

WardWatcher (2020 Version)

Searching and Reporting

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Introduction

This booklet is split into four sections:

- **Searching:** This section will help you to search for information quickly, finding patients who match a certain criteria.
- **New Quick Report:** This is an adhoc reporting tool that allows you to display, print out, export or copy any piece(s) of information stored within WardWatcher.
- **Standard Reports:** WardWatcher has approximately 18 standard reports set up that contain useful information for service planning, provision and quality improvement measures. This section gives a brief overview of what pieces of information are available in each report.
- **Report Templates:** This section will show you how to create and modify a report template. A report template is a single sheet report containing information about an individual patient. A discharge summary would be an example of a report template.

Section 1: Searching

1.1 General Information

The primary advantage of storing information on a computer is the computer's ability to let you find and analyse information quickly and with the minimum of effort. When you wish to find patients who match certain criteria, you use the WardWatcher **search** screen to find information in the database.

The quick searches are along the left hand side of the Patient list.

The search screen is accessed by clicking on the button marked **Find other** on the left side of the patient list screen. (figure 1.1a).

Figure 1.1a

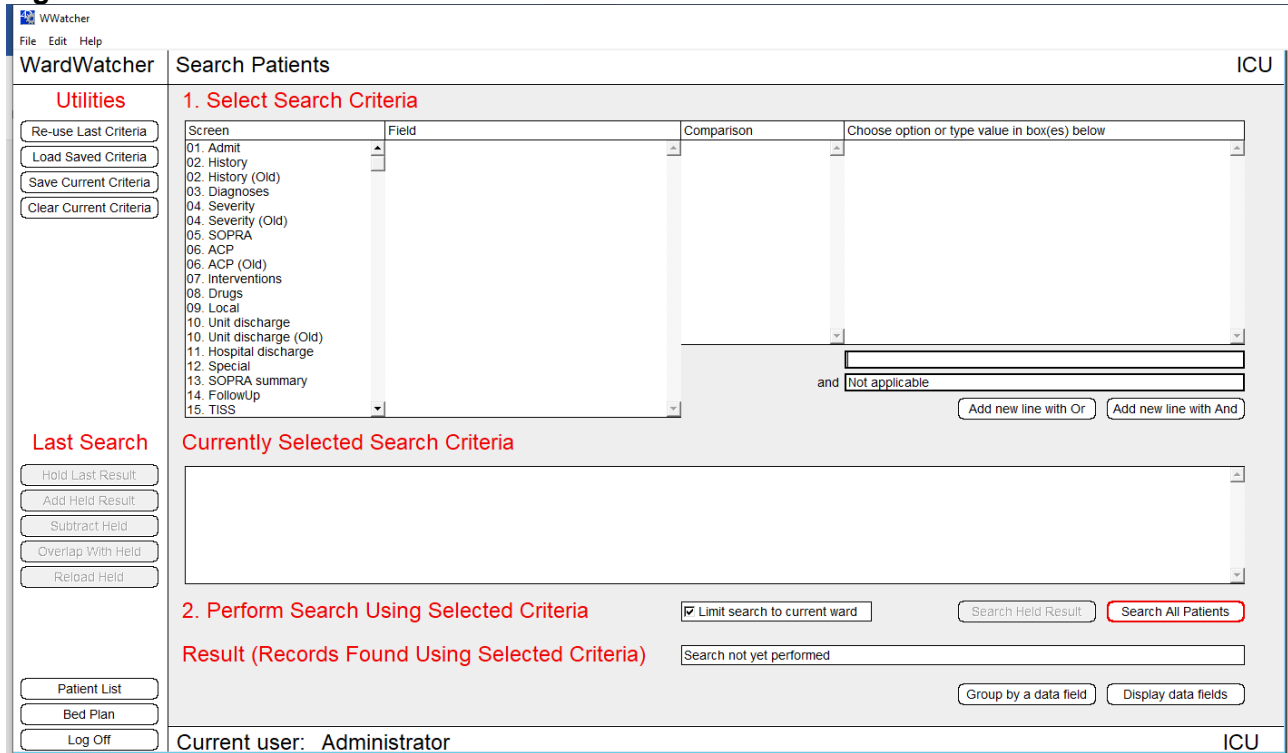
The screenshot shows the WardWatcher software interface. On the left is a navigation menu with sections: **Find** (Surname, ICNARC Number, Hospital Number, Pat ID, Discharged Bed Plan, Currently in Beds, Missing Unit Data, All on Bed Plan, Left Unit, All Patients this Unit, Missing Hospital Data, Treated Between, Find Other), **Sort** (Admit Order, Other Sort), and **Report** (Display data fields, Group by a data field, Bed Plan, Log Off). The main area contains several text boxes explaining the functions of these buttons:

- Surname** will let you search this bed plan for anyone with a given surname if unsure of the spelling then use @
- Hospital number** and **pat id** button will let you search for patients with a specific number
- Discharged bed plan** will give a list of all discharged patients.
- Currently in beds** will list all patients in beds.
- Missing unit data** will give you a list of all patients who have missing data and are sitting in the left hand box of bed plan.
- All on bed plan** will give you a list of the current patients, missing information patients and patients waiting on a bed.
- Left unit** will generate a list of all discharged patients and patients in the missing information box who have left the unit.
- All patients this unit** – will generate a list of current and discharged patients.
- Missing hospital data** will allow you to search for a list of missing hospital data for given dates.
- Treated between** will generate a list of patients treated in a given time frame.
- Find other** will open the search page to do a custom search.
- To do a report click on **Report – display data fields**.

1.2 Defining Search Criteria

The Search screen is composed of four columns: Screen, Field, Comparison and Option/Value (figure 1.2a).

Figure 1.2a



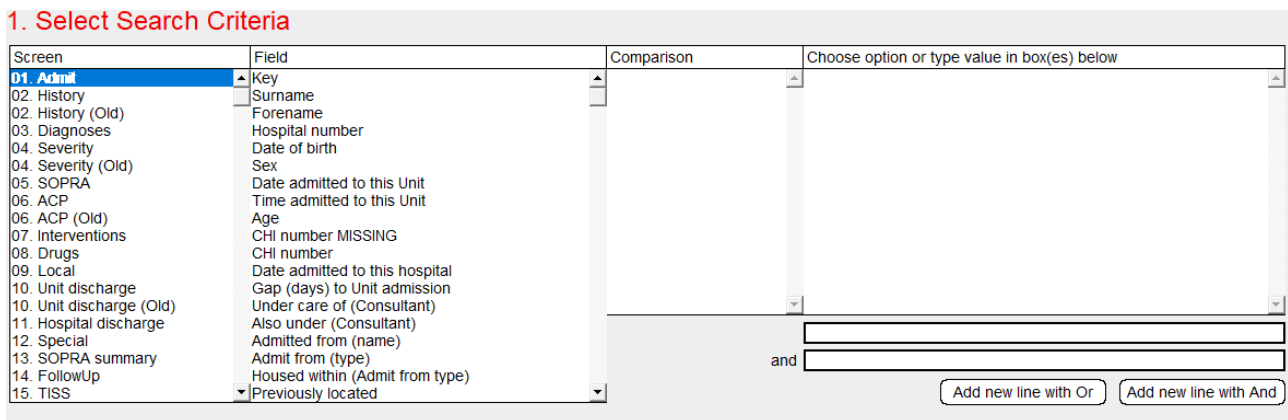
1.2.1 Screen

The first column, **Screen**, lists the data entry screens. These are the names of the screens which you would go to when you are entering information, and are the same as the names on the palette of buttons shown on the left of each of the data entry screens.

To search for patients who match any given criteria, the first thing you must do is to determine on which screen the piece of information against which you wish to match patients is located.

For example, if you wish to search for patients who were admitted from the Emergency Department, you would select the **01. Admit** screen, since the Admission screen is where the source of admission is entered. You select the screen you want by pointing at and clicking on the name in the list. When you click on the name it becomes highlighted (figure 1.2b).

Figure 1.2b



1.2.2 Field

When you select Admit, the fields which are found on the Admission screen are immediately displayed in the **Field** column.

Just as you selected a screen, you can select a field by pointing to and clicking on the name of the field. In this case, we would point at and click on the **Admit from (type)** field (figure 1.2c).

Figure 1.2c

1. Select Search Criteria

Screen	Field	Comparison	Choose option or type value in box(es) below
01. Admit	Key	equals	A. Emergency Department
02. History	Surname	begins with	B. Recovery/theatre (post operation)
02. History (Old)	Forename	ends with	C. Recovery only (no operation)
03. Diagnoses	Hospital number	contains	D. Ward
04. Severity	Date of birth	is not equal to	E. Intensive Care Unit
04. Severity (Old)	Sex		F. High Dependency Unit
05. SOPRA	Date admitted to this Unit		G. Other intermediate care area
06. ACP	Time admitted to this Unit		H. Obstetrics area
06. ACP (Old)	Age		I. Imaging department
07. Interventions	CHI number MISSING		J. Clinic
08. Drugs	CHI number		K. Home or normal residence
09. Local	Date admitted to this hospital		
10. Unit discharge	Gap (days) to Unit admission		
10. Unit discharge (Old)	Under care of (Consultant)		
11. Hospital discharge	Also under (Consultant)		
12. Special	Admitted from (name)		
13. SOPRA summary	Admit from (type)		
14. FollowUp	Housed within (Admit from type)		
15. TISS	Previously located		

and Not applicable

Add new line with Or Add new line with And

1.2.3 Comparison and Options/type

When you select **Admit from (type)**, the **Comparison** and **Option/Value** columns are immediately filled.

The Comparison and Option/Value columns allow you to select the precise criteria against which patients are to be matched. To complete our search criteria, therefore, we would click on **equals** in the Comparison column and **A. Emergency Department** in the Option/Value column (figure 1.2d).

Figure 1.2d

1. Select Search Criteria

Screen	Field	Comparison	Choose option or type value in box(es) below
01. Admit	Key	equals	A. Emergency Department
02. History	Surname	begins with	B. Recovery/theatre (post operation)
02. History (Old)	Forename	ends with	C. Recovery only (no operation)
03. Diagnoses	Hospital number	contains	D. Ward
04. Severity	Date of birth	is not equal to	E. Intensive Care Unit
04. Severity (Old)	Sex		F. High Dependency Unit
05. SOPRA	Date admitted to this Unit		G. Other intermediate care area
06. ACP	Time admitted to this Unit		H. Obstetrics area
06. ACP (Old)	Age		I. Imaging department
07. Interventions	CHI number MISSING		J. Clinic
08. Drugs	CHI number		K. Home or normal residence
09. Local	Date admitted to this hospital		
10. Unit discharge	Gap (days) to Unit admission		
10. Unit discharge (Old)	Under care of (Consultant)		
11. Hospital discharge	Also under (Consultant)		
12. Special	Admitted from (name)		
13. SOPRA summary	Admit from (type)		
14. FollowUp	Housed within (Admit from type)		
15. TISS	Previously located		

and Not applicable

Add new line with Or Add new line with And

Currently Selected Search Criteria

Admit from (type) equals A. Emergency Department

2. Perform Search Using Selected Criteria

Limit search to current ward

Search Held Result Search All Patients

Result (Records Found Using Selected Criteria)

Search not yet performed

Group by a data field Display data fields

As well as being highlighted in the relevant columns, the search criteria are displayed as a line of text in the box immediately beneath the four columns where you selected the search criteria (figure 1.2d).

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Once the search criteria have been defined, the next thing to be done is to perform the search.

1.3 Performing the Search

The search is actually performed by clicking on the button **Search All Patients** (we will cover Search Stored result later). When you click on this button, WardWatcher searches the database for any patients who match the criteria you have defined and returns the result of the search in the box pointed to by the black arrow (figure 1.3a).

Figure 1.3a

The screenshot shows the '1. Select Search Criteria' window. It features a table with columns for 'Screen', 'Field', 'Comparison', and 'Choose option or type value in box(es) below'. The 'Admit from (type)' field is selected with the 'equals' comparison and 'A. Emergency Department' as the value. Below the table, the 'Currently Selected Search Criteria' section displays 'Admit from (type) equals A. Emergency Department'. A blue arrow points to the 'Search All Patients' button. Other elements include a 'Limit search to current ward' checkbox, a 'Search not yet performed' result box, and 'Group by a data field' and 'Display data fields' buttons.

Screen	Field	Comparison	Choose option or type value in box(es) below
01. Admit	Key	equals	
02. History	Surname	begins with	B. Recovery/theatre (post operation)
02. History (Old)	Forename	ends with	C. Recovery only (no operation)
03. Diagnoses	Hospital number	contains	D. Ward
04. Severity	Date of birth	is not equal to	E. Intensive Care Unit
04. Severity (Old)	Sex		F. High Dependency Unit
05. SOPRA	Date admitted to this Unit		G. Other intermediate care area
06. ACP	Time admitted to this Unit		H. Obstetrics area
06. ACP (Old)	Age		I. Imaging department
07. Interventions	CHI number MISSING		J. Clinic
08. Drugs	CHI number		K. Home or normal residence
09. Local	Date admitted to this hospital		
10. Unit discharge	Gap (days) to Unit admission		
10. Unit discharge (Old)	Under care of (Consultant)		
11. Hospital discharge	Also under (Consultant)		
12. Special	Admitted from (name)		
13. SOPRA summary	Admitted from (type)		
14. FollowUp	Housed within (Admit from type)		
15. TISS	Previously located		

Currently Selected Search Criteria

Admit from (type) equals A. Emergency Department

2. Perform Search Using Selected Criteria Limit search to current ward **Search All Patients**

Result (Records Found Using Selected Criteria) Search not yet performed

Group by a data field Display data fields

The search result tells you how many patients in the database match the criteria you have defined and expresses this as a percentage of all the patients in the search criteria as shown in figure 1.3b.

Figure 1.3b

The alert dialog box displays the search criteria 'Admit from (type) equals A. Emergency Department' and the result '2 out of 30 patients (6.7%) match the above criteria'. An 'OK' button is located at the bottom right of the dialog.

Alert

Admit from (type) equals A. Emergency Department

2 out of 30 patients (6.7%) match the above criteria

OK

(We will see later, under 1.4: **Viewing Information on Patients Matching Search Criteria**, how to view further details about the patients found by the search).

1.3.1 Defining More Complex Criteria

It is often the case that you wish to find patients who match a number of different criteria. For example, you may be interested in finding elderly patients who were admitted from the Emergency Department, rather than all patients. In this case, you will need to add a second line to your search criteria. You do this by clicking on the **And** button right hand side middle of the screen (figure 1.3c). We will discuss the 'Or' button later.

Figure 1.3c
SEARCH PATIENTS

1. Select Search Criteria

Screen	Field	Comparison	Choose option or type value in box(es) below
01. Admit	Key	equals	A. Emergency Department
02. History	Surname	begins with	B. Recovery/theatre (post operation)
02. History (Old)	Forename	ends with	C. Recovery only (no operation)
03. Diagnoses	Hospital number	contains	D. Ward
04. Severity	Date of birth	is not equal to	E. Intensive Care Unit
04. Severity (Old)	Sex		F. High Dependency Unit
05. SOPRA	Date admitted to this Unit		G. Other intermediate care area
06. ACP	Time admitted to this Unit		H. Obstetrics area
06. ACP (Old)	Age		I. Imaging department
07. Interventions	CHI number MISSING		J. Clinic
08. Drugs	CHI number		K. Home or normal residence
09. Local	Date admitted to this hospital		
10. Unit discharge	Gap (days) to Unit admission		
10. Unit discharge (Old)	Under care of (Consultant)		
11. Hospital discharge	Also under (Consultant)		
12. Special	Admitted from (name)		
13. SOPRA summary	Admit from (type)		
14. FollowUp	Housed within (Admit from type)		
15. TISS	Previously located		

and

Currently Selected Search Criteria

Admit from (type) equals A. Emergency Department

2. Perform Search Using Selected Criteria

Limit search to current ward

Search Held Result Search All Patients

Result (Records Found Using Selected Criteria)

2 out of 30 patients (6.7%) match the above criteria

Group by a data field Display data fields

When you click on the And button, the search moves on to a new line and the Comparison, and Option/Value columns are cleared ready for you to define the second line of your search. You will notice also that once you have clicked on the And button the Or button becomes greyed, indicating that it can no longer be used (figure 1.3b).

If we define elderly patients as those who are over 65 years of age, you can complete the second line of the search by clicking on **Age** in the Field column and then **is more than** in the Comparison column (figure 1.3d).

Figure 1.3d

1. Select Search Criteria

Screen	Field	Comparison	Choose option or type value in box(es) below
01. Admit	Key	is equal to	
02. History	Surname	is more than	
02. History (Old)	Forename	is less than	
03. Diagnoses	Hospital number	is more than or equal to	
04. Severity	Date of birth	is less than or equal to	
04. Severity (Old)	Sex	is less than	
05. SOPRA	Date admitted to this Unit	is more than or equal to	
06. ACP	Time admitted to this Unit	is less than or equal to	
06. ACP (Old)	Age	is less than	
07. Interventions	CHI number MISSING	is more than or equal to	
08. Drugs	CHI number	is less than or equal to	
09. Local	Date admitted to this hospital	is more than	
10. Unit discharge	Gap (days) to Unit admission	is less than	
10. Unit discharge (Old)	Under care of (Consultant)	is more than or equal to	
11. Hospital discharge	Also under (Consultant)	is less than	
12. Special	Admitted from (name)	is more than or equal to	
13. SOPRA summary	Admit from (type)	is less than	
14. FollowUp	Housed within (Admit from type)	is more than or equal to	
15. TISS	Previously located	is not	

and

65

Currently Selected Search Criteria

Admit from (type) equals A. Emergency Department
And Age is less than 65

2. Perform Search Using Selected Criteria

Limit search to current ward

Search Held Result Search All Patients

Result (Records Found Using Selected Criteria)

2 out of 30 patients (6.7%) match the above criteria

Group by a data field Display data fields

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In this case, you will notice that you are not presented with a list of possibilities in the **Option/Value** column but rather the I-beam cursor is flashing in the first box immediately underneath the Option/Value column. You are not presented with a choice of options in this case because the field (piece of information) you are searching on does not have a standard list associated with it. You will need to type in the value you want to look for. In this case you would type 65 (figure 1.3d).

Now that you have defined the criteria fully, you can perform the search by clicking on the **Search All Patients** button.

You can repeat the process of adding more lines to the search by clicking on the **And** button again to add a third line to your search. For example:

Figure 1.3e

Search Patients ICU

1. Select Search Criteria

Screen	Field	Comparison	Choose option or type value in box(es) below
01. Admit	Key	is equal to	
02. History	Surname	is more than	
02. History (Old)	Forename	is less than	
03. Diagnoses	Hospital number	is more than or equal to	
04. Severity	Date of birth	is less than or equal to	
04. Severity (Old)	Sex	is between	
05. SOPRA	Date admitted to this Unit	is not	
06. ACP	Time admitted to this Unit		
06. ACP (Old)	Age		65
07. Interventions	CHI number MISSING		
08. Drugs	CHI number		
09. Local	Date admitted to this hospital		
10. Unit discharge	Gap (days) to Unit admission		
10. Unit discharge (Old)	Under care of (Consultant)		
11. Hospital discharge	Also under (Consultant)		
12. Special	Admitted from (name)		
13. SOPRA summary	Admit from (type)		
14. FollowUp	Housed within (Admit from type)		and Not applicable
15. TISS	Previously located		

Buttons: Add new line with Or, Add new line with And

Currently Selected Search Criteria

Admit from (type) equals A. Emergency Department
 And Admitting specialty equals General medicine
 And Age is less than 65

2. Perform Search Using Selected Criteria

Limit search to current ward

Result (Records Found Using Selected Criteria)

The above search patients who were admitted from the Emergency Department, and were admitted under general medicine and under 65 years old.

You can have a search which has up to 40 lines of search criteria.

* For admit specialty search be aware there was a change in the list in May 2019 which will result in some specialties no longer showing in the pick list or the name has changed, for these cases please type in the specialty or in the case of paediatrics or orthopaedics use paed@ or ortho@. Geriatric medicine is now medicine of the elderly for early searches use @medicine. (@will pick up any words that begin with the letters before/ after it) Deleted specialties :chronic pain,dermatology,ophthalmology, psychiatry and rheumatology.

1.3.2 Modifying Earlier Lines of a Complex Search

You may find yourself in the situation where you have got to the final line of a search and realise that you have made a mistake in an earlier line. Say, for example, that you had accidentally typed 64 into the second line of the search and now wanted to correct it. You can bring up the criteria for the second line of the search in the search columns by pointing to and clicking on the desired line of the search in the text box immediately beneath the four columns.

Figure 1.3f

1. Select Search Criteria

Screen	Field	Comparison	Choose option or type value in box(es) below
01. Admit	Readmission to this Unit	equals	Burns surgery
02. History	Admitting specialty	begins with	Cardiac surgery
02. History (Old)	Unit admission prompted by trauma	ends with	Cardiology
03. Diagnoses	CPR in 24h prior to admission to Unit	contains	Chronic pain
04. Severity	HAI Antimicrobials in prior 48 hours	is not equal to	Dermatology
04. Severity (Old)	HAI Antimicrobials day 1 or 2		ENT
05. SOPRA	Weight		Gastroenterology
06. ACP	Height		General medicine
06. ACP (Old)	BMI		General surgery
07. Interventions	Clinical Frailty Scale		Geriatric medicine
08. Drugs	Ethnicity		Haematology
09. Local	HAI Surgery at admission		Infectious diseases
10. Unit discharge	HAI Surgery in first 7 days		Maxillo-facial surgery
10. Unit discharge (Old)	HAI nature of surgery		Neurology
11. Hospital discharge	Admitted for ELECTIVE pre-surgical optimisation		General medicine
12. Special	Admitted for EMERGENCY pre-surgical preparati		and Not applicable
13. SOPRA summary	Evidence to assess PMH		
14. FollowUp	Very severe cardiovascular disease		
15. TISS	Severe respiratory disease		

Buttons: Add new line with Or, Add new line with And

Currently Selected Search Criteria

Admit from (type) equals A. Emergency Department
 And Admitting specialty equals General medicine
 And Age is less than 65

2. Perform Search Using Selected Criteria

Limit search to current ward Search Held Result **Search All Patients**

Result (Records Found Using Selected Criteria) 2 out of 30 patients (6.7%) match the above criteria

Buttons: Group by a data field, Display data fields

When you click on the appropriate line, it will be briefly highlighted and the search criteria of that line will become the current values of the four columns (figure 1.3f). You can then amend the search criteria within the relevant column(s).

1.3.3 The Difference Between 'And' and 'Or'

If you are interested in finding patients who meet BOTH elements of the search criteria (ie the patient must be admitted from the Emergency Department **AND** be more than 65), you join the two lines of the search by using the 'And' button. In some circumstances, you may be interested in finding patients who meet EITHER of two criteria. A common example is finding patients who were admitted under the care of EITHER Consultant A **OR** Consultant B. You want WardWatcher to include the patient if either of the search criteria is applicable. In this case, you would join the two lines of the search by clicking on the **Or** button (middle right of screen, figure 1.3g).

Figure 1.3g

The screenshot shows a search interface with a list of criteria on the left and a configuration area on the right. The criteria list includes: 01. Admit, 02. History, 02. History (Old), 03. Diagnoses, 04. Severity, 04. Severity (Old), 05. SOPRA, 06. ACP, 06. ACP (Old), 07. Interventions, 08. Drugs, 09. Local, 10. Unit discharge, 10. Unit discharge (Old), 11. Hospital discharge, 12. Special, 13. SOPRA summary, 14. FollowUp, 15. TISS. The configuration area has a dropdown menu for 'Comparison' with 'and' selected. Below it are two buttons: 'Add new line with Or' and 'Add new line with And'. A blue arrow points to the 'Add new line with Or' button.

'And' and 'Or' cannot be used in a single search.

You may wonder why it is not possible to mix 'And' and 'Or' in a single search. For example, say you wanted to find any patient who was admitted under the care of Consultant A or Consultant B and who was admitted from the Emergency Department. You may think that the best way to do this would be to perform a search along the following lines:

- Under care of (Consultant) equals Consultant A
- Or** Under care of (Consultant) equals Consultant B
- And** Admit from (type) equals A. Emergency Department

Say, however, that you wanted to find any patient who was admitted under the care of Consultant A OR any patient who was under the care of Consultant B who was also admitted from the Emergency Department (ie you are interested in only those patients under Consultant B who also came from the Emergency Department, but are interested also in Consultant A patients who came from any source). In order to find these patients you might construct the following search:

- Under care of (Consultant) equals Consultant A
- Or** Under care of (Consultant) equals Consultant B
- And** Admitted from (type) equals A. Emergency Department

As you can see, the text of the two searches is identical, although you are looking for patients matching two different criteria. This is because the lines you have entered could be interpreted in two possible ways and because WardWatcher has no way of knowing which interpretation you have put on the search criteria, it is better to avoid any possible confusion by breaking the search into its two component parts.

This is where we would use the **Hold Last Result** and **Search Held result** buttons.

1.3.4 Store Search Result and Search Stored Result

If you wanted to find any patients admitted from the Emergency Department who were admitted under the care of Consultant A or Consultant B, you would first find any patient admitted from the Emergency Department, and then perform a second search among just those patients to find which of them were under the care of Consultant A or B.

So, you would first perform the following search:

Figure 1.3h

1. Select Search Criteria

Screen	Field	Comparison	Choose option or type value in box(es) below
01. Admit	Key	equals	A. Emergency Department
02. History	Surname	begins with	B. Recovery/theatre (post operation)
02. History (Old)	Forename	ends with	C. Recovery only (no operation)
03. Diagnoses	Hospital number	contains	D. Ward
04. Severity	Date of birth	is not equal to	E. Intensive Care Unit
04. Severity (Old)	Sex		F. High Dependency Unit
05. SOPRA	Date admitted to this Unit		G. Other intermediate care area
06. ACP	Time admitted to this Unit		H. Obstetrics area
06. ACP (Old)	Age		I. Imaging department
07. Interventions	CHI number MISSING		J. Clinic
08. Drugs	CHI number		K. Home or normal residence
09. Local	Date admitted to this hospital		
10. Unit discharge	Gap (days) to Unit admission		
10. Unit discharge (Old)	Under care of (Consultant)		
11. Hospital discharge	Also under (Consultant)		
12. Special	Admitted from (name)		
13. SOPRA summary	Admit from (type)		
14. FollowUp	Housed within (Admit from type)		
15. TISS	Previously located		

Currently Selected Search Criteria
Admit from (type) equals A. Emergency Department

2. Perform Search Using Selected Criteria Limit search to current ward

Result (Records Found Using Selected Criteria) 2 out of 30 patients (6.7%) match the above criteria

After clicking on **Search All Patients** (figure 1.3h) to perform the search, you would then click on the button **Hold Last Result** (figure 1.3i). Clicking on Hold last result causes WardWatcher to remember this group of patients.

Figure 1.3i

Utilities

- Re-use Last Criteria
- Load Saved Criteria
- Save Current Criteria
- Clear Current Criteria

1. Select Search Criteria

Screen	Field	Comparison	Choose option or type value in box(es) below
01. Admit	Key	equals	A. Emergency Department
02. History	Surname	begins with	B. Recovery/theatre (post operation)
02. History (Old)	Forename	ends with	C. Recovery only (no operation)
03. Diagnoses	Hospital number	contains	D. Ward
04. Severity	Date of birth	is not equal to	E. Intensive Care Unit
04. Severity (Old)	Sex		F. High Dependency Unit
05. SOPRA	Date admitted to this Unit		G. Other intermediate care area
06. ACP	Time admitted to this Unit		H. Obstetrics area
06. ACP (Old)	Age		I. Imaging department
07. Interventions	CHI number MISSING		J. Clinic
08. Drugs	CHI number		K. Home or normal residence
09. Local	Date admitted to this hospital		
10. Unit discharge	Gap (days) to Unit admission		
10. Unit discharge (Old)	Under care of (Consultant)		
11. Hospital discharge	Also under (Consultant)		
12. Special	Admitted from (name)		
13. SOPRA summary	Admit from (type)		
14. FollowUp	Housed within (Admit from type)		
15. TISS	Previously located		

Last Search

- Hold Last Result
- Add Held Result
- Subtract Held
- Overlap With Held
- Reload Held

Currently Selected Search Criteria
Admit from (type) equals A. Emergency Department

2. Perform Search Using Selected Criteria Limit search to current ward

Result (Records Found Using Selected Criteria) 2 out of 30 patients (6.7%) match the above criteria

Current user: Administrator ICU

Next, click on the **Clear Search Criteria** (figure 1.3j) to erase the previous search criteria.

Figure 1.3j

Utilities

Re-use Last Criteria
Load Saved Criteria
Save Current Criteria
Clear Current Criteria

1. Select Search Criteria

Screen	Field	Comparison	Choose option or type value in box(es) below
01. Admit	Key	equals	A. Emergency Department
02. History	Surname	begins with	B. Recovery/theatre (post operation)
02. History (Old)	Forename	ends with	C. Recovery only (no operation)
03. Diagnoses	Hospital number	contains	D. Ward
04. Severity	Date of birth	is not equal to	E. Intensive Care Unit
04. Severity (Old)	Sex		F. High Dependency Unit
05. SOPRA	Date admitted to this Unit		G. Other intermediate care area
06. ACP	Time admitted to this Unit		H. Obstetrics area
06. ACP (Old)	Age		I. Imaging department
07. Interventions	CHI number MISSING		J. Clinic
08. Drugs	CHI number		K. Home or normal residence
09. Local	Date admitted to this hospital		
10. Unit discharge	Gap (days) to Unit admission		
10. Unit discharge (Old)	Under care of (Consultant)		
11. Hospital discharge	Also under (Consultant)		
12. Special	Admitted from (name)		
13. SOPRA summary	Admit from (type)		
14. FollowUp	Housed within (Admit from type)		
15. TISS	Previously located		

Currently Selected Search Criteria

Admit from (type) equals A. Emergency Department

2. Perform Search Using Selected Criteria

Limit search to current ward

Search Held Result **Search All Patients**

Result (Records Found Using Selected Criteria)

2 out of 30 patients (6.7%) match the above criteria

Group by a data field Display data fields

Current user: Administrator ICU

Now you can enter the additional set of search criteria (figure 1.3k):

Figure 1.3k
Search Patients

ICU

1. Select Search Criteria

Screen	Field	Comparison	Choose option or type value in box(es) below
01. Admit	Key	equals	Foster
02. History	Surname	begins with	McCoy
02. History (Old)	Forename	ends with	
03. Diagnoses	Hospital number	contains	
04. Severity	Date of birth	is not equal to	
04. Severity (Old)	Sex		
05. SOPRA	Date admitted to this Unit		
06. ACP	Time admitted to this Unit		
06. ACP (Old)	Age		
07. Interventions	CHI number MISSING		
08. Drugs	CHI number		
09. Local	Date admitted to this hospital		
10. Unit discharge	Gap (days) to Unit admission		
10. Unit discharge (Old)	Under care of (Consultant)		
11. Hospital discharge	Also under (Consultant)		
12. Special	Admitted from (name)		
13. SOPRA summary	Admit from (type)		
14. FollowUp	Housed within (Admit from type)		
15. TISS	Previously located		

Currently Selected Search Criteria

Under care of (Consultant) equals Foster
Or Under care of (Consultant) equals McCoy

2. Perform Search Using Selected Criteria

Limit search to current ward

Search Held Result **Search All Patients**

Result (Records Found Using Selected Criteria)

2 out of 2 patients (100%) match the above criteria

Group by a data field Display data fields

Admit/under care of/equals/MacDonald
Or
Admit/under care of/equals/Smith.

Then, instead of clicking on the Search All Patients button (which would find any patients in the database who were admitted under Dr MacDonald or Smith, you should click on **Search held result** (figure 1.3k). **Search held result** restricts its search to those patients in the stored group (in this case, patients admitted

Scottish Intensive Care Society Audit Group

from the Emergency Department). The result of clicking on Search Stored result is to return any patient who was admitted from the Emergency Department who was admitted under the care of Dr MacDonald or Smith.

1.3.5 A Closer Look at Comparison Options

The options you are presented with under the Comparison column depend on the type of data which you are searching for.

1.3.5.1 Comparison Options for Text Fields

Let us imagine that you are searching for patients with a given surname. When you choose Surname in the Field column, you are presented with four options: equals, begins with, ends with or contains.

Begins with and ends with are self-explanatory. However, there is **an important difference between equals and contains**.

When you use equals, you are looking for an EXACT match between the value in the **Option/Value** box and the piece of information recorded for a given patient.

For example, if you performed the following search: Surname **equals** Smith, you would only find those patients whose name has precisely those five letters in precisely that order.

If you had performed the following search: Surname **contains** Smith, you would find anybody with that combination of five letters anywhere in their surname. As well as people named Smith, you would also find surnames such as: Arrowsmith, Goldsmith, Smithson and Smithies.

Generally, this distinction is very obvious but sometimes you may get an unexpected result because you are actually looking for the wrong thing. For example, if there has been a patient called Clarke (with the "e" at the end) and you do the following search: Surname equals Clark (without the "e"), you won't find the patient because Clark is not the same as Clarke.

Be aware of this if you ever get an unexpected result!

1.3.5.2 Comparison Options for Numeric Fields

When you are searching for patients based on numeric data (age, for example), you are presented with seven options under the Comparison column: is equal to, is more than, is less than, is more than or equal to, is less than or equal to, is between and is not.

When you are searching for patients based on the data in a numeric field, you are often looking for patients within a given range. For example, you might be looking for patients between 25 and 30. You could find these patients by constructing the following search:

Age is **more than or equal** to 25 **And** age is **less than or equal** to 30

Rather than having to do this, you can use the **'is between'** search comparison to define the criteria in a single line. When you use the 'is between' comparison, you type the first number into the first box and the second number into the second box (ie the one preceded by the word 'and'):

Figure 1.3I

1. Select Search Criteria

Screen	Field	Comparison	Choose option or type value in box(es) below
01. Admit	Key	is equal to	
02. History	Surname	is more than	
02. History (Old)	Forename	is less than	
03. Diagnoses	Hospital number	is more than or equal to	
04. Severity	Date of birth	is less than or equal to	
04. Severity (Old)	Sex	is between	
05. SOPRA	Date admitted to this Unit	is not	
06. ACP	Time admitted to this Unit		
06. ACP (Old)	CHI number MISSING		
07. Interventions	CHI number		
08. Drugs	Date admitted to this hospital		
09. Local	Gap (days) to Unit admission		
10. Unit discharge	Under care of (Consultant)		
10. Unit discharge (Old)	Also under (Consultant)		
11. Hospital discharge	Admitted from (name)		
12. Special	Admit from (type)		
13. SOPRA summary	Housed within (Admit from type)		
14. FollowUp	Previously located		
15. TISS			

and 25 and 30

Currently Selected Search Criteria

Age is between 25 and 30

2. Perform Search Using Selected Criteria Limit search to current ward

Result (Records Found Using Selected Criteria) Search not yet performed

The same facility exists when you are looking for patients matching criteria between two given dates. For example, to find patients admitted during January 2010, you would select Admit/date admitted to this unit/is between 01/01/2010 and 31/01/2010.

1.4. Viewing Information on Patients Matching Search Criteria

Once you have found the patients who match the given search criteria, you have a number of options open to you:

- View the records
- Produce a graph (single piece of data)
- Produce a report (multiple pieces of data)

1.4.1 View the records

Click on the button marked **Patient List** (figure 1.4a) to return to the Patient List. The list will display only those patients matching the search criteria.

Figure 1.4a

WardWatcher Search Patients ICU

Utilities

- Re-use Last Criteria
- Load Saved Criteria
- Save Current Criteria
- Clear Current Criteria

1. Select Search Criteria

Screen	Field	Comparison	Choose option or type value in box(es) below
01. Admit	Key	is equal to	
02. History	Surname	is more than	
02. History (Old)	Forename	is less than	
03. Diagnoses	Hospital number	is more than or equal to	
04. Severity	Date of birth	is less than or equal to	
04. Severity (Old)	Sex	is between	
05. SOPRA	Date admitted to this Unit	is not	
06. ACP	Time admitted to this Unit		
06. ACP (Old)	CHI number MISSING		
07. Interventions	CHI number		
08. Drugs	Date admitted to this hospital		
09. Local	Gap (days) to Unit admission		
10. Unit discharge	Under care of (Consultant)		
10. Unit discharge (Old)	Also under (Consultant)		
11. Hospital discharge	Admitted from (name)		
12. Special	Admit from (type)		
13. SOPRA summary	Housed within (Admit from type)		
14. FollowUp	Previously located		
15. TISS			

and 25 and 30

Currently Selected Search Criteria

Age is between 25 and 30

2. Perform Search Using Selected Criteria Limit search to current ward

Result (Records Found Using Selected Criteria) 6 out of 30 patients (20%) match the above criteria

Last Search

- Hold Last Result
- Add Held Result
- Subtract Held
- Overlap With Held
- Reload Held

Patient List

Current user: Administrator ICU

Once back at the Patient List, double click on any patient to open the record. Use the next Patient buttons on the left hand side of the page (figure 1.4b) to go forward or backward from one patient to the next on this list.

Figure 1.4b

SICS Admission & Identity (0123456789) Forename75 Surname75 (H75) ICU

Admission & Identity

Surname: Surname75, Forename: Forename75, Hospital number: H75, Date of Birth: 07/09/1983, Sex (M/F): F, Unit admission date: 17/01/2010, Time: 04:00, Unit admission age: 26, CHI number known (Y/N): Y, CHI number: 0123456789, Date admitted to this hospital: 16/01/2010, Gap (days): 1

Unit consultant: Foster, Referring consultant: McCoy, Admitted from (name): Source, Admit from (type): B. Recovery/theatre (post operation), Housed within: A. This hospital site, Previously located: A. Emergency Department, Housed within: A. This hospital site, Nature of surgery: A. Emergency/Urgent

Next of Kin (including email if appropriate):

GP Details:

Post code: Telephone: XX1 1YY 0123 456 789, Telephone: 0123 456 789, Post code: Telephone: ZZ1 1ZZ 0123 456 789

Admission comments:

Current user: Administrator Record 1 of 6 selected Pat ID: 20973

1.4.2 Producing a Graph

To produce a graph, click on the Group by a data field button (figure 1.4c), on the patient list.

Ward Watcher Patient List Displaying 6 of 30 admissions to this Unit ICU

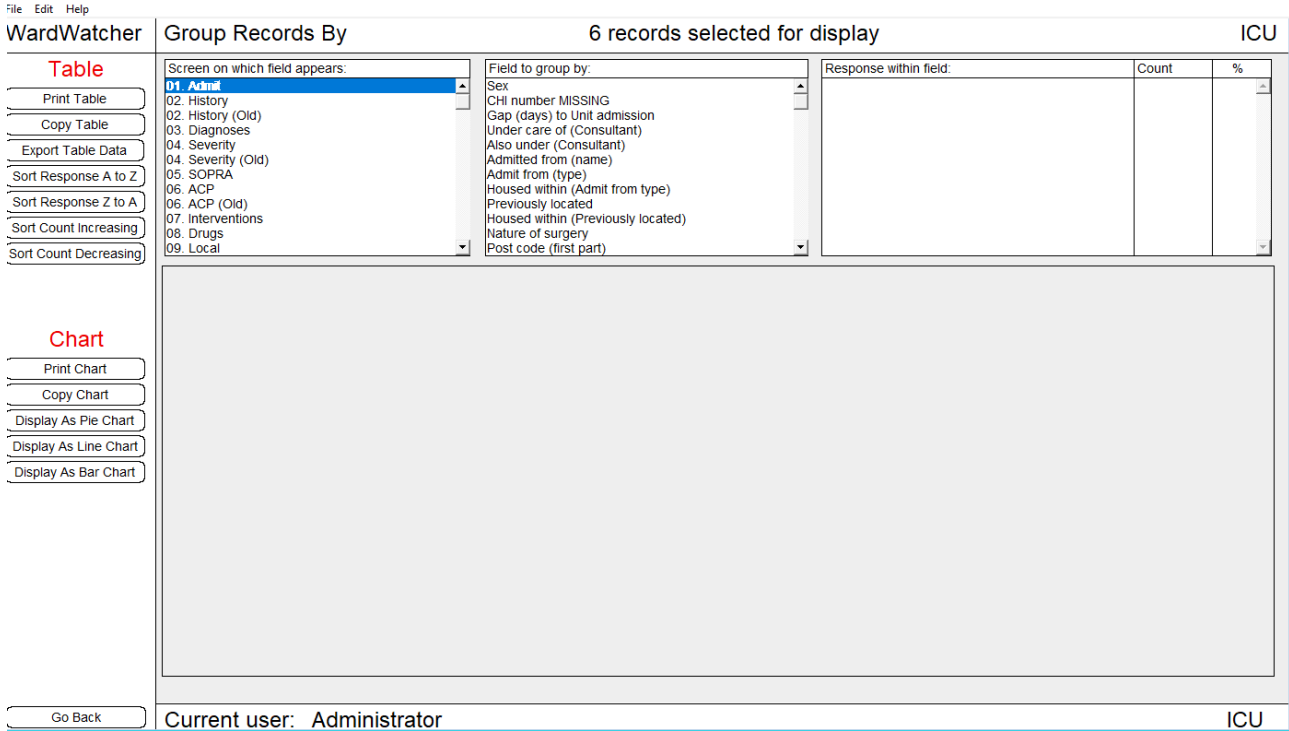
Find	Surname	Forename	Number	DOB	Admitted	From	Discharged	To	Stay	Consultant	Pat ID
Surname75	Surname75	Forename75	H75	07/09/1983	17/01/2010	Source	17/01/2010	Destination	0.4	Foster	20973
Surname74	Surname74	Forename74	H74	28/05/1980	17/01/2010	Source	18/01/2010	Destination	0.9	Foster	20975
Surname6	Surname6	Forename6	H6	21/01/1983	15/03/2010	Source	17/03/2010	Destination	2.0	Foster	21210
Surname5	Surname5	Forename5	H5	27/09/1980	16/03/2010	Source	16/03/2010	Destination	0.0	Foster	21216
HUCKLEBERRY	HUCKLEBERRY	Henrietta	H3	27/09/1980	17/03/2010	Source		Destination	0.0	Foster	21220
SULTANA	SULTANA	Sally	HN1234	04/05/1987	01/03/2016			Destination	0.0		21232

Report: Display data fields, Group by a data field

The page below (figure 1.4d) will appear. Graphs give you the option to view one piece of information at a time on your selected cohort of patients.

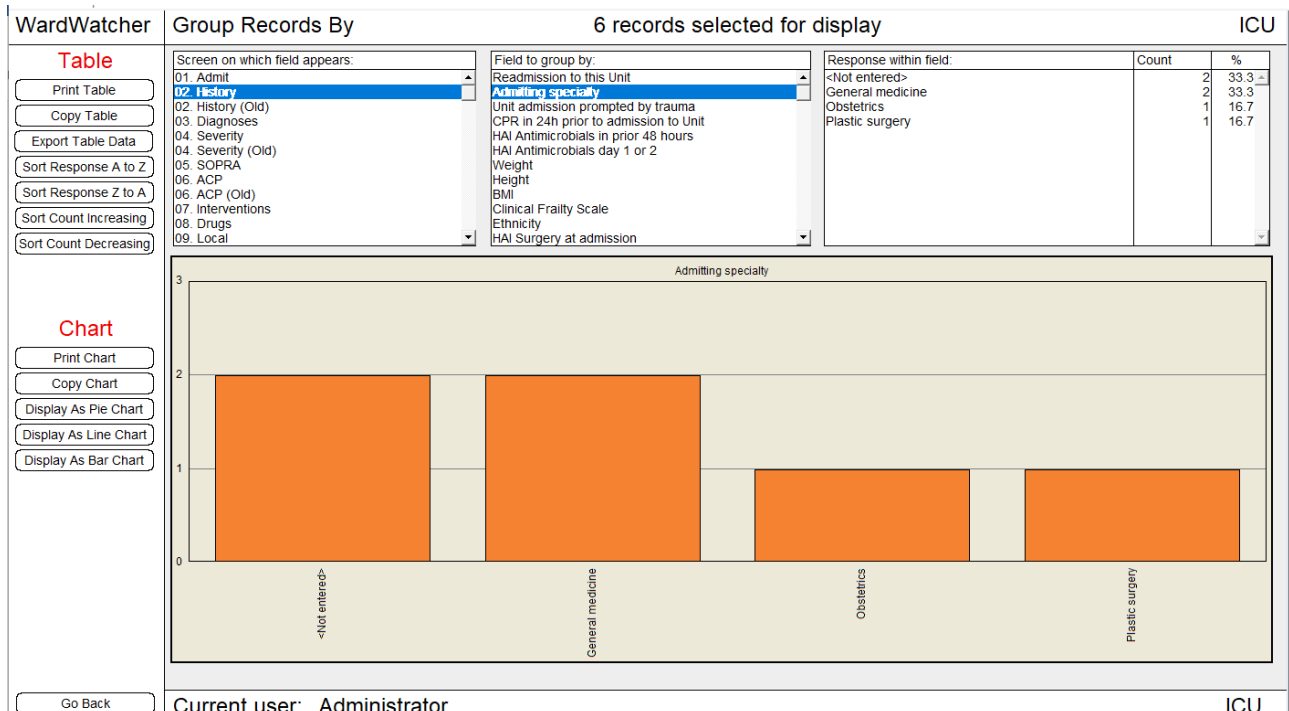
In the top left hand box (highlighted in figure 1.4d), the list automatically defaults to the Admit page. Fields from this page are listed in the box below 01. Admit.

Figure 1.4d



To view what specialty the cohort of patients are under, you would choose 'Admit specialty'. As this information is completed on the 'History' page, change the **Admit** page (top left hand box, highlighted in figure 1.4d) to **History** and click on **Admitting specialty** to highlight (figure 1.4e).

Figure 1.4e



Both a table (top right of screen) and bar graph will appear.

You are able to change the type of graph by clicking on the various graphs to the left of the bar graph. To use this graph in another document (eg PowerPoint), click on **copy to the left of the graph** and then **Edit/paste** in the desired file. You also have the option to print.

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The table can also be copied into another document by clicking on copy to the left of the table and then Edit/paste in the desired file.

Section 2: New Quick Report

2.1 General Information

The New Quick Report is an ad hoc reporting tool that allows you to display, print out, export or copy any piece of information stored in WardWatcher.

There are a few ways to access this report, via the search page or from the patient list.

Search page: use this option if you want to review data on patients who meet specific criteria (eg admitted to the Emergency Department and over the age of 80). See Sections 1 for instructions on searching. Once the search has been selected, click on **display data fields on the bottom search page** (figure 1.4e) to enter the 'New quick report' page.

Figure 2.1a

1. Select Search Criteria

Screen	Field	Comparison	Choose option or type value in box(es) below
01. Admit	Key	equals	
02. History	Surname	begins with	
02. History (Old)	Forename	ends with	
03. Diagnoses	Hospital number	contains	
04. Severity	Date of birth	is not equal to	
04. Severity (Old)	Sex		
05. SOPRA	Date admitted to this Unit		
06. ACP	Time admitted to this Unit		
06. ACP (Old)	Age		
07. Interventions	CHI number MISSING		
08. Drugs	CHI number		
09. Local	Date admitted to this hospital		
10. Unit discharge	Gap (days) to Unit admission		
10. Unit discharge (Old)	Under care of (Consultant)		
11. Hospital discharge	Also under (Consultant)		
12. Special	Admitted from (name)		
13. SOPRA summary	Admit from (type)		
14. FollowUp	Housed within (Admit from type)		
15. TISS	Previously located		

and [Not applicable]

[Add new line with Or] [Add new line with And]

Currently Selected Search Criteria

2. Perform Search Using Selected Criteria

Limit search to current ward

[Search Held Result] [Search All Patients]

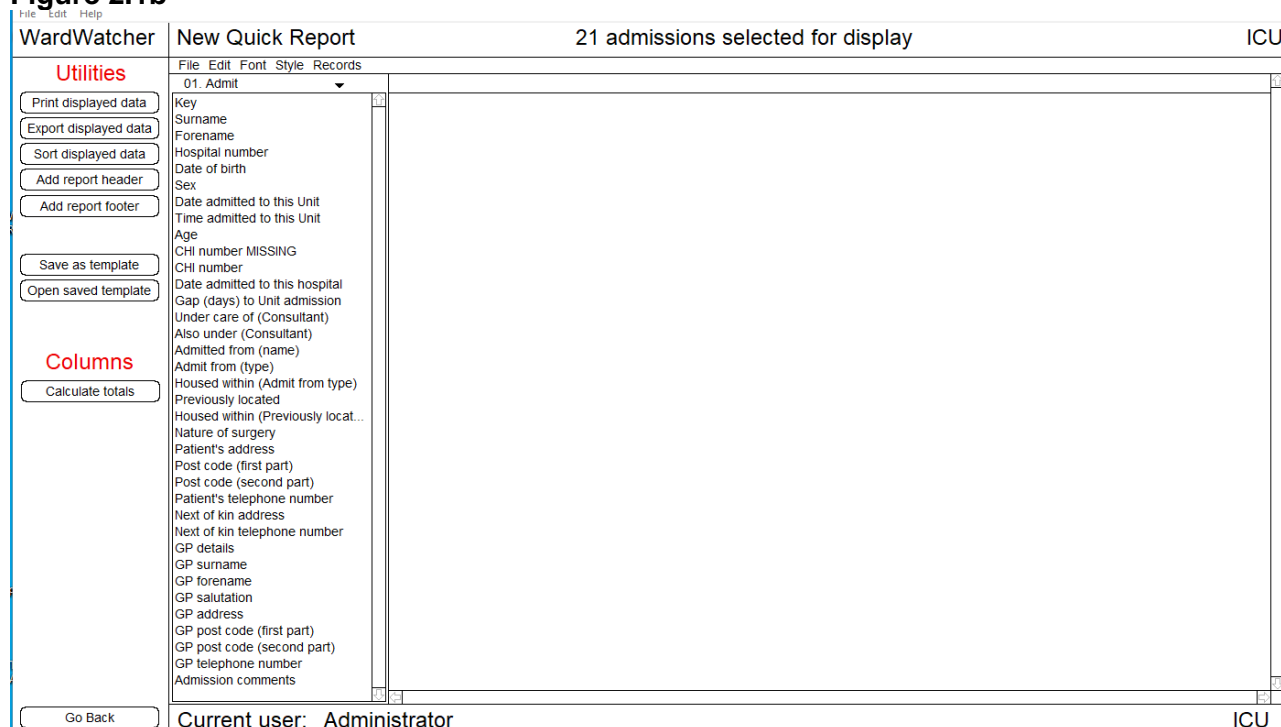
Result (Records Found Using Selected Criteria)

Search not yet performed

[Group by a data field] [Display data fields]

2.1.1 The New quick report page

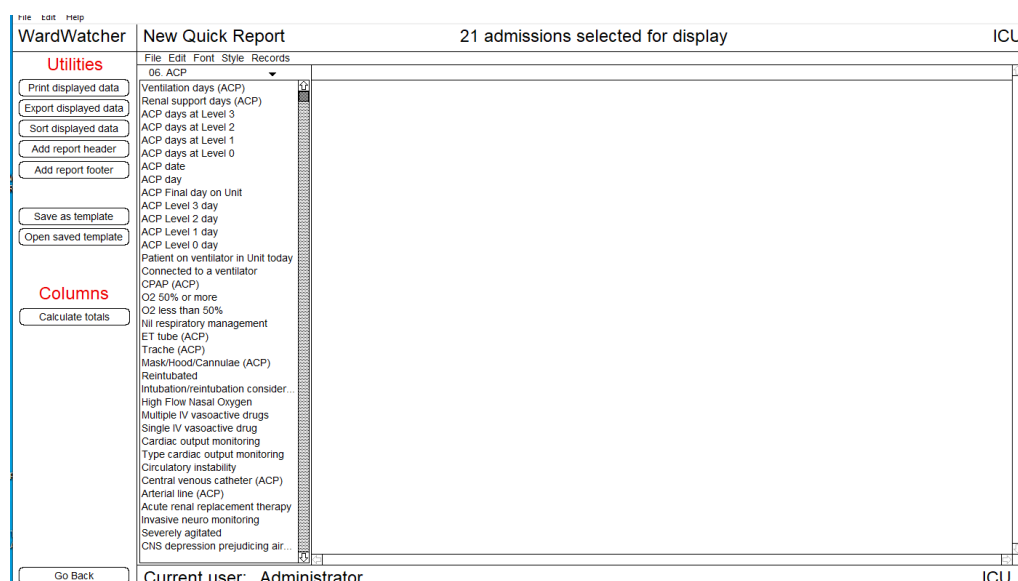
Figure 2.1b



The Report screen consists of two primary areas. On the left of the screen is an area headed by a pop-up menu which contains a list of the data entry screens (similar to what you will be familiar with from the Search screen). Below this is a list of fields (pieces of information) which are located on the chosen screen. On the right is a blank display area, where information which you select from the database will be displayed.

When you first come into the new quick report, the fields from the Admission screen (01. Admit) are shown by default. You can choose to display the fields located on a different screen by clicking on the pop-up menu and selecting a different screen (figure 2.1c).

Figure 2.1c



2.2 Displaying Information in the Display Area

To view the value for a given field (piece of information) for the currently selected group of patients, you simply double click on the field you want to be displayed.

A column displaying the value of the selected field for each patient will appear in the display area (WardWatcher **key** number in figure 2.2a).

Figure 2.2a

The screenshot shows the WardWatcher software interface. At the top, it says 'WardWatcher New Quick Report 21 admissions selected for display ICU'. Below this is a menu bar with 'File', 'Edit', 'Font', 'Style', and 'Records'. On the left side, there are two sections: 'Utilities' and 'Columns'. The 'Utilities' section contains buttons for 'Print displayed data', 'Export displayed data', 'Sort displayed data', 'Add report header', 'Add report footer', 'Save as template', and 'Open saved template'. The 'Columns' section contains a button for 'Calculate totals'. The main area is a table with a list of fields on the left and a single column of data on the right. The fields listed are: 01. Admit, Key, Surname, Forename, Hospital number, Date of birth, Sex, Date admitted to this Unit, Time admitted to this Unit, Age, CHI number MISSING, CHI number, Date admitted to this hospital, Gap (days) to Unit admission, Under care of (Consultant), Also under (Consultant), Admitted from (name), Admit from (type), Housed within (Admit from type), Previously located, Housed within (Previously locat..., Nature of surgery, Patient's address, Post code (first part), Post code (second part), Patient's telephone number, Next of kin address, Next of kin telephone number, GP details, GP surname, GP forename, GP salutation, GP address, GP post code (first part), GP post code (second part), GP telephone number, and Admission comments. The 'Key' field is selected, and its values (21112, 21130, 21138, 21144, 21179, 21185, 21203, 21205, 21217, 21220, 21226, 21230, 21231, 21232, 21234, 21235, 21236, 21237, 21239, 21240, 21241) are displayed in the table. At the bottom, there is a 'Go Back' button and the text 'Current user: Administrator ICU'.

To add a second column of information to the display area, simply repeat the process by double clicking on the next selected field. It will then appear to the right of the currently displayed column.

You can add as many columns to the display area as there is room to display them.

2.2.1 Replacing a column

You can replace one column with another simply by dragging the new column from the list over the existing column. For example, if you wanted the patient's age to be displayed instead of the sex, you would simply drag the age field over the existing sex column as demonstrated in figure 2.2c

Figure 2.2b

WardWatcher New Quick Report 21 admissions selected for display ICU

File Edit Font Style Records

01. Admit Key Sex CHI number

Key	Sex	CHI number
21112	M	0123456789
21130	M	0123456789
21138	M	0123456789
21144	M	0123456789
21179	M	0123456789
21185	F	0123456789
21203	F	0123456789
21205	F	0123456789
21217	F	0123456789
21220	F	0123456789
21226	M	0123456789
21230	M	0000000000
21231	F	0000000000
21232	F	
21234	F	0102640007
21235	F	0203670045
21236	M	0203450007
21237	F	0609850003
21239	M	
21240	M	
21241	F	1001865233

Utilities: Print displayed data, Export displayed data, Sort displayed data, Add report header, Add report footer, Save as template, Open saved template

Columns: Calculate totals

Go Back Current user: Administrator ICU

When you release the mouse, the column is replaced with the new information.

Figure 2.2c

WardWatcher New Quick Report 21 admissions selected for display ICU

File Edit Font Style Records

01. Admit Key Age CHI number

Key	Age	CHI number
21112	57	0123456789
21130	55	0123456789
21138	46	0123456789
21144	44	0123456789
21179	52	0123456789
21185	55	0123456789
21203	59	0123456789
21205	48	0123456789
21217	52	0123456789
21220	29	0123456789
21226	62	0123456789
21230	31	0000000000
21231	51	0000000000
21232	28	
21234	53	0102640007
21235	50	0203670045
21236	72	0203450007
21237	32	0609850003
21239	41	
21240	0	
21241	34	1001865233

Utilities: Print displayed data, Export displayed data, Sort displayed data, Add report header, Add report footer, Save as template, Open saved template

Columns: Calculate totals

Go Back Current user: Administrator ICU

2.2.2 Changing the order in which columns are displayed

You can change the order in which the columns are displayed by holding down the **Alt** key while the cursor is in the **Header** area at the top of the column (figure 2.2d), and then dragging one header over the other. When you release the click button, the columns are swapped. The two columns do not have to be beside each other but can be separated by intervening columns.

Figure 2.2d

WardWatcher New Quick Report 21 admissions selected for display ICU

File Edit Font Style Records

01. Admit

Utilities

Print displayed data
Export displayed data
Sort displayed data
Add report header
Add report footer

Save as template
Open saved template

Columns

Calculate totals

Age	Key	CHI number
57	21112	0123456789
55	21130	0123456789
46	21138	0123456789
44	21144	0123456789
52	21179	0123456789
55	21185	0123456789
59	21203	0123456789
48	21205	0123456789
52	21217	0123456789
29	21220	0123456789
62	21226	0123456789
31	21230	0000000000
51	21231	0000000000
28	21232	
53	21234	0102640007
50	21235	0203670045
72	21236	0203450007
32	21237	0609850003
41	21239	
0	21240	
34	21241	1001865233

Go Back Current user: Administrator ICU

2.2.3 Resizing a column

Just as in programs like Microsoft Excel, you can change the width of a column (resize it) by moving the mouse so that the cursor is in the area of the column header, at its right hand side. When the cursor is in this position, its shape changes to a double sided arrow.

You resize the column by clicking and holding down the click button, and then dragging the column (to the left or right) until it is at the desired width. You then release the click button.

2.2.4 Resizing the List of Fields

You can resize the list of fields in the same way that you resize any other column. Just move the mouse until the cursor is at the right edge of the header, and drag to the desired position.

Figure 2.2e

WardWatcher | New Quick Report | 21 admissions selected for display | ICU

File Edit Font Style Records

Utilities

Print displayed data
Export displayed data
Sort displayed data
Add report header
Add report footer
Save as template
Open saved template

Columns

Calculate totals

Go Back

01. Admit	Age	Key	CHI number
Key	57	21112	0123456789
Surname	55	21130	0123456789
Forename	46	21138	0123456789
Hospital number	44	21144	0123456789
Date of birth	52	21179	0123456789
Sex	55	21185	0123456789
Date admitted to this Unit	59	21203	0123456789
Time admitted to this Unit	48	21205	0123456789
Age	52	21217	0123456789
CHI number MISSING			
CHI number	29	21220	0123456789
Date admitted to this hospital	62	21226	0123456789
Gap (days) to Unit admission	31	21230	0000000000
Under care of (Consultant)	51	21231	0000000000
Also under (Consultant)	28	21232	
Admitted from (name)	53	21234	0102640007
Admit from (type)	50	21235	0203670045
Housed within (Admit from type)	72	21236	0203450007
Previously located	32	21237	0609850003
Housed within (Previously locat...			
Nature of surgery	41	21239	
Patient's address	0	21240	
Post code (first part)	34	21241	1001865233
Post code (second part)			
Patient's telephone number			
Next of kin address			
Next of kin telephone number			
GP details			
GP surname			
GP forename			
GP salutation			
GP address			
GP post code (first part)			
GP post code (second part)			
GP telephone number			
Admission comments			

Current user: Administrator | ICU

2.2.5 Running out of Room!

The primary purpose of the display area is to show information from the database on screen and to allow it to be printed out. Because the overwhelming majority of printers cannot handle paper larger than A4, there is little benefit in being able to display more columns than can be fitted into the width of a sheet of A4 paper.

If you want to print out more information than can be handled by the width of a single sheet of A4 paper, you have two options. The first option is to print the first set of columns of information, and then replace these with your second set of columns of information, and subsequently print those. This achieves exactly the same effect as if you had myriads of columns on one screen.

This process is assisted by the ability to **Save** and **Open** templates (see section 2.3).

Exporting data provides a second option and will be discussed in section 2.5.

2.3 New Quick Report Templates

A template is a record of the fields of information you want to be displayed. It does not hold information from the database but merely holds a record of the fields. The actual pieces of information which will be displayed will depend on the current selection of patients.

2.3.1 Saving a Template

You save a template by clicking on the **Save** button on the left hand side of the Report screen.

Figure 2.3a

WardWatcher | New Quick Report | 21 admissions selected for display | ICU

Utilities

Print displayed data

Export displayed data

Sort displayed data

Add report header

Add report footer

Save as template

Open saved template

Columns

Calculate totals

Go Back

01. Admit	Age	Key	CHI number
Key	57	21112	0123456789
Surname	55	21130	0123456789
Forename	46	21138	0123456789
Hospital number	44	21144	0123456789
Date of birth	52	21179	0123456789
Sex	55	21185	0123456789
Date admitted to this Unit	59	21203	0123456789
Time admitted to this Unit	48	21205	0123456789
Age	52	21217	0123456789
CHI number	29	21220	0123456789
Days in hospital	62	21226	0123456789
Gap (days) to Unit admission	31	21230	0000000000
Under care of (Consultant)	51	21231	0000000000
Also under (Consultant)	28	21232	
Admitted from (name)	53	21234	0102640007
Admit from (type)	50	21235	0203670045
Housed within (Admit from type)	72	21236	0203450007
Previously located	32	21237	0609850003
Housed within (Previously located)	41	21239	
Nature of surgery	0	21240	
Patient's address	34	21241	1001865233
Post code (first part)			
Post code (second part)			
Patient's telephone number			
Next of kin address			
Next of kin telephone number			
GP details			
GP surname			
GP forename			
GP salutation			
GP address			
GP post code (first part)			
GP post code (second part)			
GP telephone number			
Admission comments			

ICU

Current user: Administrator

When you click on the Save button, a dialog box pops up which asks you to give a name to the template. The template stores a record of the selection of fields which are currently being displayed.

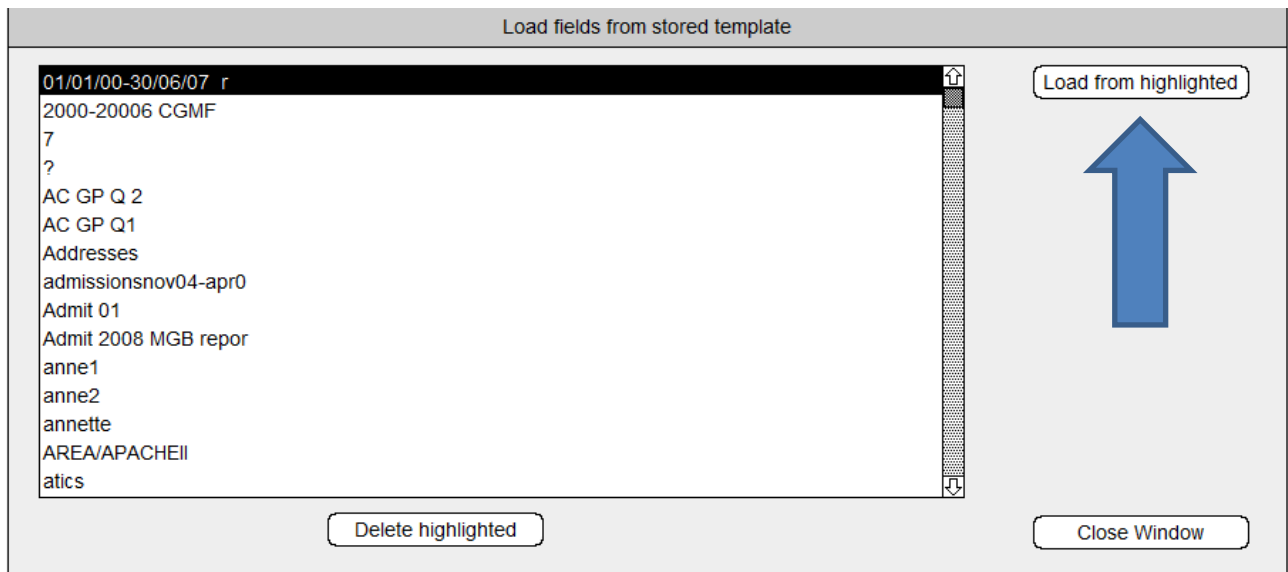
Remember that the template simply records that, for the current selection of patients, you want to display the given fields in the given order, ie Key number; age; admitting specialty, Primary diagnosis (unit) and outcome. No actual fields of information are stored.

2.3.2 Opening a Saved Template

Once you have stored a template you can access it by clicking on the **Open saved template** button on the left hand side of the screen (figure 2.3a). The Open button displays a dialog box asking you to select the template of your choice (figure 2.3b).

Created by Critical Care Audit Ltd, Updated by SICSAAG 2018

Figure 2.3b



To open the template and cause the relevant information to be displayed for the current selection of patients, you simply move the mouse until the cursor is over the name of the template you want to choose and click the mouse button. You then click **load from highlighted top right** dialog.

2.4 Printing the Display Area

You print the information shown in the display area by clicking on the **Print** button on the bottom right of the screen (figure 2.3a). The print button brings up the standard printer dialog boxes and confirms the printer you want to use, as well as its settings and the number of copies you wish to print.

If you only have a few patients currently selected, then all the information will print on a single sheet. If, however, the current selection has more patients than can be printed on a single sheet, WardWatcher will print as many sheets as are required to provide the chosen information on all the selected patients.

2.4.1 Leaving the Report Screen

You leave the Report screen by clicking the **Go Back** button at the bottom left of the screen (figure 2.3a).

2.5 Exporting Data

To move a selection of data from WardWatcher into another program (for example, into a specialised statistics package for some types of analysis which are not available in WardWatcher), you have a few options:

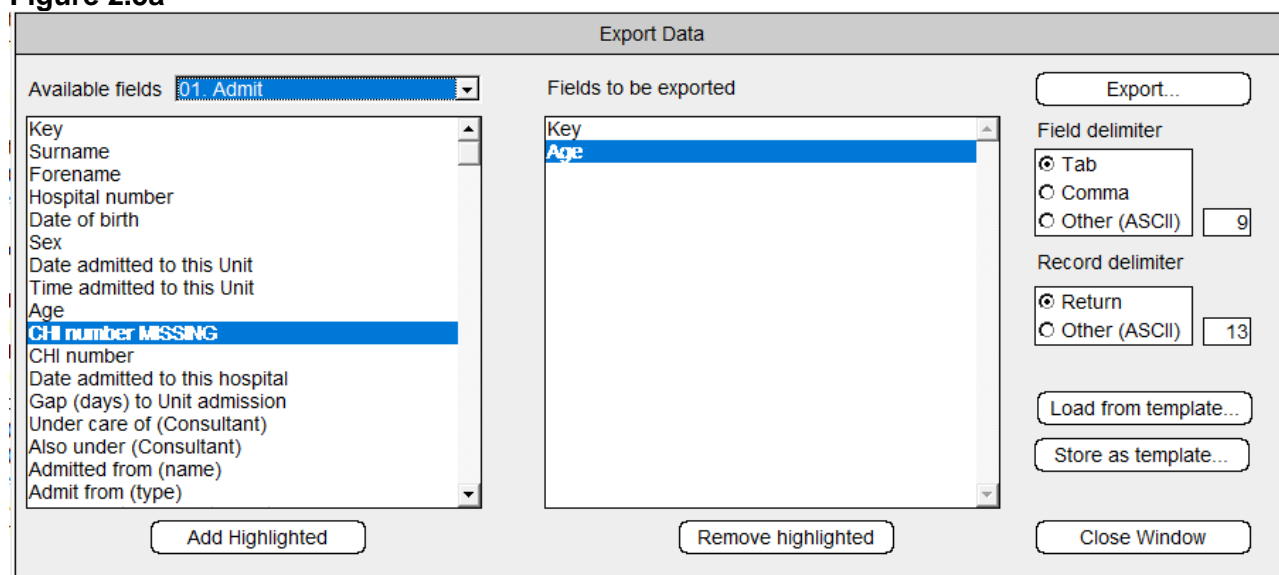
- By use of the **Export** button (converts data into a text file which can be converted into most programs) OR
- **copying** the data into another program (e.g. Excel).

The advantage of exporting the data is that the header is exported also. This process takes a bit longer initially however it is the preferred method. Copying the data is quicker but as the header is not copied over this has to be done manually. This is fine if only a few columns are being copied.

2.5.1 Using the Export Button

When you click on the **Export** button, you are presented with a dialog box.

Figure 2.5a



On the left of the dialog box is a list of the fields available from the currently selected data entry screen. Above this list is a pop-up menu which contains a list of the data entry screens. This is similar to what you see on the Report screen itself.

On the right of the export dialog is a list of any of the fields which you have already selected. This list is entitled **Exported Fields**.

2.5.1.1 Adding Additional Fields to the Export List

You can add additional fields to the Exported Fields list by clicking on and highlighting a field in the left-hand list and then clicking on the button containing a right-facing arrow (figure 2.5a).

When you click on the button, the new field is appended to the list of exported fields.

2.5.1.2 Removing a Field from the Export List

You can remove a field from the list of exported fields by highlighting it and clicking on the **Del** (Delete) button (figure 2.5a). The field is then removed from the list of fields to be exported.

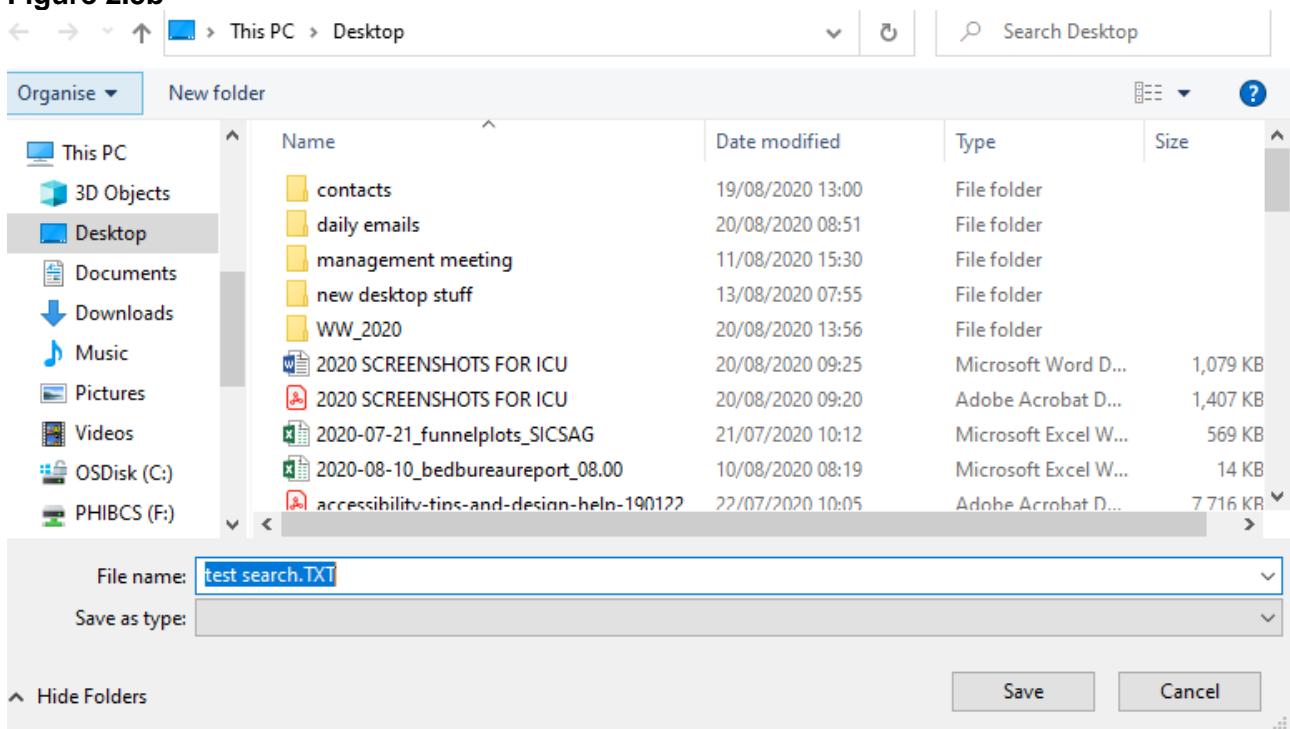
2.5.1.3 Suffixes

Under Microsoft Windows, documents on disk are linked to software programs by a three letter suffix which is separated from the name of the document by a full stop. Common suffixes are:

- File.doc (for Microsoft Word documents)
- File.xls (for Microsoft Excel documents)
- File.ppt (for Microsoft PowerPoint documents)
- File.txt (generic suffix for any program, denoting it is a text file)

When you click on the Export button on the Export dialog to save the data to disk, a standard Windows dialog appears asking you to give the file a name. You should generally use a suffix like ".txt" so that the export document can be read by any program (such as Microsoft Word or Microsoft Excel) which can read text (.txt) files.

Figure 2.5b



See Appendix 1 for instructions on how to convert a text file into another file (eg excel).

2.5.2 Copying the data directly into another application (e.g. Excel)

To copy over the title, click on the title of the first column (key in figure 2.5c) and hold; then drag mouse along all the other column titles to highlight. Once highlighted, go to **Edit** (top of page) and **copy**. Open a excel file then go to **Edit** and **paste** the title into the first row.

Figure 2.5c

Key	Date admitted to this Unit	Sex	Age
21112	22/02/2010	M	57
21130	23/02/2010	M	55
21138	25/02/2010	M	46
21144	26/02/2010	M	44
21179	09/03/2010	M	52
21185	09/03/2010	F	55
21203	14/03/2010	F	59
21205	14/03/2010	F	48
21217	17/03/2010	F	52
21220	17/03/2010	F	29
21226	19/03/2010	M	62
21230	22/02/2016	M	31
21231	25/02/2016	F	51
21232	01/03/2016	F	28
21234	01/09/2017	F	53
21235	08/10/2017	F	50
21236	01/08/2017	M	72
21237	01/11/2017	F	32
21239	01/03/2020	M	41
21240	11/08/2020	M	0
21241	15/08/2020	F	34

Then go back to the screen and click on **Ctrl** and **A** to highlight all the fields of data (figure 2.5d).

Figure 2.5d

Key	Date admitted to this Unit	Sex	Age
21112	22/02/2010	M	57
21130	23/02/2010	M	55
21138	25/02/2010	M	46
21144	26/02/2010	M	44
21179	09/03/2010	M	52
21185	09/03/2010	F	55
21203	14/03/2010	F	59
21205	14/03/2010	F	48
21217	17/03/2010	F	52
21220	17/03/2010	F	29
21226	19/03/2010	M	62
21230	22/02/2016	M	31
21231	25/02/2016	F	51
21232	01/03/2016	F	28
21234	01/09/2017	F	53
21235	08/10/2017	F	50
21236	01/08/2017	M	72
21237	01/11/2017	F	32
21239	01/03/2020	M	41
21240	11/08/2020	M	0
21241	15/08/2020	F	34

Then, click on **Edit** and **copy**, then **Edit** and **paste** into the excel file.

NB: SICSAG advise NEVER to include patient identifiable data (eg name, DOB, CHI, Postcode) in these reports, and to always include the WardWatcher key number as an easy way of identifying individual records.

If identifiable data is essential please abide by local Data protection and confidentiality guidelines. This is your responsibility.

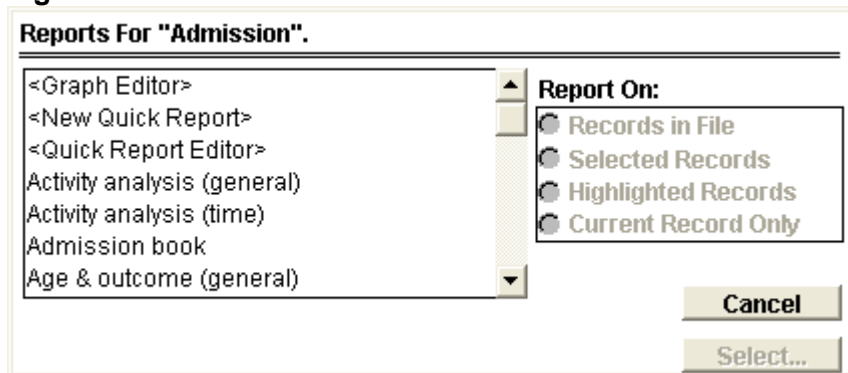
Section 3: Standard Reports

3.1 General Information

WardWatcher has a list of standard reports which may be useful to you. You must be at the Administrator level of WardWatcher before you can access these reports.

Reports are accessed by selecting the first item **Reports** in the **Report** menu on the discharge list. Figure 3.1a lists some of these reports.

Figure 3.1a



3.1.1 Graph Editor

Graph editor gives you the option to view one piece of information at a time on your selected cohort, see section 4.2 for more information.

3.1.2 New Quick Report

The new quick report is an ad hoc reporting tool that allows you to display, print out, export or copy any piece of information stored in WardWatcher. See section 5 for more information.

3.1.3 Activity analysis (general)

Final information on patients who were **treated** in said dates. Therefore if looking at patients treated in January figures will include information from before and after this period if any of these patients were in the unit at these times.

3.1.4 Activity analysis (time)

Data on occupancy, admissions, discharges, mortality etc for period entered only. This report is very popular and now contains information required by the Scottish Patient Safety Programme: Advanced respiratory days, central line days etc.

3.1.5 Admission book

Automatically prints out a list of patients admitted within a given timeframe. List includes identifiable information, diagnosis and discharge details. It also displays relevant records in discharge list.

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3.1.6 Age and outcome (general)

Details for the current selection of records: patient numbers and mortality rates, by age group and ICU outcome, with histogram and pie chart.

3.1.7 Age and outcome (time)

Details for a given period: patient numbers and mortality rates by age group and ICU outcome, with histogram and pie chart.

3.1.8 Care bundle compliance

Compliance data (one month periods), on care bundles set up on the daily page of WardWatcher. To have care bundle compliance set up please contact the SICSAG team.

3.1.9 Case note review

Demographic, Apache, diagnosis and intervention data on either one or a selection of patients. Useful for handover or M&M discussions.

3.1.10 Daily bed occupancy

Daily number of admissions/discharges, and occupancy for up to a period of one month.

3.1.11 Daily bed state at midnight

Daily number of admissions/discharges, and occupancy at midnight for up to a period of one month.

3.1.12 Length of stay

Gives length of stay in days, divided by survivors and non-survivors

3.1.13 Monthly admissions

Groups patients admitted into specific cohorts eg specialty, admit type, consultant for up to one year.

3.1.14 Monthly discharges

Groups patients discharged into specific cohorts for up to one year.

3.1.15 Print list

Prints list of patients currently on the discharge list

3.1.16 Patient Ebb and Flow

Details of changes and duration of occupied beds.

3.1.17 Severity analysis 1 and 2

Distribution of patients by APACHE II score, hospital mortality and predicted/actual mortality.

3.1.18 Transfer

Standard discharge summary. To update this please contact SICSAG team.

Section 4: Report Templates

4.1 General Information

This section will show you how to create or modify report templates

You must be at the Administrator level of WardWatcher before you can access templates within WardWatcher. A template report is a single-sheet report containing information about an individual patient. A discharge summary is an example of a template report. Template reports are created using WardWatcher's set of template creation tools.

Report templates are accessed by selecting the second item **Templates** in the **Report** menu on the discharge list.

Figure 4.1a

Displaying 21 of 30 admissions to this Unit

ICU	Discharged	To	Stay	Consultant	Pat ID
		Destination	0.0	Foster	21112
		Destination	0.0	Foster	21130
		Destination	0.0	Foster	21138
		Destination	0.0	Foster	21144
		Destination	0.0	Foster	21179
		Destination	0.0	Foster	21185
		Destination	0.0	Foster	21203
		Destination	0.0	Foster	21205
		Destination	0.0	Foster	21217
		Destination	0.0	Foster	21220
		Destination	0.0	Foster	21226
	24/02/2016	Mortuary	2.0	Foster	21230
			0.0		21231
			0.0		21232
		07/09/2017	6.1	Foster	21234
		Destination	0.0	Foster	21235
		03/08/2017	2.0	Foster	21236
		Destination	3.8	McCoy	21237
		03/03/2020	1.8	Foster	21239
		Normal residence	0.0		21240
			0.0	Foster	21241

Current user: Administrator ICU

Selecting **Templates** brings up a list of available template reports:

Figure 4.1b

Templates for "Admission".

- <Graph Editor>
- <New Quick Report>
- <Quick Report Editor>
- Activity analysis (general)
- Activity analysis (time)
- Admission book
- Age & outcome (general)
- Age & outcome (time)
- Angela
- Care Bundle Compliance
- CJG Discharge Summary
- CJG Meds disch
- Costing

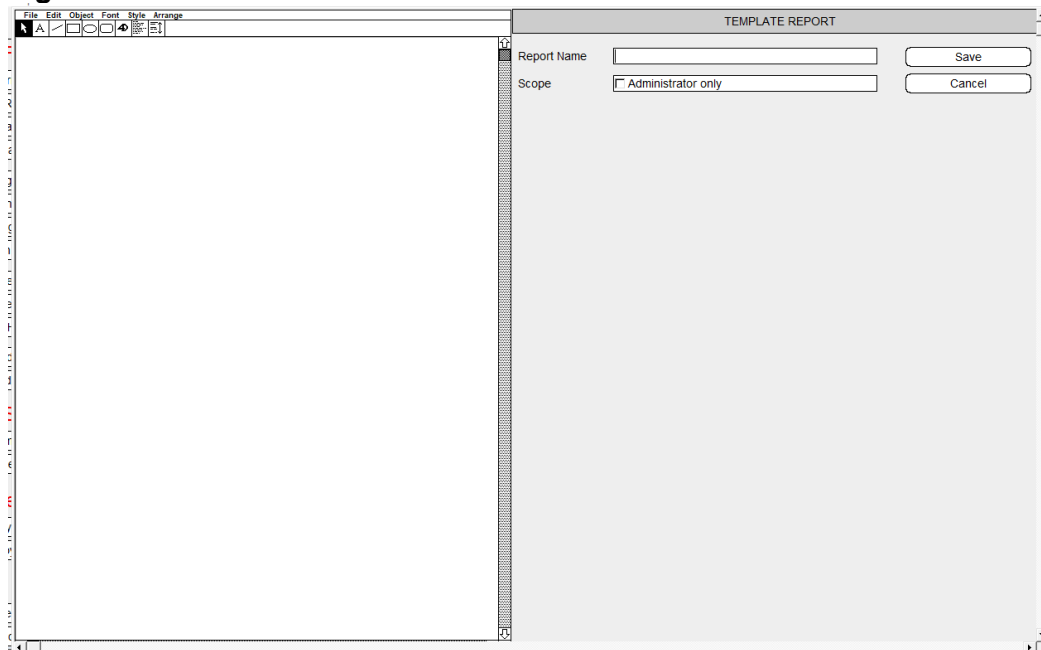
Buttons: Modify, New, Delete, Import, Export, Cancel, Close Window

The list may not be identical to the picture above (figure 10b) because your version of WardWatcher may already have additional template reports. Please note some templates are not adaptable (standard reports).

4.2 Creating a New Template

To create a new template report, click on the **New** button (figure 4.1b). WardWatcher brings up a blank template report (figure 4.2a).

Figure 4.2a



A palette of tools which let you create objects on the drawing area, can be found below the menu options (File, Edit etc). Objects can be things like text or graphics, or pieces of information from WardWatcher itself.

4.2.1 Template Tools



Selection tool



Text tool



Line tool



Rectangle tool



Oval tool



Round-edged rectangle tool



WardWatcher data tool



Data merge tool

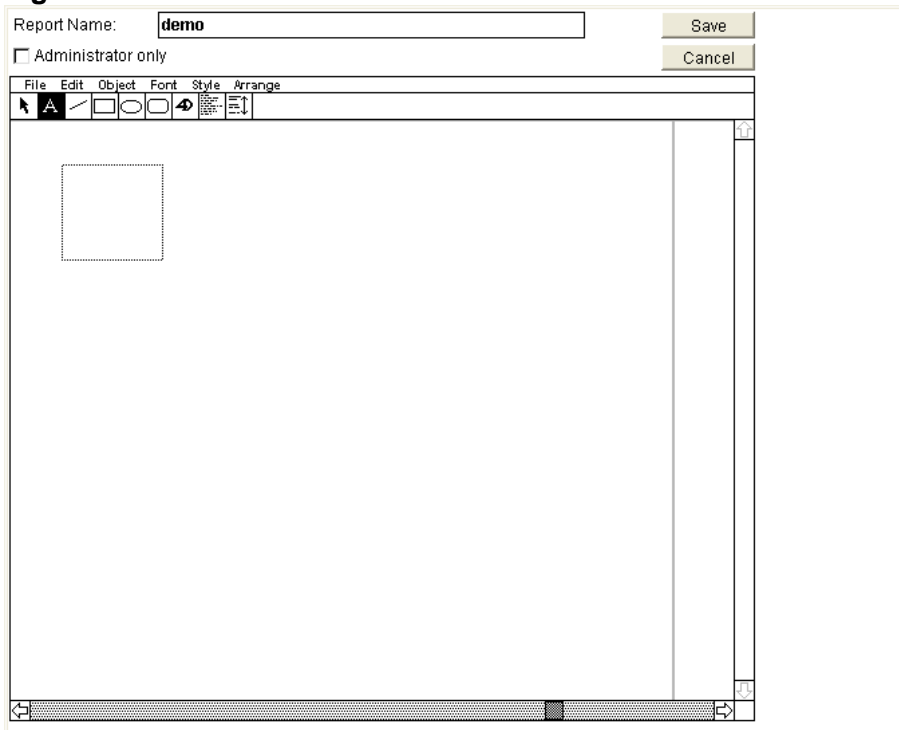
To use any of the tools, just click on the tool icon within the tool palette. The selected tool is highlighted. By default, the selection tool is highlighted when you choose to create a new template report.

4.2.1.1 Text tool



The text tool, as you might expect, allows you to add pieces of text to your report. To use the tool, click on it in the tool palette to select it, and then move the mouse over to the part of the drawing area where you want your text to appear. Now draw out a rectangle by clicking on the left click button, holding down and "dragging" out a rectangle. As you "drag" out the rectangle, WardWatcher creates an on-screen rectangle which follows the movement of the mouse.

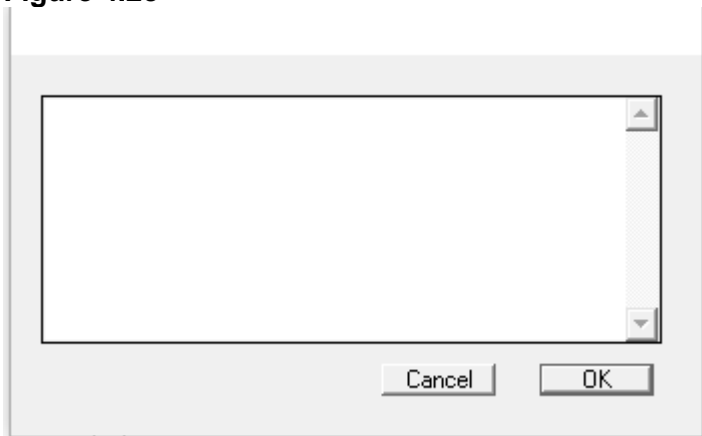
Figure 4.2b



When you release the left click button, WardWatcher puts up the following dialog box:

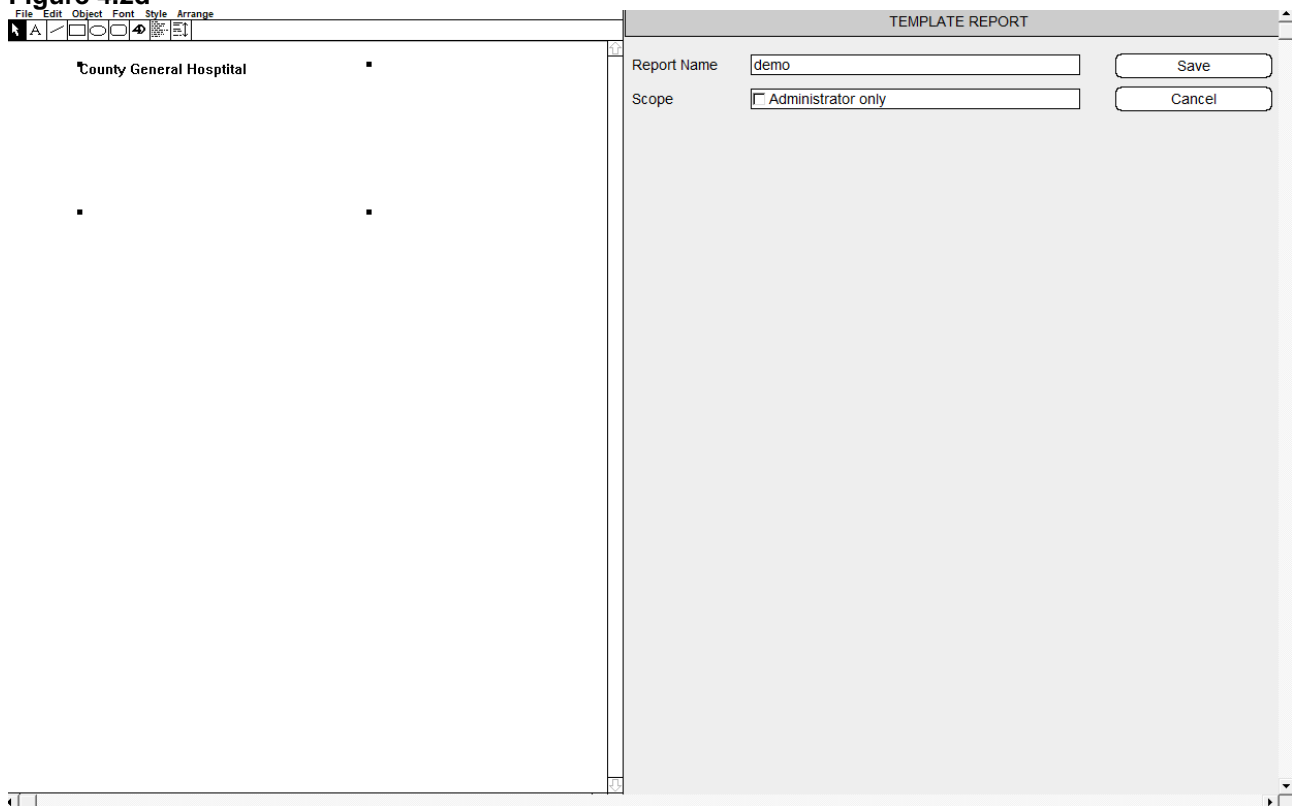
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Figure 4.2c



You can now type into the box the text that you want to appear on the template. When you click on the OK button, WardWatcher displays the text within the area you "dragged" out on screen (figure 4.2d).

Figure 4.2d



To **change the size or font of the text**, left click over the text (the piece of text is now bordered by four small black squares at each corner as shown in figure 4.2d), then click on **Font** or **Style** to change to other options.

You can **reposition the text** in one of two ways. First left click over the text to highlight text box then you can either click and hold down the left click button and then "drag" the text to its new location and then release the click button; or, you can use the arrow keys to move the text one pixel at a time in the direction of the arrow key. Using the arrow keys is an excellent method when you want fine control but obviously if you were moving the text from one side of the page to the other, it would be much quicker to use the mouse.

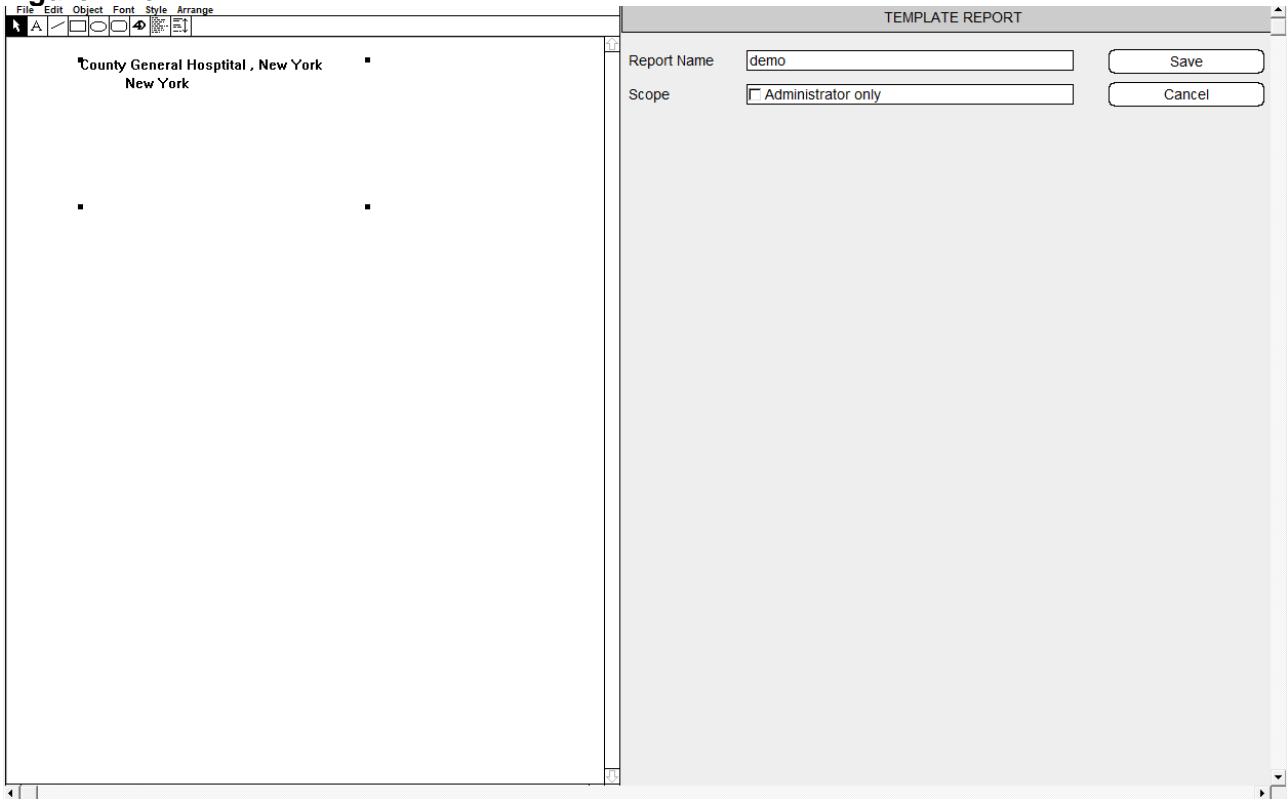
If you want to **modify a piece of text**, double-click anywhere on the piece of text you want to edit to bring up the same dialog box that you used when you first created the text.

Ward Watcher automatically tries to fit your text onto a single line (unless you have used the return key when entering the text in the dialog box). However, just as you can reposition the text anywhere on the page, you

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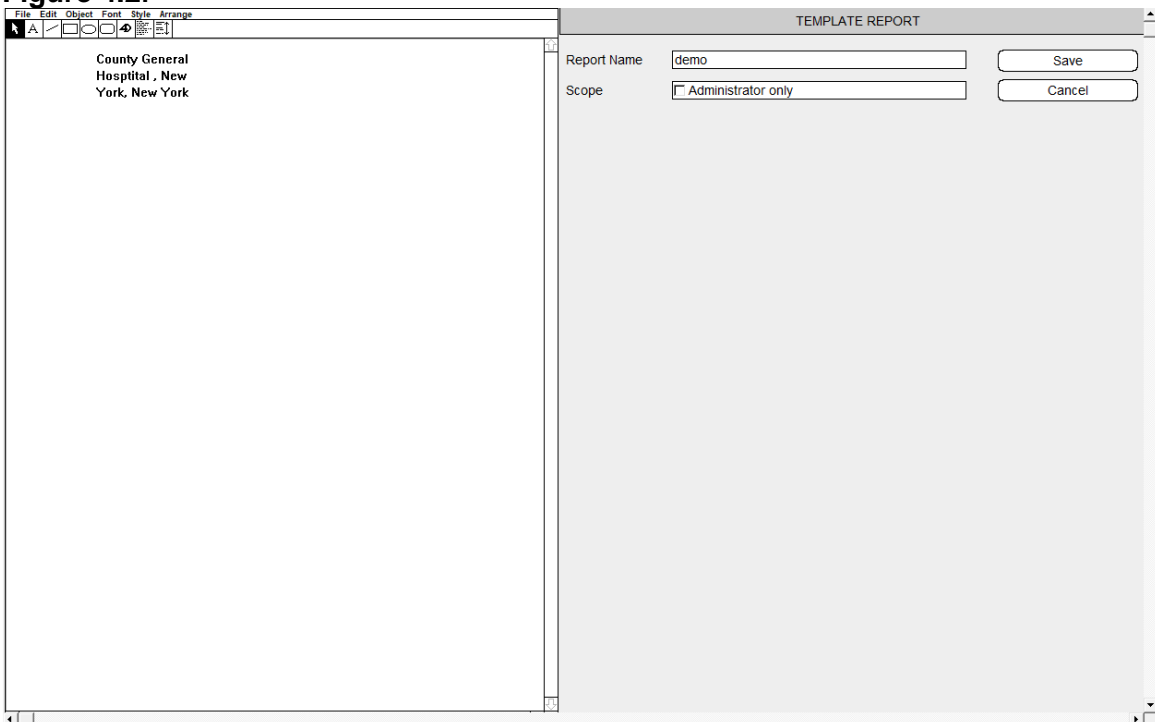
can also change the dimensions of the containing rectangle. To do this, you first choose the selection tool and then click on one of the little black corner squares. If we wanted the above text to appear over two lines, we could click on the right lower black square and, with the click button depressed, "drag" the square to a new position. As you "drag", an outline rectangle follows the movement of the mouse.

Figure 4.2e



When you release the click button, WardWatcher redraws the text according to the dimensions of the new rectangle.

Figure 4.2f



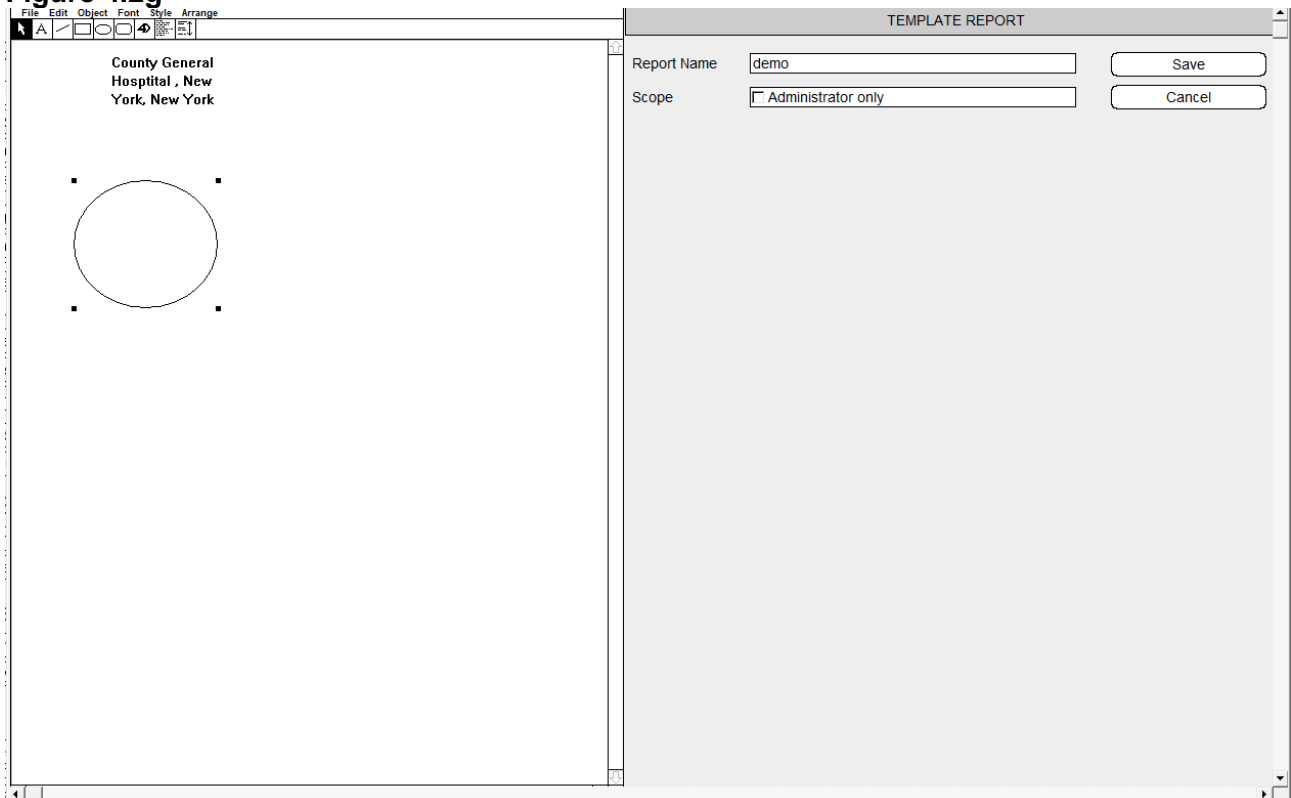
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To **delete the text**, left click over the text (text will now be bordered by four small black squares) and click on the back arrow button (directly above the return key).

4.2.1.2 Drawing Tools

All the drawing tools work in the same way. To create a rectangle or oval, first select the appropriate tool and then "drag" out the shape on the drawing area by clicking on the left click button, holding it down and "dragging" out the shape and then releasing the click button. As you "drag" out the shape, WardWatcher displays it on screen.

Figure 4.2g

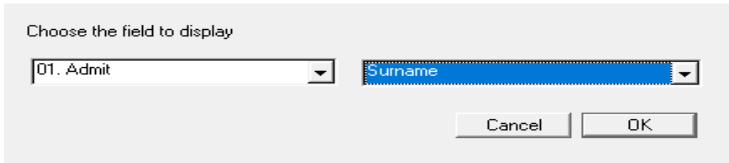


You can **reposition or reshape an object** in the same way that you can reposition or reshape a piece of text. First choose the selection tool and then click on the object you want to manipulate. You can use the arrow keys to move it one pixel in the direction of the arrow, or you can use the mouse to "drag" it. If you click on one of the corner black squares, you can "drag" it into a different shape.

4.2.1.3 WardWatcher Data Tool

You can cause a piece of information from WardWatcher to appear on the drawing area using the WardWatcher data tool. This tool works in much the same way as the other tools. First choose the data tool and then "drag" out a rectangle on the drawing area where you want the data to appear. When you have drawn out the rectangle, WardWatcher puts up the following dialog box.

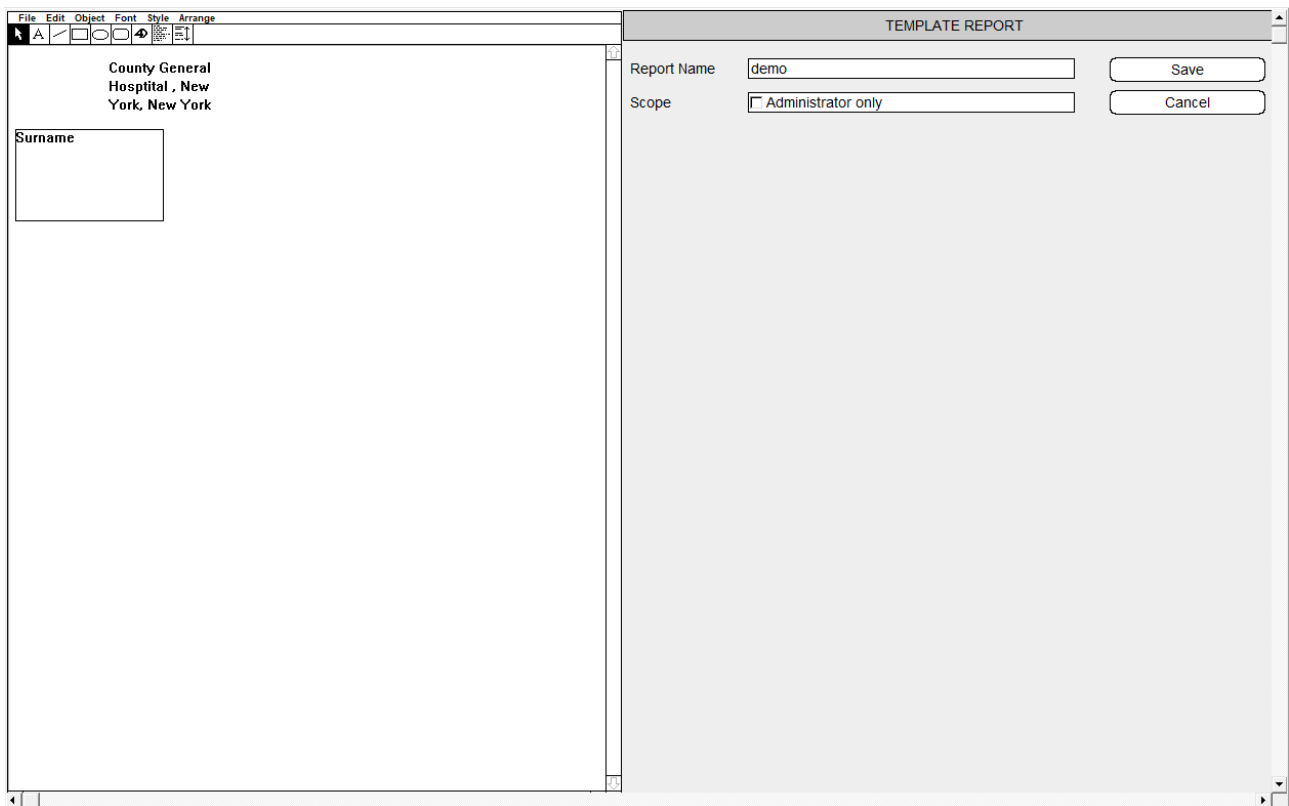
Figure 4.2h



The dialog box allows you to select the piece of information which you want to appear. The left hand drop down list gives a list of all the screens. The right hand drop down list gives you a list of fields which would appear on the selected screen. Simply select the piece of information you want to appear. When you click on the "OK" button, WardWatcher draws a rectangle showing where the piece of information will appear and

what piece of information it will be. From the information entered in figure 4.2h, WardWatcher would display the patient's surname at the chosen location (figure 4.2i).

Figure 4.2i



Make Sure the Rectangle is Big Enough!

The rectangle defines the space WardWatcher has on the template to display the given piece of information when the template is printed out. If the rectangle is too small, then WardWatcher will only be able to print out what can appear in the rectangle and part of the information may therefore not be printed. You should therefore, ensure that the size of the rectangle is sufficient to display, in the selected font at the selected size, the information it is supposed to display.

You may well think that WardWatcher should be clever enough to automatically expand the size of the rectangle if it was too small. In fact it could but then, depending on the design of the rest of the template, it might have to move other things out of the way, or overwrite them. This could potentially cause havoc with your carefully designed layout. Since you, not WardWatcher, are in control of the layout, you must also take responsibility for any design flaws!

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Some pieces of information (such as surname, date of birth, source of admission, etc) will obviously easily fit on a single line. Other pieces of information (such as admission comments, interventions, etc) may need multiple lines.

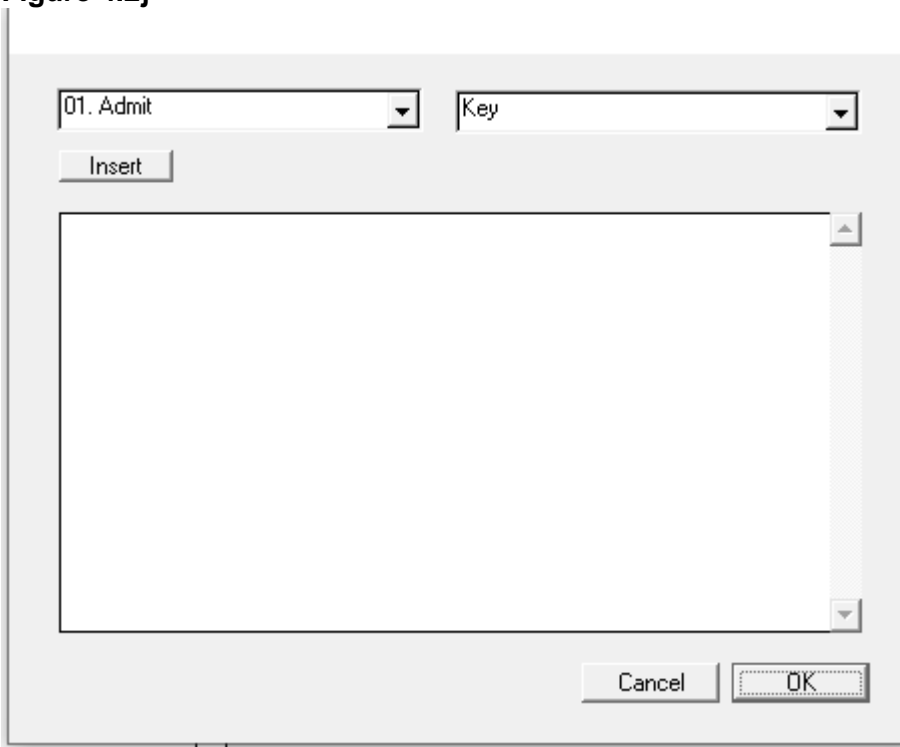
4.2.1.4 Data Merge Tool



The data merge tool allows you to merge text and data from the database in one piece of continuous text rather than using the text tool to create labels for the data.

To use the tool, click on it in the tool palette to select it, and then move the mouse over to the part of the drawing area where you want your merged text to appear. Now draw out a rectangle by clicking on the left click button, holding down and "dragging" out a rectangle. When you release the click button, WardWatcher puts up the following dialog box.

Figure 4.2j



As with the text tool, you type in the text that you wish to appear. The difference between the data merge tool and the text tool is that you can incorporate information from the database within the body of the text. Say for example that we wanted to write the following as part of a discharge letter:

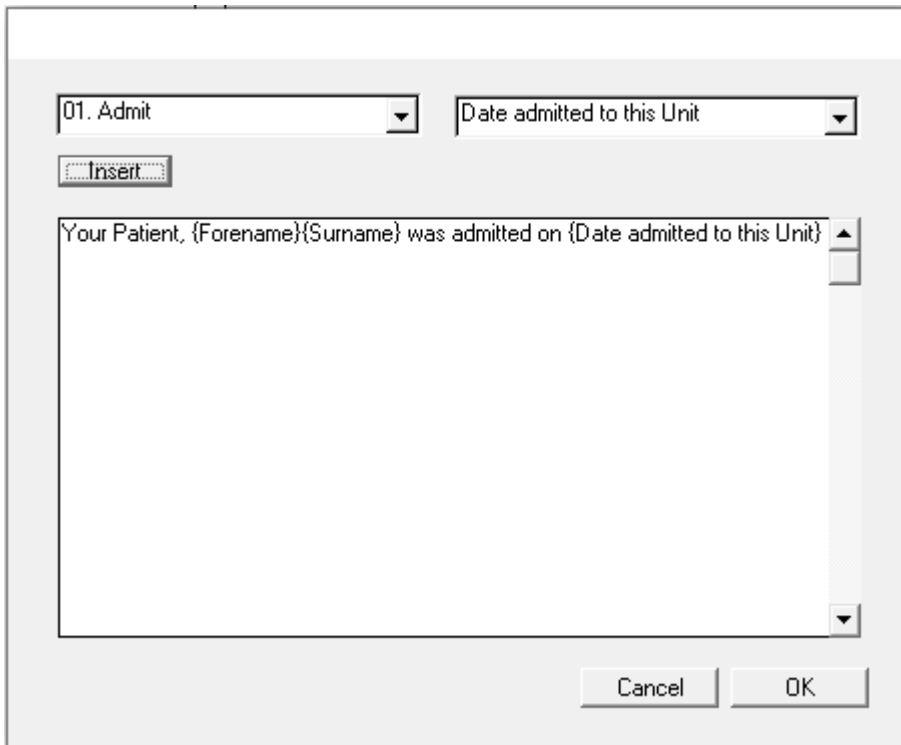
"Your patient, Joe Bloggs, was admitted on 31/10/1999"

This would be difficult to set up neatly using the text and data tools because the gap between "patient" and was "admitted" varies depending on the length of the patient's name. If the gap neatly accommodated Joe Bloggs, it would be too small for a patient with a longer forename and surname.

The data merge tool gets round this problem by incorporating the data into the text and allowing WardWatcher to adjust the size of the gap. To create the line quoted above, you would first type in:

"Your patient" then select the first WardWatcher data item using the screen (admit) and field (forename) drop down lists (figure 4.2j) then click insert. Build up the desired sentence by adding text and data items as required (figure 4.2k). WardWatcher appends the name of the chosen data item to the text surrounded by brackets.

Figure 4.2k



When the template is printed out, WardWatcher will merge the text and data items to produce the desired output:

"Your patient, Joe Bloggs, was admitted the on 31/10/1999".

4.2.2 Template Menu Items

At the top of the template report screen is a menu bar with 6 menus.

The **File** and **Edit** menus incorporate standard Windows features.

The **Object** menu has four items:

- **Settings:** This menu item performs the same function as double-clicking on an object in the drawing area. The settings dialog box will vary depending on the nature of the item selected.
- **Pattern:** With shapes like rectangles and circles, you can choose the "fill" pattern by selecting one of the options accessed from this menu.
- **Colour:** This menu item brings up the standard Windows colour palette and lets you determine what colour you want a given object to appear in.
- **Duplicate:** This menu item allows you to duplicate a selected object or group of objects.

The **Arrange** menu has eight items which allow you to arrange objects within the drawing area. There are three horizontal align tools and three vertical align tools.

The **Font** and **Style** menu have been discussed already in section 4.2.1.1

Appendix 1: Converting a text file into another file

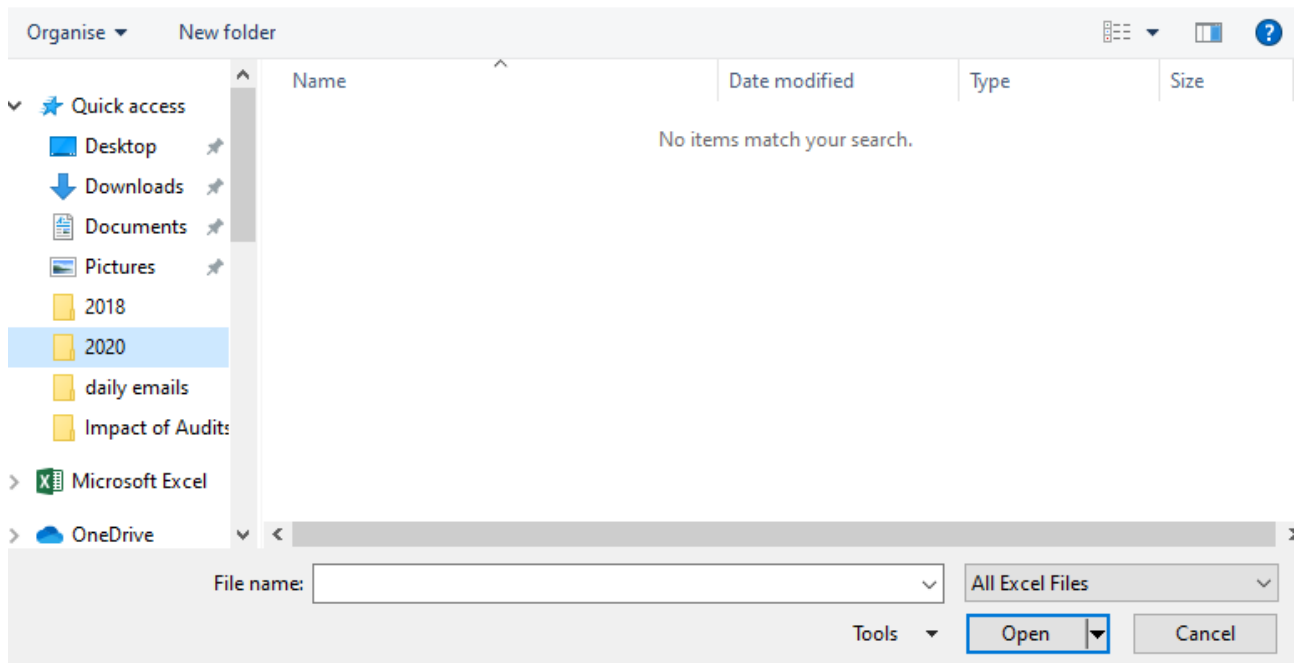
Once you have exported the data into a text file, you may want to convert this into a different program (eg Excel). A text file looks like a notepad (see text file below), and is universally recognised by all programs.

Figure 1



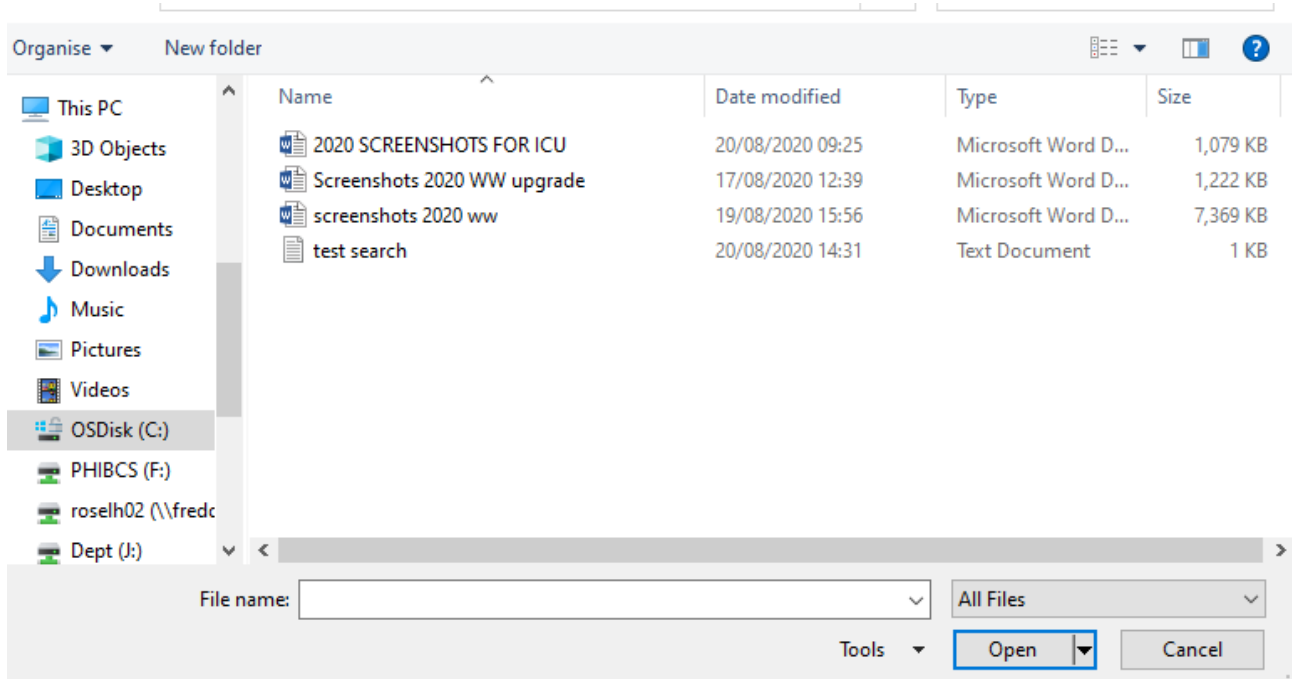
To convert it into Excel, open a new Excel file and then click file then open, the box below will appear.

Figure 2



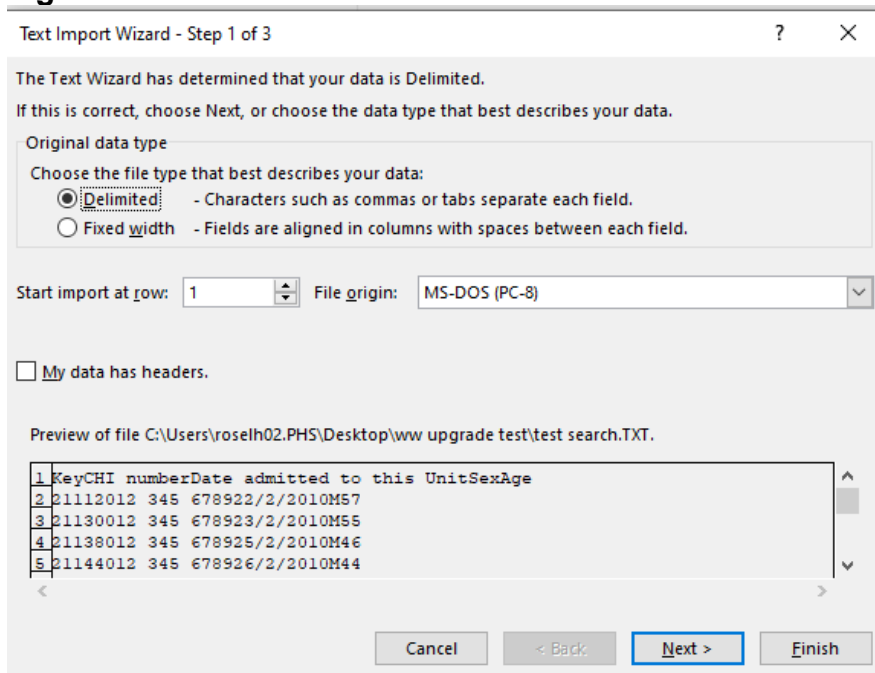
Change **Files of type** (bottom of page) from All Microsoft Office Excel Files to All files. Then locate the text file by changing the **Look in** box to area where file is stored (e.g. my documents), until file can be viewed in main box.

Figure 3



In the above screenshot you can now see the text file in the main box, double click on this to view the box below.

Figure 4



Click next

Figure 5

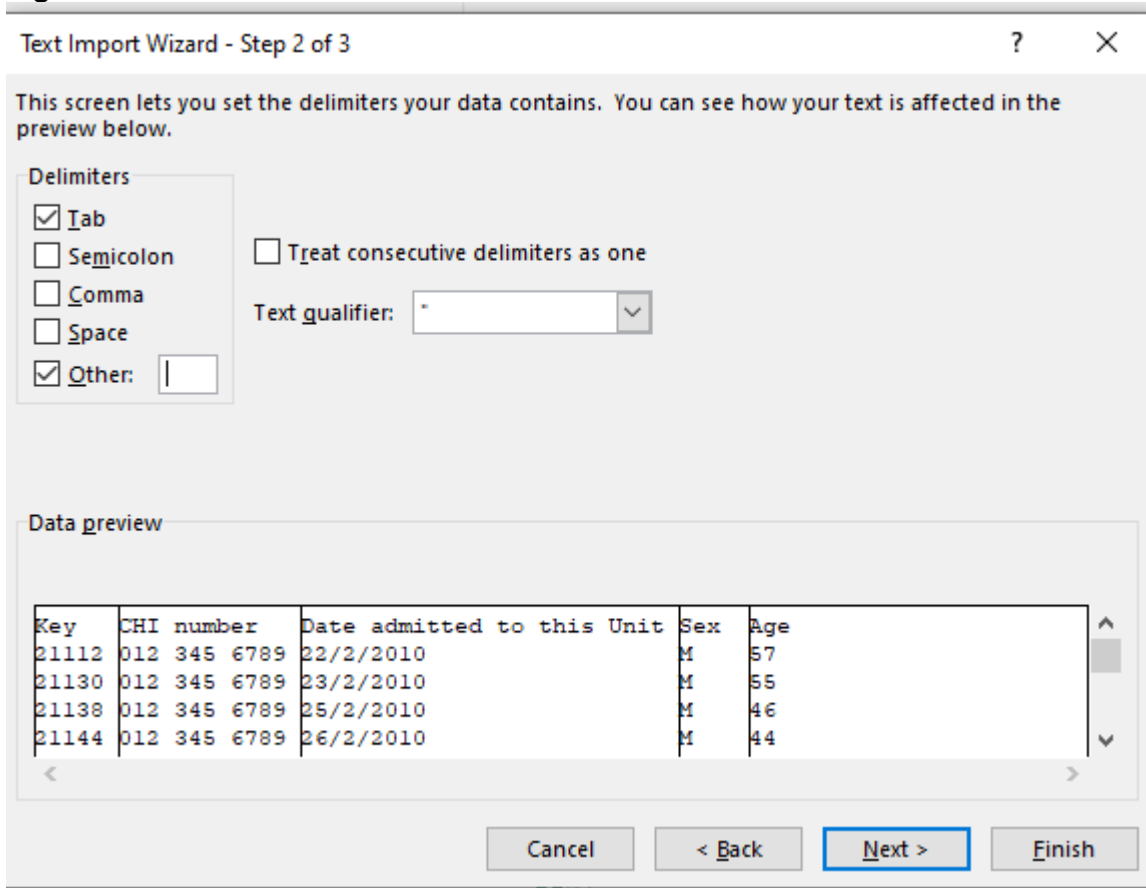
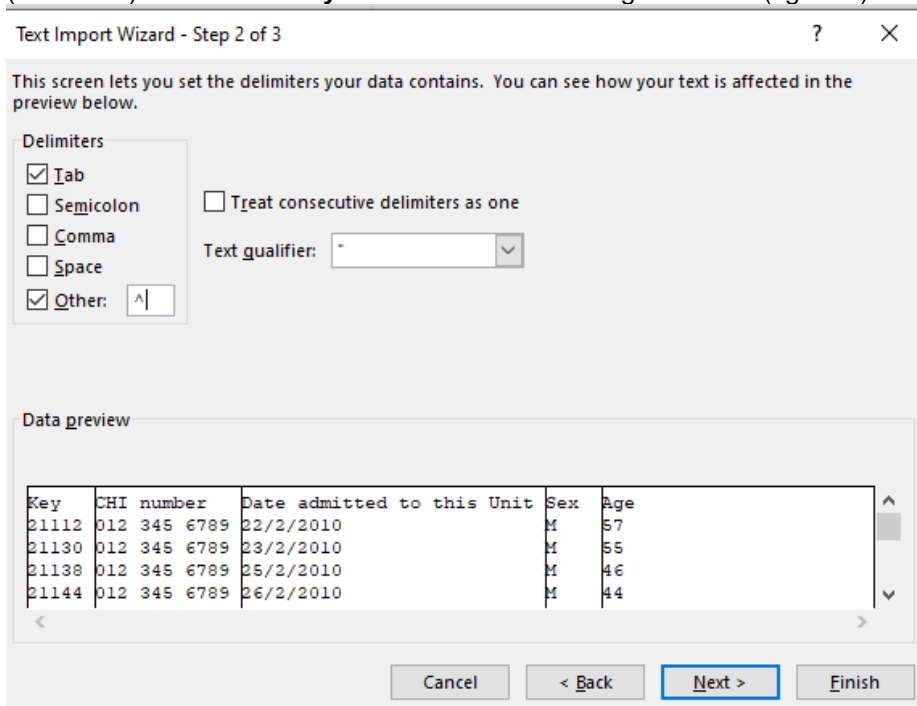


Figure 6

The default has a tick in the tab box in the delimiter section. You will also need to tick the **other** box (delimiters) and enter a ^ **symbol** in the box to the right of other (figure 6).



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The ^ symbol can be found above the number 6, so click on the shift key and 6 at same time. Once this is done, click **Next**. The box below will appear (figure 7).

Figure 7

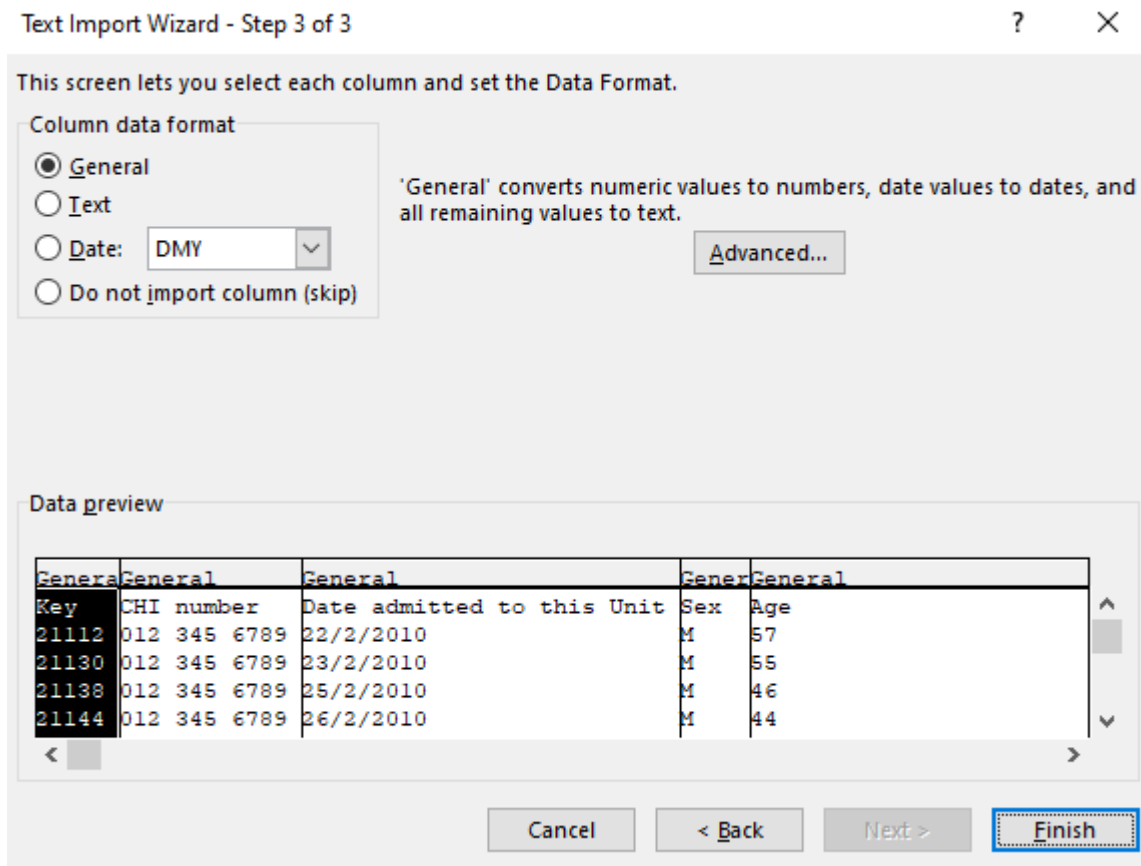


Figure 8
Click **Finish**.

Key	CHI numb	Date admitted to this Unit	Sex	Age
21112	012 345 67	22/02/2010	M	57
21130	012 345 67	23/02/2010	M	55
21138	012 345 67	25/02/2010	M	46
21144	012 345 67	26/02/2010	M	44
21179	012 345 67	09/03/2010	M	52
21185	012 345 67	09/03/2010	F	55
21203	012 345 67	14/03/2010	F	59
21205	012 345 67	14/03/2010	F	48
21217	012 345 67	17/03/2010	F	52
21220	012 345 67	17/03/2010	F	29
21226	012 345 67	19/03/2010	M	62
21230	000 000 00	22/02/2016	M	31
21231	000 000 00	25/02/2016	F	51
21232		01/03/2016	F	28
21234	010 264 00	01/09/2017	F	53
21235	020 367 00	08/10/2017	F	50
21236	020 345 00	01/08/2017	M	72
21237	060 985 00	01/11/2017	F	32
21239		01/03/2020	M	41
21240		11/08/2020	M	0
21241	100 186 52	15/08/2020	F	34

Data will now be displayed in the Excel file including the header (title).

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