PICANet Web Quick User Guide

The PICANet database is hosted in the University of Leeds' LASER system (Leeds Analytics Secure Environment for Research). LASER is a cloud-based Trusted Research Environment (TRE) that provides a secure environment for researchers to store, handle, process and analyse sensitive and confidential data.

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Logging-In

When first navigating to PICANet Web you will get a dialog box to log in.

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 PICANetWebAccess@leeds.ac.uk detailing your name, email address, job title and requirement for PICANet Web Writer or Reader 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 pages and export data 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.

Disclosure and sharing of passwords and accounts may result in your access being withdrawn.

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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.

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 maintenace 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 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 (PIC). The key organisation types are Paediatric Intensive Care Unit (PICU), High Dependency Unit (HDU), Centralised Transport Service (CTS), District General Hospital (DGH) and Airport. The term DGH also includes other locations from or to which PIC patients are retrieved or transferred, such as other wards in centres that provide critical care and hospices.

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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 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.

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.

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

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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.

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'.

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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.

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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.

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Diagnoses and procedures

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

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Select the type of code required.

procedure Operation or procedure

Description (as recorded in the patient's notes)   Code

Unspecified - please select a code from the panel below

Record a description of the diagnosis or procedure. Click 'Copy' to paste the text in the Search box.

pt 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 |

tly used
eart transplant   **X011q** Temporary cardiac pacemaker procedure

The search engine has the option to search for: 'Any of the words', 'All of the words', 'The exact phrase' or 'Similar words'.

| Save | Cancel |

Diagnosis or procedure Primary diagnosis

cription (as recorded in the patient's notes)   Code

thma   H33.. Asthma **✖ Remove**

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.

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

Click to Select and then Save to record the code.

| Save | Cancel |

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Organisation

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

Retrieval / transfer

Yes

Type of transport team

Transport team

Pick... | Clear

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

Other transport team

Collection unit (or location)

Pick... | Clear

Other collection unit

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

Collection unit (or location)

Organisation type ● PICU ○ CTS ○ DGH ○ Airport

Organisation name | Search | Clear

> 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).

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

None of these?
Other organisation   Unknown organisation

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.

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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.

Events

Use the filter to narrow down the list of your organisation's events. For example, you can show only **incomplete events** or only events that contain **erroneous data**.
To **sort** the list's contents, click a column header to sort the list in ascending order based on that column. Click the same column header again to sort in descending order.
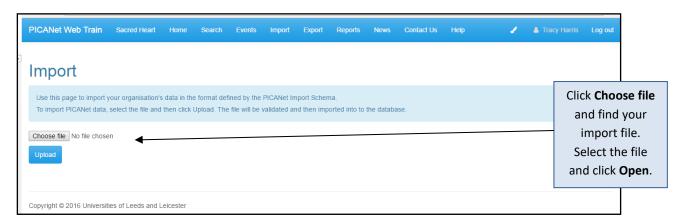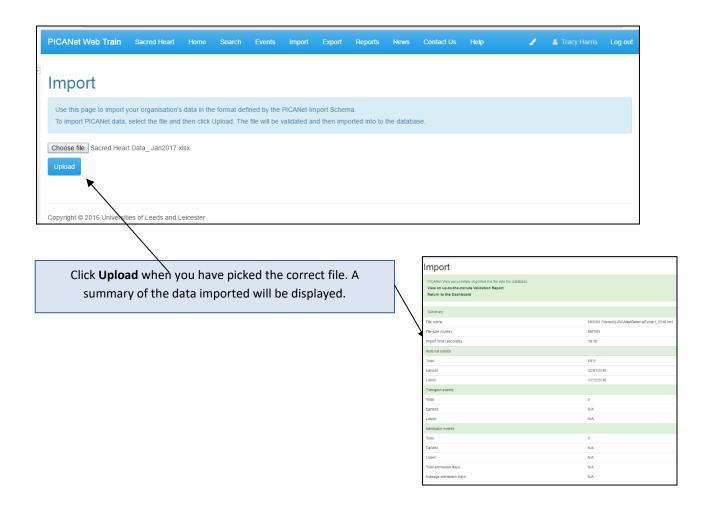
Filter

Event type	☐ Admission (PILOT)
Event date	◉ All ○ Between [dd/mm/yyyy] and [dd/mm/yyyy]
Section	Core Dataset
Completion status	☐ Complete ☐ Incomplete with missing values ☐ Incomplete with warnings ☐ Incomplete with errors
Admission status	☐ Current (on unit) ☐ Discharged ☐ 30 day follow-up overdue

▼ Apply Filter   Clear

6 events

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	KW14TAX	31-Aug-2022 11:32	870394	⊳ Open
✔	A	01-Jul-2022	VOLVIC	Strawberry	01-Oct-2009	Female	Ineligible	54637763	LE5 9RF	31-Aug-2022 11:30	870304	⊳ Open
🛡	A	05-Aug-2022	SPRINGWATER	Purelife	07-Aug-2021	Unknown	Unknown	Unknown	Unknown	31-Aug-2022 10:58	870389	⊳ Open
🛡	A	22-Aug-2022	ENERGY	Monster	10-May-2016	Male	Ineligible	64352	LE649TF	30-Aug-2022 16:12	870324	⊳ Open
🛡	A	23-Jul-2022	VOLVIC	Strawberries	01-Oct-2009	Unknown	243 555 5534	Unknown	Unknown	30-Aug-2022 14:55	870318	⊳ Open

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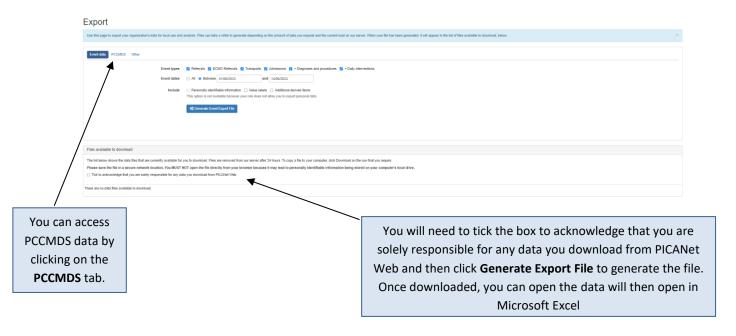
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Importing Events

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

Click **Choose file** 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.

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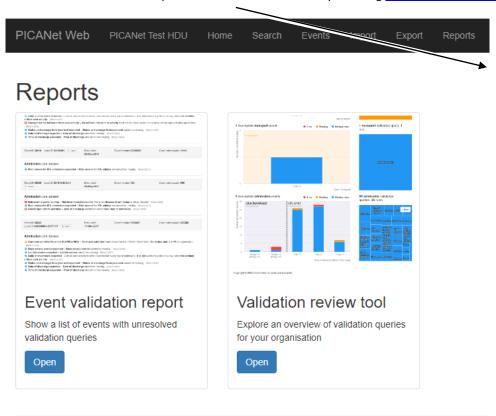
Exporting Data

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

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 **Generate Export File** to generate the file. Once downloaded, you can open the data will then open in Microsoft Excel

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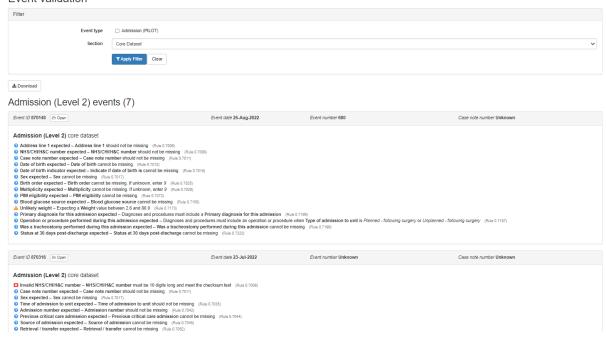
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Reports

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.

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Validation Reports.

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

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

General enquiries – picanet@leeds.ac.uk

or Emily Evans (Research and Audit Assistant) – 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

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