

PICANet Web Quick User Guide

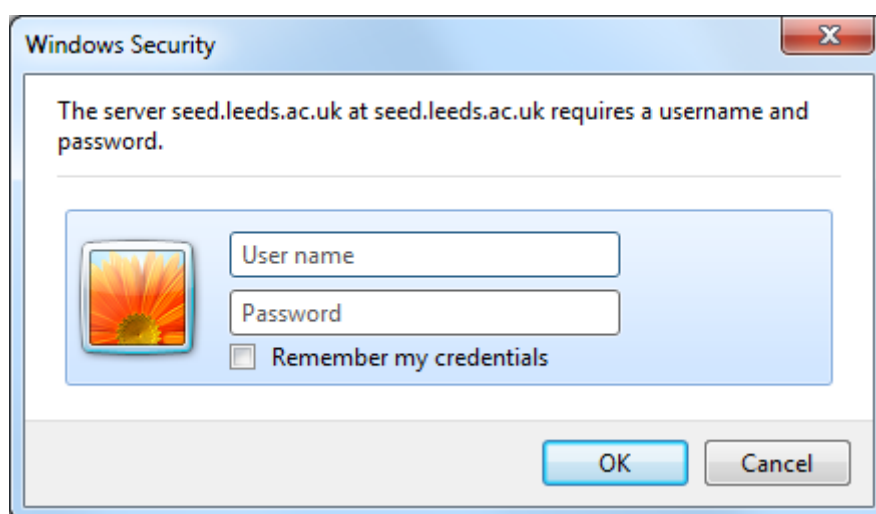
The PICANet database is hosted in the University of Leeds' Secure Electronic Environment for Data (SEED) system.

Logging-In

Open the system by going to:

<https://seed.leeds.ac.uk/picanet>

Note the **https** which indicates a secure server. You will get this dialog box.



Enter your University of Leeds **User name** (e.g.medtjf) and **Password**. If you do not have a user name for PICANet, please contact Lee Norman, PICANet Database manager (l.j.norman@leeds.ac.uk).

Permission to access the PICANET Web record for a named organisation must be authorised by the lead clinician. Please ask the lead clinician to send an email to picanet@leeds.ac.uk detailing your name, email address, job title and requirement for PICANet Web Writer or Read only access.

PICANet Web Writer:	Members of this group have full read/write access to own organisation's data
PICANet Web Reader:	Members of this group have read-only access to own organisation's data (i.e. user can open event edit pages, but is prohibited from modifying and saving.)

Home

The first screen you will see after logging-in is the home dashboard. Your username will be displayed on the top-right and your organisation on the top-left of the screen.

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News

Apr 25 Data download feature now active
Users can again download their data from PICANet Web as a Microsoft Access database, to use this feature please visit the export tab.

Tasks

- Obtain 30 day follow-up status for **78 overdue admission events**
- Add a **new event**

[View an up-to-the-minute Validation Report](#)

Quick open

Event ID:

Featured report

Referral, Transport and Admission Events by month and year

Count

Year /Month

Recently modified events

CS	ET	Event date	Family name	First name	Date of birth	Sex	NHS/CH/WH&C number	Case note number	Postcode	Modified on
✓	A	01-Jan-2014	HEPTON	Carter	11-Oct-2013	Male	652 950 0413	1019778	RH110RG	04-Feb-2014 11:53 Open
✓	A	15-Dec-2013	HEPTON	Carter	11-Oct-2013	Male	652 950 0413	1019778	RH110RG	04-Feb-2014 11:48 Open
✓	A	17-Jul-2013	FAZ	Insaan Ahmed	20-May-2010	Male	710 227 8349	923746	HP199LT	04-Feb-2014 11:24 Open
✓	A	26-Jun-2013	ELEVELD	Julia	15-Jan-2013	Female	Unknown	995413	WC1N1LX	04-Feb-2014 10:59 Open
✓	A	18-Dec-2013	BARKER	Max Jeff-Dean	23-Jan-2013	Male	653 505 5671	1014235	MK2 2HN	04-Feb-2014 10:35 Open

[See more events](#)

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Use the menu bar to navigate around the website.

The home page is divided into 5 areas:

News	Important news about the system including any maintenance work currently being undertaken or due to take place. Updates from PICANet.
Tasks	The number of events with incomplete data and/or errors. A list of these events can be access these by clicking either incomplete events or errors .
Quick open	You can quickly view an individual event by entering the PICANet Event ID and clicking Open . This will take you straight to the event screen.
Featured Report	The featured report displayed gives an instant view of the number of events recorded when you log-in. You can click Reports to see more detailed reports.
Recently modified events	Recently edited events will be displayed so you can quickly get to the events you are currently working on.

The database enables recording of admission, transport and referral event data, allowing real-time validation and reporting of your data. If your unit opts in, it will also enable completion of specified Custom Audits.

Points to note:

- The term **event** is used to describe a single episode of PIC activity, such as a referral, transport or admission event.
- The term **organisation** is used to represent any unit or transport service involved in the provision of paediatric intensive care (PIC). The key organisation types are Paediatric Intensive Care Unit (PICU), Centralised Transport Service (CTS) and District General Hospital (DGH), although the term DGH also includes other locations from or to which PIC patients are retrieved or transferred, such as airports and hospices.

Searching for a patient

In order to enter data on a new or existing patient you will need to conduct a patient search. Click on the Search option on the menu bar. To help reduce the risk of recording duplicate events your search must include **at least 3** different search terms to be able to add a new event; searching by **NHS number only** or **Case note number** and one of **Family name, Postcode or Date of birth** will allow you to browse matching records if there are any but not add a new event.

All terms contributing towards the criteria must contain at least 3 characters. This is a security feature since the search screen allows to you view patients who have been admitted to other PICUs or transported by a CTS. You cannot see any clinical information but you can see that a patient has had an event with another organisation. This allows the database to track patients who have events with several organisations.

The screenshot displays the patient search interface. At the top, there are input fields for Family name, First name, Postcode, NHS/CHI/H&C number, Case note number, and Date of birth, along with Search and Clear buttons. Below the input fields, a red-bordered box contains the search criteria: "Your search must meet **one or more** of the following criteria: include **NHS number** and/or include **Case note number** and also one of **Family name, Postcode or Date of birth** and/or include at least **3** different search terms. All terms contributing towards the criteria must contain at least **3** characters." An arrow points from this box to a text box on the right that says "If your search doesn't meet these criteria you will get an error message." Below the criteria box, the search results are displayed. The Family name field is filled with "SMITHSON", the Case note number field is filled with "123456789", and the Date of birth field is empty. The Search button is highlighted. Below the search fields, a blue-bordered box contains the message: "To reduce the risk of duplicate events, a search must include at least 3 different search terms before you may add an event for a new patient." Below this, the Results section shows "No patients matched **SMITHSON, 123456789** (10.0 seconds)".

Family name NHS/CHI/H&C number
First name Case note number
Postcode Date of birth

Your search must meet **one or more** of the following criteria:

- include **NHS number**
- and/or include **Case note number** and also one of **Family name, Postcode or Date of birth**
- and/or include at least **3** different search terms

All terms contributing towards the criteria must contain at least **3** characters.

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Family name NHS/CHI/H&C number
First name Case note number
Postcode Date of birth

To reduce the risk of duplicate events, a search must include at least 3 different search terms before you may add an event for a new patient.

Results
No patients matched **SMITHSON, 123456789** (10.0 seconds)

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If your search doesn't meet these criteria you will get an error message.

When you have entered a valid search, your results will be displayed.

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Search

You must search for a patient before you may add a new event. Matching patients are listed according to the strength of the match. To see a patient's events, click the patient's header row to expand the panel.

- To create an event for a new patient (i.e. a patient who is not displayed in the results), click New Referral, New Transport or New Admission.
- To add an event for an existing patient (i.e. a patient who is displayed in the results), expand the panel, and then click Add Referral, Add Transport or Add Admission.
- To view, edit or delete a patient's event, expand the panel and click Open on the relevant row. You may only open events that belong to your organisation.

Family name: HEPTON NHS/CHI/H&C number: Case note number: 1019778
 First name: CARTER Date of birth: Postcode: Search Clear

Results

1 patient matched HEPTON, CARTER, 1019778 (18.9 seconds)

[New Referral](#) [New Transport](#) [New Admission](#)

★★★★★ HEPTON, Carter	Born 11-Oct-2013	Sex Male	NHS no. 652 950 0413	(1 event) +
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< Previous Next > Patients 1 to 1 of 1

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The number of stars indicates how strongly your search criteria match a patient in the database. Five stars being the strongest.

The number of events already in the database for the patient is displayed.

The search will either generate a list of possible patients or will indicate that there are no matches.

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Family name: HEPTON NHS/CHI/H&C number: Case note number: 1019778
 First name: CARTER Date of birth: Postcode: Search Clear

Results

1 patient matched HEPTON, CARTER, 1019778 (18.9 seconds)

[New Referral](#) [New Transport](#) [New Admission](#)

★★★★★ HEPTON, Carter	Born 11-Oct-2013	Sex Male	NHS no. 652 950 0413	(1 event) +
----------------------	------------------	----------	----------------------	-------------

[Add Referral](#) [Add Transport](#) [Add Admission](#)

CS	ET	Event date	Family name	First name	Date of birth	Sex	NHS number	Case note number	Postcode	
✓	A	01-Jan-2014	HEPTON	Carter	11-Oct-2013	Male	652 950 0413	1019778	RH110RG	Open

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Clicking the patient will expand the details and show you those events.

The Event Type (ET)

Icon	Description
A	Admission
R	Referral
T	Transport

If the event is associated with your organisation you will be able to see the Case note number and the Postcode, and an **Open** link will be displayed to allow you to open the event.

Creating an Event

Using the search results either add an event for an existing patient or enter an event for a new patient.

If the patient you want to enter an event for is displayed, click the **Add Referral**, **Add Transport** or **Add Admission** link displayed (you will need to click the **Open** link for the named patient to see these).

Results
1 patient matched HEPTON, CARTER, 1019778 (18.9 seconds)
[New Referral](#) [New Transport](#) [New Admission](#)

★★★★★ **HEPTON, Carter** Born 11-Oct-2013 Sex Male NHS no. 652 950 0413 (1 event) —

[Add Referral](#) [Add Transport](#) [Add Admission](#)

CS	ET	Event date	Family name	First name	Date of birth	Sex	NHS number	Case note number	Postcode	
✓	A	01-Jan-2014	HEPTON	Carter	11-Oct-2013	Male	652 950 0413	1019778	RH110RG	Open

< Previous Next > Patients 1 to 1 of 1

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If the patient you are searching for is not in the database, click **New Referral**, **New Transport** or **New Admission** links.

Entering an Event

A blank event screen will open with the details you searched for filled in already. All the event screens are organised the same way. Use the **tab key** to move between fields.

Click on the relevant section heading to go to that section.

You do not need to click **Save** as you go between sections, click the **Back** and **Next** buttons. When you have finished entering data click **Save**. The record will then be saved to the database. If you want to abandon your changes click **Cancel**.

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Admission Event ID 274611

FROST, Benjamin Born 29-Jul-2012 Sex Male NHS/CH/WH&C no. 999 803 2237

[Save](#) [Cancel](#) [Delete](#) [Back](#) [Next](#)

Patient details Admission details Diagnoses and procedures PIM Daily interventions Interventions Trial + Growth Discharge + Follow-up Comments Legacy data NET-PACK 2

Patient details

Family name FROST
First name Benjamin
Address 31 EAST ROAD
Postcode BD87TX
NHS/CH/WH&C number 9998032237 ☐ Patient not eligible for number
Case note number SH125508
Date of birth 29-Jul-2012
Indicate if date of birth is Not estimated
Sex Male
Ethnic category Other other
Other ethnic category Not stated
GP practice code 99999
Gestational age at delivery 27
Birth order
Multiplicity 1

[Save](#) [Cancel](#) [Delete](#) [Back](#) [Next](#)

Event validation
1 error: 4 missing values

Core dataset
1 error: 4 missing values

- Type of transport team Missing value
- Transport team contradiction Transport team is specified yet Type of transport team is not PICU, Centralised transport service (PICU), Transport team from neonates, or Other ... team
- Past medical history Missing value
- Tick if unobtainable
- Base excess source Missing value
- Lactate source Missing value

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The patient banner displays the details of the patient. Record the Event ID to permit easy recall of the event record.

When a new event is created the error list generated includes all missing data. As you enter data the list will update automatically, diminishing as 'missing' data is recorded. You can click on the **Tick if unobtainable/correct** box on any error that should be ignored (for example if you do not have a past medical history).

You can save an incomplete event and complete it later.

Icons

Each event has a coloured icon displaying the status of this event.

Icon	Description	Status
	Green tick	Indicates an event is complete
	Blue shield	Indicates an event has one or more missing values
	Yellow shield	Indicates an event has one or more warnings
	Red shield	Indicates an event has one or more errors

Data Entry

Use the tab key to move between fields. The following date and time formats are acceptable.

DATES

Format	Example
dd-MMM-yyyy	3-Oct-2011
dd/mm/yyyy	3/10/2011
ddmmyyyy*	03102011

TIMES

Format	Example
hh:mm	9:00
hhmm*	0900

* These formats are shortcuts and require leading zeros i.e. 3102011 will not be accepted an error message will be listed in the Event validation list. 03102011 will be accepted. The system will automatically insert the appropriate separator.

Diagnoses and procedures

In order to enter a diagnosis or procedure you need to find the relevant READ code.

Click on **add diagnosis or procedure** to activate the coding search tool.

Select the type of code required.

Record a description of the diagnosis or procedure. Click **copy** to paste the text in the **search for** text box.

The search engine has the option to search for:
any of the words, all of the words, the exact phrase or similar words.

As with the patient search; the number of stars indicates how strongly your search criteria match a code in the database. Five stars being the strongest.

Rating	Matching term	Code and preferred term
★★★★★	Acute bronchiolitis NOS	H061z Acute bronchiolitis NOS
★★★★★	Acute bronchiolitis due to respiratory syncytial virus	H0615 Acute bronchiolitis due to respiratory syncytial virus
★★★★★	Bronchiolitis obliterans with usual interstitial pneumonitis	X102z Bronchiolitis obliterans with usual interstitial pneumonitis
★★★★★	Bronchiolitis obliterans syndrome after lung transplantation	XaYR1 Bronchiolitis obliterans syndrome after lung transplantation
★★★★★	Chemical bronchiolitis obliterans	H4641 Toxic bronchiolitis obliterans
★★★★★	[X]Acute bronchiolitis due to other specified organisms	Hvu11 [X]Acute bronchiolitis due to other specified organisms
★★★★★	Bronchiolitis obliterans	X101l Bronchiolitis obliterans
★★★★★	BOOP - Bronchiolitis obliterans and organising pneumonitis	X102l Cryptogenic organising pneumonitis
★★★★★	Acute bronchitis or bronchiolitis NOS	H06z Acute bronchitis or bronchiolitis NOS
★★★★★	Acute bronchitis and bronchiolitis	H06.. Acute bronchitis and bronchiolitis

Click to **Select** and then **Save** to record the code.

Organisation

The term **organisation** is used to describe a PICU, CTS or DGH.

In order to enter an organisation you will need to click on the **Pick** button.

To delete an organisation, click on the **Clear** button.

Click on the **organisation type** and a list will be generated. Click on the name to select or enter the name in the search box and click **search** (useful for finding a DGH).

You can also pick from the **Frequently used** list.

For all non-PICU units and wards within a DGH record the DGH name e.g. Milton Keynes Hospital. If you can't find the organisation then select **Other organisation** and type in the name.

Events

The events page lists all your organisation's events and provides you with tools to sort your data into a number of useful lists in particular incomplete and complete events.

Select on the relevant filters and click apply.

By clicking on the column heading the list will sort by that field i.e. click on modified on and the list will appear in date order.

Importing Events

If you use your own clinical system to collect data, you can export data in a format specified by PICA Net to be imported into the PICA Net SEED system. Click the **Import** menu item.

If you are associated with more than one organisation, a warning will be displayed so you can check that you are importing data for the correct organisation.

Click **Browse and find your import file. Select the file and click **Open**.**

Click **Upload when you have picked the correct file. A summary of the data imported will be displayed.**

Import
PICA Net successfully imported the file into the database.
[Return to the Dashboard](#)

Summary

Import details

File name: picanet_test_data.xml
File size (bytes): 2,885
Import time (s): 4.52

Referral events

Total: 0
Earliest: N/A
Latest: N/A

Transport events

Total: 0
Earliest: N/A
Latest: N/A

Admission events

Total: 1
Earliest: 25/01/2014
Latest: 25/01/2014
Total activity days: 1
Average activity days: 1

Exporting Data

To download your organisation's data for local use and analysis click the **Export** menu item and select your event types and dates. PICUs can also download PCCMDS data.

You will need to tick the box to acknowledge that you are solely responsible for any data you download from PICANet Web and then click **Export** to generate the file. The data will then open in Microsoft Access.

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Export

You can download your organisation's data for local use and analysis. PICUs can also download PCCMDS data. Export files may take up to 5 minutes to generate depending on the amount of data selected. When your export file has been generated it will appear at the top of your list of export files. Click Download next to the export file you wish to download. Files are removed after 24 hours.

Event Data **PCCMDS**

Event types: ☒ Referral ☒ Transport ☒ Admission

Event dates: ☐ All ☒ Between 01/07/2013 and: 30/07/2014

☐ Include Personally Identifiable Information

File format: ☒ Access 2000 (MDB)

☐ Tick to acknowledge that you are solely responsible for any data you download from PICANet Web

Generate Export File

Export Files

You **MUST NOT** open the file directly from the browser window because personally identifiable information may be saved on your computer. Please save the file in a secure network location.

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PICUs can access PCCMDS data by clicking on the **PCCMDS** tab.

Reports

Click the **Reports** menu item to access live reports for your organisation. If there are additional data/tables you would like to be added to this resource please ask the PICANet team by emailing picanet@leeds.ac.uk.

Hover over the category of report you want to run, e.g. **Admissions** and a list of quick reports will be displayed.

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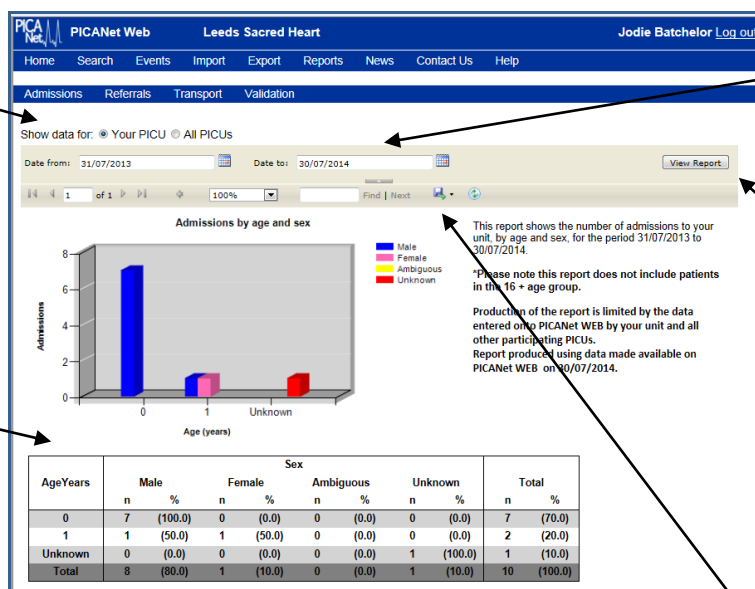
Admissions Referrals Transport Validation

RSPRT C Admissions

- Admissions by Age and Sex
- Admissions by Age less than one and Sex
- Admissions by Diagnostic Group and Age Group
- Admissions by Discharge Destination and Age Group
- Admissions by Discharge Status and Age Group
- Admissions by Discharge Status and Age Group Less Than One
- Admissions by Discharge Status and Sex
- Admissions by Discharge Status and Sex Less Than One
- Admissions by Follow Up Status and Age Group
- Admissions by Follow Up Status and Age Group Less Than One
- Admissions by Follow Up Status and Sex
- Admissions by Follow Up Status and Sex Less Than One
- Admissions by Primary Diagnosis and Sex
- Admissions by Retrieval Team and Age Group
- Admissions by Type and Age Group
- Admissions by Ventilation Status and Age Group
- Admissions by Year, Month and Age Group
- Admissions by Year, Month and Diagnostic Group

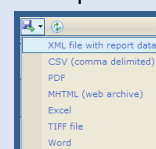
You can choose between your own data being displayed or data from all PICUs.

All reports will have an associated table detailing the figures used. This will either appear on the bottom of the report or for larger graphs, on a second page.



Default values are set for parameters. To adjust parameters, simply change the value and click **View Report** to update the report.

Click on this button to save the report.



Select the required format.

Validation Reports

Units can generate their own validation reports via the reporting tool.

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Validation

Dataset

Core Dataset and Custom Audits

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100%

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Leeds Sacred Heart - Validation Report

Core Dataset and Custom Audits

The following events have outstanding validation issues. If you need to query any of these issues with the PICANet team please quote the EventID of the record. The RuleID is a unique identifier for each rule used by the PICANet team.

EventID: 224088

Event Type	Event Date	Local ID	Record Number	Case Note No
Admission	12/12/2013	20131257	20131257	L1334446

Rule ID	Rule Title	Rule Message
3004	GP practice code	Missing value

Custom Audit

Rule ID	Rule Title	Rule Message
1	First monitored cardiac rhythm during cardiac arrest	Missing value
2	Time from observed cardiac arrest to start of sustained ROSC or A&E admission (hours)	Missing value
5	Time from observed cardiac arrest to start of sustained ROSC or A&E admission (minutes)	Missing value
8	Time from A&E admission to start of sustained ROSC (hours)	Missing value
11	Time from A&E admission to start of sustained ROSC (minutes)	Missing value

Select which dataset you would like to see a Validation Report for by using the drop down selection box.

If you have any additional queries please view the HELP page or contact picanet@leeds.ac.uk