

PICANet Web Quick User Guide



The PICANet database is hosted in the University of Leeds' LASER system (Leeds Analytics Secure Environment for Research).

Logging-In

Open the system by going to:

<https://laser-picanet.leeds.ac.uk/>

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

Sign in

<https://laser-picanet.leeds.ac.uk/>

Username

Password

Sign in Cancel

Enter your University of Leeds **User name** (e.g.medtjf) and **Password**. If you do not have a user name for PICANet, please contact PICANet on picanetwebaccess@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.

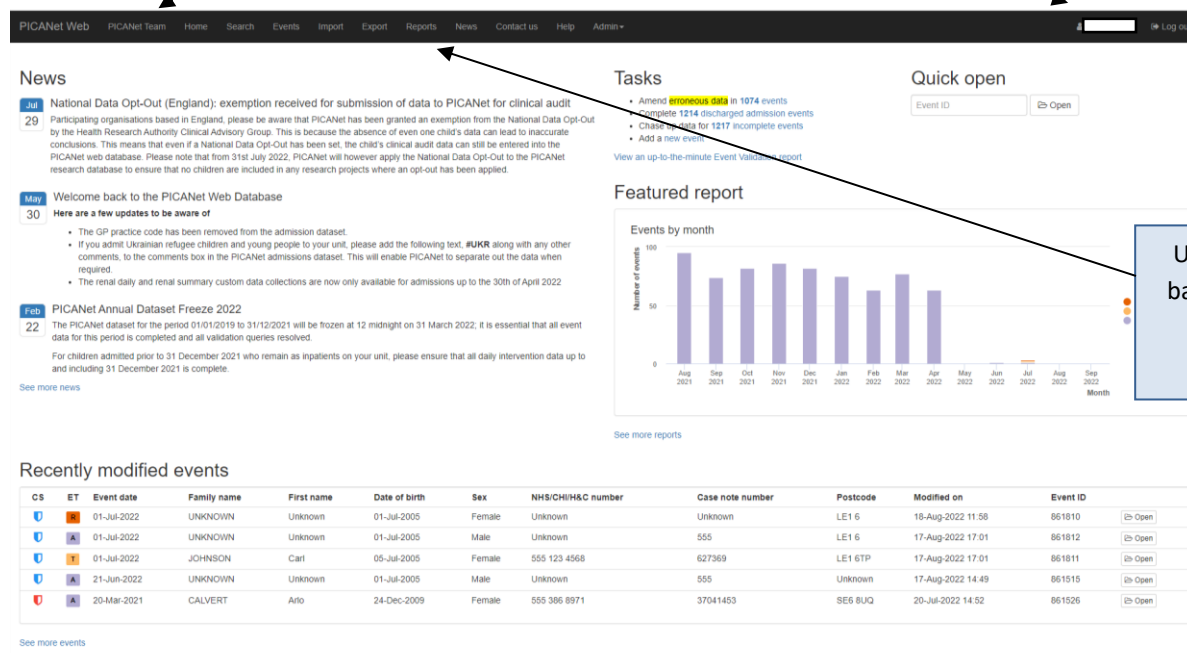
PICANet Web Writer: Members of this group have full read/write access to own organisation's data
PICANet Web Reader: Members of this group have read-only access to own organisation's data (i.e. user can open event edit pages, but is prohibited from modifying and saving.)

Please note that the sharing of user names and passwords for PICANet Web is strictly prohibited and contravenes the [Leeds University Password Usage and Management Policy v 2.2.](#)

Disclosure and sharing of passwords and accounts may result in your access being withdrawn.

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.



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 and any updates from PICANet.
Tasks	The number of events with incomplete data and/or errors. A list of these events can be accessed 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 Customised Data Collections.

Points to note:

- The term **event** is used to describe a single episode of PCC 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 (PCC). The key organisation types are Paediatric Intensive Care Unit (PICU), Centralised Transport Service (CTS), Level 2/High Dependency Unit (HDU), District General Hospital

(DGH) and Airport. The term DGH also includes other locations from or to which PCC patients are retrieved or transferred, such as other Level 2 units or 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, 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 will 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 you to 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.

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 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), click Add Referral, Add Transport or Add Admission (shown above the patient's event list).
- To **view, edit or delete** an event, click Open on the relevant row.

Family name: JOHNSON
 NHS/CHI/H&C number:
 Event date:
 First name: CARL
 Case note number:
 Postcode:
 Date of birth:
 Search [Search] [Clear]

Event date is not used in search, but any matching dates will be highlighted in the results below.

Search conditions not met!
 Your search must meet **one or more** of the following criteria:

- include **NHS/CHI/H&C 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

Additionally, all terms contributing towards the criteria must contain at least **3** characters.

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

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 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), click Add Referral, Add Transport or Add Admission (shown above the patient's event list).
- To **view, edit or delete** an event, click Open on the relevant row.

Family name: VOLVIC
 NHS/CHI/H&C number:
 Event date:
 First name: strawberry
 Case note number: 54637763
 Postcode:
 Date of birth:
 Search [Search] [Clear]

Event date is not used in search, but any matching dates will be highlighted in the results below.

2 patients matched VOLVIC, strawberry, 54637763 (1.8 seconds)

New Admission (Level 2)

★★★★★ VOLVIC, Strawberry Born 01-Oct-2009 Sex Female NHS/CHI/H&C no. Unknown 2 events

+ Add Admission (Level 2)

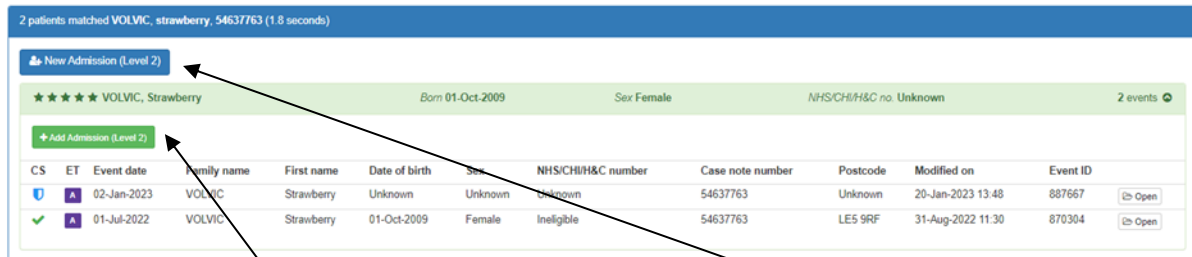
CS	ET	Event date	Family name	First name	Date of birth	Sex	NHS/CHI/H&C number	Case note number	Postcode	Modified on	Event ID	
Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	54637763	Unknown	20-Jan-2023 13:48	887667	[Open]
01-Oct-2009	Female	Intelligible	Unknown	Unknown	01-Oct-2009	Female	Intelligible	54637763	LE5 9RF	31-Aug-2022 11:30	870304	[Open]

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

Clicking **Open** will expand the event and show you those details

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 Admission (Level 2)' link displayed (you will need to click the 'Open' link for the named patient to see these).

If the patient you are searching for is not in the database, click the 'New Admission (Level 2)' link.

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.

Admission (Level 2) Event ID 887667

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

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

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'.

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 the 'Case note number').

- 🔍 Case note number expected
Case note number should not be missing
 Tick if unobtainable

Event completion status

Each event has a *completion status*, which indicates whether it has any missing, questionable or erroneous data. Throughout the system, we use coloured icons to indicate an event's completion status based on data validation severity

Icons

- ✔ Event is **complete**; no further data is required and all existing data is validated and verified
- 🔍 Event has **missing** data
- ⚠ Event contains **warnings** (questionable data); it may also have missing data
- 🚫 Event contains **errors** (erroneous data); it may also contain warnings and/or have missing data

Event 1 error 2 warnings 36 missing values Jump to ▾

- 🔍 Time of admission to unit expected
Time of admission to unit should not be missing
 Tick if unobtainable
- 🚫 Admitted before birth
Date of admission cannot be earlier than Date of birth
- ⚠ Pre-PICANet admission (PILOT) event
Date of admission pre-dates the start of PICANet admission (PILOT) data collection (1 Jul 2022)
 Tick if correct

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

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 the data entry with a zero i.e. 3102011 will not be accepted and 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.

The screenshot shows the 'Diagnoses and procedures' tab selected in a navigation bar. The form contains the following sections and buttons:

- Primary diagnosis for this admission:** Contains the text 'H33.. Asthma' and 'asthma'. Below it is a blue button labeled 'Add Primary Diagnosis'.
- Other reasons for this admission:** Contains a hyphen '-'. Below it is a blue button labeled 'Add Other Reason'.
- Operations and procedures performed prior to and during this admission:** Contains a hyphen '-'. Below it is a blue button labeled 'Add Operation or Procedure'.
- Comorbidities:** Contains a hyphen '-'. Below it is a blue button labeled 'Add Co-morbidity'.

A callout box on the right side of the form contains the text: **Click on add diagnosis or procedure to activate the coding search tool.** Four arrows point from this box to the four 'Add' buttons listed above.

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'.

procedure Operation or procedure

Description (as recorded in the patient's notes) Code
Unspecified - please select a code from the panel below

Concept domain Cause Disorder Procedure History and observation Unspecified

Match any of the words all of the words the exact phrase similar words (fuzzy match)

Search Copy Search diagnosis or proced Search

Frequently used
Heart transplant X011q Temporary cardiac pacemaker procedure

Save Cancel

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.

Click to Select and then Save to record the code.

Diagnosis or procedure Primary diagnosis

Description (as recorded in the patient's notes) Code
H33.. Asthma x Remove

Concept domain Cause Disorder Procedure History and observation Unspecified

Match any of the words all of the words the exact phrase similar words (fuzzy match)

Search Copy asthma Search

50 items (0.3 seconds)

Rating	Matching term	Code and preferred term
★★★★★	Asthma	H33.. Asthma
★★★★★	Bronchial asthma	H33.. Asthma
★★★★★	Childhood asthma	X101t Childhood asthma
★★★★★	Late onset asthma	X101u Late onset asthma
★★★★★	Asthma unspecified	H33z. Asthma unspecified

1 2 3 4 5 6 7 8 9 10

Frequently used
XA048 Brain tissue injury

Recently used
H33.. Asthma

Save Cancel

Organisation

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

Retrieval / transfer
Yes

Type of transport team

Transport team
Pick... Clear

Other transport team

Collection unit (or location)
Pick... Clear

Other collection unit

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).

Collection unit (or location)

Organisation type PICU CTS DGH Airport

Organisation name Search Clear

None of the these?
[Other organisation](#) [Unknown organisation](#)

PICU	Birmingham Children's Hospital
PICU	Bristol Royal Hospital for Children
PICU	Cambridge Addenbrooke's Hospital
PICU	Cardiff Noah's Ark children's Hospital for Wales
PICU	Leeds General Infirmary
PICU	Leicester Glenfield Hospital
PICU	Leicester Royal Infirmary
PICU	Liverpool Alder Hey
PICU	London Great Ormond Street Hospital - PICU_NICU
PICU	London Evelina Children's Hospital

1 2 3 4

Cancel

For all non-PICU units and wards (including Level 2/HDU units) record the DGH name e.g. Milton Keynes Hospital. You should also record the DGH code for non-PICU units or wards in a hospital with a PICU – these organisations will have a PICU code and a DGH code.

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**.

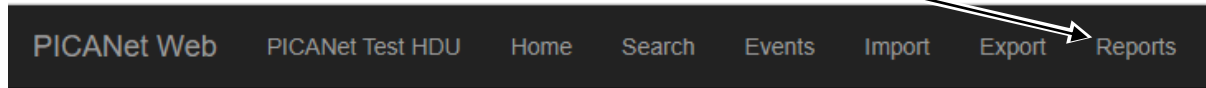
By clicking on the column heading the list will sort by that field i.e. click on **'Modified on'** and the list will appear in date order.

The screenshot shows the 'Events' page interface. At the top, there is a 'Filter' section with several options: 'Event type' (Admission (PILOT)), 'Event date' (All, Between), 'Section' (Core Dataset), 'Completion status' (Complete, Incomplete with missing values, Incomplete with warnings, Incomplete with errors), and 'Admission status' (Current (on unit), Discharged, 30 day follow-up overdue). Below the filters is a table with 6 events. The table has columns for CS, ET, Event date, Family name, First name, Date of birth, Sex, NHS/CHI/H&C number, Case note number, Postcode, Modified on, and Event ID. The 'Modified on' column is highlighted, indicating it is the current sort order. The events are listed in descending order of the 'Modified on' date.

CS	ET	Event date	Family name	First name	Date of birth	Sex	NHS/CHI/H&C number	Case note number	Postcode	Modified on	Event ID
	A	31-Aug-2022	MAX	Pepsi	19-Apr-1997	Unknown	Unknown	Unknown	KW147AX	31-Aug-2022 11:32	870394
	A	01-Jul-2022	VOLVIC	Strawberry	01-Oct-2009	Female	Ineligible	54637763	LE5 9RF	31-Aug-2022 11:30	870304
	A	05-Aug-2022	SPRINGWATER	Purelife	07-Aug-2021	Unknown	Unknown	Unknown	Unknown	31-Aug-2022 10:58	870389
	A	22-Aug-2022	ENERGY	Monster	10-May-2016	Male	Ineligible	64352	LE649TF	30-Aug-2022 16:12	870324
	A	23-Jul-2022	VOLVIC	Strawberries	01-Oct-2009	Unknown	243 555 5634	Unknown	LE5 7TH	30-Aug-2022 14:55	870318
	A	25-Aug-2022	JOHNSON / RAY	Carl	Unknown	Unknown	Unknown	Unknown	LE1 6TP	30-Aug-2022 14:38	870146

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.



Reports

- 1. **Help** - An introduction to the report and how to use it.
- 2. **What does this report show?** - A list of the data included in the report.
- 3. **How to use the report** - A list of the data included in the report.
- 4. **How to use the report** - A list of the data included in the report.
- 5. **How to use the report** - A list of the data included in the report.
- 6. **How to use the report** - A list of the data included in the report.
- 7. **How to use the report** - A list of the data included in the report.
- 8. **How to use the report** - A list of the data included in the report.
- 9. **How to use the report** - A list of the data included in the report.
- 10. **How to use the report** - A list of the data included in the report.

Event validation report
 Show a list of events with unresolved validation queries
[Open](#)

Validation review tool
 Explore an overview of validation queries for your organisation
[Open](#)

The screenshot shows a dashboard with several charts and tables. The top chart is a bar chart titled '1 transport validation query, 1' with a legend for 'Event', 'Missing', and 'Waiting value'. Below it is another bar chart titled '2 transport validation queries, 1' with a legend for 'Event', 'Missing', and 'Waiting value'. To the right is a table titled '3 transport validation queries, 1' with columns for 'Event', 'Missing', and 'Waiting value'. Below these are two more charts: '4 transport validation queries, 1' and '5 transport validation queries, 1', both with legends for 'Event', 'Missing', and 'Waiting value'. At the bottom right is a table titled '6 transport validation queries, 1' with columns for 'Event', 'Missing', and 'Waiting value'. The dashboard also includes a copyright notice: 'Copyright © 2020 University of Leeds and Leeds'.

Validation Reports.

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

Event validation

Filter

Event type Admission (PILOT)

Section

Admission (Level 2) events (7)

Event ID	Event date	Event number	Case note number
870148	25-Aug-2022	680	Unknown
Admission (Level 2) core dataset <ul style="list-style-type: none">Address line 1 expected – Address line 1 should not be missing (Rule 0.7008)NHS/CHI/H&C number expected – NHS/CHI/H&C number should not be missing (Rule 0.7008)Case note number expected – Case note number should not be missing (Rule 0.7011)Date of birth expected – Date of birth cannot be missing (Rule 0.7012)Date of birth indicator expected – Indicate if date of birth is cannot be missing (Rule 0.7016)Sex expected – Sex cannot be missing (Rule 0.7017)Birth order expected – Birth order cannot be missing. If unknown, enter 9 (Rule 0.7025)Multiplicity expected – Multiplicity cannot be missing. If unknown, enter 9 (Rule 0.7023)PIM eligibility expected – PIM eligibility cannot be missing (Rule 0.7073)Blood glucose source expected – Blood glucose source cannot be missing (Rule 0.7150)Unlikely weight – Expecting a Weight value between 2.6 and 80.0 (Rule 0.7173)Primary diagnosis for this admission expected – Diagnoses and procedures must include a Primary diagnosis for this admission (Rule 0.7195)Operation or procedure performed during this admission expected – Diagnoses and procedures must include an operation or procedure when Type of admission to unit is Planned - following surgery or Unplanned - following surgery (Rule 0.7197)Was a tracheostomy performed during this admission expected – Was a tracheostomy performed during this admission cannot be missing (Rule 0.7199)Status at 30 days post-discharge expected – Status at 30 days post-discharge cannot be missing (Rule 0.7223)			
870318	23-Jul-2022	Unknown	Unknown
Admission (Level 2) core dataset <ul style="list-style-type: none">Invalid NHS/CHI/H&C number – NHS/CHI/H&C number must be 10 digits long and meet the checksum test (Rule 0.7009)Case note number expected – Case note number should not be missing (Rule 0.7011)Sex expected – Sex cannot be missing (Rule 0.7017)Time of admission to unit expected – Time of admission to unit should not be missing (Rule 0.7035)Admission number expected – Admission number should not be missing (Rule 0.7042)Previous critical care admission expected – Previous critical care admission cannot be missing (Rule 0.7044)Source of admission expected – Source of admission cannot be missing (Rule 0.7045)Retrieval / transfer expected – Retrieval / transfer cannot be missing (Rule 0.7052)			

If you have any additional queries please view the HELP page or contact

General enquiries – picanet@leeds.ac.uk

or Emily Evans (Study Administrator) – ece3@leicester.ac.uk

Web Access enquiries – PICANetWebAccess@leeds.ac.uk

Clinical/Diagnosis coding queries – please direct these to the PICANet Inbox where our Research Nurse will pick these up - picanet@leeds.ac.uk