Surgical Site Infection Surveillance

Web Link
User manual

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The following index is constructed from the menus presented to the user when logged in to the web link. The main menu appears along the top of the screen as below.

| Data Collection | Administration | Reports | Support |

Each option of the main menu provides a side menu which appears on the left of the screen underneath the main menu. The web link functions are listed in the index under the side menu option from which they are accessed.

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1. How to access the web link

You can access the web link by entering the following URL into the web browser of your PC (please note that only Windows Internet Explorer should be used as it has been tested to display the site correctly):
https://www.hpawebservices.org.uk/SSIWebApplication/Pages/Login.aspx

It should be possible to do this from any PC with internet access. Save this in your favourites or create a link from your desktop for future use.

From this page, you should see the following on your monitor.

![Login page](image)

**Log in with user name and password**

Key in the user name and password for your hospital and click on Log in. The **Password** is case sensitive but the **User Name** is not.

**NOTE:** user names and passwords are hospital specific. The same user name and password must be used by everyone involved in the surveillance at your hospital to access the web link.

If your Trust has more than one hospital always ensure you log on as the correct hospital.

For security reasons SSISS are not allowed to retain a record of passwords. If you forget your user name or password please first attempt to obtain it locally from your surveillance colleagues. Should this fail you can contact the SSISS on 0208 327 7240 for the password to be reset (this will be issued over the telephone as it cannot be sent via email). Once this has been changed please ensure that you let all staff who use the web link at your hospital know the new password.
NOTE: if you leave your PC for a period of time (approximately 15 minutes) you will be automatically logged out of the application and will be required to re-enter the password to continue. In the interests of security, you should log out of the web link when leaving your PC. Following successful log in you will see the following screen:

Always check that you are logged in as the correct hospital. You should see the name of the hospital under the word Overview. If it is not correct, log out and log in again as the correct hospital.

You are automatically presented with the Overview screen every time you log in. You can then select from the menu bar along the top which gives you 4 options:

- The selected option will be highlighted in orange. The side menu for the selected option appears in a box to the left of the screen. The selected option will be shown in bold text.
2. Main option - Data Collection

Side option - Overview
From the overview screen (Figure 2) you can:

- see a summary of the data you have entered onto the web link for the current and previous period. It also shows the status of records, that is, whether **Submitted** or **In progress**
- enter a new record
- edit an existing record
- search for a particular record from any period in which you have participated by using the Advanced search
- generate an Excel spreadsheet showing all records from any period/s by clicking on View listing which below the summary box
- **Import CSV file** (this option will appear only if you have been authorised to do this by SSISS)
- view the count down to data reconciliation and data submission deadlines
- check if your reports can be generated. A message will appear as below:

**Your data have been reconciled. You can now run your reports.**

You can click on any of the numbers in the summary table to see a list of those records as below.

![Overview Screen](image)

You can then click on any one of these individual records to see the full summary of data entered. For a **Submitted** record you will see the following summary screen. If the record is **In
progress you will see the data in the data entry screen (see Figure 10 for an example) where you can edit the record.

Search for a record
You can retrieve any record that has been Saved or Submitted from the Overview screen.

1 If the record is from the current or previous period and you know the category you can find the record by clicking on the relevant number in the summary tables of the Overview screen as described above.

2 If you know the serial number of the record, enter it into the search box at the top right of the Overview or Search Results screen and click on Find. Your search result will appear as in the screen below (Figure 6). You can then click on the record for a full summary of the data for that record.

3 If you don’t know the serial number but you know the category and surveillance period for the record click on Advanced search and enter the search criteria. This is useful for finding a record from a period prior to the current or previous period. You will then see a
list of records (Figure 7) which should include the record you are looking for. Click on the record and you will see a summary as shown in Figure 5.

Side option - Enter a new record
Data collection screen. Select Enter a new record from the side menu and you will see the following screen (Figure 8).

From this screen you can enter a new record in any category for the current or previous surveillance period.

Select the correct surveillance period (the period in which the operation took place) from the drop down list. You will only be able to select from the current and previous period. Select the category of surgery for the record.
NOTE: if you have not indicated the intention to participate for either of these periods a message will appear asking you to view/edit your participation (by clicking on View/Edit Participation as shown in figure 9 below (see Participation on page 13).

![Figure 9](image)

If you have already confirmed participation the following data entry screen will appear.

![Figure 10](image)

This is the screen where the data are entered. Before you start to enter the data check that the hospital, surveillance period and category shown are correct for the record you intend to enter.

You will also see a serial number. This is the serial number automatically allocated for the record you are about to enter. Write this number in the reconciliation box on the Surveillance Data Sheet now.
There are two screens for data entry, **Operation data** and **Add new SSI** and you can switch between these two options without losing data by clicking on the relevant box. Enter the data values corresponding to the data recorded on the Surveillance Data Sheets. Enter dates as numbers representing DD/MM/YYYY. You do not need to enter the forward slashes as they appear automatically. Select from drop down lists where displayed but **be careful to click your mouse outside the drop down menu if you use the mouse to scroll down the screen or the data in the box will change as you scroll**. You can move between the data fields using the ‘tab’ key on your keyboard or by using your mouse.

To add an SSI click on **Add new SSI** option and enter the SSI data (Figure 11).

Once you have entered details of the operation you have 3 options on the **Operations Data** screen: **Save & Close**, **Delete** or **Submit**. (Figure 12). **IMPORTANT**: do not go straight to Enter another record or the data in the record will not be saved.
• **Save and close**: if you are not ready to **submit** the record you must **save** the record by clicking on **Save and close**. You should then see confirmation and a reminder of the serial number. You can retrieve and edit this record, it’s a good idea to do this before entering another record so that difficult errors can be dealt with in time to meet data submission deadlines. See **Dealing with errors in the data** section below.

• **Delete** will remove the entire record.

• **Submit**: If the record is complete and you are confident that you do not need to make any further changes you can submit the record by clicking on **Submit**. The record will be automatically saved and can be retrieved and viewed but not edited. An **Un-submit** button is available via the **summary** mode of a record but only for records prior to reconciliation for final edit’s. If you need to make a change to a submitted record e.g.: add an SSI - you will need to contact **SSISS** who will make any necessary changes on your behalf (for it is not possible for a submitted record to be un-submitted after reconciliation). If you need to remove an SSI or a **submitted** record please email: ssi.data@phe.gov.uk detailing the reason and date of birth **(IMPORTANT: do not include patient name or NHS number)**. If the deletion is required due to a duplicate entry please provide both serial numbers.

**NOTE**: ensure the that reconciliation box on the data sheet is completed then file the Surveillance Data Sheet carefully as it will be needed for data reconciliation at the end of the surveillance period (see **Data Reconciliation** screen, Page 13). You can now enter another record by clicking on **Enter a new record** in the side menu.

**Dealing with errors in the data.**
The system automatically detects errors in the data and a record cannot be **submitted** until they are corrected. You can check for errors in a record once it has been saved by re-opening the record.

There are two types of error flags:-

• ⚠️ These indicate unusual values, for example a very young person having a hip replacement or an unusual height and weight. If due to typing error then simply correct these. Unusual but correct values must be confirmed by writing in the comments box at the bottom of the screen before the data can be submitted. E.g.: “The age of the patient is correct.”

• ❌ These indicate incorrect data for example a missing date of operation. Such errors must be corrected before the record can be submitted.

**NOTE**: if you cannot confirm or correct the data immediately, save the record so that you can make the necessary enquiries and corrections later. You must **Save** any corrections by clicking on **Save and close**. Please note that you cannot edit a record once submitted.

The serial numbers of any records that have outstanding errors (or warnings not addressed in the comments box) will be sent by email to the hospital main contact to provide corrections or comments which will then need to be made by SSISS staff.
Edit a record

Any record **in progress** can be edited. To locate a serial number see **Search for a record** (Page 6). Open the record in the data entry screen and make the changes to the operation data and/or SSI data. You can now **Save and close** the record. **NOTE:** if you do not remember to click on Save and close the additions and changes will not be saved.

Side option - Import a CSV File

Hospitals that wish to input their data in this way will need to contact SSISS to obtain specific instructions in the form of a **CSV file import guide** and have menu item **Import CSV File** added to their **Data Collection** screen.
3. Main option - Administration
By clicking on Administration you will automatically be taken to the Hospital details screen.

Side option - My Hospital
From this screen you can view details about your hospital and view or edit the list of contacts at your hospital. You can also see the user name for your hospital user account.

The Hospital Details screen shows details currently held by SSISS. If any of the hospital details are incorrect, please contact SSISS (email) with the correct information so that the record can be updated. You will not be able to change these fields yourself.

Hospital contacts
At the bottom of the screen you can see a list of contacts at your hospital. You can edit contact details or delete a contact. Select the contact by clicking on the name in the contacts list. This opens full details on that person. You can then edit the information in the fields as appropriate and Save the changes.

Add Contact button is at the bottom left of the hospital details screen. Add all details and Save. The new contact will now appear in the list of contacts on the Hospital Details screen.

Please ensure that there is always one staff member nominated as a Main contact and if as the main contact you should move on from your current role, please ensure that another staff member is appointed on this screen with main status (if only until a permanent replacement is found). This will ensure that the hospital continues to receive email notifications from the SSI team and that we have a point of contact for our enquires (see SSI Protocol page 27 section 4.3: ‘Role of the Surveillance Co-ordinator / Administrator’ for more information).

NOTE: you can return to the hospital details screen by clicking on the small magnifying glass symbol to the right of the hospital name field.
**Side Option - Participation**
From this screen you can view past participation and register to participate for the current or previous period.

Select **Participated** from the drop down list for the relevant surveillance period and your intention to participate will be registered. You can also indicate withdrawal in the same way if it is considered necessary to withdraw from a period.

It is necessary to indicate the intention to participate each time your hospital takes part in a surveillance period or the system will not allow data to be entered for that period. It is not possible to select participation in a particular quarter until the first day of that period. Also see **Enter a new record** (Page 7).

![Figure 15](image)

**Side Option - Data Reconciliation**
This screen gives a detailed summary of the data you have submitted in the previous period. The countdown to data reconciliation is shown on the **Overview** screen of **Data Collection** so you will know when it is due.

All data for a surveillance period must be submitted within 60 days of the end of the period. A message indicating the submission deadline will be displayed on the **Overview** screen when you log on. For more information see sections: 2.7 Data submission (page 12) and 2.10 Data validation (page 13) of the Protocol for the Surveillance of Surgical Site Infection (available to download from the **Support** screen).

**NOTE:** data reconciliation cannot take place until **ALL** data for the period is **SUBMITTED**. If you try to submit reconciliation prior to this a message telling you that you still have records **In progress** for this period will appear.
The totals in the table must be compared with -

- the number of Surveillance Data Sheets for the category.
- the number of SSIs reported and where they were detected as per reconciliation box.

Only when you are sure the data in the reconciliation table exactly matches the data collected at your hospital for all categories in which you have participated should you click on Submit Reconciliation. You will not be able to generate your reports on these data until this process is complete.

If your numbers do not agree make the following checks -

- Recount the data sheets and records with SSI, check whether the SSI was detected during admission, on readmission, other post-discharge or patient reported.
- Ensure records for different categories have not been miscounted or submitted into the wrong category.
- If data are entered for more than one hospital site check that the hospital codes are correct.
- If there are more records in the database than Surveillance Data Sheets the same record may have been entered twice. Check for duplicates by reviewing the data submitted for records with the same name, date of birth and operation date. You can see a list of records submitted in a surveillance period by clicking on Advanced search which is available from the Data collection tab via the Overview screen (see Line listing of records page 19).
- If the numbers of SSI reported are not the same as the number of SSI in paper records you may have entered the same SSI twice. Check from the line listing as above.
4. Main option - Reports

The side menu presents you with a selection of available reports to generate for which you can set your own parameters (Figure 17).

**Side option – summary report**

The summary report is similar to the report generated quarterly by SSISS. Enter the category and surveillance period into the boxes and click on Create. **NB:** If Coronary artery bypass graft is selected a drop-down menu entitled ‘Incisional Type’ will appear consisting of four options: ‘Chest/breast site’, ‘Donor site’, ‘Not set’ or ‘All’ and if Cardiac (non-CABG) is chosen there will be a drop-down for ‘Type Of Closure’ with options: ‘Delayed’, ‘Primary’, ‘Not set’ or ‘All closure methods’.

Choose Export to produce a PDF version of the report (Figures 19 - 21):
Choose **Open**, then **Save** or **Open** and then **Print** (Figure 20):

N.B.: open and save will produce a file size below 200kb but save is chosen (without first opening it) it will be 10mb, which may exceed the size limitation for sending via email.
If you do not wish to produce a PDF version of the report you can simply view it as it appears on the screen. There are various options available: you can scroll through the pages, search for text and change the size (Figure 22).

![Figure 22](image)

**Printing the summary report**

You can remove the web address header and footer by going into Page Setup on the tool bar at the top of the screen (*click on the down arrow which is left of the print icon to access the Page Setup option*).

If you are using Internet Explorer 6 you may find that when printing a report the text close to the margins is not included in the output. **To prevent this problem from occurring click on Page setup** (*as above) then select Landscape and set the margins as per table below before printing:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Left</td>
<td>10</td>
</tr>
<tr>
<td>Right</td>
<td>6</td>
</tr>
<tr>
<td>Top</td>
<td>25</td>
</tr>
<tr>
<td>Bottom</td>
<td>25</td>
</tr>
</tbody>
</table>

**NOTE:** you can tell which version of Internet explorer you have by selecting Help from the Microsoft Internet Explorer - Menu bar and then About internet explorer.

If you cannot see Help: right click the mouse anywhere on the grey area at the top of the screen, select Menu bar, the menu items including Help will then appear.
Side option – user-defined reports

Figure 17 shows the list of user defined reports that can be run from the web link. Click on the name of the report you wish to generate and then enter the category and surveillance periods that you wish to include in the report. Click on Create. It will take a few seconds for the report to appear on the screen.

To save or print a copy of the report click on Export this will create the report as a 'PDF' (Portable Document Format) which you can then print or save (Figure 23).

The risk factor option gives you a choice of risk factors with which to generate a report (Figure 24).

For the type of SSI, if you select coronary artery bypass graft as your category then you will also be asked to select the incision type that you wish to run the report for (Figure 25)
Data completeness report

For feedback to inform you of your hospitals completion rate of data fields within a selected surveillance time period, e.g.: ASA score, OPCS code 1, wound class and reason inpatient surveillance stopped.

Line listing of records

This enables you to list the records you have collected in a particular category and for a choice of surveillance periods. It will give you a table with the main data items for each record so that you can search for a particular patient (Figure 26). You may need to use this to find patients who have been readmitted after several months with an SSI. This report has to be exported as a web archive and printed in landscape format.

CSV Data Export

You can select a period for which to export your data as a CSV file. This will download your data into an Excel spreadsheet (once you click on Export) which you can then open and save to use for further analysis (Figure 27).
5. Main option – Support

Side option – Documents
From this screen you can download supporting information and documentation to support the surveillance at your hospital (Figure 28). Simply click on the document to select and choose to open or save.

Contact SSISS
We hope you have found this web user manual useful. Please contact SSISS if you need further assistance.

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