

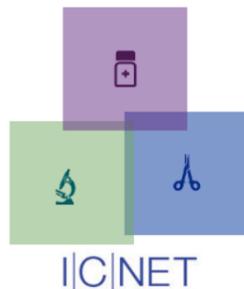
## Instructions for reviewing and correcting data in National Monitor

The following instructions are for Surgical Site Infection Improvement Programme (SSIIIP) champions and demonstrate how to review and correct data in National Monitor (the data entry platform for the Health Quality & Safety Commission's SSI surveillance).

Data should be checked and corrected monthly and again prior to the Commission's publication of quarterly reports.

### Reviewing data

1. Log in to National Monitor with your username and password.



### HQSC National Monitor

Please enter Username and Password to login

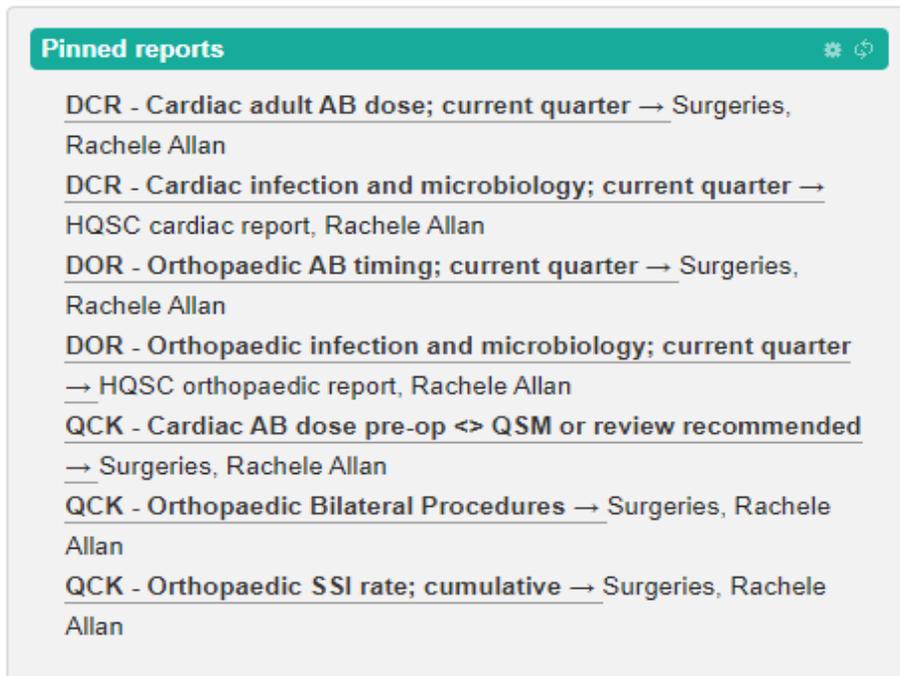
User Name:

Password:

Version: NG 1.7.6.1

[forgot password?](#)

2. Your home page will open, where you will see a list of reports.



The reports are set to the quarter currently being uploaded/reviewed. Click on the report name and it will run.

Reports that are cumulative have data from the beginning of the programme:

- Cardiac – from 01-Oct-2014
- Orthopaedic – from 01-Jul-2013.

The types of reports available are:

- QCK – used to highlight areas of potential incorrect data entry
- DOR – all results for that data point for orthopaedic procedures
- DCR – all results for that data point for cardiac procedures
- Surgeries – tables and graphs of the data for that data point
- HQSC – line listing of all forms and all the data within those forms as a download.

If you do not see the report that you need or there is another issue, please email [ICNetSupport@cdhb.health.nz](mailto:ICNetSupport@cdhb.health.nz).

3. Check for known or potential data issues by clicking on the relevant report e.g. QCK – Orthopaedic Bilateral Procedures.

**Pinned reports** ⚙️ ↻

QCK - Cardiac AB dose pre-op <> QSM or review recommended  
→ Surgeries, Rachele Allan

**QCK - Orthopaedic Bilateral Procedures** → Surgeries, Rachele Allan

QCK - Orthopaedic SSI rate; cumulative → Surgeries, Rachele Allan

4. Review the data identified in the report for errors.

In the example below you can see there is only one data collection form for a bilateral procedure, where there should be two.

**Data**

	Left	Right	ALL
Date	Number of procedures	Number of procedures	Number of procedures
Q4 2021	0	<u>1</u>	<u>1</u>

**Correcting data**

5. Click on the underlined number/s and the data for the form/s will open.
6. Find the form number or NHI and copy it.

### QCK - Orthopaedic Bilateral Procedures (Surgeries)

01-Oct-2021 to 31-Oct-2021

#### Report parameters

Left	Right	ALL						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Patient	DHB	NHI	Surgery Identifier	Age	Date of operation	Category	Procedure code	Procedure
<input type="checkbox"/>	<input type="text"/>							
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Data Collection Forms					
Page 1 of					
<input type="checkbox"/>	Form ID	Form	DHB	Patient	Procedure date
				zzz7070	
<input type="checkbox"/>	72331	<a href="#">HQSC Orthopaedic &gt; 04/2019</a>	Canterbury DHB	ZZZ7070	02-Oct-2021 00:00
<input type="checkbox"/>	72330	<a href="#">HQSC Orthopaedic &gt; 04/2019</a>	Canterbury DHB	ZZZ7070	02-Oct-2021 00:00

9. Open the form which has the issue. Fix the incorrect data and save the missing form again. In this example the second form had an incorrect procedure.

### Before Correction

Date of Procedure:	02-Oct-2021
Procedure Code/Description:	Total arthroplasty of hip, unilateral (4931800)
Location of Procedure:	<input checked="" type="radio"/> Left <input type="radio"/> Right <input type="radio"/> Unknown

### After Correction

Date of Procedure:	02-Oct-2021
Procedure Code/Description:	Total arthroplasty of hip, bilateral (4931900)

### Saving and resending data

10. Open the 'Saved after Sent' box to find the corrected form.

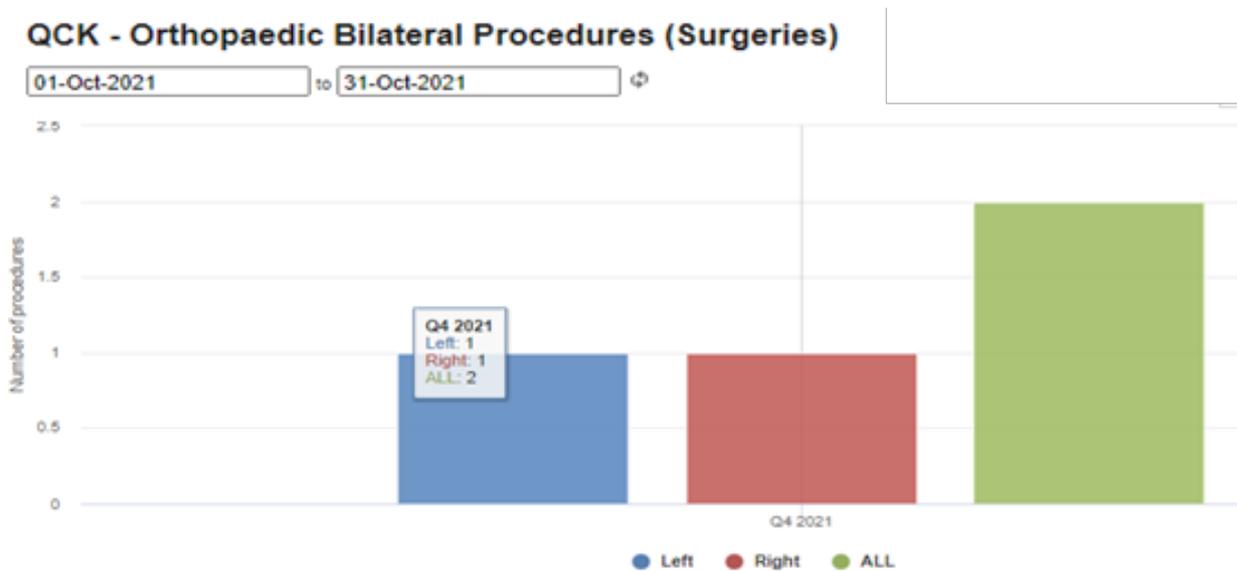
● Saved after sent (1)

Choose Download all

Form ID	Form	DHB	Patient	Procedure date	Discharge Date	Actions run	Run	% complete
72339	tsQSC_Orthopaedic.r 08/2019	Canterbury DHB	ZZZ7070	02-Oct-2021 00:00	11-Oct-2021 00:00	Last saved 10-Apr-2021 Sent 14-Oct-2021 Excluded 14-Oct-2021 Created 14-Oct-2021	<input type="checkbox"/> Run	100%

11. Resend the form back to National Monitor.

12. Go back to National Monitor and re-run or refresh the report to check that the error is no longer listed.



13. Review and correct other QCK reports in the same manner.