



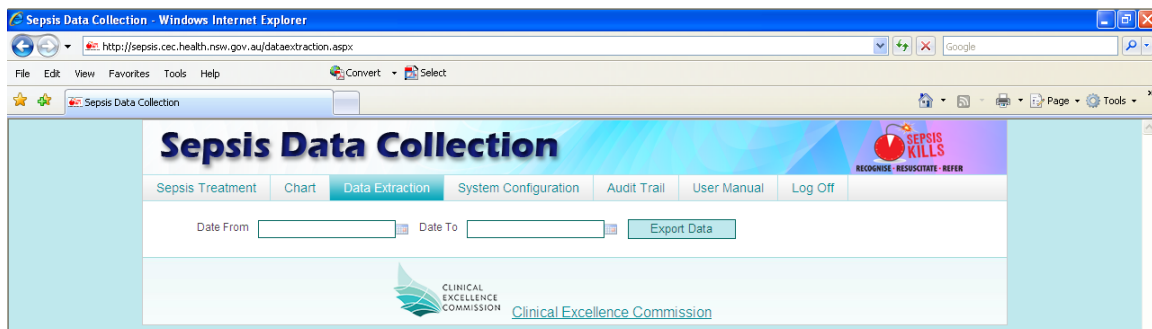
Guide to performing a quality data review for the NSW Sepsis Database Emergency Department



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The purpose of the NSW Sepsis Database is to provide data that measures how the implementation of the Sepsis Pathway is impacting upon the appropriate recognition and timely management of patients with sepsis. A quality data review, using the *Data Extraction* tool, should be performed on a regular basis to ensure the accuracy of your data, particularly when generating a chart. Please use the following guide to assist you in reviewing your data.

- Log onto database using your facility password
- On the Data Extraction page;



- ☞ <select> Export Data – do not use dates as all data should be reviewed
- ☞ <select> Open
- ☞ <select> Save to <file name> - this should be a secure location as the file will contain patient-identifying data

A number of excel commands can be used to check the data including;

- Scanning for errors
- Sorting the worksheet by the column – repeat for each data field
- Using filters
- Reformatting columns with date and time entry to show both the date and time by
 - ☞ <select> column
 - ☞ Right mouse click over column
 - ☞ <select> format cells
 - ☞ Category <select> custom
 - ☞ type <select> d/mm/yyyy h:mm

If an error is located, colour the cell and save.

All errors identified need to be corrected in the database (not on the data extraction sheet).

After data correction in the database, perform another data extraction.

If all data OK on the new data extraction sheet, generate charts by <select> Charts page

Please report any errors identified within the first five columns, A - F (including the Record ID, Facility Code, Facility Name, LHD Code, LHD Name and Facility Type), to the database administrator.



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Column.	Field Name:	Issue:	Solution:
G.	ServiceTypeCode	<ul style="list-style-type: none"> Missing values 	<ul style="list-style-type: none"> This field is generated automatically by selecting the service type. If missing value, collect and enter service type data
H.	ServiceType	<ul style="list-style-type: none"> Missing values 	<ul style="list-style-type: none"> Check that data has been entered correctly, re-enter as required Check that any comments are consistent with this entry
I.	MRN	<ul style="list-style-type: none"> Are the MRN in the correct format for your facility? Are there any double entries (sort column by MRN and DOB, look for same MRN, DOB and TriageDateTime)? 	<ul style="list-style-type: none"> MRN cannot be amended once data is submitted. To correct any MRN errors delete file and re-enter the entire file Delete double entries where MRN, DOB and triage time are identical <p>Note: an individual patient can have more than one episode of sepsis entered into the database (will have different triage date/times)</p>
J.	DOB	<ul style="list-style-type: none"> Missing values 	<ul style="list-style-type: none"> May be missing due to use of <tab> out of MRN field Collect data and enter
K.	Age	<ul style="list-style-type: none"> Missing values Error values <ul style="list-style-type: none"> Less than 0 Greater than 110 	<ul style="list-style-type: none"> Check Age calculation for errors i.e. <0 or >110 Where age = 0, compare Date of Birth and Triage Date to identify data entry errors Collect and enter correct Date of Birth
L.	TriageDateTime	<ul style="list-style-type: none"> Missing time (seen by reformatting column to dd/mm/yyyy hh:mm:ss AM/PM) Missing date Error values <ul style="list-style-type: none"> Less than year 2009 Greater than now date 	<ul style="list-style-type: none"> Collect data and enter Check that data has been entered correctly (value=2009-now), re-enter as required
M.	TriageCategory	<ul style="list-style-type: none"> Error value = -1 Missing values <p>Note: 9=non ED patients with no triage value</p>	<ul style="list-style-type: none"> -1 is the default for missing data in this field. Collect missing data and enter
N.	HeartRate	<ul style="list-style-type: none"> Missing value Error values <ul style="list-style-type: none"> Less than 0 Greater than 300 	<ul style="list-style-type: none"> If missing value, collect and enter data Check that data has been entered correctly (value=0-300), re-enter as required



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Column.	Field Name:	Issue:	Solution:
O.	SBP	<ul style="list-style-type: none"> • Missing value • Error values <ul style="list-style-type: none"> ○ Less than 0 ○ Greater than 250 <p>Note: if SBP not palpable or unrecordable SBP = 0</p>	<ul style="list-style-type: none"> ☞ If data missing due to “not recorded” or “paediatric”, check for entry in comments. Enter comment or collect data and enter ☞ Check that data has been entered correctly (value =0-250), re-enter as required.
P.	RespiratoryRate	<ul style="list-style-type: none"> • Missing value • Error values <ul style="list-style-type: none"> ○ Less than 0 ○ Greater than 80 	<ul style="list-style-type: none"> ☞ If missing value, collect and enter data ☞ Check that data has been entered correctly (value =0-80), re-enter as required
Q.	Temperature	<ul style="list-style-type: none"> • Missing value • Error values <ul style="list-style-type: none"> ○ Less than 34 ○ Greater than 43 	<ul style="list-style-type: none"> ☞ If missing value, collect and enter data ☞ Check that data has been entered correctly (value =34-43), re-enter as required
R.	Lactate1	<ul style="list-style-type: none"> • Missing value • Error values <ul style="list-style-type: none"> ○ Less than 0 ○ Greater than 30 	<ul style="list-style-type: none"> ☞ Not all facilities have point of care testing or perform this test on every sepsis patient, therefore expect blank cells ☞ Check that data has been entered correctly (value =0-30), re-enter as required
S.	Immunocompromised	<ul style="list-style-type: none"> • Missing values <ul style="list-style-type: none"> ○ Yes or No 	<ul style="list-style-type: none"> ☞ Collect data and enter
T.	Antibiotics1DateTime	<ul style="list-style-type: none"> • Missing time (seen by reformatting column) • Missing date and time • Error values <ul style="list-style-type: none"> ○ Less than year 2009 ○ Greater than now date 	<ul style="list-style-type: none"> ☞ A missing time only, will cause the time to antibiotic calculation to be in error. Collect missing data and enter ☞ If a patient did not receive IV antibiotics (or IM/IO), the record should not be in the database – delete record ☞ If missing time and date, collect and enter data ☞ Check that data has been entered correctly (value with date and time 2009 –now), re-enter as required



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Column.	Field Name:	Issue:	Solution:
U.	TimeIntervalAntibiotic	<ul style="list-style-type: none"> • Missing value • Error values <ul style="list-style-type: none"> ○ Less than 0 ○ Greater than 1000 minutes <p>Note: values >1000 minutes can be entered but double check as they will skew your data</p>	<p>☞ This field is calculated by entering the correct triage and antibiotic time and date. Check that data has been entered correctly (value =0-1000 minutes), re-enter as required</p>
V.	GivenIVFluid	<ul style="list-style-type: none"> • Missing values <ul style="list-style-type: none"> ○ Yes ○ No 	<p>☞ Collect missing data and select YES or NO</p>
W.	ReasonForNoIVFCode	<p>Where GivenIVFluid=NO</p> <ul style="list-style-type: none"> • Missing values 	<p>☞ This field is generated automatically by selecting GivenIVFluid =NO. If missing value, collect and enter data</p>
X.	ReasonForNoIVFluid	<p>Where GivenIVFluid=NO</p> <ul style="list-style-type: none"> • Missing values <ul style="list-style-type: none"> ○ Not prescribed ○ Fluid restricted 	<p>☞ Collect missing data and select correct option</p>
Y.	IVFluidDateTime	<p>Where GivenIVFluid=YES</p> <ul style="list-style-type: none"> • Missing date and time • Missing time (seen by reformatting column) • Error values <ul style="list-style-type: none"> ○ Less than year 2009 ○ Greater than now date 	<p>☞ This field is generated automatically by selecting GivenIVFluid =YES. If missing values, collect and enter data</p> <p>☞ A missing time only, will cause the time to IV fluid calculation to be in error. Collect missing data and enter</p> <p>☞ Check that data has been entered correctly (value with date and time 2009 –now), re-enter as required</p>
Z.	TimeIntervalIVFluid	<p>Where GivenIVFluid=YES</p> <ul style="list-style-type: none"> • Missing value • Error values <ul style="list-style-type: none"> ○ Less than 0 ○ Greater than 1000 minutes <p>Note: values >1000 minutes can be entered but double check as they will skew your data</p>	<p>☞ This field is calculated by entering the correct triage and IV fluid time and date. Check that data has been entered correctly (value =0-1000 minutes), re-enter as required</p>
AA.	PresumptiveSourceCode	<ul style="list-style-type: none"> • Missing values 	<p>☞ This field is generated automatically by selecting the Presumptive Source. If missing value, collect and enter presumptive source data</p>



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Column.	Field Name:	Issue:	Solution:
AB.	PresumptiveSourceName	<ul style="list-style-type: none"> • Missing values 	<ul style="list-style-type: none"> ☞ Check that data has been entered correctly, re-enter as required ☞ Check that any comments are consistent with this entry
AC.	DispositionCode	<ul style="list-style-type: none"> • Missing values 	<ul style="list-style-type: none"> ☞ This field is generated automatically by selecting the disposition. If missing value, collect and enter disposition data
AD.	Disposition	<ul style="list-style-type: none"> • Missing values 	<ul style="list-style-type: none"> ☞ Check that data has been entered correctly, re-enter as required ☞ Check that any comments are consistent with this entry
AE.	DOD	<ul style="list-style-type: none"> • Missing value • Values <ul style="list-style-type: none"> ○ Greater than now date 	<ul style="list-style-type: none"> ☞ Only those patients where the date of death is known will have this field completed ☞ Check that data has been entered correctly value with date (>now), re-enter as required
AF.	Comments	<ul style="list-style-type: none"> • Too many comments – “less is more” • symbol in field 	<ul style="list-style-type: none"> ☞ Encourage users to enter comments that add value to existing data fields. This information should be recorded as categorical data i.e. key words that can be transferred to other columns in your analysis of the data ☞ Do not use the enter key in this field as this will make text difficult to read. Use commas to separate data.