



Public Health  
England

Protecting and improving the nation's health

# ICU Data Capture System User Manual

ICU Duplicates Report

Version 1.0

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# Document History

| Revision date | Author                | Version |
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| 14/09/2018    | Public Health England | 1.0     |
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|               |                       |         |

# Accessing the ICU Duplicate Report

## Introduction

The ICU Duplicate report is available to all data entry users and other users based on their roles and permissions. The purpose of the Finding Duplicates report is to enable users to check whether there are duplicate reports on the ICU data capture system (DCS) for cases within THEIR organisation. For users with permission to enter data for more than one organisation all of this data will be available. Case capture allows potential duplicates to be identified before they are saved, although it is possible to over-ride the duplicate check at this point. 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.

## Duplicate Definition

A new event would have to have ALL of the following fields exactly the same as a current BSI entry to be classified as a duplicate:

- NHS number
- Date of birth
- First name
- Surname
- A matching recorded organism (please see **Table 1.1** for examples)
- In the same NHS Trust (**NOTE:** Not the same unit, but same NHS Trust)

### **AND**

- A specimen date  $\pm 7$  days of the previously recorded BSI

**Table 1.1: Examples of duplicate and non-duplicate records**

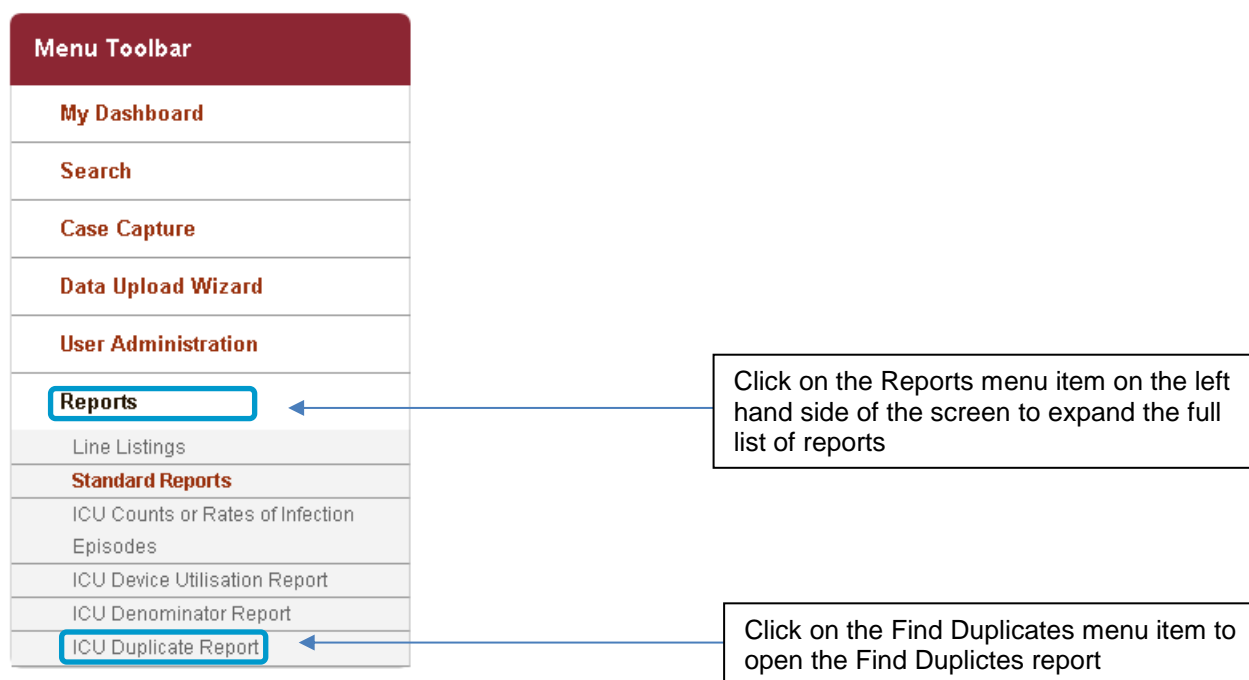
| Pt ID | Organism 1       | Organism 2       | Organism 3            | Organism 4 | Duplicate?                   |
|-------|------------------|------------------|-----------------------|------------|------------------------------|
| A     | <i>S. aureus</i> | -                | -                   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

All example pairs listed above are for the same patients within a 7-day window; the potential key differences between the records within pairs are the organisms entered.

## 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 1.1**).

**Figure 1.1: Accessing the ICU Duplicate Report**



The report allows you to search for duplicates by a number of different permutations, including organisation and specimen date (see **Table 1.2**), as well as the patient and specimen-specific identification criteria (see **Table 1.3**).

When you first land on the ICU Duplicate Report page, a report based on user-specific pre-set parameters, **Figure 1.2** will appear. **Table 1.2** 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 as additive – ie selecting two parameters will return cases matching both of those criteria. Any of the reports returned after selecting the identification criteria have been selected also need to fulfil the criteria in the report parameters.



**Figure 1.2: Finding Duplicates report screen**

The screenshot shows the 'ICU Duplicate Report' interface. It features several input fields and dropdown menus for filtering data. The fields are arranged in two columns. On the right side, there is a blue 'View Report' button. Below the filters, there is a horizontal scrollbar.

|                         |                                       |                 |                              |                             |
|-------------------------|---------------------------------------|-----------------|------------------------------|-----------------------------|
| Period From             | 17/09/2017                            | Period To       | 17/09/2018                   | <a href="#">View Report</a> |
| Organisation Type       | Intensive Care Unit                   | Region          | SOUTH OF ENGLAND             |                             |
| Organisation            | RA4 - YEOVIL DISTRICT HOSPITAL IC     | Data Collection | ICU Blood Stream Infections  |                             |
| Identification Criteria | NHS Number, Date of Birth, Patient Su | Organism        | ACHROMOBACTER SPECIES, ACINE |                             |
| ICU Classification      | Adult                                 |                 |                              |                             |

**Table 1.2: Finding Duplicates: Report Parameters**

| Parameter                  | Comment   | Parameter Type   | Note  |
|----------------------------|---|--|---|
| Period from /<br>Period to | Changes the time period the report displays the data  | Date field or drop down date box as in Figure 1.3                | It is possible to search for a specific date or date range. By default a 12 month period is selected.<br><br>NB if specimen date isn't selected in the identification criteria then duplicates outside the time range won't be identified. If specimen date isn't selected then episode length isn't considered in the criteria |
| Organisation Type          | Changes the organisation type the report displays the data by.  | Drop-down  | The default value is the organisation type that you are currently logged into the system as.  |
| 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 selected other regions.  |
| Organisation               | Changes the organisation for which this report presents data.   | Multi-select drop-down<br><br>NB. The drop-down menu can be made | The default organisation will be the organisation that you are signed in as. If you have access to multiple   |

|                         |   |   |  |
|-------------------------|---|---|--|
|                         |   | 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.    | organisations of the same type, then all of the organisations will be selected as the default.<br><br>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.  |
| Identification Criteria | Allows you to select which fields you would like to be included in the report.  | Multi-select drop-down<br><br>NB. 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)’<br><br>Please refer to Table 1.2 for further detail.   |

**Table 1.3 Finding Duplicates – Identification Criteria**

| <b>Parameter</b>        | <b>Comment</b>   |
|-------------------------|--|
| NHS Number              | Selecting NHS number will include reports within the episode period 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 encrypted 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 case entered onto the HCAI DCS.   |
| Hospital Number | The patient's hospital number. A local identifier.  |

**Figure 1.3: Finding Duplicates: Screen View**

### ICU Duplicate Report

**Period From**  
**Period To**

**Organisation Type** 
**Region**

**Organisation** 
**Data Collection**

**Identification Criteria** 
**Organism**

**ICU Classification**

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Find | Next

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#### ICU Duplicates

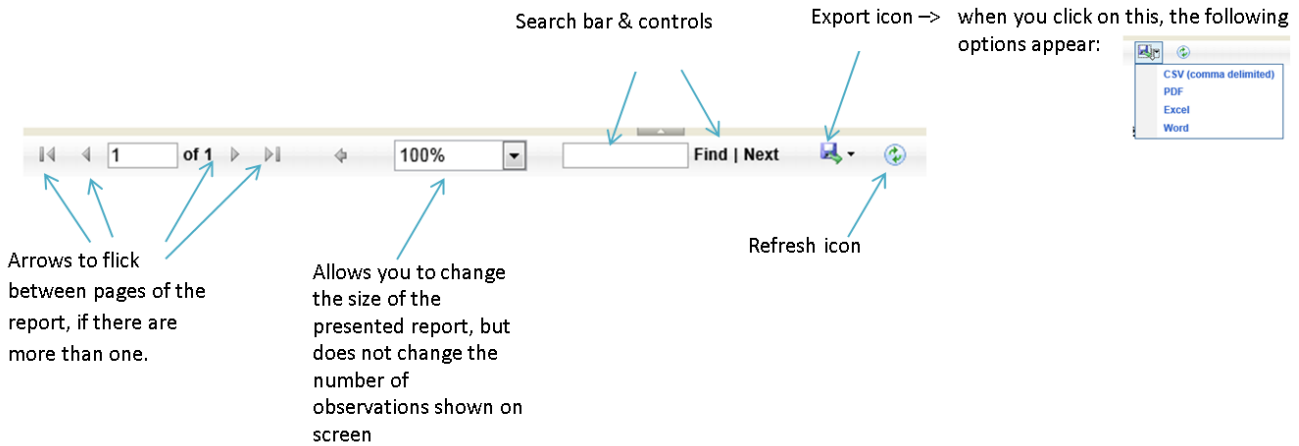
|                    |                                    |                         |   |          |                         |
|--------------------|------------------------------------|-------------------------|---|----------|-------------------------|
| Period - From      | <b>04/09/2017</b>                  | Period - To             | <b>17/09/2018</b>   | Region   | <b>SOUTH OF ENGLAND</b> |
| Data Collection    | <b>ICU Blood Stream Infections</b> | Organisation Type       | <b>Intensive Care Unit</b>  | Sector   | <b>NHS</b>              |
| Organisation       | <b>-All-</b>                       | Identification Criteria | <b>NHS Number<br/>Date of Birth<br/>Patient Surname Soundex<br/>Specimen Date<br/>Specimen Number<br/>Hospital Number</b> | Organism | <b>-All-</b>            |
| ICU Classification | <b>Adult</b>                       |                         |   |          |                         |

| ID                 | Reporting Organisation                  | Region           | Clinical Commissioning Group | ICU Classification | Data Collection             | NHS Number | Hospital Number | Patient Name | DOB |
|--------------------|---|------------------|------------------------------|--------------------|-----------------------------|------------|-----------------|--------------|-----|
| <a href="#">74</a> | RA4 - YEOVIL DISTRICT HOSPITAL ICU, TBC | SOUTH OF ENGLAND |                              | Adult              | ICU Blood Stream Infections | 999999999  | 999999999       | John         | 16  |
| <a href="#">74</a> | RA4 - YEOVIL DISTRICT HOSPITAL ICU, TBC | SOUTH OF ENGLAND |                              | Adult              | ICU Blood Stream Infections | 999999999  | 999999999       | John         | 16  |



**Figure 1.4: Finding Duplicates: Export Icons**



**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. 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.

**Figure 1.5: Finding Duplicates output**

**ICU Duplicate Report**

Period From: 04/09/2017 | Period To: 17/09/2018 | [View Report](#)

Organisation Type: Intensive Care Unit | Region: SOUTH OF ENGLAND

Organisation: RA4 - YEOVIL DISTRICT HOSPITAL | Data Collection: ICU Blood Stream Infections

Identification Criteria: NHS Number, Date of Birth, Patient | Organism: ACHROMOBACTER SPECIES, AC

ICU Classification: Adult

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Public Health England

**ICU Duplicates**

| Period - From      | 04/09/2017                  | Period - To             | 17/09/2018  | Region   | SOUTH OF ENGLAND |
|--------------------|-----------------------------|-------------------------|---|----------|------------------|
| Data Collection    | ICU Blood Stream Infections | Organisation Type       | Intensive Care Unit   | Sector   | NHS              |
| Organisation       | -All-                       | Identification Criteria | NHS Number<br>Date of Birth<br>Patient Surname + Surname<br>Specimen Date<br>Specimen Number<br>Hospital Number | Organism | -All-            |
| ICU Classification | Adult                       |                         |   |          |                  |

| 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 | Organism       |
|--------------------|---|------------------|------------------------------|--------------------|-----------------------------|------------|-----------------|--------------|-----|-----|-----------------|---------------|-----------------|----------------|
| <a href="#">74</a> | RA4 - YEOVIL DISTRICT HOSPITAL ICU, TBC | SOUTH OF ENGLAND |                              | Adult              | ICU Blood Stream Infections | 9999999999 | 9999999999      | John         | 16/ |     |                 | 10/09/2018    | 99999999        | OTHER BACTERIA |
| <a href="#">74</a> | RA4 - YEOVIL DISTRICT HOSPITAL ICU, TBC | SOUTH OF ENGLAND |                              | Adult              | ICU Blood Stream Infections | 9999999999 | 9999999999      | John         | 16/ |     |                 | 10/09/2018    | 99999999        | OTHER BACTERIA |

## 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 (i.e. a period that has been signed off).

## Deleting a case

Using the 6 digit unique ID, search for the case to be deleted using the search option in the menu toolbar.

|                      |                                     | Condition                  | Data Collection             | ID     | Data Collection Date | Region         |
|----------------------|-------------------------------------|----------------------------|-----------------------------|--------|----------------------|----------------|
|                      |                                     | (All)                      | (All)                       | (All)  |                      | (All)          |
| <a href="#">View</a> | <input checked="" type="checkbox"/> | ICU BloodStream Infections | ICU Blood Stream Infections | 745162 | 10-Sep-2018          | SOUTH OF ENGLA |

Page: 1 of 1 Go Page size: 1 Change Item 1 to 1 of 1

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

However, if the record which needs to be deleted is part of a locked dataset users must contact [ICCQIP.surveillance@phe.gov.uk](mailto:ICCQIP.surveillance@phe.gov.uk) to request the dataset to be unlocked. Duplicates identified soon after "Sign Off" may be removed, however if the duplicate has been undetected for greater than 6 months then the individual circumstances will need to be considered.

**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 from scratch.