



UK Health
Security
Agency

Duplicates report User Guide

ICU Data Capture System

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Document History

Revision date	Author	Version	Changes
14/09/2018	Public Health England	1.0	-
08/10/2020	Public Health England	1.1	-
04/02/2025	William McMillan and Matt Wilson, UK Health Security Agency	1.2	<ul style="list-style-type: none">• Updated branding (PHE to UKHSA)• Updated screenshots

Accessing the ICU Duplicate Report

Introduction

The Intensive Care Unit (ICU) Duplicate report is available to all ICU Data Entry users and other users based on their roles and permissions. The purpose of the ICU Duplicate Report is to enable users to check whether there are duplicate records on the ICU Data Capture System (DCS) for cases within THEIR organisation. For users with permission to enter/view data for more than one organisation, all of this data will be available.

During the case capture process, potential duplicates are identified by the ICU DCS and displayed to the data entry user before new records are saved; however, it is possible to override the duplicate check at this point. In addition, the flag upon data entry only deals with potential duplicates within the ICU you are entering data for; if there are duplicates across ICUs this will not be flagged. This report therefore, identifies potential duplicates that have been entered and saved onto the ICU DCS.

It is necessary to ensure that duplicates, as defined below, are not retained on the ICU DCS as this will over-inflate the number of cases and results in inaccurate rate calculations.

Duplicate Definition

A new event would have to have the following fields exactly the same as a current BSI entry to be classified as a duplicate (a user can select all or a combination of these fields):

- NHS number
- Date of birth
- Patient Surname Soundex
- Specimen Number
- Hospital Number
- A matching recorded organism (please see Table 1 for examples)
- In the same ICU

AND

- A specimen date within 7 days of the previously recorded BSI

Example pairs are listed below ([Table 1](#)) – each pair is for the same patient within a 7-day window; the potential key differences between the records within pairs are the organisms entered and should help explain how to determine what a duplicate record is or is not.

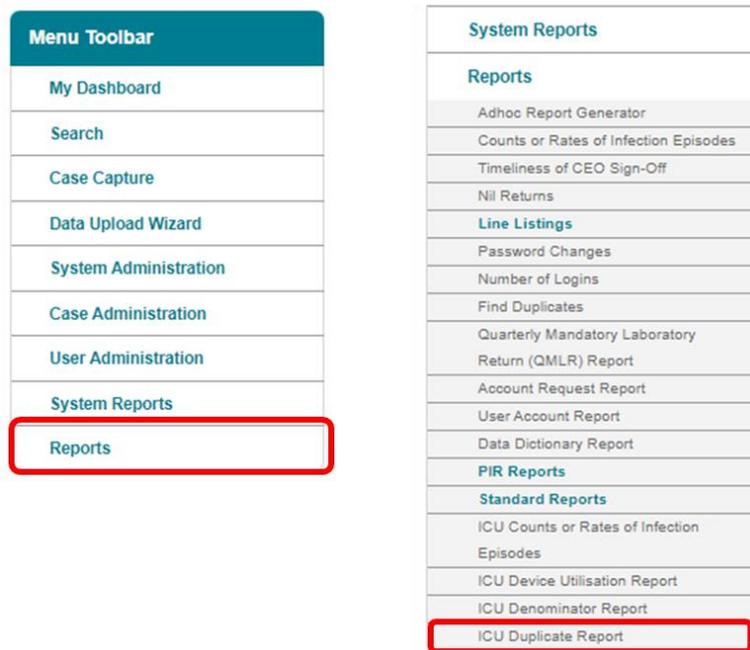
Table 1: Examples of duplicate and non-duplicate records in terms of Organisms

Pt ID	Organism 1	Organism 2	Organism 3	Organism 4	Duplicate?
A	<i>S. aureus</i>	-	-	-	B is a DUPLICATE of A
B	<i>S. aureus</i>	-	-	-	
C	<i>S. aureus</i>	<i>E. coli</i>	-	-	D is a DUPLICATE of C
D	<i>S. aureus</i>	<i>E. coli</i>	-	-	
E	<i>S. aureus</i>	<i>E. coli</i>	-	-	F is a DUPLICATE of E
F	<i>E. coli</i>	<i>S. aureus</i>	-	-	
G	<i>S. aureus</i>	<i>E. coli</i>	-	-	H is NOT a DUPLICATE of G
H	<i>E. coli</i>	-	-	-	
I	<i>S. aureus</i>	-	-	-	J is NOT a DUPLICATE of I
J	<i>E. coli</i>	<i>S. aureus</i>	-	-	
K	<i>S. aureus</i>	<i>E. coli</i>	-	-	L is NOT a DUPLICATE of K
L	<i>S. aureus</i>	<i>E. coli</i>	<i>S. epidermidis</i>	-	

Using the ICU Duplicate Report

To access the 'ICU Duplicate Report', from the home screen click on 'Reports' in the 'Menu Toolbar', then click on 'ICU Duplicate Report' ([Figure 1](#)).

Figure 1: Accessing the ICU Duplicate Report



The report allows you to search for duplicates by a number of different permutations, including organisation and specimen date ([Table 2](#)), as well as the patient and specimen-specific identification criteria ([Table 3](#)).

When you first land on the ICU Duplicate Report page, a report based on user-specific pre-set parameters, [Figure 2](#) will appear. [Table 2](#) provides an overview of the report parameters and their impact on what data are presented.

Please note that one or more of the parameters can be selected and they work additively – that is, selecting two parameters will return cases matching both of those criteria.

Figure 2: ICU Duplicates Report screen

The screenshot shows the 'ICU Duplicate Report' interface. It features a header with the title 'ICU Duplicate Report'. Below this is a filter section with the following fields:

- Period From:** 14/11/2020 (with a calendar icon)
- Period To:** 14/11/2021 (with a calendar icon)
- Organisation Type:** Intensive Care Unit (dropdown)
- Region:** NATIONAL (dropdown)
- ICU Classification:** Neonatal (dropdown)
- Organisation:** RA2 - SCBU (dropdown)
- Data Collection:** ICU Blood Stream Infections (dropdown)
- Identification Criteria:** NHS Number, Date of Birth, Patient SI (dropdown)
- Organism:** ACHROMOBACTER SPECIES ACI (dropdown)

 A 'View Report' button is located to the right of the filter section. At the bottom of the form, there is a navigation bar with icons for back, forward, refresh, and zoom, along with a search bar containing '1 of 1' and a 'Find | Next' button.

Table 2: ICU Duplicates Report: Parameters

Parameter	Comment	Parameter Type	Note
Period from / Period to	Changes the time period the report displays the data	Date field or drop-down date box	It is possible to search for a specific date or date range. By default a 12 month period is selected.
Organisation Type	Changes the organisation type displayed in the report.	Drop-down	Users can only view duplicates for ICUs that they have permissions to view/enter data for.
Region	Changes the region that the data are presented for in this report. These include the NHS Regions and an overall 'National' value.	Multi-select drop-down	The default value is the region associated with the organisation you are signed in as. Depending on user roles and permissions it may be possible to select other regions.
Organisation	Changes the organisation for	Multi-select drop-down	The default organisation will be the organisation(s) that

Parameter	Comment	Parameter Type	Note
	which this report presents data.	Please note: The drop-down menu can be made larger, so that you can read the full name of the organisations, by clicking on and dragging the bottom right-hand corner to a wider point. 	you are signed in as. If you have access to multiple organisations of the same type, then all of the organisations will be selected as the default. The organisation drop-down options are based on the organisation type and region that you have already selected.
Data Collection	Changes which Data Collection the data is presented for in this report.	Drop-down	Options are 'ICU Blood Stream Infections' and 'ICU Daily Census'.
ICU Classification	Changes the type of critical care unit for for which this report presents data.	Drop-down	The default value will depend on the 'Organisation' that you have already selected; the options are 'Adult', 'Neonatal' and 'Paediatric'.
Organism	Changes for which Organism the data is presented for in this report.	Drop-down	The default value is '(Select All)'

Parameter	Comment	Parameter Type	Note
Identification Criteria	Allows you to select which fields you would like to be included in the report.	Multi-select drop-down Please note: The drop-down menu can be made larger, so that you can read the full name of the fields, by clicking on and dragging the bottom right-hand corner  to a wider point.	The default value is '(Select All)' Please refer to Table 3 for further detail.

Table 3: Finding Duplicates – Identification Criteria

Parameter	Comment
NHS Number	Selecting NHS number will include reports where the same NHS number has been entered, this included reports with an NHS number of all 9s.
Date of Birth	The patient's date of birth
Patient Surname Soundex	The soundex is an coded version of the patient's surname, taking the form of a letter followed by 3 numbers. Please note that as more than one surname can produce the same soundex this is not a unique identifier.
Specimen Date	The specimen date around which you wish to search for duplicate cases. Duplicates within the episode length of this specimen date will be returned.
Specimen Number	The specimen number relating to the positive blood culture entered onto the ICU DCS. A local identifier.

Parameter	Comment
Hospital Number	The patient’s hospital number. A local identifier.

Figure 3: ICU Duplicate Report: Screen View

ICU Duplicate Report

Period From: 14/11/2020 Period To: 14/11/2021 [View Report](#)

Organisation Type: Intensive Care Unit Region: NATIONAL

ICU Classification: Neonatal Organisation: ICU A

Data Collection: ICU Blood Stream Infections Identification Criteria: NHS Number, Date of Birth, Patient S

Organism: ACHROMOBACTER SPECIES, ACII

1 of 1 100% Find | Next



ICU Duplicates

Period - From	14/11/2020	Period - To	14/11/2021	Region	NATIONAL
Data Collection	ICU Blood Stream Infections	Organisation Type	Intensive Care Unit	Sector	NHS
Organisation		Identification Criteria	NHS Number Date of Birth Patient Surname Soundex Specimen Date Specimen Number Hospital Number	Organism	-All-
ICU Classification	Neonatal				

ID	Reporting Organisation	Region	Clinical Commissioning Group	ICU Classification	Data Collection	NHS Number	Hospital Number	Patient Name	DOB	Age	Age Description	Specimen Date	Specimen Number	Organis
01234567		SOUTH OF ENGLAND		Neonatal	ICU Blood Stream Infections	9999999999	123	Case A	01/05/2021	0.038	0 to 28 days	06/05/2021	01234568	ASPERGII S SP, OTHER
01234567		SOUTH OF ENGLAND		Neonatal	ICU Blood Stream	9999999999	123	Case B	01/05/2021	0.038	0 to 28 days	07/05/2021	01245673	ASPERGII S SP

Assessing whether two records are duplicates using the “Identification Criteria”

The report output will return cases matching the criteria selected. A number of fields are presented in the output to help you review in more detail evidence for duplicates (Figure 3). It is possible to drill down to the case capture screen of individual records by clicking on the hyperlinked Case ID. This allows further patient level information to be viewed to determine evidence for duplication.

When a duplicate is identified

A duplicate record can be deleted by users with the relevant permissions if the record is not part of a locked dataset (that is, a period that has not been signed-off).

However, if the record which needs to be deleted is part of a locked dataset, users must contact iccqip.surveillance@ukhsa.gov.uk to request the dataset to be unlocked.

Deleting a case

You will need to use the Search functionality on the system to search for the case you wish to delete, using the 6 digit unique ID. Please see the ['Search User Guide'](#) for more information.

Please note: that once a report is deleted the process cannot be undone and if deleted in error the case will need to be entered again.

About the UK Health Security Agency

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

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Version 1.2

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

Published: December 2024



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