



Health Protection Agency

Clostridium difficile Ribotyping Network for (CDRN) Electronic Requesting System (ERS)

Acute NHS Trust User Manual (Version 3.0)

11th March 2010

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CDRN Electronic Requesting System

1. INTRODUCTION

Purpose of the System

This system has been developed by the Health Protection Agency (HPA) to allow NHS acute trusts (“acute trusts”) to make electronic requests for ribotyping of *Clostridium difficile* at their regional HPA CDRN Laboratory and allow electronic communications and results to be sent to the original requester, as well as other scientific and clinical staff at the requesting NHS Trust.

Access to the System

The website is located on the NHS wide area network known as “N3”. Access to the system is not possible via an ordinary internet connection (dial-up or broadband).

The website URL is <https://nww.cdrn.nhs.uk>

Access and security are controlled with a Secure Site Licence (SSL) and security features built into the registration emails, as well as usernames and passwords.

Important

All users must register for a username and password by clicking on the “Register” link in the top right of the home page on the website.

You will be asked to specify your NHS Trust during the registration process.

If you need to send specimens from more than one NHS Trust, you must register separately for each NHS Trust.

2. ORGANISATION OF THE SYSTEM

Functional Overview

At the time of writing, the system currently allows for NHS Acute Trusts to perform the following tasks:

- Make electronic requests for *C. difficile* ribotyping at the correct regional HPA laboratory performing *C. difficile* ribotyping
- Receive electronic notification of specimen check-in and results sent by the regional HPA laboratory performing *C. difficile* ribotyping
- View and export historical *C. difficile* ribotyping results electronically

Main Page / Tab Overview

Home Page

Login & Registration

Section Tabs

Guidelines / Help

- Support Link (to e-mail form)
- Frequently-asked-questions (FAQs)
- Accessibility

Contact Support

Note: you must be logged on to make a specimen request

Login Page

Health Protection Agency

Clostridium difficile Ribotyping Network (CDRN)

Home Login

New User

Login

Username

Password

Login

Forgot Password

Email address with your user details will be sent to supplied email address if email exists in the system.

Email

Region * (Please Select)

SHA * (Please Select)

Trust * (Please Select)

Retrieve Password

Contact Support

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Registration Page

Health Protection Agency

Clostridium difficile Ribotyping Network (CDRN)

Home Registration

Registration Page

Personal Details

User Name *

Title / Salutation *

First Name *

Last Name *

Password *

Confirm Password *

E-Mail Address *

Confirm E-Mail Address *

Region * (Please Select)

SHA * (Please Select)

Trust * (Please Select)

Register

Contact Support

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Registration Process

Enter your registration details

CDRN - Registration Page - Microsoft Internet Explorer

Address: https://www.cdrn.nhs.uk/RegistrationPage.aspx

Health Protection Agency

Clostridium difficile Ribotyping Network (CDRN)

Home Registration

Registration Page

Personal Details

User Name* **Enter a username**

Title / Salutation*

First Name* **Enter your first and last name**

Last Name*

Password* **Enter a password**

Confirm Password*

E-Mail Address* **Enter a valid NHS e-mail address**

Confirm E-Mail Address*

Region*

SHA*

Trust* **Select your NHS Trust**

Contact Support

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To register for the website, enter your personal details on the registration page as follows:

- 1. Username**
 - Create and enter a username
- 2. First and last name**
 - Enter a title, first and last name
- 3. Password**
 - Create a password (hints for creating a secure password: use a mixture of cases, alpha numeric characters and symbols [ie "A*%fo4"])
- 4. NHS e-mail address**
 - Enter your valid NHS e-mail address name@xxxx.nhs.uk or @nhs.net
- 5. NHS Trust**
 - Use the pull-down menus to select your NHS Trust and main hospital where you are currently based

Once you have registered on the website, you can logon and begin making specimen requests.

Making a specimen request

Request Test Tab (Step 1 of 5) Requester Details

The screenshot shows the 'Requester Details' and 'Hospital Details' sections of the Specimen Request Form. The 'Requester Details' section includes fields for Name, E-Mail Address, Authorising Microbiologist, Date of Agreement with Reference Laboratory, and Lab (Specimen) Number. The 'Hospital Details' section includes dropdown menus for Region, SHA, Trust, and Hospital. A red asterisk (*) is placed next to the Name, E-Mail Address, Authorising Microbiologist, Date of Agreement with Reference Laboratory, and Hospital fields, indicating they are required.

Requester Details

- Full name of requester
- Valid NHS e-mail address
- Name of authorising HPA

Hospital Details

- Region
- SHA
- Trust

*denotes a required field (user cannot progress to next step without completing this information)

Request Test Tab (Step 2 of 5) Patient / Specimen Details

The screenshot shows the 'Patient Details' and 'Specimen Details' sections of the Specimen Request Form. The 'Patient Details' section includes fields for Surname, First Name, Date of Birth, Sex, Hospital Number, and NHS Number. The 'Specimen Details' section includes a date field for Specimen Date and checkboxes for Faecal specimen and Culture Specimen. A red asterisk (*) is placed next to the Surname, First Name, Date of Birth, Sex, Hospital Number, NHS Number, and Specimen Date fields, indicating they are required.

Patient Details

- Name
- DOB
- Sex
- Hospital Number
- NHS number

Specimen Details

- Specimen Date
- Specimen Type

Request Test Tab (Step 3 of 5) Reason for Submitting / Antibiotic History

The screenshot shows the 'Specimen Request Form' in Microsoft Internet Explorer. The page title is 'Clostridium difficile Ribotyping Network (CDRN)'. The user is logged in as 'mshenko'. The form is at 'Step 3 of 5'.

Reason for submitting (Please select at least one option):

- Severity of symptoms in this patient: Yes No
- Severity of symptoms in other patients: Yes No
- Cluster(s) of cases: Yes No
- Unexplained increase in CDI rates: Yes No
- Other:

Antibiotic History (No. of antibiotics in 30 days before onset of episode of CDI):

0 1 2 3 4 5 6 >6 Unknown

Cephalosporin: Yes No Unknown

Fluoroquinolone: Yes No Unknown

Amox/ampicillin: Yes No Unknown

Pip/tazo (Tazocin): Yes No Unknown

Co-amoxiclav: Yes No Unknown

Macrolide: Yes No Unknown

Trimethoprim: Yes No Unknown

Metronidazole (not for CDI): Yes No Unknown

Vancorycin (not for CDI): Yes No Unknown

Metronidazole (for CDI): Yes No Unknown

Vancorycin (for CDI): Yes No Unknown

Others

Other 1: Other 2:

Other 3: Other 4:

Other 5: Other 6:

Other 7:

Buttons: Save for Later, Previous, Next

Reason for Submitting Specimen

Antibiotic History

Request Test Tab (Step 4 of 5) Clinical Follow-up / Outcome Data

The screenshot shows the 'Specimen Request Form' in Microsoft Internet Explorer. The page title is 'Clostridium difficile Ribotyping Network (CDRN)'. The user is logged in as 'mshenko'. The form is at 'Step 4 of 5'.

Clinical follow-up data

Date of follow-up:

Was the patient admitted to an intensive care unit due to *C. difficile*? * Yes No Unknown

Did the patient have: *

Toxic megacolon? * Yes No Unknown

Pseudomembranous colitis (PMC)? * Yes No Unknown

Any surgical procedures as a consequence of the *C. difficile* infection? * Yes No Unknown

Any other information you wish to record here:

Outcome Data

Did the patient die within 30 days of the onset of *C. difficile* infection? * Yes No Unknown

If yes, what was the date of death:

If yes, was *C. difficile* a cause or contributory factor in the death? * Yes No Unknown

Buttons: Save for Later, Previous, Next

Clinical Follow-up Data

Outcome Data

*denotes a required field (user cannot progress to next step without completing this information)

Request Test Tab (Step 5 of 5) *Preview of Specimen Request Form*

Step 5 of the process is a preview screen of the information provided in Steps 1 – 4.

Step 5 of 5

Specimen Request Review:
Please review the information below, and change if necessary using the previous screen button at the bottom of this page.
If you are happy with the information on this request form, please press the submit button to complete your specimen request.

CDRN Ref No. : HPAM893242808

Send To: Leeds Lab, Microbiology, Leeds General Infirmary, Leeds, Post Code: LS1 3EX
DXAddress: DX 6281505 LEEDS

Requester Details		Hospital Details	
Name	Mr. Mike Shemko	Region	East of England Region
E-Mail Address	michael.shemko@uch.nhs.uk	Strategic Health Authority	East Of England
Authorising Microbiologist from Reference Laboratory	HPA Microbiologist	Trust	Essex Rivers Healthcare NHS Trust
Date of Agreement with Reference Laboratory	11/03/2010	Hospital	Essex County Hospital
Lab (Specimen) Number:	M89324		

Patient Details		Specimen Details	
Surname:	Bloggs	Specimen Date:	04/03/2010
First Name:	Joe	Faecal specimen	<input checked="" type="checkbox"/>
Date of Birth:	18/02/1938	Culture Specimen	<input type="checkbox"/>
Sex:	Male		
Hospital Number:	98381344		
NHS Number:	9813481345		

Reason for submitting		Antibiotic History	
Severity of symptoms in this patient:	N	No. of antibiotics in 30 days before onset of episode of CDI:	1
Severity of symptoms in other patients:	N	Cephalosporin:	Trimethoprim:
Cluster(s) of cases:	Y	Fluoroquinolone:	Metronidazole (not for CDI):
Unexplained increase in CDI rates:	N	Amox/ampicillin:	Y Vancomycin (not for CDI):
Other:		Pip/tazo (Tazocin):	Metronidazole (for CDI):
		Co-amoxiclav:	Vancomycin (for CDI):
		Macrolide:	
		Other Antibiotics:	

Clinical follow-up data		Outcome Data	
Date of follow-up:	11/03/2010	Did the patient die within 30 days of the onset of <i>C. difficile</i> infection?:	N
Was the patient admitted to an intensive care unit due to <i>C. difficile</i> ?:	N	If yes, what was the date of death:	
Did the patient have:		If yes, was <i>C. difficile</i> a cause or contributory factor in the death?:	
Toxic megacolon?:	Y		
Pseudomembranous colitis (PMC)?:	Y		
Any surgical procedures as a consequence of the <i>C. difficile</i> infection?:	Y		
Any other information you wish to record here:			

Contact Support

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The user is prompted to select one of the following:

- 1. Save for Later** (the user can select this option at any time and return to the “View Reports” tab and select “Incomplete Specimens” to finish submitting specimen)
- 2. Previous** (the user can go back to any of the previous steps 1-4 to change information)
- 3. Submit** (the user is happy with all information provided and proceeds with completing the specimen request)

Request Test Tab (Step 5 of 5) *Final Confirmation of Specimen Request*

The screenshot shows a Microsoft Internet Explorer browser window displaying a 'Specimen Request Form' at the URL <https://www.cdrn.nhs.uk/SpecimenRequestForm.aspx>. The form is divided into several sections:

- Reason for submitting:** Severity of symptoms in this patient (N), Severity of symptoms in other patients (N), Cluster(s) of cases (Y), Unexplained increase in CDI rates (N), Other.
- Antibiotic History:** No. of antibiotics in 30 days before onset of episode of CDI: 1. Categories include Cephalosporin, Fluoroquinolone, Amox/ampicillin, Pip/tazo (Tazocin), Co-amoxiclav, Macrolide, Trimethoprim, Metronidazole (not for CDI), Vancomycin (not for CDI), Metronidazole (for CDI), and Vancomycin (for CDI).
- Clinical fo** (partially obscured): Date of follow-up, Was the patient due to C. difficile infection?, Did the patient have a death?, Toxic megacolon? (Y), Pseudomembranous colitis (PMC)? (Y), Any surgical procedures as a consequence of the C. difficile infection? (Y), Any other information you wish to record here.

A confirmation dialog box is overlaid on the form, asking: "Are you sure you want to submit this specimen? Note: if you press 'ok' your request will be submitted to the CDRN laboratory electronically; If you are not sure you are ready to submit the specimen, please press 'cancel' and go back to ensure the information in your request form is correct." The dialog box has "OK" and "Cancel" buttons.

At the bottom of the form, there are buttons for "Save for Later", "Previous", and "Submit". The Logica logo is visible in the bottom right corner of the browser window.

When the requester presses the “Submit” button, they are asked to confirm that they would like to submit the specimen request.

Important

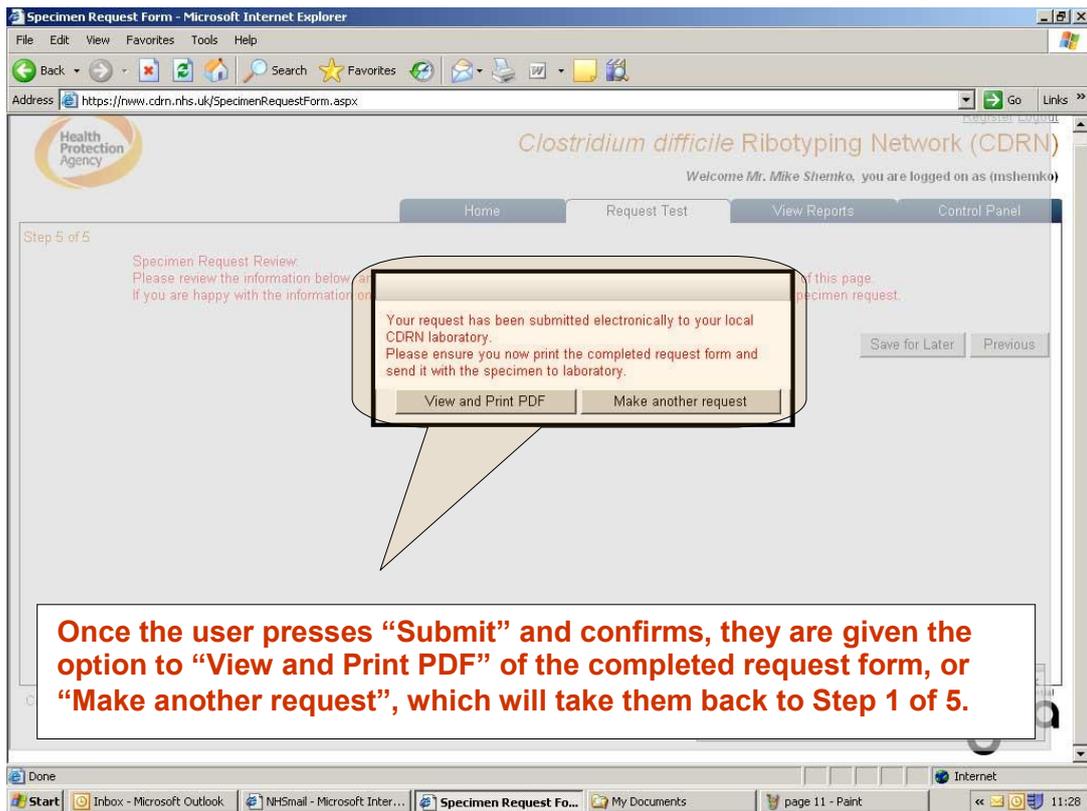
Immediately upon selecting “OK” the specimen request is final. Additional changes are not possible.

The appropriate CDRN laboratory is notified electronically at this stage that a request has been made.

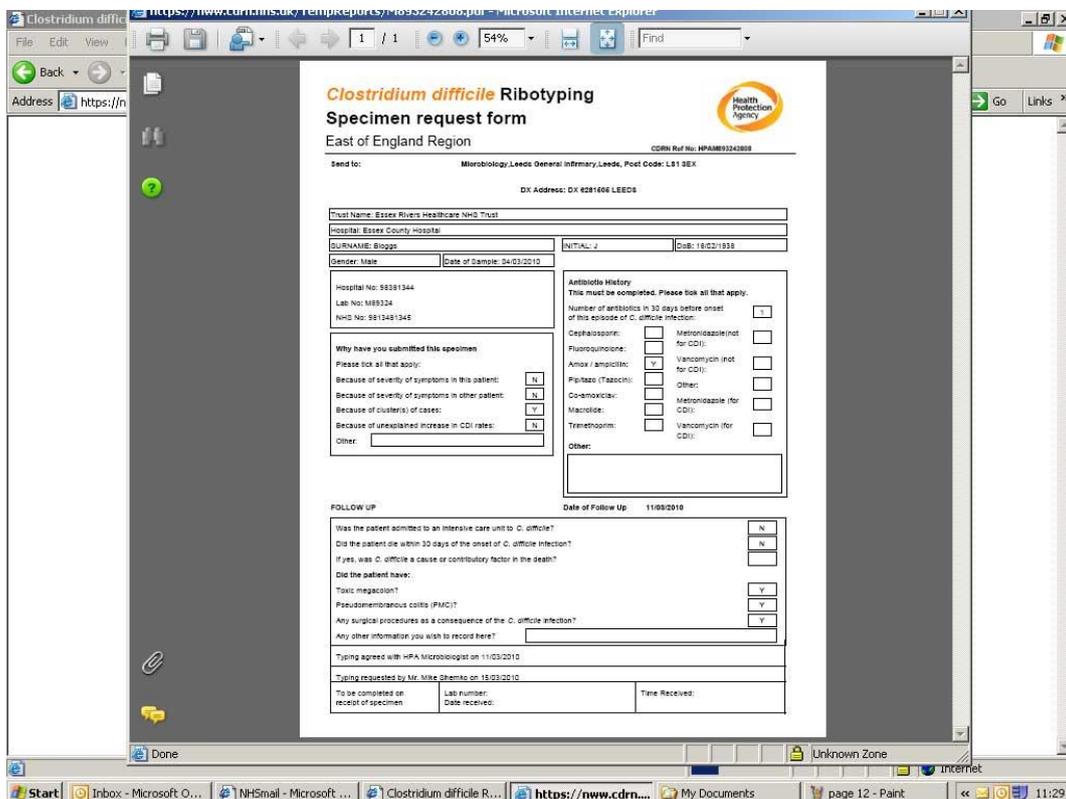
The requester is prompted to print the completed specimen request form to post along with the specimen to the appropriate CDRN laboratory.

An e-mail of the completed specimen request form is also sent in PDF format to the requester.

Request Test Tab (Step 5 of 5) *Print Completed Specimen Request Form*



Request Test Tab (Step 5 of 5) *Print Completed Specimen Request Form*



Request Test Tab (Step 5 of 5) E-mail of PDF

CDRN Request Form (HPAM893242808) - Microsoft Internet Explorer

CDRN Request Form (HPAM893242808)
requests@cdm.nhs.uk [requests@cdm.nhs.uk]
Sent: 15 March 2010 11:19
To: michael.shemko@uclh.nhs.uk
Cc:

Attachments: [M893242808.pdf \(67 KB\)](#) [Open as Web Page]

Clostridium difficile Ribotyping Network (CDRN)

Date: 15/03/2010 Time: 11:19
Transaction ID: HPAM893242808 (Please make a note of this transaction ID for future reference)
Requester's e-mail address: michael.shemko@uclh.nhs.uk
CDRN Laboratory: London Lab

Dear colleague,

Thank you for making a request for *C. difficile* ribotyping via our electronic requesting system.

Specimen Details:

Transaction ID	Patient Surname	Lab Number	Specimen Date
HPAM893242808	Eloggs	M89324	04/03/2010

Your local CDRN laboratory has been informed electronically that you have made this request and are now awaiting specimen delivery.

Please print the attached request form PDF and send with the specimen to the laboratory.

If there is a problem with the PDF request form delivery to your e-mail address, please contact [technical support](#).

Kind regards
Health Protection Agency

Done
Start | Inbox - Microsof... | CDRN Request F... | NHSmail - Micros... | Clostridium diffid... | CDRN Request ... | My Documents | page 13 - Paint | 11:30

An e-mail is sent to the requester's e-mail address entered in Step 1 with a PDF of the completed request form

Completed Request Form

The completed request form contains all of the information entered in steps 1 -5 regarding the requester, specimen and patient, as well as the correct address of the HPA CDRN Laboratory corresponding to the requesting NHS Trust's Region.

The screenshot shows a web browser displaying a completed 'Clostridium difficile Ribotyping Specimen request form' for the East of England Region. The form is titled 'Clostridium difficile Ribotyping Specimen request form' and includes the following sections and callouts:

- Region (NHS Trust):** East of England Region
- Tracking number:** CDRN Ref No: HPA0693242808
- CDRN Laboratory Address / DX:** Microbiology, Leeds General Infirmary, Leeds, Post Code: LS1 3EX; DX Address: DX 0281666 LEEDS
- Requesting NHS Trust / Hospital:** Hospital: Essex County Hospital
- Antibiotic History:** A section with checkboxes for various antibiotics used in the 30 days before onset, including Cephalosporins, Fluoroquinolones, Amox / ampicillin, Pip/tazo (Tazocin), Co-amoxiclav, Macrolides, and Trimethoprim.
- Antibiotic History (continued):** Checkboxes for Metronidazole (not for CDI), Vancomycin (not for CDI), Metronidazole (for CDI), and Vancomycin (for CDI).
- Follow-up Clinical Information:** A section titled 'FOLLOW UP' with questions about patient admission to intensive care, death within 30 days, and surgical procedures.
- HPA Microbiologist who agreed ribotyping request:** A section for the HPA microbiologist's signature and date, with the text 'Typing agreed with HPA Microbiologist on 11/03/2010' and 'Typed requested by Mr. Mike Shemko on 15/03/2010'.
- Patient and Specimen Details:** Includes patient name (BLOGGS), gender (Male), date of sample (24/02/2010), hospital number (98281344), lab number (M8524), and NHD number (9813481345).
- Why have you submitted this specimen:** A section with checkboxes for reasons such as severity of symptoms, cluster of cases, and unexplained increase in CDI rates.

The completed specimen request form should be printed and sent along with the specimen to the HPA CDRN Laboratory for processing.

Making requests for more than one NHS Trust

Currently, if you wish to make specimen requests for more than one NHS Trust, you must register separately for each NHS Trust. We are working on a future solution which will allow for one requester to make request from multiple NHS Trusts with one registered account, but this will take some time to develop.

You can use the same e-mail address for the registration process, but you must create different usernames and passwords for each NHS Trust that you register for.

Registration Page

Personal Details

User Name*

Title / Salutation*

First Name*

Last Name*

Password*

Confirm Password*

E-Mail Address*

Confirm E-Mail Address*

Region*

SHA*

Trust*

Hospital*

Contact Support | Help | FAQ | Accessibility

logica

To register for additional NHS Trusts, follow the same registration process, selecting a different NHS Trust.

- 1. Username**
 - Create and enter a username (must be a different username for each NHS Trust)
- 2. First and last name**
 - Enter a title, first and last name
- 3. Password**
 - Create a password (hints for creating a secure password: use a mixture of cases, alpha numeric characters and symbols [ie "A*%fo4"])
- 4. NHS e-mail address**
 - Enter your valid NHS e-mail address name@xxxx.nhs.uk or @nhs.net
- 5. NHS Trust**
 - Use the pull-down menus to select your NHS Trust and main hospital

3. TRUST CONTROL PANEL (ACUTE NHS TRUST)

Trust Control Panel

The Trust Control Panel allows additional e-mail addresses to be entered to streamline communication between the CDRN Laboratory and colleagues at the Acute NHS Trust. E-mail communications of specimen requests, laboratory check-in notifications, and ribotyping results will be sent to all e-mail addresses which appear in the Trust Control Panel.

The Trust Control Panel can be accessed by selecting the Trust Control Panel tab on the home page of the website, and entering the Trust username and password.

Upon registering on the website, all users are automatically added to the Trust distribution list for all communications, and appear on the Trust Control Panel.

Trust Control Panel
Primary Contact, Trust User ID, and Primary Contact E-mail Address

Trust Distribution List
(delete non-active e-mail addresses)

Important

All e-mail addresses within the Trust Distribution List will receive courtesy copies of the following transactions made on the system for their particular Trust:

- Notifications that a specimen request has been made (to share information with Trust colleagues and to prevent duplication of work).
- Notifications of CDRN Laboratory specimen check-in (to communicate to Trust colleagues that the specimen has been received by the Laboratory and is being processed).
- Notifications of ribotyping results (to communicate to Trust colleagues of a ribotyping result).

4. CDRN LABORATORY SPECIMEN CHECK-IN

Once the requesting Acute NHS Trust has posted the specimen along with the completed specimen request form to the CDRN Laboratory, it will be checked-in on the system.

All contacts on the Trust Distribution List will be notified by e-mail of the specimen check-in. This is to inform colleagues that the specimen has been received and inform them when a result is expected, therefore allowing for improved communication during outbreak management and patient care.

Below is an example of an e-mail sent to the Requester and Trust Distribution List to inform them that the specimen has been received by the CDRN Laboratory.

CDRN Request Checked In (HPA123412342790) - Message (HTML)

From: check-in@cdm.nhs.uk Sent: Mon 15/03/2010 11:23
To: Shemko,Michael
Cc:
Subject: CDRN Request Checked In (HPA123412342790)

Clostridium difficile Ribotyping Network (CDRN)

Date: 15/03/2010 Time: 11:22
Transaction(ID): HPA123412342790
Requester's e-mail address: michael.shemko@uclh.nhs.uk
CDRN Laboratory: London Lab

Date / Time of Specimen Check-in at CDRN Laboratory

This specimen has now been received by the CDRN Laboratory.

Dear colleague,

Message

Thank you for making a request for *C. difficile* ribotyping via our electronic requesting system.

This e-mail is to confirm that we have received your specimen in the laboratory and work has now begun.

Specimen Details:

Transaction ID	Patient Surname	Lab Number	Specimen Date
HPA123412342790	Bloggs	12341234	10/03/2010

Specimen Details

You will be notified by e-mail when the result is ready to view.

The expected turn-around time is 14 days.

Expected Turn-around Time

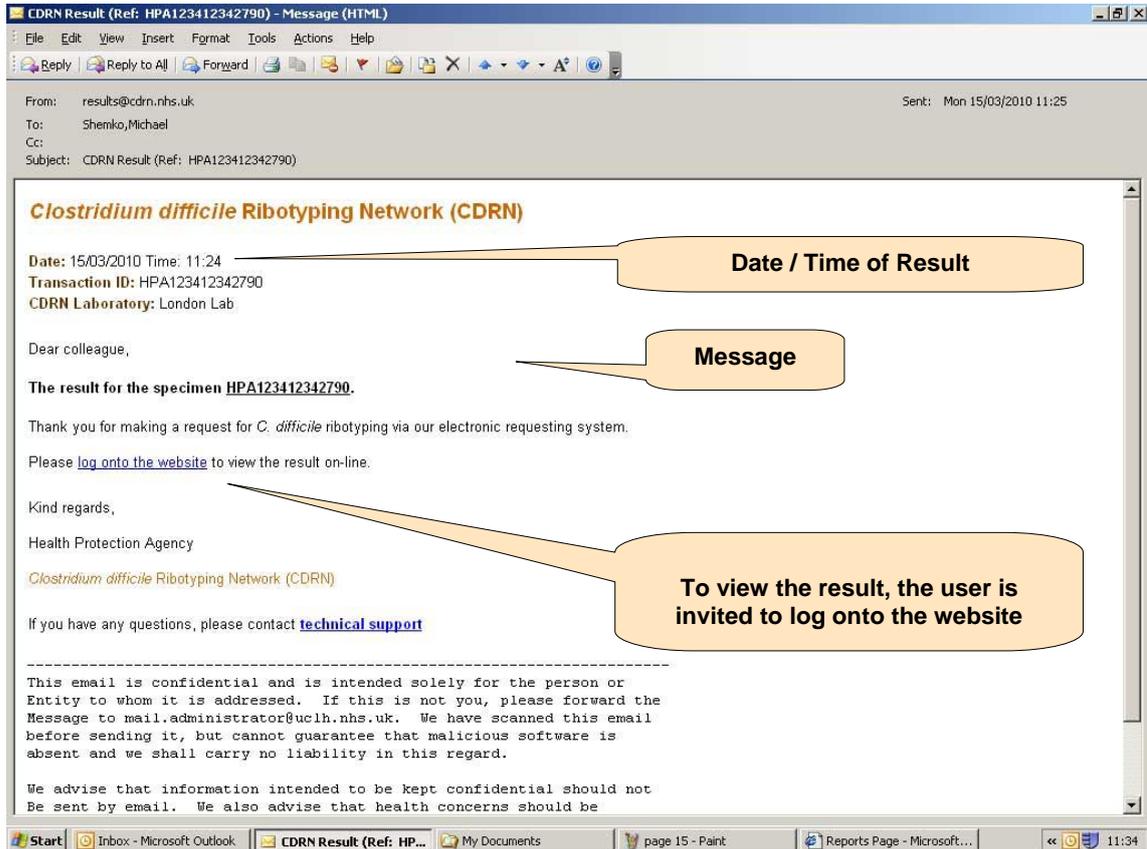
Kind regards,
Health Protection Agency
Clostridium difficile Ribotyping Network (CDRN)

5. RIBOTYPING RESULTS

E-mail notification of ribotyping result

The CDRN Laboratory will issue ribotyping results via the system when they are ready. The specimen Requester and the Trust Control Panel will receive e-mail notification of the result, along with a PDF copy of the certified result.

The e-mail below is an example of the electronic notification of ribotyping results:



PDF of ribotyping result

Ribotyping results are validated and issued by the CDRN Laboratory and can be accessed by logging onto the website with the Trust username and password and selecting the “View Reports” tab.

The following is a PDF of a ribotyping result.

Clostridium difficile Ribotyping Network for England (CDRNE)
HPA London Region

To:
Dr. Shetty
National Hospital for Neurology & Neurosciences - Queen Square
University College London Hospitals NHS Foundation Trust

Report Date: 23/06/2008

Dear Colleague,

Re: Clostridium difficile Ribotyping Results

Please find below the C. difficile ribotyping results for a specimen that you have recently submitted.

Surname	First name	DoB	Specimen Date	Our Ref.	Your Ref.	PCR Ribotype
Bloggs	Joe	16/07/1974	12/06/2008	HPAL133333	L1333	027

If you require any further information or clarification please do not hesitate to contact us.

Yours Sincerely,

Professor Wren
Consultant BMS

CPA HPA Collaborating Centre at UCLH, Department of Microbiology, 1st Floor Windleyer Institute of Medical Science, 45 Cleveland Street, London, Post Code: W1T 4JF
DX Address: DX 603865 TOTTENHAM CT RD 90W

Health Protection Agency

Requester Name and Trust / Hospital

Ribotyping Result

Name of Scientist Validating Result

CDRN Laboratory Details

6. REPORTS

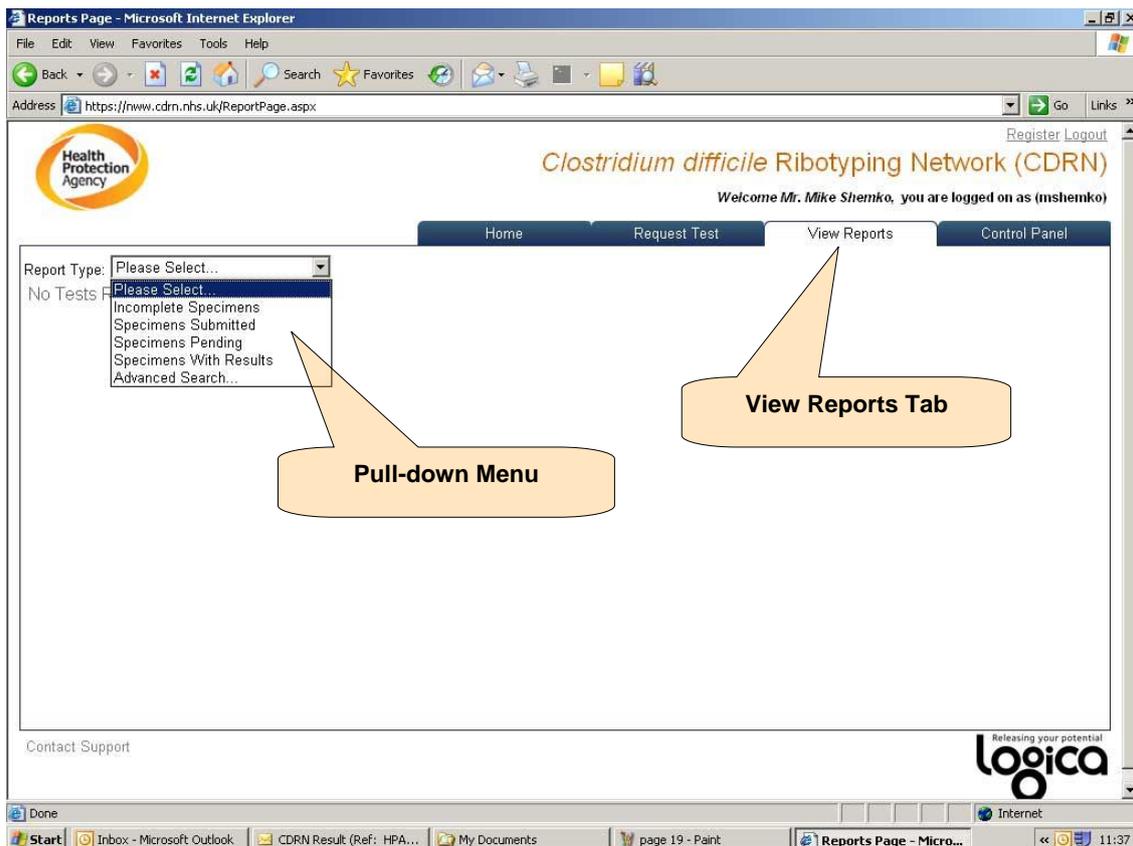
View Reports Tab

Users must first log into the system with the Acute NHS Trust username and password.

Navigating to the View Reports tab, the user will find a pull-down menu, which currently allows the user to view the following:

- **Incomplete Specimens** requests (partially completed specimen requests, for which a requester has selected “Save for Later” in one of steps 1 – 5).
- **Specimens Submitted** (specimens for which request forms have been printed and posted along with the specimen to the CDRN Laboratory, awaiting to be checked-in).
- **Specimens Pending** (specimens received by the CDRN Laboratory, but pending results).
- **Specimens with Results** (specimens with validated and issued results).
- **Advanced Search** (search all data for your Trust)

The screen below shows the View Reports Tab and the pull-down menu for an authenticated user from an Acute NHS Trust once the user has logged onto the system.



View Reports Tab (Incomplete Specimens)

If there are incomplete specimen requests for an Acute NHS Trust, they will appear here. The user can select an incomplete specimen request by double clicking on it, and advance through steps 1-5 to add / edit / delete information related to the specimen request until it is ready to submit to the CDRN Laboratory.

The user can also cancel this specimen request by deleting it from the system.

The screenshot shows a web browser window titled "Reports Page - Microsoft Internet Explorer". The address bar shows "https://www.cdrn.nhs.uk/ReportPage.aspx". The page content includes the Health Protection Agency logo, the title "Clostridium difficile Ribotyping Network (CDRN)", and a welcome message for "Mr. Mike Shenko". There are navigation tabs for "Home", "Request Test", "View Reports", and "Control Panel". A dropdown menu for "Report Type" is set to "Incomplete Specimens". Below this is a table with the following data:

Region	SHA	Local Region	Local Authority	Requester	Tracking #	Patient	DoB	Status	Date Of Request	
London	London	University College London Hospitals NHS Foundation Trust	The Heart Hospital	Mr. Mike Shenko	L98134			Not Submitted	15/03/2010	X

Two callout boxes are present: one pointing to the row in the table with the text "An incomplete specimen request", and another pointing to the 'X' button in the last column of the table with the text "Cancel / delete button". The page footer includes "Contact Support" and the "logica" logo with the tagline "Releasing your potential". The Windows taskbar at the bottom shows several open applications including Outlook, a CDRN Result, My Documents, Paint, and the Reports Page.

View Reports Tab (Specimens Submitted)

If specimens appear here, it means that they have been submitted by the requesting Acute NHS Trust, but not yet received and checked in by the CDRN Laboratory.

Once the specimens have been received by the CDRN Laboratory and check-in, the specimen requests will no longer appear on this menu.

View Reports Tab (Specimens Pending)

If specimens appear here, it means that they have been received and checked –in by the CDRN Laboratory, and are awaiting ribotyping results to be entered onto the system and validated.

Once the results have been entered and validated by the CDRN Laboratory, they will no longer appear on this menu.

View Reports Tab (Specimens with Results)

This view allows Acute NHS Trust users to view all historical ribotyping results that have been finalised and validated by the CDRN Laboratory. To see the historical results, the user selects the PDF file to view the validated result.

Currently, users are presented with a list of results in date / time order of all ribotyping results from a particular Acute NHS Trust as per the view below:

The screenshot shows the 'Reports Page - Microsoft Internet Explorer' window. The address bar displays 'https://nwww.cdrn.nhs.uk/ReportPage.aspx'. The page header includes the Health Protection Agency logo and the title 'Clostridium difficile Ribotyping Network (CDRN)'. A navigation menu has tabs for 'Home', 'Request Test', 'View Reports', and 'Control Panel'. The 'View Reports' tab is active, and the 'Report Type' is set to 'Specimens With Results'. A table lists the following specimen data:

Region	SHA	Local Region	Local Authority	Requester	Tracking #	Patient	DoB	Status	Date Of Request
London	London	University College London Hospitals NHS Foundation Trust	The Heart Hospital	Mr. Mike Shemko	12341234	Bloggs	04/03/2010	Resulted	10/03/2010

Two callout boxes are present: one pointing to the table with the text 'List of specimens with issued and validated ribotyping results', and another pointing to a PDF icon in the 'Date Of Request' column with the text 'PDF of validated result'.

Advanced Search

The advanced search option gives Trusts the ability to search and export data for their Trust on the system. Once a search has been performed, the user can export the data in .csv format for input into Microsoft Excel or other software system.

Reports Page - Microsoft Internet Explorer
 Address: https://nwww.cdrn.nhs.uk/ReportPage.aspx

Health Protection Agency
 Clostridium difficile Ribotyping Network (CDRN)
 Welcome Mr. Mike Shemko, you are logged on as (mshemko)

Home Request Test View Reports Control Panel

Report Type: Advanced Search...

Search
 Note: Search results are limited to your NHS Trust (at Requester level) or Region (at Laboratory level)

Specimen Ref #:

Region: London SHA: London NHS Trust: Queen Marys Sidcup NHS Trust Hospital: (Please Select)

Status: Submitted Checked In Resulted All

Requested Date: From: To: Collection Date: From: To:

Patient Info: First Name: Last Name: DoB:
 NHS #: Requested By:

Export Start Search

Region	SHA	Local Region	Local Authority	Requester	Tracking #	Patient	DoB	Status	Date Of Request
London	London	University College London Hospitals NHS Foundation Trust	Middlesex Hospital	Mr. UCLH Requester	123123213	blogs	02/02/2010	Submitted	10/03/2010
London	London	University College London Hospitals NHS	The Heart Hospital	Dr. emma butlev	H74066	Taylor	16/11/1939	Resulted	16/06/2009

Reports Page - Microsoft Internet Explorer
 Address: https://nwww.cdrn.nhs.uk/ReportPage.aspx

Health Protection Agency
 Clostridium difficile Ribotyping Network (CDRN)
 Welcome Mr. Mike Shemko, you are logged on as (mshemko)

Home Request Test View Reports Control Panel

Report Type: Advanced Search...

Search
 Note: Search results are limited to your NHS Trust (at Requester level) or Region (at Laboratory level)

Specimen Ref #:

Region: London SHA: London NHS Trust: Queen Marys Sidcup NHS Trust Hospital: (Please Select)

Status: Submitted Checked In Resulted All

Requested Date: From: To: Collection Date: From: To:

Patient Info: First Name: Last Name: DoB:
 NHS #: Requested By:

Export Start Search

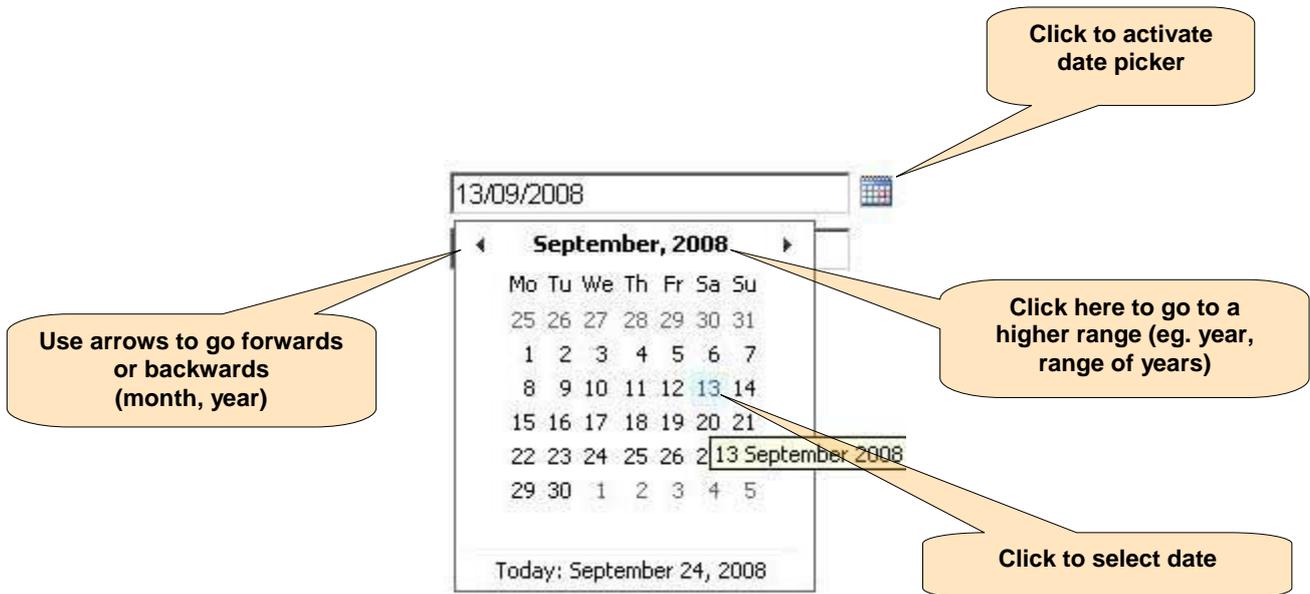
Region	SHA	Local Region	Local Authority	Requester	Tracking #	Patient	DoB	Status	Date Of Request
London	London	University College London Hospitals NHS Foundation Trust	Middlesex Hospital	Mr. UCLH Requester	123123213	blogs	02/02/2010	Submitted	10/03/2010
London	London	University College London Hospitals NHS Foundation	The Heart Hospital	Dr. emma butlev	H74066	Taylor	16/11/1939	Resulted	16/06/2009

File Download
 Do you want to open or save this file?
 Name: mshemko15_03_2010 11_30_49.csv
 Type: Microsoft Excel Worksheet, 8.35 KB
 From: nwww.cdrn.nhs.uk

 Always ask before opening this type of file
 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Start downloading from site: https://nwww.cdrn.nhs.uk/CSV/mshemko15_03_2010%2011_30_49.csv

7. APPENDIX A (DATE SELECTOR)



8. APPENDIX B (TROUBLESHOOTING)

I can't get to the opening page of the website

Check that your Internet connection is working properly and that you are trying the correct URL (<https://nww.cdrn.nhs.uk>)

Check that you have access to N3 (the NHS Private Network)

My password is lost

Go to the login page of the website, and enter the e-mail address that you registered with, as well as the Trust and hospital information. An e-mail will be sent to your registered e-mail address with the password information.

Some of the functions don't seem to work / the screen is frozen

Close your internet browser and open up a fresh instance of the internet browser

Check that your version of Internet Explorer is at least version 5.5, preferably 6.0 or higher.

I receive an error message when attempting to try and perform an action

Copy it to your computer's clipboard by pressing the "Print Screen" key at the top right of your keyboard.

Open Word and paste the contents of the clipboard into a new document. Save it and email it to support via the support web form available on the website.

The system seems very sluggish

Try logging off and trying again. If things were OK but the system persists in running slowly then contact CDRN support via the support page on our website.