



UK Health
Security
Agency

Search, amend or delete records

User guide

ICU Data Capture System

Contents

| | |
|---|----|
| Search, amend or delete records | 1 |
| User guide | 1 |
| Document history | 3 |
| Introduction | 4 |
| Searching for records | 4 |
| Checking search results | 9 |
| Viewing and amending records | 10 |
| Deleting records | 10 |
| Creating new records | 12 |
| About the UK Health Security Agency | 13 |

Document history

| Revision date | Author | Version | Changes |
|---------------|---|---------|---|
| 27/03/2018 | Public Health England | 1.0 | - |
| 06/10/2020 | Public Health England | 1.1 | - |
| 06/12/2024 | William McMillan and Andrea Mazzella, UK Health Security Agency | 1.2 | <ul style="list-style-type: none"> • Incorporated information from discontinued “Deleting records” user guide • Renamed from “Search” to “Search, amend or delete records” • Clarified that this applies to both infection and census records • Updated branding (PHE to UKHSA) |

Introduction

The Search screen enables you to search for records, including infection episodes and census data.

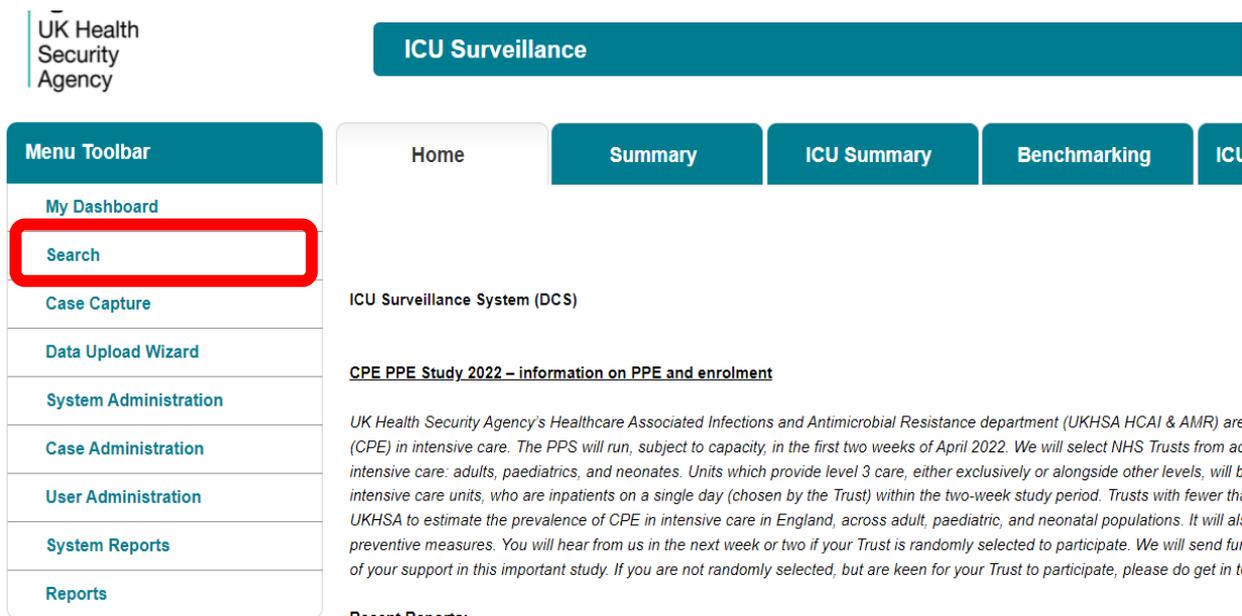
Depending on user permissions and provided that the dataset has not been locked for the relevant period, you will be then able to:

- Update an existing record
- Delete an existing record
- Enter a new record

Searching for records

Click on the ‘Search’ option from the ‘Menu Toolbar’ on the Home screen (**Error! Reference source not found.**).

Figure 1. Menu Toolbar: Search



The ‘Search Infection Episodes’ screen will be displayed (Figure 2).

Figure 2. The Search Infection Episodes screen

The screenshot shows a search form titled "Search Infection Episodes". It contains the following fields and controls:

- ID:** Text input field.
- NHS Number:** Text input field.
- Condition:** Dropdown menu with "-- Select --".
- Data Collection:** Dropdown menu.
- First Name:** Text input field with a Partial checkbox.
- Surname:** Text input field with a Partial checkbox.
- Specimen Number:** Text input field.
- Date of Birth:** Text input field with a calendar icon.
- Age:** Text input field with a "-- Select --" dropdown.
- Date From:** Text input field with a calendar icon.
- Date To:** Text input field with a calendar icon.
- Region:** Dropdown menu with "--All--".
- Organisation Type:** Dropdown menu with "--All--".
- Organisation:** Dropdown menu with "--All--".
- Shared Cases:** checkbox.
- Incomplete for sign-off:** checkbox.
- Apportionment Category:** Dropdown menu.
- PIR Cases:** checkbox.

At the bottom right, there are two buttons: "Find" and "Reset".

Here, you can enter as many parameters as desired to return the relevant record(s).

Please note that, while none of the fields are mandatory for searching, it is required that a minimum of one of the following fields is used to search on: ID, Condition, Data Collection, Specimen Number, NHS Number, First name, Surname, Date of Birth or Age. Also, there is a limit of 500 cases being returned during a search so it is advisable to enter as many criteria as possible to ensure that only relevant case(s) are returned.

To run your search query, please click on the 'Find' button on the right-hand side of the screen ([Figure 2](#)).

Further information on each field on the Search Infection Episodes screen is provided in Table 1.

Table 1. Overview of the Search Infection Episodes fields

| Field name | Comment |
|-----------------------------------|---|
| ID | The unique number generated by the ICU Data Capture System when each record was created. |
| NHS number (or Pseudo NHS number) | Only relevant for infection episodes. A unique number assigned to each person registered with the NHS. Depending on your user permissions, you will either be able to enter an NHS number (if you have access to PII) or Pseudo NHS number (if you don't have access to PII). |
| Condition | Choice of ICU Bloodstream Infections or ICU Denominators. |
| Data Collection | Available options depend on Condition selected. ICU Bloodstream Infections option only allows for selection of ICU Bloodstream Infections, while ICU Denominators Condition option allows for either ICU Monthly Census or ICU Daily Census. |

| | |
|-------------------------|--|
| First Name (or Initial) | Only relevant for infection episodes. The patient's First Name (if PII access allowed) or the initial of the First Name (if PII access is not allowed). A search may be performed on a partial name by ticking the 'Partial' box next to the First Name field. |
| Surname (or Soundex) | Only relevant for infection episodes. The patient's surname (if PII access allowed) or the Soundex of the surname (if PII access is not allowed). A search may be performed on a partial name by ticking the 'Partial' box next to the Surname field. Please note the Soundex of the surname codes the surname by the way it sounds rather than the way it is spelled. |
| Specimen Number | Only relevant for infection episodes. The local hospital's specimen number of a specific record being searched for. |
| Date of Birth | Only relevant for infection episodes. The patient's date of birth. If the patient's date of birth was unknown at the time the case was entered on the DCS, 01/01/1900 should have been entered on the record. If you do not currently know the date of birth, please leave this field blank in the Search parameters rather than entering 01/01/1900 unless you know this was definitely also entered on the Infection Episode during data entry. |
| Age | Only relevant for infection episodes. If the exact date of birth is unknown you may search for a specific age (at the time the specimen was collected) instead. This can be specified as the age in days, months or years. |
| Date From; Date To | For infection episodes, you may use these date fields to search for cases with a specimen date within the specified range. For census data, these will refer to the dates the census refers to. If 'Date From' is left blank but a 'Date To' is entered the search will be performed on all records with a date up to and including the 'Date To', i.e. from the earliest record date available on the system fulfilling any of the search criteria entered. If 'Date From' is entered but 'Date To' is left blank the search will be performed on all records that fulfil any other search criteria with a record date up to and including the current date. |
| Region | This filter can be used to refine the list of organisations available in the organisation drop down by geographical region, where applicable, based on your user roles and permissions. If no region is selected the search will be performed based on the default pathway of the your roles and permissions. Please refer to the 'Roles and Permissions' user guide for more information. |
| Organisation Type | This can be used to filter the list of organisations available in the organisation drop down, where applicable, based on your roles and permissions. Please refer to the 'Roles and permissions' user guide for more information. |

| | |
|----------------------------|---|
| Organisation | The organisation(s) for which the search will be performed. This list will be based on your roles and permissions. Please refer to the ‘Roles and permissions’ user guide for more information. |
| Incomplete for sign-off | Checking this box will run the search on records that have not been fully completed, that is not all fields required for sign-off have been filled in. |
| Shared cases; PIR Cases | Please ignore these fields, as they are not relevant for ICU surveillance. |

Advanced searching options

Please note that if any of the Intensive Care Unit (ICU) data collections (ICU bloodstream infections, ICU Monthly Census or ICU Daily Census) are selected in ‘Data Collection’ field, an ‘Advanced Options’ button will appear next to ‘Find’ and ‘Reset’ buttons visible in Figure 3.

Figure 3. ‘Advanced Options’ button

The screenshot shows a search form titled "Search Infection Episodes". It contains the following fields and options:

- ID:** Text input field.
- Condition:** Dropdown menu with "ICU BloodStream Infections" selected.
- First Name:** Text input field with a "Partial" checkbox.
- Specimen Number:** Text input field.
- Post Code:** Text input field.
- Date From:** Date picker.
- Region:** Dropdown menu with "--All--" selected.
- Organisation:** Dropdown menu with "--All--" selected.
- Incomplete for sign-off:** Checkbox (unchecked).
- PIR Cases:** Checkbox (unchecked).
- NHS Number:** Text input field.
- Data Collection:** Dropdown menu with "ICU Blood Stream Infections" selected.
- Surname:** Text input field with a "Partial" checkbox.
- Date of Birth:** Date picker.
- Age:** Text input field with a "-- Select --" dropdown.
- Date To:** Date picker.
- Organisation Type:** Dropdown menu with "--All--" selected.
- Shared Cases:** Checkbox (unchecked).
- Apportionment Category:** Dropdown menu with "--All--" selected.

At the bottom right, there are three buttons: "Advanced Options", "Find", and "Reset".

The ‘Advanced Options’ allow you to further limit the search results by various specific answers to case capture questions (see below). Once you fill in any fields in this screen, please click on the ‘OK’ button on the bottom right of this screen. The DCS will then navigate you back to the ‘Search’ screen having stored the advanced options you selected. Click on ‘Find’ on the ‘Search’ screen to return the results from your search.

For ICU bloodstream infections, you can filter by the organisms cultured from the blood culture set (Figure 4).

Figure 4. Advanced Options for ICU bloodstream infections

Advance Options

Organism Details*

| | |
|--|---|
| How many organisms were cultured from the same culture bottle set? | <input type="text" value="-- Select --"/> |
| Organism 1 ? | <input type="text" value="-- Select --"/> |
| Organism 2 ? | <input type="text" value="-- Select --"/> |
| Organism 3 ? | <input type="text" value="-- Select --"/> |
| Organism 4 ? | <input type="text" value="-- Select --"/> |

For ICU Monthly and Daily Census, you can filter by the census value (Figure 5 and Figure 6).

Figure 5. Advanced Options for ICU Monthly Census

Advance Options

Monthly Summary#

| | |
|---|----------------------|
| Total number of occupied patient days in the unit for the month | <input type="text"/> |
| Total number of CVC days in the unit | <input type="text"/> |
| Total number of occupied patient days in the unit, restricted to include only patients in the unit for >2nights | <input type="text"/> |
| Total number of CVC days in the unit, restricted to include those in patients in the unit for >2nights | <input type="text"/> |
| Total number of blood culture sets taken for the unit | <input type="text"/> |

Figure 6. Advanced Options for ICU Daily Census

Advance Options

Unit Census#

| | |
|--|----------------------|
| How do you wish to enter your denominator data? | Daily Unit Census |
| Total number of patients in the unit | <input type="text"/> |
| Total number of patients in the unit with >= 1 CVC | <input type="text"/> |
| Number of patients in the unit for >2nights | <input type="text"/> |
| Of the number of patients in the unit for >2nights, what number of patients have >=1 CVC | <input type="text"/> |
| Total number of blood culture sets taken for all patients in the unit | <input type="text"/> |

Checking search results

Search results are returned in the Results table (Figure 7). This contains all records fulfilling the search criteria up to a maximum of 500.

Figure 7. Results table

| | | Condition | Data Collection | ID | Data Collection Date | NHS Number | Forename | Surname | Date of Birth | Region |
|-------------------------------------|--------------------------|----------------------------|-----------------------------|---------|----------------------|------------|---------------|---------------|---------------|-------------------|
| | | (All) | (All) | (All) | | | (All) | (All) | | (All) |
| <input type="button" value="View"/> | <input type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 1031247 | 20-Apr-2022 | 9999999999 | dfjdskt | dikjds | 28-Mar-2022 | MIDLANDS AND EAST |
| <input type="button" value="View"/> | <input type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 1031243 | 07-Apr-2022 | 9999999999 | test | test | 04-Apr-2022 | MIDLANDS AND EAST |
| <input type="button" value="View"/> | <input type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 1031237 | 10-Feb-2022 | 9999999999 | John | Doe | 29-Jan-2007 | NATIONAL |
| <input type="button" value="View"/> | <input type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 1031202 | 26-Feb-2022 | 9999999999 | Testduplicate | Testduplicate | 10-Feb-2022 | NATIONAL |
| <input type="button" value="View"/> | <input type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 1031201 | 15-Feb-2022 | 9999999999 | Testduplicate | Testduplicate | 10-Feb-2022 | NATIONAL |
| <input type="button" value="View"/> | <input type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 1031200 | 20-Feb-2022 | 9999999999 | Testduplicate | Testduplicate | 10-Feb-2022 | NATIONAL |
| <input type="button" value="View"/> | <input type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 1031047 | 03-Jan-2022 | 9999999999 | Test | Test | 02-Aug-2021 | LONDON |
| <input type="button" value="View"/> | <input type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 1031046 | 03-Jan-2022 | 9999999999 | Diana | Test | 02-Aug-2021 | LONDON |

The cases are sorted by ID by default; however, it is possible to sort the results by clicking on the relevant field name in the grey header of the Results table (**Error! Reference source not found.**).

Figure 8. Result Table header allowing for sorting cases by selected field

| | | Condition | Data Collection | ID | Data Collection Date | Region | Organisation |
|--|--|-----------|-----------------|----|----------------------|--------|--------------|
|--|--|-----------|-----------------|----|----------------------|--------|--------------|

Headers include Condition, Data Collection, ID, Data Collection Date, NHS Number, Forename, Surname, Date of Birth, Region, Organisation, Organisation Type, Apportionment Category, Specimen Date, Specimen No and Status (whether a record is ready to be signed-off).

In addition, there are two additional columns, one which contains individual 'View' buttons and one which contains individual tickboxes (see sections below). Both of these allow you to take further action, depending on the role type you are signed into the system with. Please see the ['Roles and permissions' user guide](#) for further information.

In addition, it is possible to filter the returned results by any of the values of the fields in the grey header. For example, it is possible to filter by ID (Figure 9).

Figure 9. Filtering the results

| | | Condition | Data Collection | ID | Data Collection Date | Region | |
|-------------------------------------|--------------------------|----------------------------|-----------------------------|--------|----------------------|-------------------|-------|
| | (All) | | ICU Blood Stream Infection: | (All) | | (All) | (A |
| <input type="button" value="View"/> | <input type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 764458 | 01-May-2016 | MIDLANDS AND EAST | R< HC |
| <input type="button" value="View"/> | <input type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 764459 | 01-May-2016 | MIDLANDS AND EAST | R< HC |
| <input type="button" value="View"/> | <input type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 764460 | 02-May-2016 | MIDLANDS AND EAST | R< HC |
| <input type="button" value="View"/> | <input type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 764461 | | | |
| <input type="button" value="View"/> | <input type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 764462 | | | |
| <input type="button" value="View"/> | <input type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 764463 | | | |
| <input type="button" value="View"/> | <input type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 764464 | | | |
| <input type="button" value="View"/> | <input type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 764465 | | | |
| <input type="button" value="View"/> | <input type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 764518 | 06-Jun-2016 | MIDLANDS AND EAST | R< HC |
| <input type="button" value="View"/> | <input type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 764556 | 09-Jun-2016 | MIDLANDS AND EAST | R< HC |
| <input type="button" value="View"/> | <input type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 764585 | 16-Jun-2016 | MIDLANDS AND EAST | R< HC |

Viewing and amending records

From the Results table (Figure 7), if your user permissions allow you (see ['Roles and permissions' user guide](#)), you can click on the 'View' button to open a specific record. If the record is not part of a locked dataset (see ['Sign-off' user guide](#)), this is how you can edit the record.

Please note that if you access the patient record via the 'Search' screen, it is a pop-up window and to return to the 'Search' screen and your results, click on the small cross in the top right-hand corner of the patient record window.

Deleting records

From the Results table (Figure 7), if your user permissions allow you (see ['Roles and permissions' user guide](#)) and the record is not part of a locked dataset (see ['Sign-off' user guide](#)), you can delete a record. If the record is locked, please see the ['Data unlock request' user guide](#).

To delete a record, click on the tickbox next to the desired record and then clicking on the 'Delete' button on the bottom right-hand side of your screen (**Error! Reference source not found.**). If you wished to delete multiple records, you can click on the tickboxes next to each record you wish to delete and then click the 'Delete' button once. Finally, if you wish to delete ALL the records in the Results table, then click on the tickbox which is in the header bar, this will automatically tick all tickboxes and then click on the 'Delete' button on the bottom right-hand side of your screen.

Figure 10. Deleting one or more records

| | <input type="checkbox"/> | Condition | Data Collection | ID |
|----------------------|-------------------------------------|----------------------------|-----------------------------|---------|
| | <input type="checkbox"/> | (All) | (All) | (All) |
| View | <input checked="" type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 1712273 |
| View | <input type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 1712272 |
| View | <input type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 1712271 |
| View | <input type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 1712267 |
| View | <input type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 1712266 |
| View | <input type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 1712265 |
| View | <input type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 1712264 |

Page: 1 of 20 Go Page size: 25 Change Item 1 to 25 of 500

[Cancel](#) [Delete](#) [New Infection Episode](#)

The DCS will display a popup message asking you to confirm that you would like to delete the selected records. Please note that once a selected case is deleted, the change is permanent and cannot be reversed. If you confirm, a confirmation message will be displayed above the results table (Figure 11).

Figure 11. Confirmation message after deletion of selected records



Creating new records

Finally, also in the bottom right-hand side of the Search screen, underneath the Results table, is a 'New Infection Episode' button. Please click this if you wish to add a new bloodstream episode (see ['Case capture - BSI' user guide](#)) or new denominator record (see ['Case capture - unit census' user guide](#)) onto the ICU DCS.

About the UK Health Security Agency

The UK Health Security Agency is an executive agency, sponsored by the [Department of Health and Social Care](#).
www.ukhsa.gov.uk

© Crown copyright 2024
Version 1.2

For queries relating to this document, please contact: iccqip.surveillance@ukhsa.gov.uk

Published: December 2024



You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence v3.0. To view this licence, visit [OGL](#). Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.



UKHSA supports the UN Sustainable Development Goals

