited to 500 cases so it is advisable to enter as many criteria as possible to ensure that only relevant case(s) are returned.

Further information on each field on the Search Infection Episodes screen is provided in [Table 1](#). Search results are returned in the Results [Table](#).

Figure 2: The Search Infection Episodes Screen

Please note that if any of the HCAI Point Prevalence Survey options (HCAI PPS Patient, HCAI PPS Ward, HCAI PPS Hospital) are selected in [Data Collection](#) then an 'Advanced Options' button will appear next to 'Find' and 'Reset' buttons visible in [Figure 2](#).

Table 1. Overview of the Search Infection Episodes fields

Field Name	Comment
ID	A unique number generated by the HCAI PPS Data Capture System once the record has been saved. This can be entered when searching for a case.
NHS number	A unique number assigned to each person registered with the NHS.
Condition	The only option is 'HCAI Point Prevalence Survey'
Data Collection	Available options are HCAI PPS Patient, HCAI PPS Ward, HCAI PPS Hospital.
First Name	The patient's first name. A search may be performed on a partial name by ticking the 'Partial' box next to the 'First Name' field.

Field Name	Comment
Surname	The patient's surname. A search may be performed on a partial name by ticking the 'Partial' box next to the 'Surname' field.
Specimen Number	The specimen number of a specific case being searched for.
Date of Birth	The patient's date of birth. If the patient's date of birth was unknown 01/01/1900 should have been entered on the record. If you do not currently know the date of birth, please leave this field blank in the Search parameters rather than entering 01/01/1900 unless you know this was definitely also entered on the Infection Episode during case capture.
Age	If the exact date of birth is unknown you may search for a specific age (at the time the specimen was collected) instead. This can be specified as the age in days, months or years using the drop-down option next to 'Age' field.
Date From and Date To	<p>You may use these date fields to search for cases with a specimen date within the specified range.</p> <p>If 'Date From' is left blank but a 'Date To' is entered the search will be performed on all records with a specimen date up to and including the 'Date To', that is from the earliest specimen date available on the system fulfilling any of the search criteria entered.</p> <p>If 'Date From' is entered but 'Date To' is left blank the search will be performed on all records, that fulfil any other search criteria, with a specimen date up to an including the current date.</p>
Region	This filter can be used to refine the list of organisations available in the organisation drop-down by geographical region, where applicable. If no region is selected the search will be performed based on the default pathway of the logged in user.
Organisation Type	<p>This can be used to filter the list of organisations available in the organisation drop-down, where applicable. Options include:</p> <p>HCAI PPS Ward, HCAI PPS Hospital</p>
Organisation	The organisation(s) for which the search will be performed. This list will be based on the logged in user and 'Organisation Type'

The 'Advanced Options' allow you to further limit the search results by various specific answers to case capture questions (see [Figure 3](#), [Figure 4](#), [Figure 5](#)). The available parameters depend on the option selected for 'Data Collection' drop-down.

Figure 3: Advanced Options for HCAI PPS Patient searches

HCAI DCS:Advanced Options

Help & Support

Key to Screen Symbols

Advance Options

Patient Details 2

Date of hospital admission	<input type="text"/>
Patient's ethnicity (as reported by the patient where feasible)	-- Select --
Patient's ethnicity if other	<input type="text"/>
Specialty of physician in charge of the patient, may differ from ward specialty, see specialty list.	-- Select --
Birth weight (in grams). Optional, only for neonates.	<input type="text"/>
Patient has undergone surgery during current hospitalisation.	-- Select --
Classification of the severity of underlying medical conditions.	-- Select --
Patient had central vascular catheter (CVC) during intensive care unit stay? If yes, fill dates in corresponding exposure data.	-- Select --
Patient has peripheral venous catheter in place on survey date.	-- Select --
Patient has indwelling urinary catheter in place on survey date.	-- Select --
Patient was intubated (invasive respiratory device) during intensive care unit stay	-- Select --

OK

Figure 4: Advanced Options for HCAI PPS Ward searches

Number of rooms in ward; provide the number at the time of the PPS	<input type="text"/>
Number of single rooms in ward; provide the number at the time of the PPS	<input type="text"/>
Number of beds occupied at 00:01 on the day of PPS	<input type="text"/>
Speciality of physician in charge of the patient, may differ from ward speciality (see speciality list)	-- Select --
Number of Geriatric patients. Provide the number at the time of the PPS.	<input type="text"/>
Number of patients in ward in care of Gynaecology/Obstetrics speciality physician. Provide the number at the time of the PPS.	<input type="text"/>
Number of patients in ward in care of Intensive Care speciality physician. Provide the number at the time of the PPS.	<input type="text"/>
Number of patients in ward in care of Long-term care speciality physician. Provide the number at the time of the PPS.	<input type="text"/>
Number of patients in ward in care of Medicine speciality physician. Provide the number at the time of the PPS.	<input type="text"/>
Number of patients in ward in care of Mixed speciality physician. Provide the number at the time of the PPS.	<input type="text"/>
Number of patients in ward in care of Neonatal speciality physician. Provide the number at the time of the PPS.	<input type="text"/>

Number of patients in ward in care of Other speciality physician. Provide the number at the time of the PPS.	<input type="text"/>
Number of patients in ward in care of Paediatric speciality physician. Provide the number at the time of the PPS.	<input type="text"/>
Number of patients in ward in care of physician where the speciality is unknown. Provide the number at the time of the PPS.	<input type="text"/>
Number of patients in ward in care of Psychiatry speciality physician. Provide the number at the time of the PPS.	<input type="text"/>
Number of patients in ward in care of Rehabilitation speciality physician. Provide the number at the time of the PPS.	<input type="text"/>
Number of patients in ward in care of Surgical speciality physician. Provide the number at the time of the PPS.	<input type="text"/>
Comments or observations for current ward (e.g. regarding feasibility of data collection).	<div>max. 30000 chars.</div> <div><input type="text"/></div>
Is there a formal procedure to review the appropriateness of an antimicrobial within 72 hours from the initial order in this ward (post-prescription review)?	-- Select --

OK

Figure 5: Advanced Options for HCAI PPS Hospital searches

Advance Options

Please complete these questions for your hospital*

Please specify if your organisation is NHS or Independent Sector (this should be as defined by NHS Digital's Organisation Data Service)

-- Select --

Date PPS started in your organisation

Date PPS ended in your organisation

Total number of wards in the hospital (currently)

Number of PPS eligible wards in the hospital (currently)

Were any wards excluded from the hospital PPS sample?

-- Select --

Specify which wards were excluded

-- Select --

If other, please specify

Total number of beds in the hospital

Total number of beds in wards included in the current PPS (including non-occupied beds or beds of patients that were excluded for other reasons); if no wards were excluded, this number should be the same as hospital size.

Type of hospital

-- Select --

Specialization of hospital (if any)

-- Select --

If other, please specify

Year and specification for hospital data

Is the same year used for all annual data? (select yes if all data correspond to the same year)

-- Select --

Is the same year used for all annual data? (select yes if all data correspond to the same year)

-- Select --

Year for all annual data (specify financial year as yyyy/yyyy; specify single calendar year as yyyy)

Year for all annual data (if financial year specify as yyyy/yyyy, if single calendar year specify single year)

Number of discharges and patient days per year in hospital*

HCAI PPS Data Capture System: Search

Number of discharges and patient days per year in hospital*	
Year for number of discharges and patient days (specify financial year as yyyy/yyyy; specify single calendar year as yyyy)	<input type="text"/>
Year for number of discharges and patient days (specify financial year as yyyy/yyyy; specify single calendar year as yyyy)	<input type="text"/>
Number of hospital discharges (or admissions if discharges not available) for year specified	<input type="text"/>
Number of patient days (beddays) in a year (same year as the number of discharges/admissions)	<input type="text"/>
Alcohol hand rub consumed per year*	
Year for alcohol hand rub consumption (specify financial year as yyyy/yyyy; specify single calendar year as yyyy)	<input type="text"/>
Year for alcohol hand rub consumption (specify financial year as yyyy/yyyy; specify single calendar year as yyyy)	<input type="text"/>
Liters of alcohol hand rub consumed in the hospital for the year specified	<input type="text"/>
Observed hand hygiene opportunities*	
Year for HH observation data (specify financial year as yyyy/yyyy; specify single calendar year as yyyy)	<input type="text"/>
Year for HH observation data (specify financial year as yyyy/yyyy; specify single calendar year as yyyy)	<input type="text"/>
Number of observed hand hygiene (HH) opportunities in the previous year if available (or year before if not).	<input type="text"/>
Airborne isolation rooms*	
Number of airborne isolation rooms in hospital (currently)	<input type="text"/>
COVID-19 cases and outbreaks	
Year for which last year's number of cases and outbreaks of COVID-19 were reported (specify financial year as yyyy/yyyy; specify single calendar year as yyyy)	<input type="text"/>
Number of COVID-19 cases in hospital (hospitalised community-onset cases and hospital-onset cases) last year	<input type="text"/>
Number of COVID-19 outbreaks or clusters (minimum of 2 confirmed healthcare-associated COVID-19 cases among patients and/or healthcare workers linked in time and space) in the current hospital last year.	<input type="text"/>
Number of COVID-19 cases in hospital at the time of the PPS (last PPS day in current hospital)	<input type="text"/>
Number of COVID-19 cases in the ICU or HDU at the time of the PPS (last PPS day in current hospital)	<input type="text"/>
Influenza Vaccination	
Year of vaccination coverage (specify financial year as yyyy/yyyy; specify single calendar year as yyyy)	<input type="text"/>
Vaccination coverage HCW COVID-19 (percent)	<input type="text"/>
Vaccination coverage HCW Influenza (percent)	<input type="text"/>

OK

Please note: if you enter the 'Advanced Options' screen, you will need to click on 'OK' on the far right of this screen. The DCS will then navigate you back to the 'Search' screen(the advanced options you selected are still stored). Click on 'Find' on the 'Search' screen to bring back the results from your search.

The Results Table

Once the Search Infectious episodes form is completed click 'Find' ([Figure 6](#)). This will return all cases (up to the limit of 500) that fulfil the search criteria. This will be compiled in the Results Table at the bottom of the page.

Figure 6: Search Infection Episodes: Result Table

HCAI PPS Data Capture System: Search

Date From

Date To

Region

--All--

Organisation Type

HCAI PPS Ward

Organisation

--All--

Shared Cases

☐

Apportionment Category

--All--

Incomplete for sign-off

☐

PIR Cases

☐

Advanced Options

Find

Reset

Page: 1 of 1

Go

Page size: 25

Change

Item 0 to 0 of 0

The cases are sorted by ID by default; however, it is possible to sort the results by clicking on the relevant field name in the grey header of the Results Table ([Figure 7](#)). In addition, it is possible to filter the returned results by other values of the fields in the grey header. For example, it is possible to filter by 'First Name' ([Figure 8](#)).

Figure 7: Result Table header allowing for sorting cases by selected field

		Condition	Data Collection		Data Collection Date	Region	Organisation
--	--	-----------	-----------------	--	----------------------	--------	--------------

Headers include Condition, Data Collection, ID, Data Collection Date, NHS Number, First name, Surname, Date of Birth, Region, Organisation, Organisation Type, Apportionment Category, Date of interest and Status (whether a record is ready to be signed-off).

Figure 8: Filtering the results

		Condition	Data Collection	ID	Data Collection Date	NHS Number	First Name	Surname
		(All)	(All)	(All)			(All)	(All)
View	<input type="checkbox"/>						Test	test3
View	<input type="checkbox"/>						test3	test2

Futher Actions

The ‘View’ button allows you to view a specific record ([Figure 9](#)). Selecting ‘View’ also enables you to edit that particular record.

Figure 9: Editing a particular field

		Condition	Data Collection	ID	Data Collection Date	Region	
		(All)	(All)	(All)		(All)	
<div>View</div>	<input type="checkbox"/>	HCAI Point Prevalence Survey	HCAI PPS Ward	1200909	06-Jul-2023	LONDON	U

Please note that if you access the patient record via the ‘Search’ screen, it is a pop-up window and to return to the ‘Search’ screen and your results. If you have made changes click ‘save’ and then the small cross in the top right-hand corner of the patient record window ([Figure 10](#)).

Figure 10: Closing pop-up editing tool

Ward Details

Help & Support

Context Help Image

Key to Screen Symbols

Context Help Image

Ward Details

Data CollectionHCAI PPS WardID1200909Created Date28-Jul-2023Print

Ward Details 1

Ward Details 2

Mandatory fields are marked with red asterisk (*)

Mandatory for Sign Off fields are marked with red hash (#)

Organisation Details *#

Reporting Ward*#UCH TOWER, 235 ER - T16S

Date PPS was carried out in this ward*13/07/2023

Cancel

Save

Deleting a record is also possible from ‘Search’ screen; you would do this by clicking on the tickbox next to the desired record and then clicking on the ‘Delete’ button on the bottom right-hand side of your screen ([Figure 11](#)). If you wished to delete multiple records, you can click on the tickboxes next to each record you wish to delete and then click the ‘Delete’ button once. Finally, if you wish to delete ALL of the records in the Results Table, then click on the tickbox

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which is in the header bar, this will automatically tick all tickboxes and then click on the ‘Delete’ button on the bottom right-hand side of your screen.

Finally, also in the bottom right-hand side of the Search screen, underneath the Results Table, is a ‘New Infection Episode’ button ([Figure 12](#)). Please click this if you wish to add a new infection episode (see ‘[Case Capture User Guides](#)’).

Figure 11: Delete Infection Episode

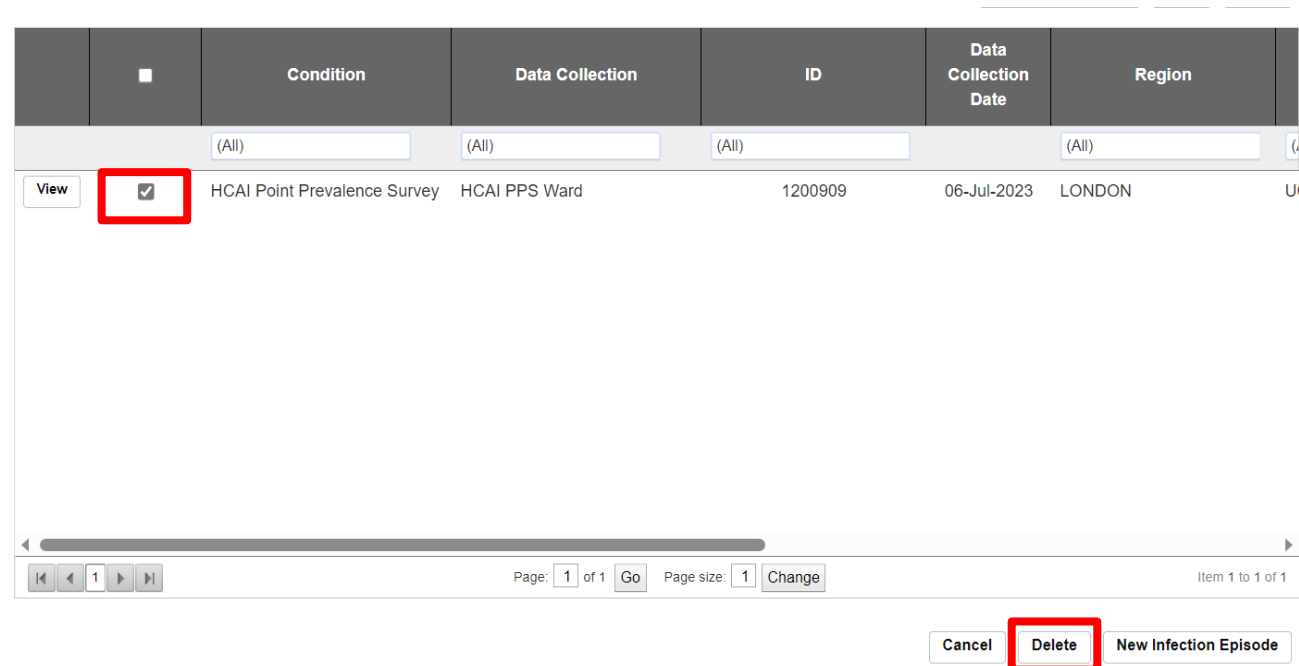
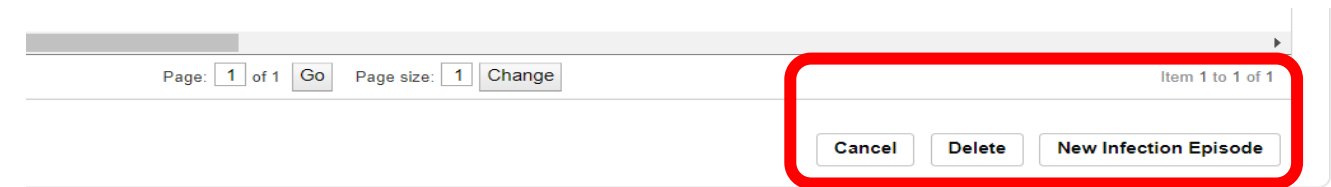


Figure 12: New Infection Episode actions



About the UK Health Security Agency

The UK Health Security Agency is an executive agency, sponsored by the [Department of Health and Social Care](#).
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