PICANet Web Quick User Guide

The PICANet database is hosted in the University of Leeds' Leeds Analytics Secure Environment for Research (LASER). 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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Please note that any screenshots included as part of this document are for education purposes only and contain dummy 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 or PICANet Lead. They must send an email to mailto: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Disclosure and sharing of passwords and accounts may result in your access being withdrawn.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. 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 PICU Admission, Level 2 Admission, ECMO, ECMO Referral, Transport and Referral event data as applicable, 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 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), 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** 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 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.

> If the event is associated with your organisation you will be able to see the Case note number and the Postcode. Events the patient had at other organisations are listed but not accessible

> 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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Events

The term *event* is used to describe a single instance of PIC activity, such as a `Referral` `ECMO Referral` `Transport` `Admission` or `Admission (Level 2)`

The Event type (ET) decribes a single instance of Critical Care activity .

Creating an Event

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

2 patients matched SMITH, JOHN, 01/10/2009 (2.5 seconds)											
New Referral	New ECMO Referral	New Transport	New Admission								
★ ★ ★ ★ ★ SMITH, John			Born on Oct-2009	Sex Male		NHS/CHI/H&C no. 999 999 9999					1 event
Add Referral	Add ECMO Referral	Add Transport	Add Admission								
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
🛡	R	09-Nov-2022	SMITH	John	01-Oct-2009	Male	999 999 9999		Unknown	Unknown	03-Jul-2024 09:13	878669 Recent	Open

> If the patient you want to enter an event for is displayed, click the **Add Referral**, **Add ECMO Referral, Add Transport** or **Add Admission** 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 **New Referral, New ECMO Referral, New Transport** or **New Admission** links.

Entering an Event

A blank event screen will open with thed for filled organised the same way. Use the **tab k** fields.

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

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

BBB, Infant   *Born on* **05-Jul-2016** *Sex* **Male** *NHS/CHI/H&C no.* **485 777 3456** *Admitted on* **05-Jul-2018** *Discharged on* **07-Sep-2023**

💾 Save & Close	Save	Close	🗑 Delete							‹ Back	Next ›

Patient details | Admission details | PIM | Diagnoses and procedures | Daily interventions | Additional information | ECMO 1 | ECMO 2 | Discharge + Follow-up

Comments | Legacy data

Family name
`BBB`   `Second family name`

First name
`INFANT`

Address

Postcode

ℹ If the patient is a refugee, please record in Comments

NHS/CHI/H&C number
`4857773456`   ☐ Patient not eligible for number

Case note number
`555`

Date of birth   **Indicate if DOB is**
`05/07/2016`

Sex
`Male`

Gestational age at delivery
`                                    ` `weeks`
If patient is under 2 years old

Birth order   **Multiplicity**

> 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 ethnic category).

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

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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 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.

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Select the type of code required.

Diagnosis or procedure Primary diagnosis

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

Code
H06.. Acute bronchitis and bronchiolitis ✕ 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 | Search diagnosis or proced | Search

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

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

ntly used
Acute bronchiolitis Xa0IW Acute laryngotracheobronchitis
y used
cute bronchitis and bronchiolitis

Save

Diagnosis or procedure Primary diagnosis

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

Code
H06.. Acute bronchitis and bronchiolitis ✕ 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 | Bronchiolitis | Search

26 items (0.3 seconds)

Rating	Matching term	Code and preferred term
★ ★ ★ ★ ★	Acute bronchitis and bronchiolitis	H06.. Acute bronchitis and bronchiolitis
★ ★ ★ ★ ★	Acute bronchitis or bronchiolitis NOS	H06z. Acute bronchitis or bronchiolitis NOS
★ ★ ★ ★ ★	Acute bronchiolitis	H061. Acute bronchiolitis
★ ★ ★ ★ ★	Acute capillary bronchiolitis	H0610 Acute capillary bronchiolitis
★ ★ ★ ★ ★	Acute obliterating bronchiolitis	H0611 Acute obliterating bronchiolitis

1 2 3 4 5 6

Frequently used
H061. Acute bronchiolitis   Xa0IW Acute laryngotracheobronchitis

Recently used
H06.. Acute bronchitis and bronchiolitis

Save   Cancel

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

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.

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Organisation

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

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.

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

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

For all non-PICU units and wards within a PICU organisation record the DGH coded name e.g. DGH Sheffield Children's Hospital. 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.**

Multiple Referrals

To enable transport organisations to record **multiple** referral outcomes for one patient, the PICANet Web referral record includes a **Save & New Outcome** button.
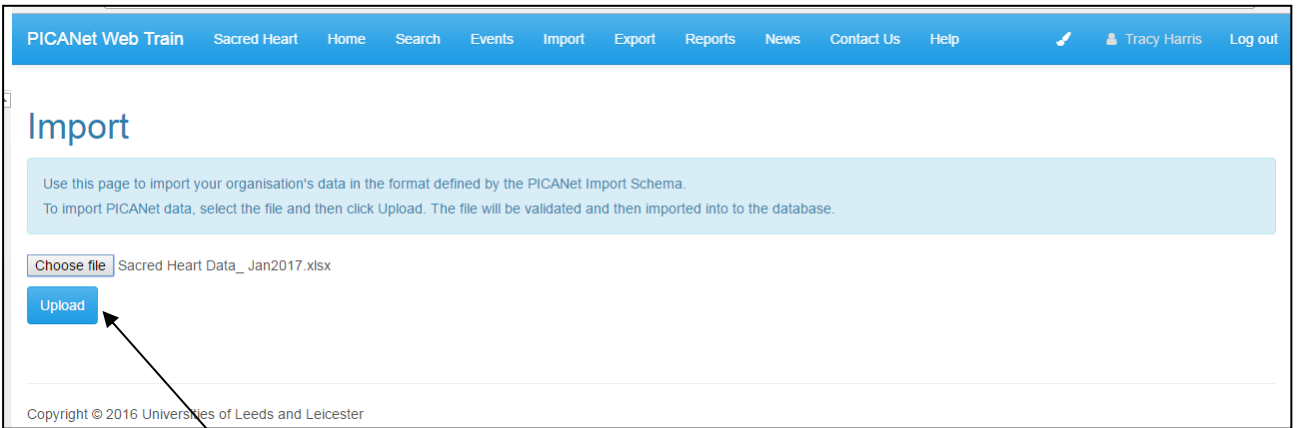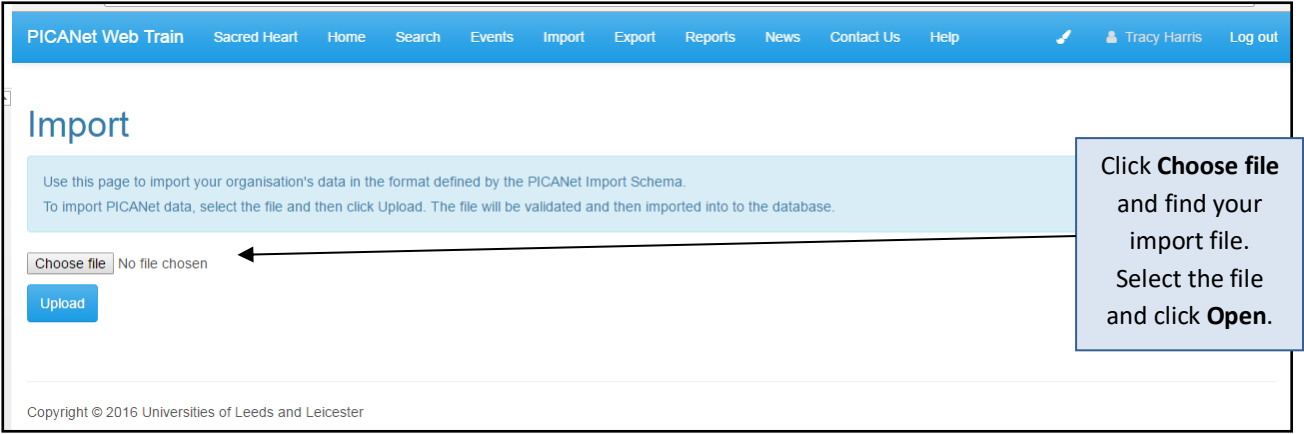
Complete the first referral event, click **Save & New Outcome** to add a further referral event. Complete the new **Outcome of this referral event**. Field.

> **Select Save & New Outcome**

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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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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.
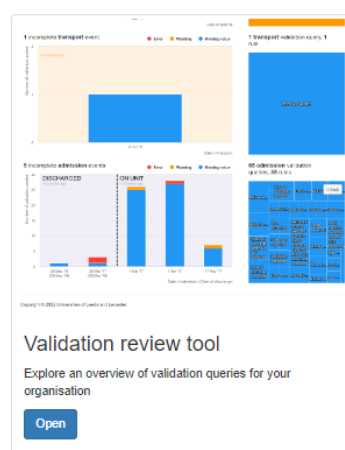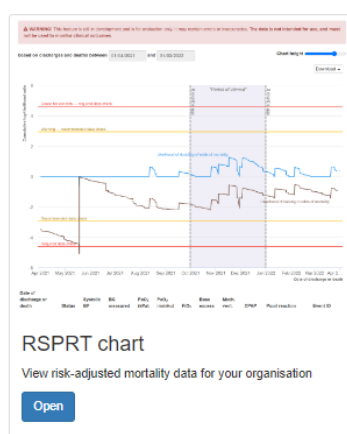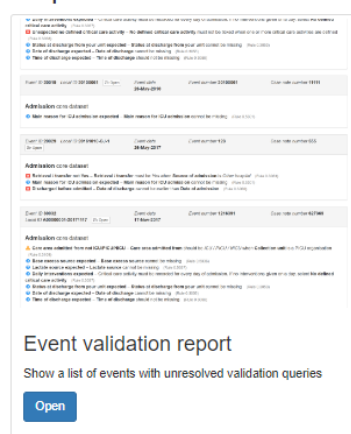
There are a few reports available on PICANet Web, including;

The **Event validation report** – Shows a complete list of all unsolved validation queries. Can be filtered by Event type and customised data collection.
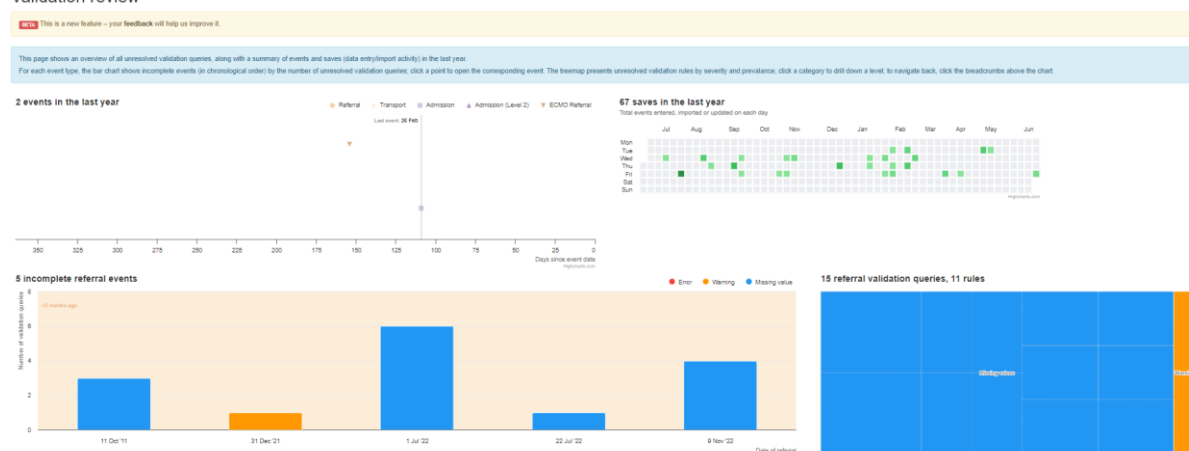
RSPRT Chart – Interactive display of risk-adjusted mortality data. We send updates of these to you quarterly by email.

Validation review tool – This is an interactive overview of outstanding validation. Organised into event type, vaidation query and whether or not the queries meet the PCCS Standard of completion within 2 months of discharge from your unit.
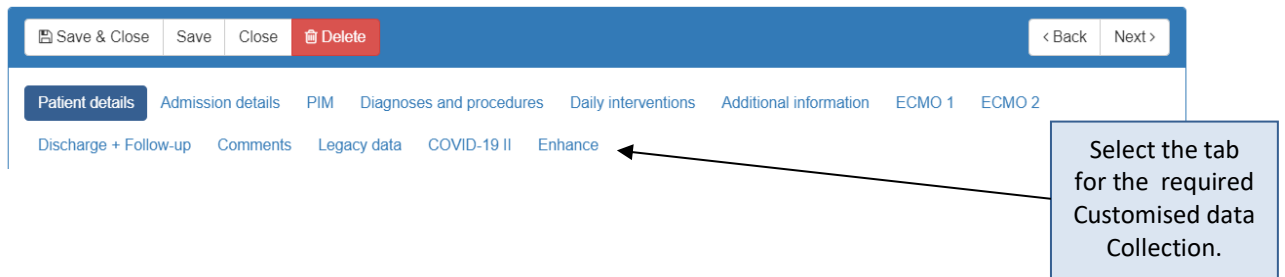
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Customised data collection

For units who agree to participate in a Customised Data Collection PICANet will enable access to the specific custom data collection tab on the event data entry page E.g. Enhance.

The ECMO Admission data set will appear in a similar way for participatin ECMO centres.

Select the tab for the required Customised data Collection.

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

General enquiries – picanet@leeds.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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