CPE PPS Data Capture System
User Guide

Case Capture CPE PPS Patient

Contents

Document History

Revision Date	Author	Version
08/04/2022	UK Health Security Agency	1.0

CPE PPS Data Capture

There are three levels of data capture on the CPE PPS DCS and the access to these depends on the user account type you registered for (CPE PPS Trust Data Entry and/or CPE PPS ICU Data Entry):

- CPE PPS Trust data collection is available to CPE PPS Trust Data Entry users
- CPE PPS ICU data collection is available to CPE PPS ICU Data Entry users
- CPE PPS Patient data collection available to CPE PPS ICU Data Entry users

This user guide explains how to enter the CPE PPS Patient level data. For guidance on entering ICU or Trust level data please see the help pages on the website (https://icudcs.phe.org.uk/) or click on the hyperlinks above which will navigate to the relevant document.

Please note: Help statements exist within the case capture pages on the DCS. To access help for specific questions, please click the question mark symbol .

CPE PPS Patient Data Capture

CPE PPS Patient Data Capture allows users to record patient, microbiology, CPE screening, healthcare exposure, travel, interventions and antimicrobial details.

Accessing the Patient data capture form

There are two ways of accessing the Patient data capture form:

1) Via the 'Case Capture' link (Figure 1).
- Click 'Case Capture' on the Menu Toolbar on the left-hand side of your screen
- Click 'Enter a case' from the options below

Figure 1: Menu Toolbar – 'Case Capture' link
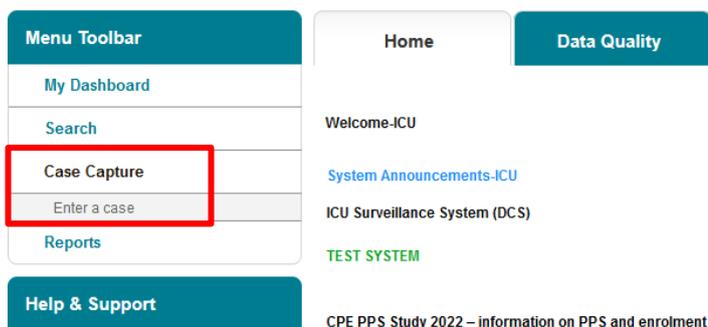
2) Via Search Infection Episodes tab (Figure 2)
- Click 'Search' on the Menu Toolbar on the left-hand side of your screen (Figure 2)
- At the bottom of the page that loads in the main window, select 'New Infection Episode' (Figure 3).

Figure 2: Menu Toolbar - 'Search' link

Figure 3: Search Infection Episodes main window

On the New Infection Episode page in the main window, select 'CPE PPS Patient' from the 'Data Collection' drop-down menu (Figure 4).

Figure 4: New Infection Episode - Data Collection drop-down

The selection will redirect you to the first section of the Patient case capture screen (Figure 5).

Figure 5: Patient case capture screen

Case capture for a Patient consists of the following sections (each has its own tab):

- Patient Details
- Patient Details 2
- Microbiology Details
- CPE Screening
- Healthcare Exposure
- Travel Exposure
- Interventions
- Antimicrobials

To save a record and generate an ID number for a patient a minimum of the Patient Details and Patient Details 2 tabs need to be completed. Once a case is on the system, the other tabs can be completed at the same time or can be edited in the future, limited to within the case capture period.

However, regardless of who enters the data and when, to complete the CPE PPS submission all sections must be completed fully and saved.

Please note: If you wish to return to a case to enter data from other tabs at a later date, either take a record of the ID number and use this or other characteristics in the Search functionality to find the relevant case.

Please note: There are no mandatory for sign-off fields for CPE PPS data collection. There will be no requirement for the data to be signed off. The CPE PPS DCS builds on an existing ICU Surveillance DCS where some fields are required for sign off and these are indicated by a hash (#) (Figure 6). **Please ignore notifications for mandatory sign-off.**

Figure 6. Ignore mandatory for sign-off notifications
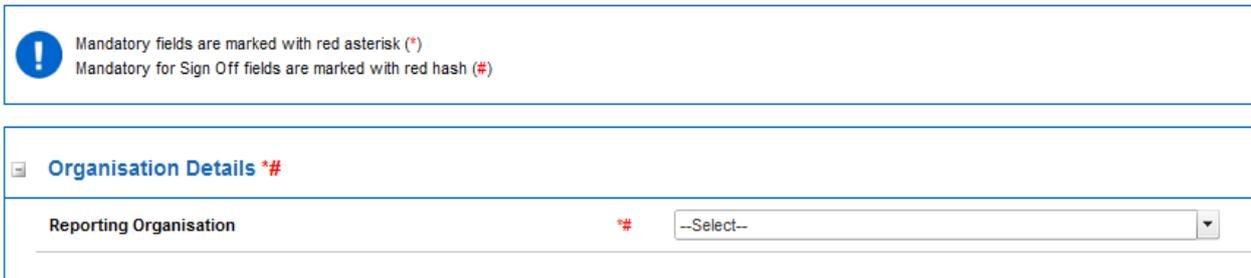
Fields marked with * denote **mandatory for saving** and the system will not allow the user to save or continue to the next tab unless these sections are complete (with plausible data that is within the range of accepted values).

Section 1: Patient Details

This section includes key organisation, specimen and patient details (Figure 5). Both 'Patient Details' and 'Patient Details 2' tabs need to be completed fully prior to a record being able to be saved as it is used to generate a case ID number on the system.

Please note that this section has further triggered questions based on specific responses to the main questions in this section shown in Figure 5, all fields are described in Table 1.

Please note: All fields marked with * in Table 1 are mandatory for saving a case.

Please note that for all drop-down menus, you can start typing the response and matching options will display in the drop-down with the matching letters highlighted in grey. For example, typing 'b' into the Ethnicity field brings up all response options containing these letters (Asian or Asian **B**ritish, **B**lack, African, Cari**bb**ean or **B**lack **B**ritish), Figure 7).

Figure 7. Typing in a response to questions with drop-down menus
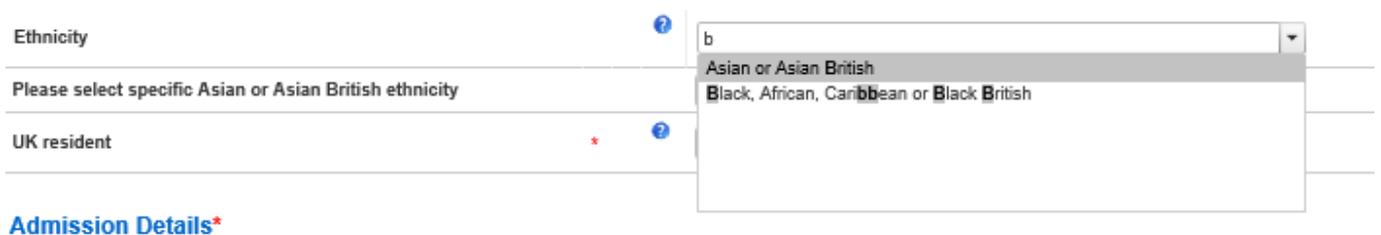
Table 1: Fields included in Patient Details tab

Field name	Field description	Response/notes
Organisation details		
*Reporting organisation	Which ICU is the patient on?	Single select drop down. However, if you are only associated with a single ICU then only this option is available and it will be auto-completed for you.
Specimen details		

*Date of interest	Date of interest to which exposure questions relate.
	
	In order of preference:
	
	1. Date of CPE screening test (if single test)
	2. If multiple CPE screening tests:
	  a. If any positive, date of first positive screen OR
	  b. If all negative, date of most recent screen
	
	3. Today's date if never screened
	
	Please note: Date of interest cannot be greater than the current date.
		DD-MM-YYYY
		
		You can either write the date in dd/mm/yyyy format or pick it from the calendar picker Figure 8, Figure 9

Patient Details		
*10-digit NHS number	10-digit NHS number	If not available, enter 999-999-9999
*Patient first name	Patient first name	Text
*Patient surname	Patient surname	Text
*Patient date of birth	Patient date of birth **Please note:** Date of birth cannot be greater than the current date OR the Date of interest.	DD-MM-YYYY, if not known enter 01/01/1900
*Sex	Biological sex	Button options: Male Female Unknown

Figure 8: Date of interest calendar pop up
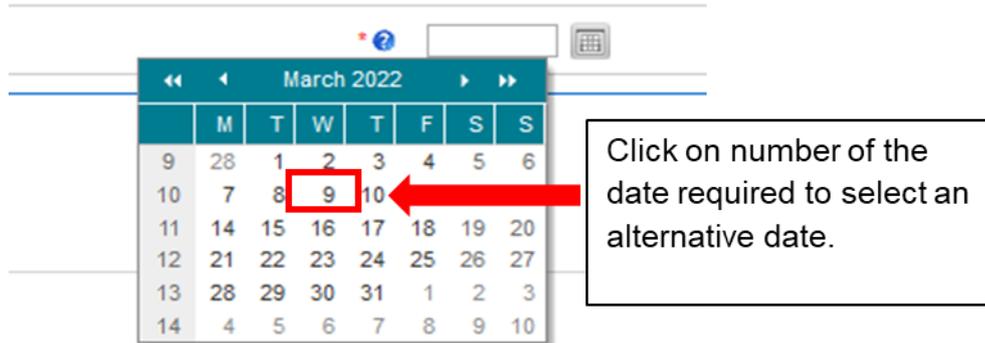
Figure 9: Alternative month picker
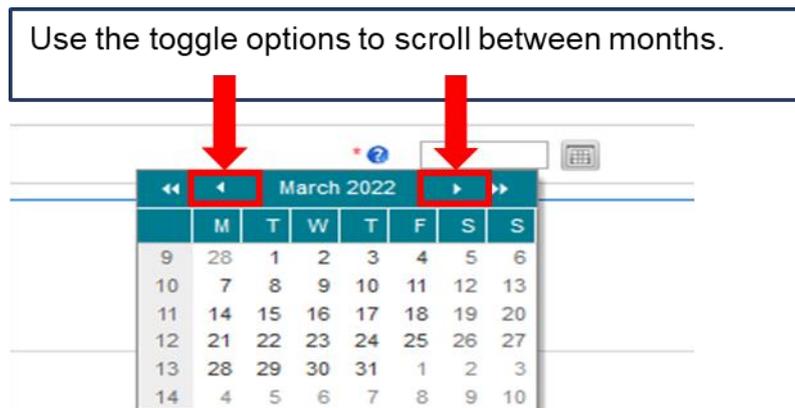
This calendar pop up function is available on all date related questions and is utilised in the same fashion as seen above throughout the data capture system.

Once you completed all mandatory fields, click on the 'Next' button at the bottom of the screen to move to the next tab (Figure 10).

Figure 10: Next button

Confirm your intention to move to the next tab by clicking 'OK' on the pop-up (Figure 11).

Figure 11: Pop-up confirming intention to move to the next tab

If the mandatory data is not filled in, the following warning message will be displayed after clicking 'OK' and data fields with missing data will be highlighted in red (Figure 12).

Figure 12: Warning message due to missing mandatory data

Section 2: Patient Details 2

This section includes further patient details as well as details about admission ([Figure 13](#)). The whole of this section must be completed prior to the record being saved as it is used to generate a case ID number on the system.

Please note that this section has further triggered questions based on specific responses to the main questions in this section shown in [Figure 13,](#) all fields are described in [Table 2](#).

Please note: All fields marked with * in [Table 2](#) are mandatory for saving a case.

Please note that for all drop-down menus, you can start typing the response and matching options will display in the drop-down with the matching letters highlighted in grey (see example in [Figure 7](#)).

Figure 13: Full view of 'Patient Details 2' section

Table 2: Patient Details 2 fields and descriptions

Field name	Field description	Response/notes
Patent Information		
*Survey date	Date survey is conducted	Calendar date picker or enter as DD/MM/YYYY
*Patient age group	Age group of patient, i.e. Adult (patients aged ≥13 years), Paediatric (patients aged > 28 days and < 13 years) or Neonate (patients aged ≤28 days or patient of any age in a neonatal ICU).	Single select drop-down
Ethnicity	Ethnicity of patient Responses are categorised into broad groups e.g. White, Asian or Asian British. Once selected, a triggered second drop-down with a more	Two-stage single select drop-down Stage 1: Select broad ethnic group Stage 2: Select further categorisation within Stage 1 response

Field name	Field description	Response/notes
	detailed response will appear. For example for white ethnicity, further options are 'English, Welsh, Scottish, Northern Irish or British', 'Irish', 'Gypsy or Irish Traveller', 'Any other White background' These detailed definitions have been taken from ONS ethnicity. If "Any other ethnic group" is selected from the second drop-down, a free text box will appear allowing you to add a further classification/description.	Stage 3: Free text - Only triggered if in Stage 2 an 'Other' is selected. (See Figure 14)
*UK resident	Indicate if patient normally resides in the UK. **Please note**: If for a neonate, please use details of mother	Single select drop-down: Yes No Unknown
Normal country of residence if not UK (triggered field)	Triggered if response to 'UK resident' is 'No'	Single select drop-down
*Birthweight (triggered field)	Triggered if response to 'Patient age group' is 'neonatal'. Birth weight (in grams) of neonatal patients i.e. patients aged ≤28 days or patient of any age in a neonatal ICU.	Number in grams
*Gestation (triggered field)	Triggered question, only appears if 'Patient age group' is neonatal. Gestational age at birth	Weeks + days e.g. '36 + 4'
Admission details		
*Patient category	Indicate patient category on admission	Single select drop-down:

Field name	Field description	Response/notes
		NHS Private Diplomatic Other Unknown
Other patient category (triggered field)	Triggered question only if response to 'Patient category' is 'Other' Specify patient category if 'Other'	Text
*Date admitted to hospital	Date admitted to Trust, or date of birth if neonate and admitted since birth	Calendar date picker or enter as text in following format: DD/MM/YYYY
*Admitted from	Setting patient admitted from into Trust	Single select drop-down: Home A&E International transfer Nursing home Other Trust Non-NHS hospital Non-health-related institute Temporary accommodation Other Unknown
Other admitted from (triggered field)	Triggered question only if response to 'Admitted from' is 'Other' Specify if admitted from 'Other' location	Text
*Date admitted to ICU	Date admitted to ICU	Calendar date picker or enter as text in following format: DD/MM/YYYY
Time admitted to ICU	Specify time admitted to ICU	Clock time picker (Figure 15) or enter test in following format: HH:MM (24-hour clock)

Field name	Field description	Response/notes
*Location admitted to ICU from	Setting patient admitted from into ICU	Single select drop-down: Home A&E HDU within same Trust Other ward within same Trust International transfer Nursing home Other Trust Non-NHS hospital Non-health-related institute Temporary accommodation Other Unknown
Other admitted from (ICU) (triggered field)	Triggered if response to 'Location admitted to ICU from' is 'Other' Specify if admitted to ICU from 'Other' location	Text
*If admitted to ICU from another ward within the same Trust, please specify (triggered field)	Triggered if response to 'Location admitted to ICU from' is 'Other ward within same Trust' Specify speciality patient was admitted into the ICU from	Two-stage drop down ([Figure 16](#)) Stage 1: Adult Paeds Neonates Other Stage 2 (dependent on Stage 1 response): Adult (single-select drop-down) - General medical - General surgical - Speciality - Intensive care Paediatric (single-select drop-down) - Medical - Surgical - Speciality - Intensive care Neonates (single-select drop-down) - NICU - Neonatal HDU - SCBU

Field name	Field description	Response/notes
		Other (free text)
If 'Speciality', please specify which speciality (triggered field)	Triggered only if 'If admitted to ICU from another ward within the same Trust, please specify' Tier 2 response for any age group was 'Speciality'. **Please note:** Question is repeated for each age group Specify speciality	Text
APACHE II score	Triggered only if response to 'Patient age group' is 'Adults' Provide score assigned to patient on admission to ICU	Integer, ranging 0 - 71

Ethnicity – to enter the ethnicity of the patient several questions will be triggered, each dependent on the previous response, an example for Black African, Caribbean or Black British is provided in Figure 14.

Figure 14: 'Ethnicity' field with further triggered options

Time admitted to ICU – to enter the time the patient was admitted to the ICU by either:
- Manually typing a valid time in the format HH:MM using the 24 hour clock, OR
- Selecting the Clock symbol beside the field (Figure 15)
  - A time picker of times (with intervals of 1 h) will appear for 24 hour clock
  - Select the time nearest to the time of admission
  - The minutes can be edited manually once the correct format of time has been selected

Figure 15: Selecting the ICU Admission Time
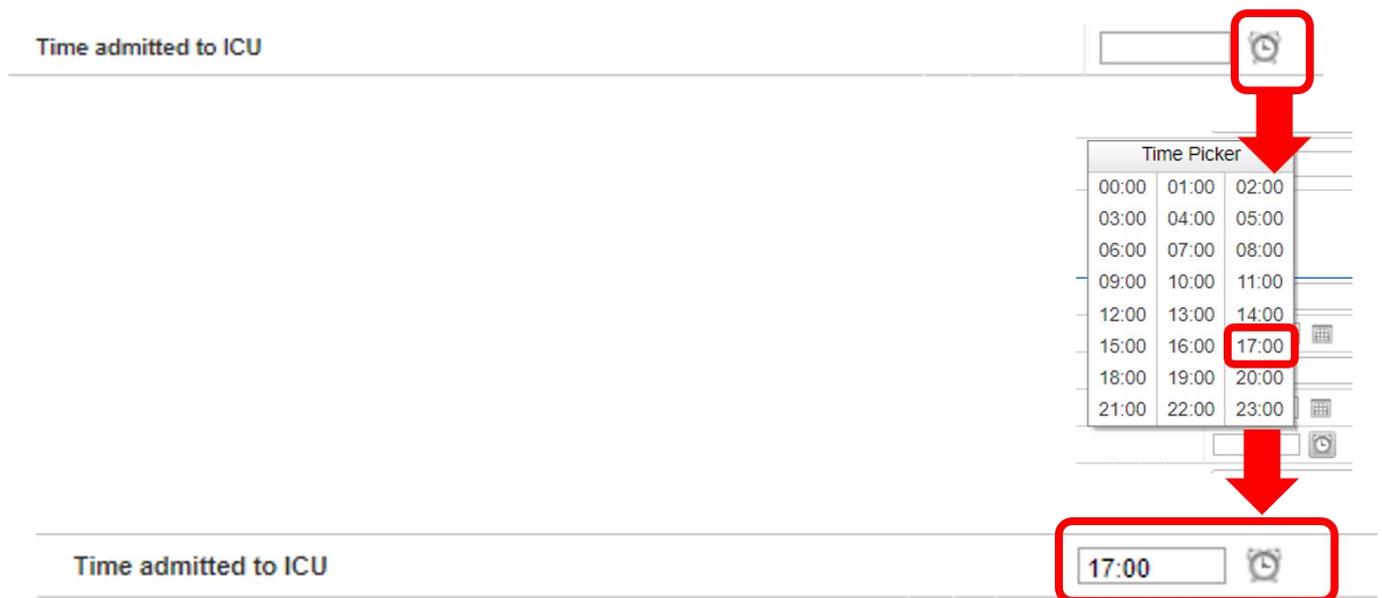
Location admitted to ICU from – please select the options that best describes the patient's location prior to admission to the ICU. If none of the specific options apply, please select 'Other'. This will trigger free text field that will allow you to specific patient location where the patient was admitted to ICU from. However, if you select "Other ward within same Trust", a further set of questions can be triggered (Figure 16).

- Specify age group (Adult, Paeds, Neonates, Other)
    - o Other will trigger a free text box
    - o Adult, Paeds, Neonates will trigger another question listing further age-specific categories
    - o If "Speciality" is selected for any of the age ranges, a further free text box will be triggered

Figure 16: 'Location admitted to ICU from' potential flow of triggered questions

Triggered question on other ward patient admitted from

Whatever age range selected will trigger another sub-set of questions, specific for that age range response

If "Specialty" is selected another free text box will appear
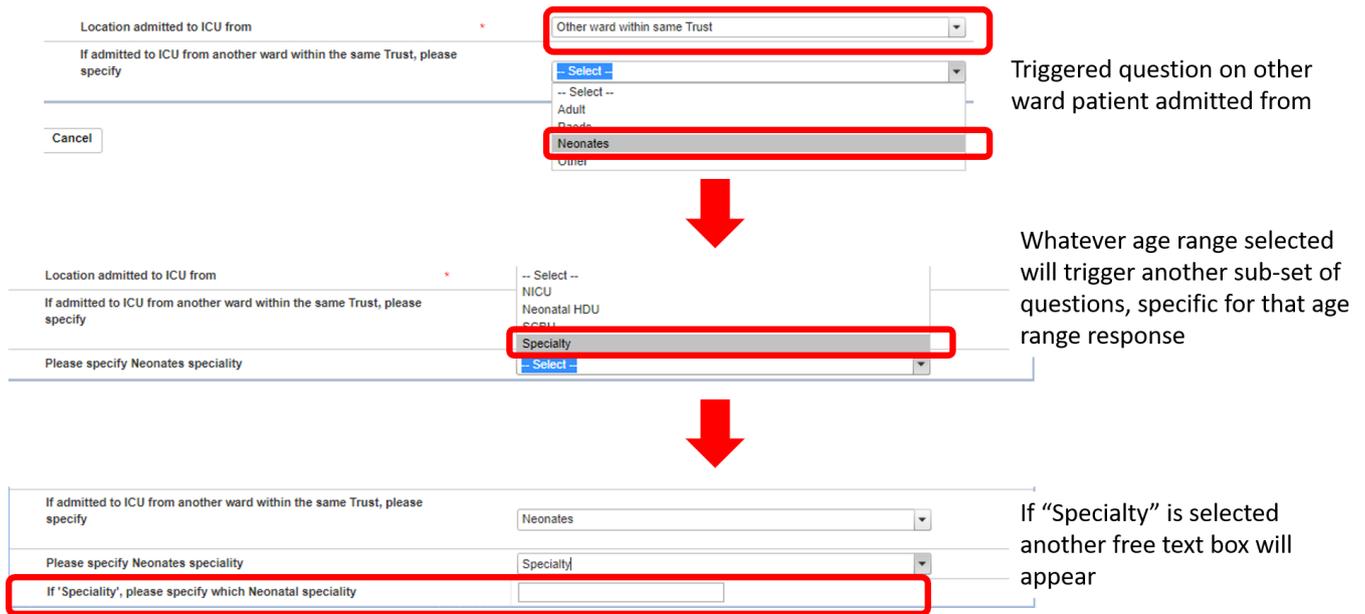
Saving the record

The record can be saved after completing 'Patient Details' and 'Patient Details 2' tabs. This can be done by clicking the 'Save' button in the lower right-hand part of the screen.

Once this has been clicked, a pop-up will appear for you to confirm that you wish to save your changes. Once this has been accepted, a confirmation message will appear under the tab headings and an ID number will be generated (Figure 17). This ID is then searchable via the 'Search' functionality that is accessible via 'Menu Toolbar' (Please see 'CPE PPS Search User Guide' under the section 'Help' on the ICU DCS for details of how to use the Search function).

Figure 17: Confirmation message upon saving a record
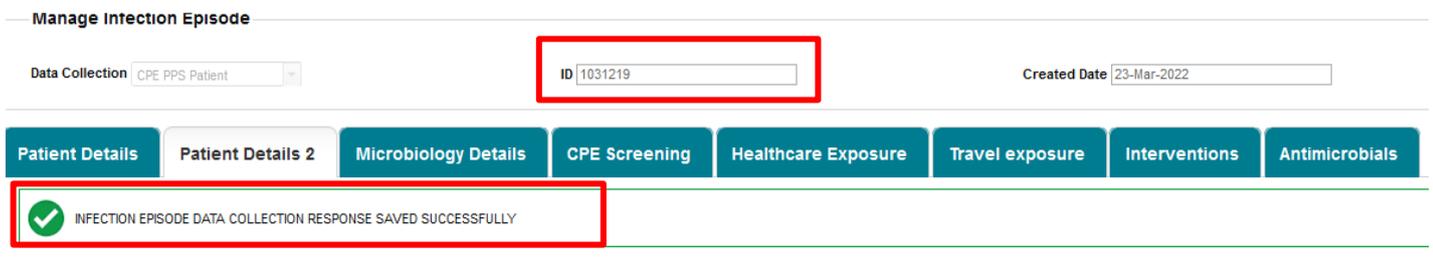
Section 3: Microbiology Details

This section includes information whether the patient was tested for CPE and microbiology details relating to the test (Figure 18). You can access this section by clicking on the Microbiology Details tab heading (Figure 18).

Please note: This section has further triggered questions based on specific responses to the main questions in this section shown in Figure 18, all fields are described in Table 3.

Please note: All fields marked with * in Table 3 are mandatory for saving.

Please note that for all drop-down menus, you can start typing the response and matching options will display in the drop-down with the matching letters highlighted in grey (see example in Figure 7).

Figure 18: Microbiology tab

Table 3: Microbiology fields

Field name	Field description	Response/notes
*Was this patient tested for CPE, either as screening or as part of clinical investigations?	Provides response as to whether a patient was tested for CPE during their hospital stay. Response may trigger further questions.	Single select drop-down: Yes No Unknown
Was it a screening or clinical specimen? (triggered field)	Triggered question if 'Was this patient tested for CPE, either as screening or as part of clinical investigations?' is 'Yes'	Single select drop-down: Screening Clinical Unknown
Date CPE specimen collected (triggered field)	Triggered question if 'Was this patient tested for CPE, either as screening or as part of clinical investigations?' is 'Yes'	Calendar date picker or type in using format: DD-MM-YYYY

Field name	Field description	Response/notes
	Please note: If more than one CPE screening/clinical specimen collected, please provide the date of the first CPE positive specimen, if all were negative then the date of the most recent.	
Specimen/laboratory number assigned to specimen (triggered field)	Triggered question if 'Was this patient tested for CPE, either as screening or as part of clinical investigations?' is 'Yes'	Free text
Indicate anatomical site specimen collected if clinical specimen (triggered field)	Triggered question if 'Was this patient tested for CPE, either as screening or as part of clinical investigations?' is 'Yes'	Single select drop-down
*Organism (triggered field)	Triggered question if 'Was this patient tested for CPE, either as screening or as part of clinical investigations?' is 'Yes' This is the organism identified from the specimen that was investigated for CPE	Single select drop-down
Does phenotypic testing indicate the presence of a carbapenemase? (triggered field)	Triggered question if 'Was this patient tested for CPE, either as screening or as part of clinical investigations?' is 'Yes'	Single select drop-down: Yes No Unknown
Indicate which carbapenemase family(ies) were detected (triggered field)	Triggered question if 'Was this patient tested for CPE, either as screening or as part of	Multiselect drop-down, as more than one resistance family may be detected

Field name	Field description	Response/notes
	clinical investigations?' is 'Yes' If any carbapenemases were identified, select all that apply from the list of 'Big five' resistance families and 'Other' option. Response may trigger further questions.	
Other carbapenemase family (triggered field)	Triggered question if 'Indicate which carbapenemase family(ies) were detected' = 'Other'	Free text field If no carbapenemases were identified please enter 'None'

Click 'Save' to save changes. To advance to the next tab, click on CPE Screening tab heading (Figure 19).

Section 4: CPE Screening

This section includes details on CPE screening that a patient may have/not had (Figure 19).

Please note: As the CPE PPS is an audit, we do not require you to perform any additional screening. This is only to record screens/tests that you have performed as part of your usual practice/clinical care. If no CPE screens have been performed then please answer "No" when asked in this section.

Please note: This section has further triggered questions based on specific responses to the main questions in this section shown in Figure 19, all fields are described in Table 4.

Please note: All fields marked with * in Table 4 are mandatory for saving a case.

Please note that for all drop-down menus, you can start typing the response and matching options will display in the drop-down with the matching letters highlighted in grey (see example in Figure 7).

Figure 19: CPE Screening tab

Table 4: CPE Screening fields

Field name	Field description	Response/notes
Screening (**Please note**: no additional screening is required, as this is an audit only use what may have been collected as part of standard clinical care. If no screens have been performed, please answer 'No' when asked in this section)		
*CPE on admission to Trust	Was the patient known to be CPE positive on admission to Trust	Single select drop-down: Yes – colonised Yes - infected No Unknown
*CPE screening on admission to Trust	Found to be CPE positive on admission to Trust. 'Yes' if screening specimen positive, 'No' if screening specimen negative, 'Unknown' if no screen performed.	Single select drop-down: Yes No Unknown
*CPE on admission to ICU	Known to be CPE positive on this admission to ICU i.e. communicated/identified at time of admission.	Single select drop-down: Yes No Unknown
*ICU screen required	Did patient meet requirement to be screened for CPE on ICU in accordance with your policy?	Single select drop-down:

Field name	Field description	Response/notes
		Yes No Unknown
*ICU admission screen	Was patient screened for CPE on this admission to ICU?	Single select drop-down: Yes No Unknown
*ICU admission screen date	Triggered question only enabled if 'ICU admission screen' is 'Yes' Date admission screen was taken on ICU	Calendar date picker or add in text using format: DD-MM-YYYY
*Result of ICU admission screen	Indicate result from ICU CPE admission screen	Single select drop-down: Positive Negative Unknown
*Previous CPE	Indicate if patient known to be CPE colonised/infected in 12 months prior to first day of survey	Single select drop-down: Yes – colonised Yes - infected No Unknown
If previous history of CPE, specify date of most recent positive result. (triggered field)	Triggered question only enabled if 'Previous CPE' is 'Yes – colonised' OR 'Yes – infected' Provide date of most recent CPE positive result (prior to ICU admission screen, if taken)	Calendar date picker or add in text using format: DD-MM-YYYY
Previous contact with CPE	Indicate if in contact with known CPE case during this admission	Single select drop-down: Yes No Unknown

Click 'Save' to save the changes. To advance to the next tab, click on Healthcare Exposure tab heading (Figure 20).

Section 5: Healthcare Exposure

This section includes details on previous healthcare exposure of the patient (Figure 20).

Please note that this section has further triggered questions based on specific responses to the main questions in this section shown in Figure 20, all fields are described in Table 5.

Please note: All fields marked with * in Table 5 are mandatory for saving a case.

Please note that for all drop-down menus, you can start typing the response and matching options will display in the drop-down with the matching letters highlighted in grey (see example in Figure 7).

Figure 20: Healthcare Exposure tab

Table 5: Healthcare Exposure fields

Field name	Field description	Response/notes
*UK non-NHS hospital admission in previous 12 months	Any hospital admissions to non-NHS hospitals in the previous 12 months	Single select drop-down: Yes No Unknown
Specify UK non-NHS hospital admission (triggered field)	Triggered question only enabled if 'UK non-NHS hospital admission in previous 12 months' is 'Yes' Provide name(s) of non-NHS hospitals admitted to in previous 12 months	Free text
*Healthcare overseas in previous 12 months	Any hospital admissions overseas in 12 months prior to admission at Trust	Single select drop-down: Yes No Unknown

Specify healthcare abroad (triggered field)	Triggered question only enabled if 'Healthcare overseas in previous 12 months' is 'Yes' List countries where overseas healthcare received in previous 12 months	Multiselect dropdown of countries
*Healthcare worker	Includes working in hospitals, care/nursing homes, hospices	Single select drop-down: Yes No Unknown

Click 'Save' to save changes. To advance to the next tab click Travel exposure tab heading (Figure 21).

Section 6: Travel Exposure

This section includes details on previous overseas travel of the patient or a family member (Figure 21).

Please note: This section has further triggered questions based on specific responses to the main questions in this section shown in Figure 21, all fields are described in Table 6.

Please note: All fields marked with * in Table 6 are mandatory for saving.

Please note that for all drop-down menus, you can start typing the response and matching options will display in the drop-down with the matching letters highlighted in grey (see example in Figure 7).

Figure 21: Travel Exposure tab

Table 6: Travel Exposure fields

Field name	Field description	Response/notes
*Overseas travel in previous 12 months (if known)	Any overseas travel in 12 months prior to admission to Trust	Single select drop-down: Yes No Unknown
*Specify overseas travel (triggered field)	Triggered question only enabled 'Overseas travel in previous 12 months (if known)' is 'Yes' List countries travelled to in previous 12 months. List includes 'Unknown' as an option.	Multiselect dropdown of countries
Family travel	Any family members within the same household as patient travel in the previous 12 months	Single select drop-down: Yes No Unknown
Specify family travel (triggered field)	Triggered question only enabled if 'Family travel' is 'Yes' List countries where family members travelled in previous 12 months List includes 'Unknown' as an option.	Multiselect dropdown of countries

Click 'Save' to save changes. To move to the next tab, click on the Interventions tab heading (Figure 22).

Section 7: Interventions

This section includes details on series of medical interventions that the patient may have undergone (Figure 22).

Please note: This section has further triggered questions based on specific responses to the main questions in this section shown in Figure 22, all fields are described in Table 7.

Please note: All fields marked with * in Table 7 are mandatory for saving a case.

Please note that for all drop-down menus, you can start typing the response and matching options will display in the drop-down with the matching letters highlighted in grey (see example in Figure 7).

Figure 22: Interventions tab

Table 7: Intervention fields

Field name	Field description	Response/notes
Intervention		
*Has the patient undergone major surgery since admission to the Trust, on or prior to the date of interest?	Surgery is defined as a procedure where an incision is made (not just a needle puncture), with breach of mucosa and/or skin (not necessarily in an operating theatre). If the patient has had more than one surgery since admission, report the most recent surgery.	Single select drop-down: Yes No Unknown
*Surgery date (triggered field)	Triggered question only enabled if 'Has the patient undergone major surgery since admission to the Trust, on or prior to the date of interest?' is 'Yes' Provide date of (most recent) surgery	Calendar picker or type in text in the format: DD-MM-YYYY
Surgery type (triggered field)	Triggered question only enabled if 'Has the patient undergone major surgery since admission to the Trust, on or prior to the date of interest?' is 'Yes'	Free text

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Field name	Field description	Response/notes
	Indicate broad speciality. e.g. cardiothoracic, urology, vascular	
*Has the patient undergone endoscopy since admission to the Trust, on or prior to the date of interest?	Undergone endoscopy during this admission, prior to date of interest	Single select drop-down: Yes No Unknown
*Endoscopy date (triggered field)	Triggered question only enabled if 'Has the patient undergone endoscopy since admission to the Trust, on or prior to the date of interest?' is 'Yes' Date of most recent endoscopy	Calendar date picker or add in text using format: DD-MM-YYYY
Endoscopy type (triggered field)	Triggered question only enabled if 'Has the patient undergone endoscopy since admission to the Trust, on or prior to the date of interest?' is 'Yes' Specify type of (most recent) endoscopy	Single select drop-down: Colonoscopy Sigmoidoscopy Upper endoscopy/ Esophagogastroduodenoscopy (EGD) Endoscopic retrograde cholangiopancreatography (ERCP) Percutaneous endoscopic gastrostomy (PEG) Other
Endoscopy type if Other (triggered field)	Indicate endoscopy type if 'Other'	Free text
*Is the patient currently receiving chemotherapy?	Is the patient currently receiving chemotherapy for cancer treatment, or received chemotherapy in the four weeks prior to the date of interest?	Single select drop-down: Yes No Unknown
Specify chemotherapy indication (triggered field)	Triggered question only enabled if 'Is the patient currently receiving chemotherapy?' is 'Yes'	Single select drop-down: Oral, nasal and pharyngeal Oesophagus Stomach

Field name	Field description	Response/notes
		Colorectal Hepatobiliary Respiratory Larynx Lung Breast Female reproductive Prostate Testicular Renal Urinary bladder Bone and joint Melanoma Non-melanoma skin Soft-tissue sarcoma Brain Leukaemia (other than chronic B-cell leukaemia) Chronic lymphocytic (including hairy cell leukaemia) Other
Chemotherapy indication if other	Indicate chemotherapy indication if 'Other'	Free text
*Is the patient currently receiving renal haemodialysis?	Receiving regular renal haemodialysis or received haemodialysis in the four weeks prior to the date of interest	Single select drop-down: Yes No Unknown
*Is there at least one CVC in situ on date of interest?	Indicate if the patient had a CVC in place at the date of interest	Single select drop-down: Yes No Unknown
CVC date (triggered field)	Triggered question only enabled if 'Is there at least one CVC in situ on date of interest? is 'Yes' If a patient has more than one CVC, please provide details of the earliest CVC that is still in place.	Calendar date picker or add in text using format: DD-MM-YYYY

Field name	Field description	Response/notes
*Was a CVC in situ the day before the date of interest? (triggered field)	Triggered question only enabled if 'Is there at least one CVC in situ on date of interest?' is 'No'. Please indicate if the patient had a CVC in place in the 48 hours before the date of interest. If time is unavailable, only assess one calendar day prior to the date of interest, so that the 48 hour window is not exceeded.	Single select drop-down: Yes No Unknown
Is there at least one PVC in situ on date of interest?	Indicate if the patient had a PVC in place at the date of interest.	Single select drop-down: Yes No Unknown
PVC date (triggered field)	Triggered question only enabled if 'Is there at least one PVC in situ on date of interest?' is 'Yes' If a patient has more than one PVC, please provide details of the earliest PVC that is still in place.	Calendar date picker or add in text using format: DD-MM-YYYY
Was a PVC in situ the day before the date of interest? (triggered field)	Triggered question only enabled if 'Is there at least one PVC in situ on date of interest?' is 'No'. Please indicate if the patient had a PVC in place in the 48 hours before the date of interest. If time is unavailable, only assess one calendar day prior to the date of interest, so that the 48 hour window is not exceeded.	Single select drop-down: Yes No Unknown
Is there a urinary catheter in situ on the date of interest?	Indicate if the patient had a urinary catheter in place at the date of interest.	Single select drop-down: Yes No Unknown
Urinary catheter date (triggered field)	Triggered question only enabled if 'Is there a urinary catheter in situ on the date of interest?' is 'Yes' When was it inserted.	Calendar date picker or add in text using format: DD-MM-YYYY

Field name	Field description	Response/notes
Was a urinary catheter in situ the day before the date of interest? (triggered field)	Triggered question only enabled if 'Is there a urinary catheter in situ on the date of interest?' is 'No'. Indicate if the patient had a urinary catheter in place in the 48 hours before the date of interest. If time is unavailable, only assess one calendar day prior to the date of interest, so that the 48 hour window is not exceeded.	Single select drop-down: Yes No Unknown
*Is the patient under intubation (with or without ventilation) on the date of interest?	Indicate if the patient was under intubation with or without ventilation (endotracheal/nasotracheal tube or tracheostomy) at the date of interest.	Single select drop-down: Yes No Unknown
Intubation date (triggered field)	Triggered question only enabled if 'Is the patient under intubation (with or without ventilation) on the date of interest?' is 'Yes'. When was it inserted	Calendar date picker or add in text using format: DD-MM-YYYY
*Was the patient under intubation (with or without ventilation) the day before the date of interest? (triggered field)	Triggered question only enabled if 'Is the patient under intubation (with or without ventilation) on the date of interest?' is 'No'. Indicate if the patient was intubated in the 48 hours before the date of interest. If time is unavailable, only assess one calendar day prior to the date of interest, so that the 48 hour window is not exceeded.	Single select drop-down: Yes No Unknown
Does the patient have a nasogastric tube on the date of interest?	Indicate if the patient had a nasogastric tube in place at the date of interest.	Single select drop-down: Yes No Unknown
Nasogastric tube date (triggered field)	Triggered question only enabled if 'Does the patient have a nasogastric tube on the date of interest?' = 'Yes'	Calendar date picker or add in text using format: DD-MM-YYYY

Field name	Field description	Response/notes
	When was it inserted.	
Did the patient have a nasogastric tube the day before the date of interest? (triggered field)	Triggered question only enabled if 'Does the patient have a nasogastric tube on the date of interest?' is 'No'. Indicate if the patient had an NGT in place in the 48 hours before the date of interest. If time is unavailable, only assess one calendar day prior to the date of interest, so that the 48 hour window is not exceeded.	Single select drop-down: Yes No Unknown

Click 'Save' and then click the 'Antimicrobials' tab to complete the 'Antimicrobials' section (Figure 23).

Section 8: Antimicrobials

This section includes details on previous and current use of antimicrobials by the patient (Figure 23).

Please note: that this section has further triggered questions based on specific responses to the main questions in this section shown in Figure 23, all fields are described in Table 8.

Please note: All fields marked with * in Table 8 are mandatory for saving a case.

Please note that for all drop-down menus, you can start typing the response and matching options will display in the drop-down with the matching letters highlighted in grey (see example in Figure 7).

Figure 23: Antimicrobials tab

Table 8: Antimicrobials fields

Field name	Field description	Response/notes
Antimicrobials prior to the date of interest		
*Has the patient received carbapenems in the four weeks prior to the date of interest?	Indicate if patient has received any carbapenem antibiotics in the four weeks prior to the date of interest	Single select drop-down: Yes No Unknown
If yes, which (Select all that apply)	Triggered question only enabled if 'Has the patient received carbapenems in the four weeks prior to the date of interest?' is 'Yes' List of carbapenems – select all that the patient has received in the four weeks prior to date of interest.	Multiselect drop-down Doripenem Ertapenem Faropenem Imipenem Imipenem with cilastin Imipenem with cilastin and relebactam Meropenem Meropenem/vaborabactam
*Has the patient received carbapenems in the one year prior to the date of interest, but not in the the four weeks prior?	Indicate if patient has received any carbapenem antibiotics in the 12 months prior to the date of interest, but not in the four weeks prior to the date of interest. For example, if a patient received a carbapenem five weeks before the date	Single select drop-down: Yes No Unknown

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Field name	Field description	Response/notes
	of interest, that would be included here as not captured in the previous question pertaining to four weeks prior to the date of interest. However, if a patient received a carbapenem in the three weeks prior to the date of interest this will have been captured in the previous question concerning most recent four weeks prior to the date of interest and should NOT be included in this question.	
If yes, which (Select all that apply) (triggered field)	Triggered question only enabled if 'Has the patient received carbapenems in the one year prior to the date of interest, but not in the the four weeks prior?' = 'Yes' Provide a list of all carbapenems patient has received in relevant time period.	Multiselect drop-down Doripenem Ertapenem Faropenem Imipenem Imipenem with cilastin Imipenem with cilastin and relebactam Meropenem Meropenem/vaborabactam
*Has the patient received 3rd generation cephalosporins in the four weeks prior to the date of interest?	Indicate if patient has received any 3rd generation cephalosporins antibiotics in the four weeks prior to the date of interest	Single select drop-down: Yes No Unknown
If yes, which (Select all that apply)	Triggered question only enabled if 'Has the patient received 3rd generation cephalosporins in the four weeks prior to the date of interest?' = 'Yes' List of 3rd generation cephalosporins – select all that the patient has received in the four weeks prior to date of interest.	Multiselect drop-down Ceftazidime/clavulanic acid Cefibuten Ceftiofur Cefpodoxime Cefdinir Cefditoren Cefixime Cefoperazone Cefoperazone/sulbactam Cefetamet Cefmenoxime

Field name	Field description	Response/notes
		Cefsulodin Ceftriaxone Ceftazidime/avibactam Cefotaxime/clavulanic acid Ceftazidime Ceftizoxime Latamoxef
*Has the patient received 3rd generation cephalosporins in the one year prior to the date of interest, but not in the the four weeks prior?	Indicate if patient has received any 3rd generation cephalosporin antibiotics in the 12 months prior to the date of interest, but not in the four weeks prior to the date of interest. For example, if a patient received a 3rd generation cephalosporin five weeks before the date of interest, that would be included here as not captured in the previous question pertaining to four weeks prior to the date of interest. However, if a patient received a 3rd generation cephalosporin in the three weeks prior to the date of interest this will have been captured in the previous question concerning most recent four weeks prior to the date of interest and should NOT be included in this question.	Single select drop-down: Yes No Unknown
If yes, which (Select all that apply)	Triggered question only enabled if 'Has the patient received 3rd generation cephalosporins in the one year prior to the date of interest, but not in the the four weeks prior?' is 'Yes' Provide a list of all 3rd generation cephalosporins patient has received in relevant time period.	Multiselect drop-down Ceftazidime/clavulanic acid Cefibuten Ceftiofur Cefpodoxime Cefdinir Cefditoren Cefixime Cefoperazone Cefoperazone/sulbactam Cefetamet

Field name	Field description	Response/notes
		Cefmenoxime Cefsulodin Ceftriaxone Ceftazidime/avibactam Cefotaxime/clavulanic acid Ceftazidime Ceftizoxime Latamoxef
Antimicrobials on the date of interest		
*Antimicrobials prescribed and taken on the date of interest	Indicate if the patient has received at least one systemic antibiotic on the date of interest (given or planned treatment, including intermittent treatments, e.g. alternate day or medical prophylaxis). For surgical prophylaxis, check whether any surgical prophylaxis was given in the 24 hours before 8 a.m. on the day of the survey. If 'Yes', collect antibiotic data.	Single select drop-down: Yes No Unknown
Please select the number of antimicrobials taken	Triggered question only enabled if 'Antimicrobials prescribed and taken on the date of interest' is 'Yes' Select up to a maximum of five antimicrobials, if more than five have been taken on the date of interest then please try to select one from each class of antimicrobial being taken	Single select drop-down: 1 2 3 4 5
*Antimicrobial name X	Triggered question only enabled if 'Antimicrobials prescribed and taken on the date of interest' is 'Yes' AND This will be repeated for each of the antimicrobials specified in 'Please select the number of antimicrobials taken' replacing 'X' in the title. For example, if 2 antimicrobials were prescribed and taken on the date of	Single select dropdown list of antimicrobials.

Field name	Field description	Response/notes
	interest then you would need to complete 'Antimicrobial name 1' AND 'Antimicrobial name 2' etc Select which antimicrobial(s). If more than 5 antimicrobials, please prioritise entry of named antibiotic agents from the list, up to the maximum of 5. After which, if patient is taking one (or more) antifungal or antiviral agents please select 'Any antifungal agent' or 'Any antiviral agent' from the drop-down menus.	
*Indication for antimicrobial X	Triggered question only enabled if 'Antimicrobials prescribed and taken on the date of interest' is 'Yes' AND This will be repeated for each of the antimicrobials specified in 'Please select the number of antimicrobials taken' replacing 'X' in the title. Please give indication for this/these antibiotic(s)	CI = treatment of community-acquired infection LI = treatment of infection acquired in long-term care facility (e.g. nursing home) HI = treatment for acute hospital-acquired infection SP = surgical prophylaxis MP = medical prophylaxis O = other indication UI = unknown indication (confirmed) UNK = unknown or missing information
*CPE indication for antimicrobial 1	Triggered question only enabled if 'Antimicrobials prescribed and taken on the date of interest' is 'Yes' AND This will be repeated for each of the antimicrobials specified in 'Please select the number of antimicrobials taken' replacing 'X' in the title. Is this antibiotic prescribed to manage CPE in the patient?	Single select drop-down: Yes No Unknown

Field name	Field description	Response/notes
Start date for antimicrobial X	Triggered question only enabled if 'Antimicrobials prescribed and taken on the date of interest' is 'Yes' AND This will be repeated for each of the antimicrobials specified in 'Please select the number of antimicrobials taken' replacing 'X' in the title. Start date of the antibiotic. If the antibiotic was already given on admission to hospital, provide the date of admission.	Calendar picker or text entered as format: DD-MM-YYYY
Antibiotic stewardship X	Triggered question only enabled if 'Antimicrobials prescribed and taken on the date of interest' is 'Yes' AND This will be repeated for each of the antimicrobials specified in 'Please select the number of antimicrobials taken' replacing 'X' in the title. Is the antibiotic prescription of this antimicrobial in line with local guidelines	Single select drop-down: Yes No Unknown
*Antimicrobials prior to the date of interest	Triggered question only enabled if 'Antimicrobials prescribed and taken on the date of interest' = 'No' Indicate if the patient has received at least one systemic antimicrobial during the admission which was no longer being given on the date of interest	Single select drop-down Yes No Unknown
*Please select the number of antimicrobials taken this admission, prior to the date of interest	Triggered question only enabled if 'Antimicrobials prior to the date of interest ' is 'YES' Indicate how many antimicrobial(s) received since admission to hospital, but prior to date of interest. If more than 5	Single select drop down 1 2 3 4 5

Field name	Field description	Response/notes
	antimicrobials were prescribed, please enter details for the most recent 5.	
*Antimicrobial name X (before date of interest)	Triggered question only enabled if 'Antimicrobials prior to the date of interest' is 'YES' This will be repeated for each of the antimicrobials specified in 'Please select the number of antimicrobials taken this admission, prior to the date of interest' replacing 'X' in the title. For example, if 2 antimicrobials were prescribed and taken in the admission prior to the date of interest then you would need to complete 'Antimicrobial name 1' AND 'Antimicrobial name 2' etc Select the antimicrobial received since admission, prior to date of interest. Please see "Patient Details" tab for the date of interest entered for the patient. If more than 5 antimicrobials, please prioritise entry of named antibiotic agents from the list, up to the maximum of 5. After which, if patient is taking one (or more) antifungal or antiviral agents please select 'Any antifungal agent' or 'Any antiviral agent' from the drop-down menus.	Single select dropdown list of antimicrobials
*Indication for antimicrobial X (before the date of interest)	Triggered question only enabled if 'Antimicrobials prior to the date of interest' is 'YES' This will be repeated for each of the antimicrobials specified in 'Please select the number of antimicrobials taken this admission, prior to the date of interest' replacing 'X' in the title.	CI = treatment of community-acquired infection LI = treatment of infection acquired in long-term care facility (e.g. nursing home) HI = treatment for acute hospital-acquired infection

Field name	Field description	Response/notes
	Please give indication for this antimicrobial	SP = surgical prophylaxis MP = medical prophylaxis O = other indication UI = unknown indication (confirmed) UNK = unknown or missing information
*CPE indication for antimicrobial 1 (before the date of interest)	Triggered question only enabled if 'Antimicrobials prior to the date of interest' is 'YES' This will be repeated for each of the antimicrobials specified in 'Please select the number of antimicrobials taken this admission, prior to the date of interest' replacing 'X' in the title. Is this antimicrobial prescribed to manage CPE?	Single select drop-down: Yes No Unknown
Start date for antimicrobial X (before date of interest)	Triggered question only enabled if 'Antimicrobials prior to the date of interest' is 'YES' This will be repeated for each of the antimicrobials specified in 'Please select the number of antimicrobials taken this admission, prior to the date of interest' replacing 'X' in the title. Start date of the antimicrobial. If the antimicrobial was already given on admission to hospital, provide the date of admission.	Calendar picker ot text formatted: DD-MM-YYYY
Antibiotic stewardship X (before the date of interest)	Triggered question only enabled if 'Antimicrobials prior to the date of interest' is 'YES' This will be repeated for each of the antimicrobials specified in 'Please select the number of antimicrobials taken this admission, prior to the date of interest' replacing 'X' in the title.	Single select drop-down: Yes No Unknown

Field name	Field description	Response/notes
	Is antimicriobial prescription in line with local guidelines	

Click 'Save' to complete record.

Editing a saved record

Once a record has been saved and provided with an ID number (after 'Patient Details' and 'Patient Details 2' have been completed and saved), the case capture can be completed by another ICU Data Entry user in your ICU/Trust or by you at a later date.

To complete a record at a later date, or to make changes to a record already completed, please go to the Search screens (see Figure 2, Figure 3, Figure 4).

You can then click into a case via the Search Results, then click on any of the tabs that incomplete.

You can tell if a tab is 100% completed because a green tick appears by the tab name (Figure 24).

Figure 24: Completed tab data entry mark

Green circles with white tick symbols indicate that every field on a tab has been completed.

Please note: Tabs without a green tick may have all mandatory for saving fields completed but not additional fields. While these fields are not mandatory, please do try and enter as many as possible (even if you have to use "Unknown" options if these are not known) so that the data can be analysed to its fullest. The richer the data, the more useful the outcomes of the CPE PPS.

Thank you for your help in completing this Point Prevalence Survey.

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