

National Bowel Cancer Audit User Guide

Version Final v2.3

National Clinical Audit Support Programme (NCASP)

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Suggestions or Comments

Should you have any suggestions for this manual about the content or layout, or notice any errors, please contact the author using the details shown above.

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Contents	Page
1 INTRODUCTION.....	3
1.1 Audience.....	3
1.2 Aim of this Manual.....	3
1.3 Aims and Objectives	3
2 GETTING STARTED.....	4
2.1 National Bowel Cancer Audit Website	4
2.2 System Requirements	4
2.3 Applying for Open Exeter access.....	4
2.3.1 Completing the Registration Forms	4
2.3.2 Passwords	5
3 USING THE APPLICATION.....	6
3.1 Logging onto the System.....	6
3.2 Open Exeter Application Selection	8
3.3 National Bowel Cancer Audit Main Menu.....	9
4 PATIENT RECORDS.....	10
4.1 Patient Records Facility.....	10
4.1.1 Creating a new record.....	10
4.1.2 Editing an existing record.....	14
4.1.3 Filtering the Patient List.....	15
4.1.4 Ordering the Patient List	16
4.2 Tumour Details.....	17
4.2.1 Create a new Tumour Record.....	17
4.2.2 Editing/Viewing a Tumour Record	20
4.3 Treatment Records	21
4.3.1 Create a new Treatment Record	21
4.3.2 Editing/Viewing a Treatment Record.....	24
4.4 Follow Up Records.....	25
4.4.1 Create a new Follow Up Record	25
4.4.2 Editing/Viewing a Follow Up Record.....	27
5 DATA IMPORT.....	28
5.1 Import Options	28
5.2 Import Data.....	29
5.3 Check Import.....	31
6 DATA EXPORT.....	35
6.1 Export Options	35
6.1.1 Export all Data.....	36
6.1.2 Export CWT Data.....	37
7 GENERAL INFORMATION.....	38
7.1 Passwords	38
7.1.1 Changing your Password.....	38
7.1.2 Password Forgotten or Expired	39
7.2 Session Time Out	40
7.3 Exiting the Application	40
7.4 Helpdesk.....	40

1 INTRODUCTION

1.1 *Audience*

This manual is for all users of the National Bowel Cancer Audit application. It is not intended for technical support or development staff.

1.2 *Aim of this Manual*

The aim of this manual is to provide users an understanding of each of the functions they will use within the National Bowel Cancer Audit application. It is intended solely as a reference guide.

For further help, please contact the Helpdesk. (See section 6.4)

1.3 *Aims and Objectives*

The National Bowel Cancer Audit is a high profile, collaborative, national clinical audit for bowel cancer run jointly by The Information Centre for health and social care and the Association of Coloproctology of Great Britain and Ireland (ACPGBI). The audit is commissioned by the Healthcare Commission.

2 GETTING STARTED

2.1 *National Bowel Cancer Audit Website*

The National Clinical Audit Support Programme (NCASP) website provides invaluable information relating to the National Bowel Cancer Audit. To connect, follow the link below:

www.icservices.nhs.uk/ncasp/bowelcancer

2.2 *System Requirements*

In order to access the National Bowel Cancer Audit application, there are certain requirements. These are:

- an NHSnet or N3 connection
- Microsoft Internet Explorer version 6.0 or higher installed on your PC; and
- an Open Exeter user identity and password.

If you do not have an NHSnet connection, or Internet Explorer please contact your local IT department.

If you do not have an Open Exeter User identity and password, please contact your Trusts' Primary Contact.

2.3 *Applying for Open Exeter access*

A prerequisite for using the National Bowel Cancer Audit application is access to the Open Exeter portal. Every user will need a username and password to access the system.

This is achieved through the Clinical Audit Data User Certification process. Local Primary Contacts should coordinate and facilitate the completion of a Data User Certification form, ensuring the 5 digit organisation code is correct. Once the form has been completed, it should be despatched to the Authentication Team in Exeter (details of the Authentication Team and address is on the form itself).

Please note that even if users have access to other Open Exeter application, they will still need to specifically apply for access to the National Bowel Cancer Audit system.

2.3.1 *Completing the Registration Forms*

A copy of the Data User Certification form for the National Bowel Cancer Audit system can be downloaded by following the link to the National Bowel Cancer Audit website and clicking on the 'Data User Certificate' Link in the Useful Links section to download the form.

Details of how to complete the form are included, but do please ensure that the Primary Contact in Part A also includes their details in Part B.

2.3.2 Passwords

Once the registration form(s) have been approved and processed, each user will be assigned a username and password to access the system. These will be communicated by telephone to the Primary Contact who will pass them on to the users. Users have 7 days to access the system and change their password.

Username and passwords are to be used exclusively by the users to whom they are assigned. All entries and edits to the database are recorded and can be traced back to the individual users. Please note that Caldicott Guardians have access to an audit tool to view activity and usage of the system.

3 USING THE APPLICATION

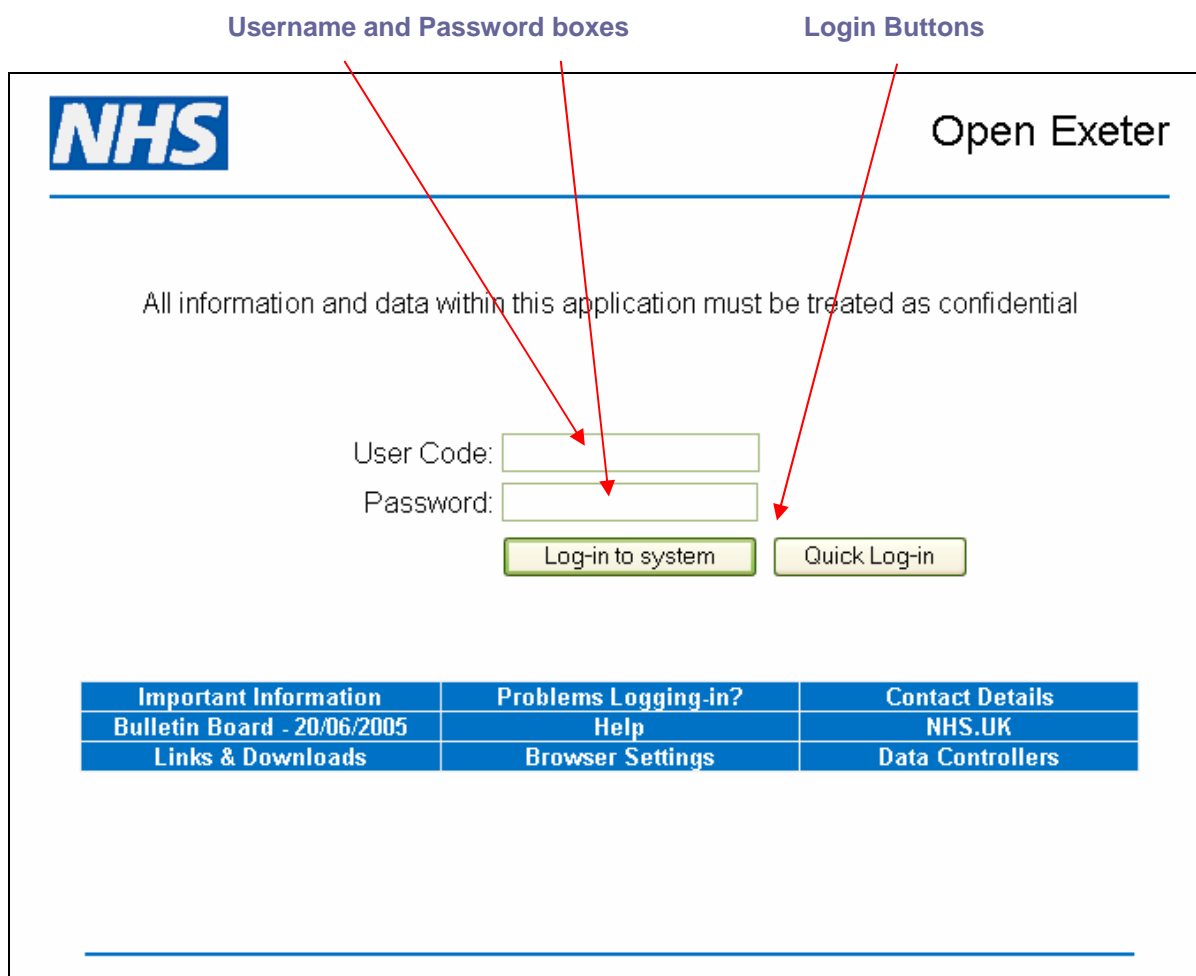
3.1 Logging onto the System

Once you have received your username and password you have been granted permission to access the system.

To begin an Audit session you must log in via Open Exeter 2. To do this:

- o access the Open Exeter system at <https://nww.openexeter.nhs.uk/nhsia/index.jsp>
- o enter your Username (ensure UPPERCASE is used);
- o enter your Password (ensure UPPERCASE is used);
- o click the 'Log-in to system' button if you have access to more than one organisation or system
- o click the 'Quick log-in' button if you have previously saved your settings.

Figure 1 – Open Exeter Login Screen



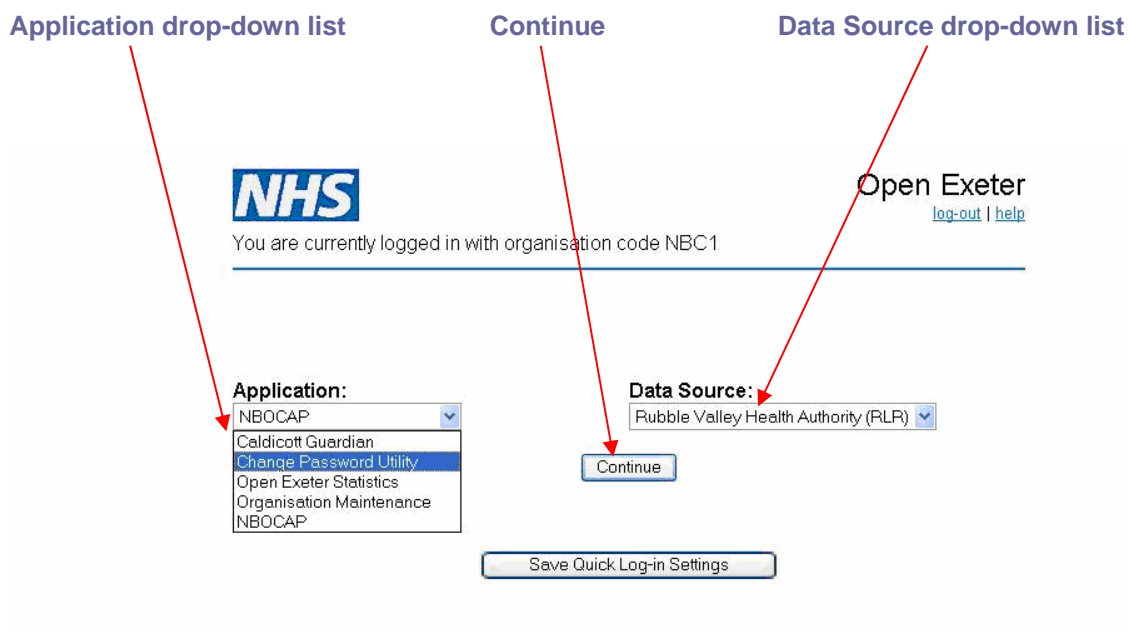
3.2 Open Exeter Application Selection

Once you have logged on you will be taken to the Open Exeter Application Selection page shown below in Figure 2.

To access the National Bowel Cancer Audit application:

- Select National Bowel Cancer Audit from the Application drop-down list; if you have access to other Open Exeter applications you will see them in the list.
- Select your local Health Organisation from the Data Source drop-down list. This is where the National Bowel Cancer Audit system will search for demographic details for the NHS Numbers you enter.
- Click the Continue button to access the application. This will take you to the Home Page.
- Saving 'Quick Log-in Settings' enables you to log in using the 'Quick log-in' button next time.

Figure 2 – Open Exeter Application Selection Screen



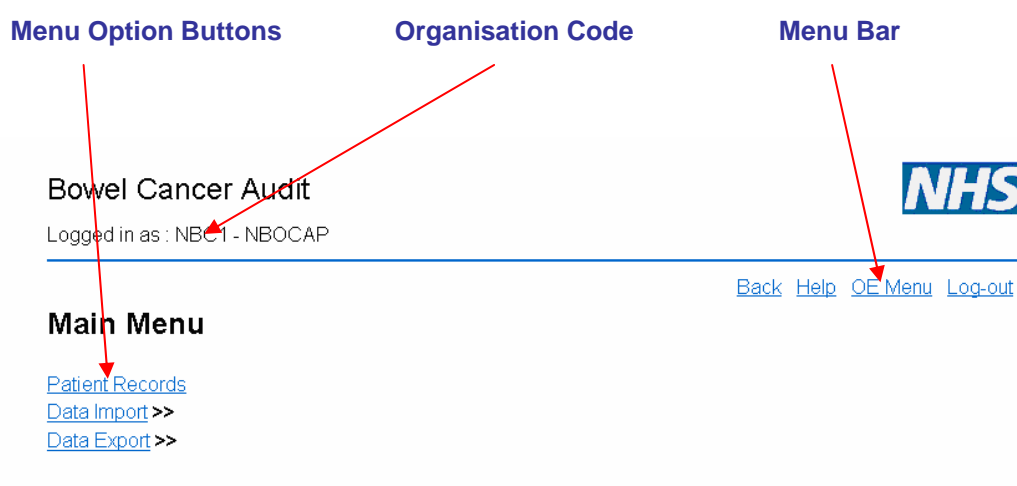
3.3 National Bowel Cancer Audit Main Menu

The Main Menu Page is the first screen you will see once you have successfully logged into the system; this is shown below in Figure 3. There are a set of hyperlink buttons on the Menu Bar at the top right of the page within the application:

- Back – takes you to the previous screen
- Help – provides the help screen for whichever part of the application you are currently using
- OE Menu – takes you back to the Open Exeter application selection screen
- Logout - logs you out of the application.

It also shows the organisation that you are logged in as, together with the organisation code.

Figure 3 – NBOCAP Main Menu



On the screen there are 3 Menu option buttons giving access to:

- Patient Records
- Data Import
- Data Export

Each option will be explained in more detail later.

4 PATIENT RECORDS

4.1 Patient Records Facility

The patient records facility allows you to input your patient data manually. To access, click on the 'patient records' link from the main menu screen and this will take you to the main Patient list screen, shown below in Fig 4.

4.1.1 Creating a new record

- o Enter a valid NHS Number in the NHS Number field.
- o Click on the Search button

Figure 4 – NBOCAP Patient List

Bowel Cancer Audit
Logged in as : NBC1 - NBOCAP

[Back](#) [Help](#) [Main Menu](#) [OE Menu](#) [Log-out](#)

Patient List

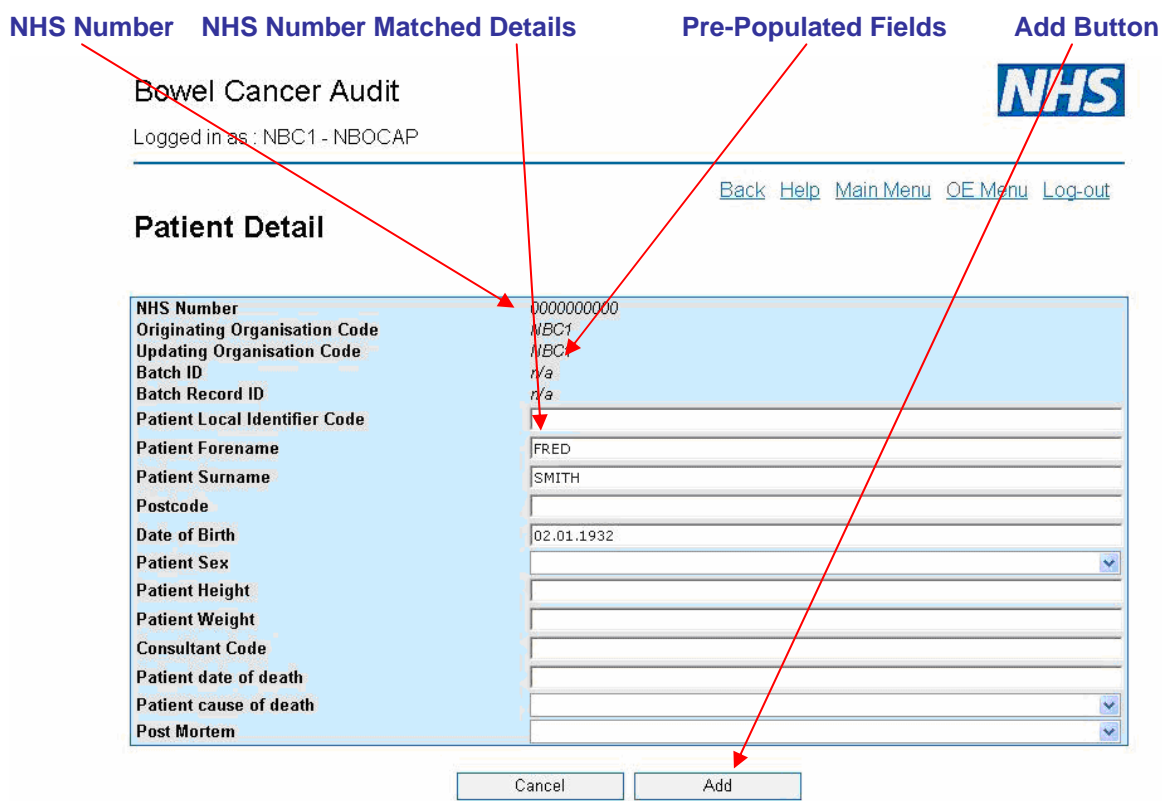
Enter an NHS Number to search

NHS NUMBER	SURNAME	FORENAME	POSTCODE
1111111111	FRANKLIN	FELICITY JANE	EX4 2UZ
1234567890	FINCH	JEREMY	EX1 2TT
3333333333	CROUCH	JIM	EX5 8JH
4444444444	COSGROVE	KEVAN JOHN DEREK	DN6 2KL
5555555555	SMITH	GILLIAN	TG18 6RT
6666666666	JONES	PADRAIG	PL32 4RP
7777777777	BAKER	RICHARD	EX3 9SM
8888888888	COSGROVE	TIM	EX19 5FS
9999999999	COSGROVE	WILLIAM	DN27 4RF

- o This will then search the National Bowel Cancer Audit database to see if there is a record for that NHS Number already present on the system, or if it can't find a record on the National Bowel Cancer Audit database, it will then complete a national search against the Exeter Systems (NHAIS systems). If the patient is not found in the Audit database or the Exeter Systems, the patient cannot be added to NBOCAP.

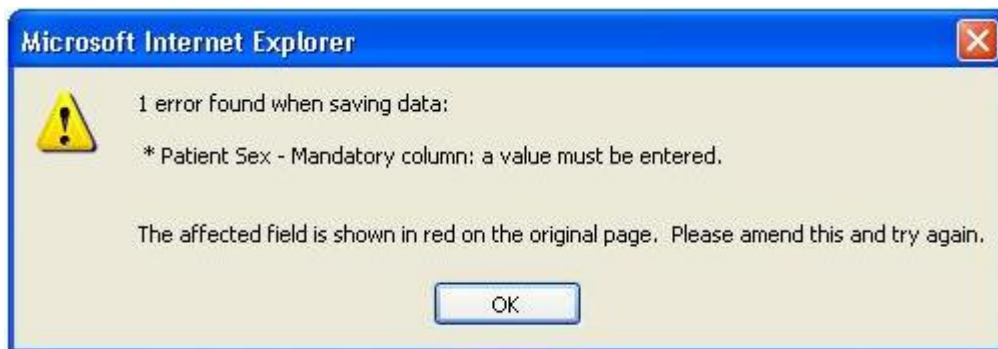
- Once the National Bowel Cancer Audit system has found a match for the NHS Number, a Patient Demographics screen will be displayed, as shown in Figure 5. Please ensure the details automatically populated (including the patient’s name) are correct before you add the patient.

Figure 5 – Patient Demographics Screen



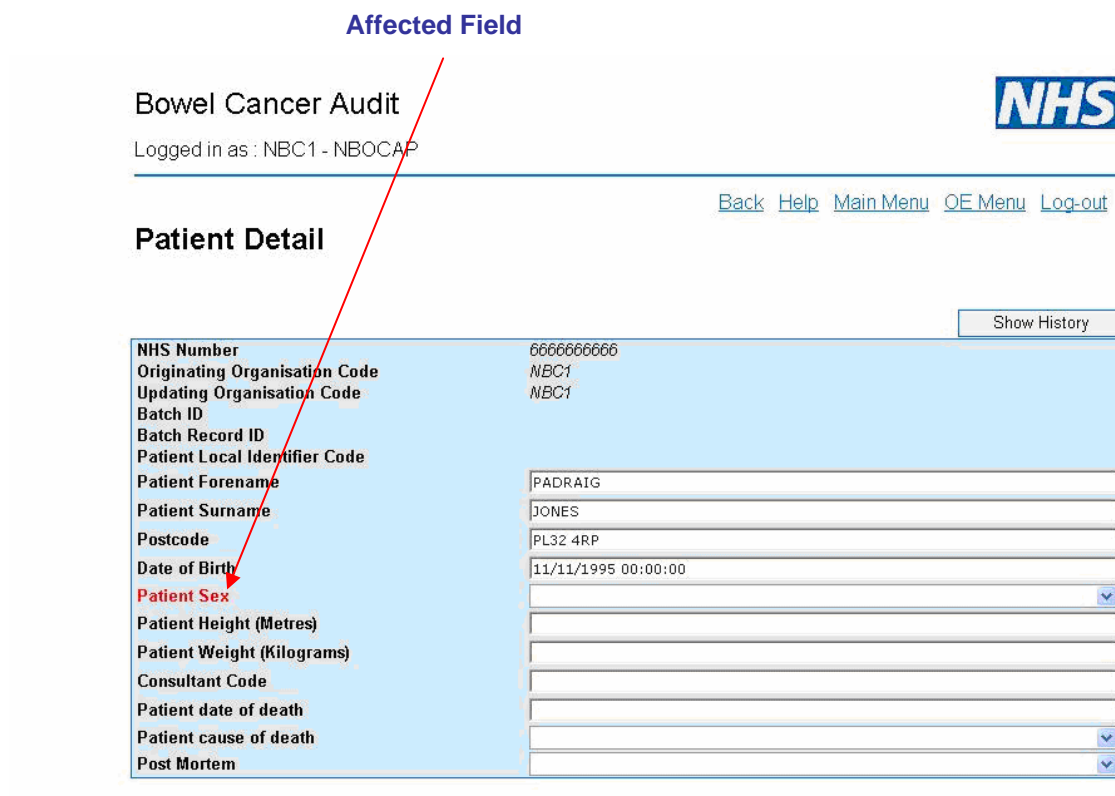
- This screen will be pre-populated with the Organisation Code and NHS Number, and these fields cannot be edited.
- The screen will also populate the demographics details that it matched with the NHS Number.
- If the incorrect record has been selected, then click on the ‘Cancel’ button, which will return you to the Patient List screen.
- Once the demographics details have been completed, then click on the ‘Add’ button at the bottom of the screen. Please note that the data field Patient Sex is a mandatory field. If any errors are found in the data entered on the screen, an error message box will appear highlighting the error, as shown in Figure 6.

Figure 6 – Error Message



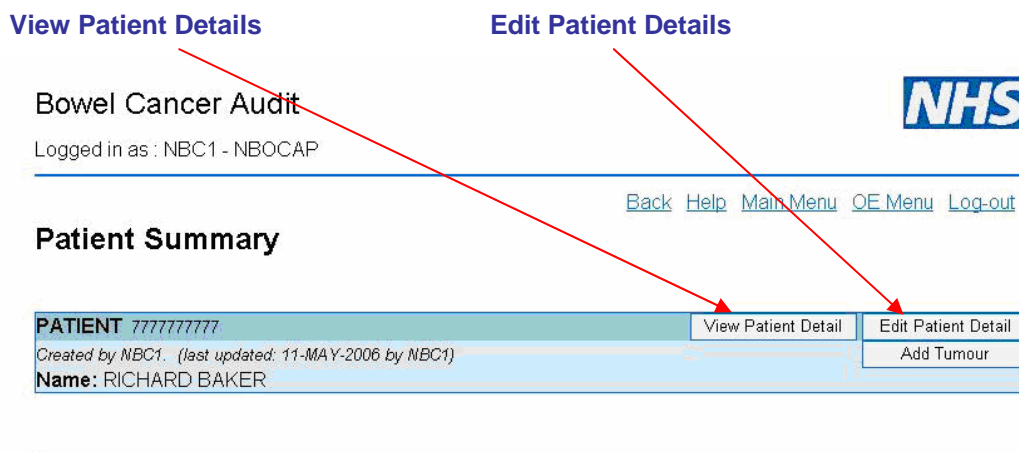
- o Click 'OK' on the error message, and the Patient Demographic entry screen will display again, but the field containing the error or missing data will be highlighted in red, as shown in Figure 7.

Figure 7 – Patient Demographic Entry Highlighted Error



- Once you have added the demographic record to the National Bowel Cancer Audit system, and no errors are found with the data, the complete Demographic record will be displayed on the screen.
- Click 'Back' from the menu at the top right hand side of the screen, and this will display a summary of the patients National Bowel Cancer Audit record, as shown in Figure 8.

Figure 8 – Patient Summary



- Clicking 'Back' from the menu at the top right hand side of the screen will take you back to the Patient List screen, or you can view or go back and edit the demographic record by clicking on the relevant buttons.

4.1.2 Editing an existing record


- From the main Patient list, choose the patient you wish to edit by clicking on the NHS Number hyperlink, as shown in Figure 9.
- The Patient Summary screen will be displayed, as shown previously in Figure 8.
- Click on the 'Edit Patient Details' button, which will take you to the demographics record for editing.
- Once completed, save the record in the usual way.

Figure 9 – Patient List showing Hyperlink NHS Number

NHS Number Hyperlinks

Bowel Cancer Audit

Logged in as: NBC1 - NBOCAP



[Back](#) [Help](#) [Main Menu](#) [OE Menu](#) [Log-out](#)

Patient List

Enter an NHS Number to search

NHS NUMBER	SURNAME	FORENAME	POSTCODE
1111111111	FRANKLIN	FELICITY JANE	EX4 2UZ
1234567890	FINCH	JEREMY	EX1 2TT
3333333333	CROUCH	JIM	EX5 8JH
4444444444	COSGROVE	KEVAN JOHN DEREK	DN6 2KL
5555555555	SMITH	GILLIAN	TG18 6RT
6666666666	JONES	PADRAIG	PL32 4RP
7777777777	BAKER	RICHARD	EX3 9SM
8888888888	COSGROVE	TIM	EX19 5FS
9999999999	COSGROVE	WILLIAM	DN27 4RF

4.1.3 Filtering the Patient List

Apply filtering to the patient list in order to reduce the size of the list by entering all or part of the text you want to retrieve.

- o Enter criteria data in either the Local Patient Identifier, NHS Number, Surname, Forename or Postcode fields.
- o To cancel out a filter, click on the 'clear' then 'refresh' buttons.
- o An example of filtering is shown in Figure 10 below.

Figure 10 – Filtering the Patient list

Filter Criteria

The screenshot shows the 'Bowel Cancer Audit' interface. At the top right is the NHS logo. Below it, the text 'Logged in as : NBC1 - NBOCAP' is displayed. A navigation bar contains links for 'Back', 'Help', 'Main Menu', 'OE Menu', and 'Log-out'. The main heading is 'Patient List'. Below this is a search input field with the placeholder text 'Enter an NHS Number to search' and a 'Search' button. Underneath the search field are two buttons: 'Refresh' and 'Clear'. A table displays patient records with columns for 'NHS NUMBER', 'SURNAME', 'FORENAME', and 'POSTCODE'. The 'SURNAME' column is highlighted in light blue, and a red arrow points from the 'Filter Criteria' section to this column. The table contains three rows of data:


NHS NUMBER	SURNAME	FORENAME	POSTCODE
4444444444	COSGROVE	KEVAN JOHN DEREK	DN6 2KL
8888888888	COSGROVE	TIM	EX19 5FS
9999999999	COSGROVE	WILLIAM	DN27 4RF

4.1.4 Ordering the Patient List

You can the order the patient list by any of the identifiers

- o Click on the Local Patient Identifier, NHS Number, Surname, Forename or Postcode blue hyperlinks at the top of the patient lists.
- o The Patient List will then be displayed sorted by the hyperlink you clicked on.
- o An example is shown below in Figure 11, which shows a Patient List that has been ordered on Surname.

Figure 11 – Ordering the Patient List

Bowel Cancer Audit


Logged in as : NBC1 - NBOCAP

[Back](#) [Help](#) [Main Menu](#) [OE Menu](#) [Log-out](#)

Patient List

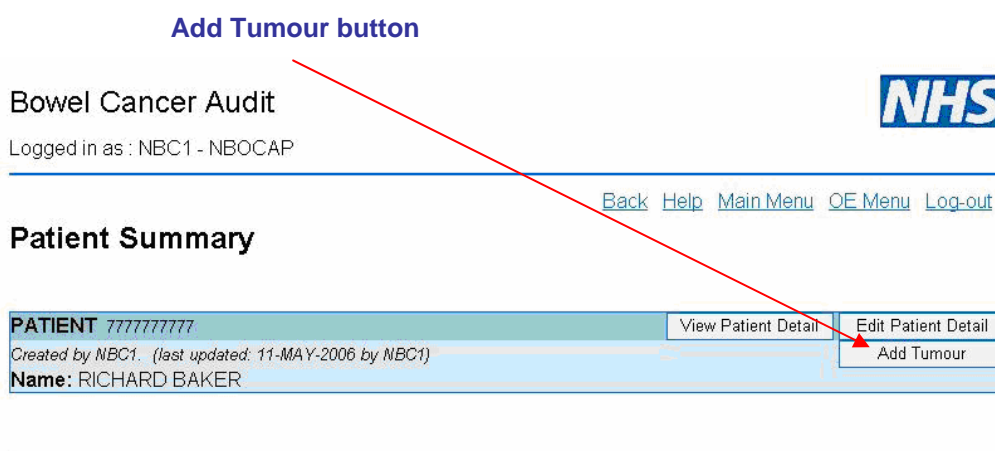
NHS NUMBER	SURNAME	FORENAME	POSTCODE
777777777	BAKER	RICHARD	EX3 9SM
444444444	COSGROVE	KEVAN JOHN DEREK	DN6 2KL
888888888	COSGROVE	TIM	EX19 5FS
999999999	COSGROVE	WILLIAM	DN27 4RF
333333333	CROUCH	JIM	EX5 8JH
1234567890	FINCH	JEREMY	EX1 2TT
111111111	FRANKLIN	FELICITY JANE	EX4 2UZ
666666666	JONES	PADRAIG	PL32 4RP
555555555	SMITH	GILLIAN	TG18 6RT

4.2 Tumour Details

4.2.1 Create a new Tumour Record

- Select the patient you would like to add Tumour details to, by selecting them from the patient list.
- This will display the Patient Summary screen. Click on the 'Add Tumour' button, as shown in Figure 12 below.

Figure 12 – Patient Summary Screen



- o Check a blank tumour details screen has appeared, with only the Identification data pre-populated, as shown in Figure 13 below.

Figure 13 – Tumour details Screen

Pre-populated Identification Data

Bowel Cancer Audit

Logged in as : NBC1 - NBOCAP

NHS

Back Help Main Menu OE Menu Log-out

Tumour Detail

NHS Number	777777777
Care Spell Number	n/a
Originating Organisation Code	NBC1
Updating Organisation Code	NBC1
Batch ID	n/a
Batch Record ID	n/a
Date Of Clinical Diagnosis	10/01/2000
Date Of Diagnosis	10/01/2000
Referral Source	3 - Referral from General Medical Practitioner
Diagnostic Route	99 - Not known
Date Of Referral Reciept	27/12/1999
Priority Of Referral to Outpatients	
Date Of First Hosp Appointment	10/01/2000
ICD10 Major Site Code	10 - Rectum
Synchronous Sites Caecum	
Synchronous Sites Appendix	
Synchronous Sites Ascending Colon	
Synchronous Sites Hepatic Flexure	
Synchronous Sites Transverse Colon	

Enter the data relating to the tumour – a full dataset list can be found on the NCASP website, www.icservices.nhs.uk/ncasp/bowelcancer

- o
- o Once completed, scroll to the bottom of the screen and click on the ‘Add’ button, as shown in Figure 14. Please note that the mandatory fields are Date of Diagnosis and ICD10 code, which cannot be changed once saved.
- o If an error has been made, and the tumour record should be abandoned, click on the “Cancel” button, as shown in Figure 14.

Figure 14 – Tumour Screen – Add Details

Cancel Button

Add Button

Clinical Intervention Date - Barium Enema	
Patient Procedure Result - Barium Enema	
Clinical Intervention Date - CT Scan	13/01/2000
Patient Procedure Result - CT Scan	1 - MO Normal liver
Clinical Intervention Date - 1st MRI Scan	14/01/2000
Patient Procedure Result - 1st MRI Scan T Stage	4 - T3
Patient Procedure Result - 1st MRI Scan N Stage	2 - N1
1st MRI Scan Margin Threatened - Result	0 - No
Clinical Intervention Date - 2nd MRI Scan	
Patient Procedure Result - 2nd MRI Scan T Stage	
Clinical Intervention Date - Endoanal Ultrasound	
Patient Procedure Result - Endoanal Ultrasound	
Clinical Intervention Date - Abdominal Ultrasound	
Patient Procedure Result - Abdominal Ultrasound	
Final Pre-treatment T category	4 - T3
Final Pre-treatment N category	2 - N1
Final Pre-treatment M category	1 - M0
Distant metastases: Liver	1 - None
Distant metastases: Lung	1 - None
Distant metastases: Bone	1 - None
Distant metastases: Other	1 - None
MDT Discussion Indicator	1 - Yes

Cancel Add


- Any errors that are found in the data or any missing data items that are mandatory will cause an error message box to display, as with the demographic data. Once 'OK' is clicked, then the Tumour Details screen will display and highlight the relevant fields in red.
- Multiple tumour records can be entered for each patient if necessary, by following the instructions above for each tumour record.

4.2.2 Editing/Viewing a Tumour Record

Once a Tumour record has been created, this record can be viewed or edited by clicking on the appropriate buttons from the Patient Summary screen, as shown in Figure 15.

Figure 15 – Tumour details – viewing or editing

[View Tumour Record](#) [Edit Tumour Record](#)

Bowel Cancer Audit 
Logged in as : NBC1 - NBOCAP

[Back](#) [Help](#) [Main Menu](#) [OE Menu](#) [Log-out](#)

Patient Summary

PATIENT 7777777777 <i>Created by NBC1. (last updated: 11-MAY-2006 by NBC1)</i> Name: RICHARD BAKER	View Patient Detail	Edit Patient Detail Add Tumour
TUMOUR 7777777777-10-20000110 <i>Created by NBC1. (last updated: 11-MAY-2006 by NBC1)</i>	View Tumour Detail	Edit Tumour Detail Add Treatment Add Follow Up Add Cancer Waiting Times

4.3 Treatment Records

4.3.1 Create a new Treatment Record

- Select the patient you would like to add Treatment details to, by selecting them from the patient list.
- This will display the Patient Summary screen. Click on the 'Add Treatment' button, as shown in Figure 16 below.

Figure 16 – Patient Summary Screen – Add Treatment

Add Treatment Button

The screenshot shows the 'Patient Summary' screen for a patient named RICHARD BAKER. The page includes the NHS logo, the text 'Bowel Cancer Audit', and 'Logged in as : NBC1 - NBOCAP'. There are navigation links for 'Back', 'Help', 'Main Menu', 'OE Menu', and 'Log-out'. The patient's details are shown in a table with buttons for 'View Patient Detail', 'Edit Patient Detail', and 'Add Tumour'. Below this, the tumour details are shown in another table with buttons for 'View Tumour Detail', 'Edit Tumour Detail', 'Add Treatment', 'Add Follow Up', and 'Add Cancer Waiting Times'. A red arrow points from the 'Add Treatment Button' label to the 'Add Treatment' button in the tumour details table.

PATIENT 777777777	View Patient Detail	Edit Patient Detail
Created by NBC1. (last updated: 11-MAY-2006 by NBC1)		
Name: RICHARD BAKER		
Add Tumour		

TUMOUR 777777777-10-20000110	View Tumour Detail	Edit Tumour Detail
Created by NBC1. (last updated: 11-MAY-2006 by NBC1)		
Add Treatment		
Add Follow Up		
Add Cancer Waiting Times		

- o Check a blank treatment details screen has appeared, with only the Identification data pre-populated, as shown in Figure 17 below.

Figure 17 – Blank Treatment Screen

Pre-populated Identification data

Bowel Cancer Audit **NHS**

Logged in as: NBC1 - NBOCAP

[Back](#) [Help](#) [Main Menu](#) [OE Menu](#) [Log-out](#)

Treatment Detail

NHS Number	7777777777
Care Spell Number	7777777777-10-20000110
Treatment ID	n/a
Originating Organisation Code	NBC1
Updating Organisation Code	NBC1
Batch ID	n/a
Batch Record ID	n/a
Surgery Provider Organisation Code	64832
Start Date of 1st Definitive Procedure Treatment	15/01/2000
Reason No Surgery Performed	
ASA Grade	2 - II - Relevant disease
Thromboembolism Prevention	1 - Yes
Antibiotic Infect Prevention	1 - Yes
Colorectal nurse or stoma therapist seen	1 - Yes
Date seen by colorectal nurse or stoma therapist	13/01/2000
Cancer Treatment Intent (Curability)	1 - Curative
Procedure Date (Date of Surgery)	15/01/2000
Theatre Case Start Time (24hr)	1600
Surgical Urgency (Mode of Operation)	1 - Elective
Primary Procedure Name (OPCS)	6 - Anterior Resection H22.4

- o Enter the data relating to the treatment.
- o Once completed, scroll to the bottom of the screen and click on the 'Add' button, as shown in Figure 18.
- o If an error has been made, and the treatment record should be abandoned, click on the "Cancel" button, as shown in Figure 18.

Figure 18 – Add Treatment

The screenshot shows a form with the following fields:

- Histology (SNOMED): 1 - Adenocarcinoma M8140/3
- Nodes Examined Number (Number of lymph nodes found): 10
- Nodes Positive Number (Number of positive lymph nodes found): 2
- Cancer Vascular or Lymphatic Invasion (Extramural vascular invasion): 1 - Yes
- Perforation or serosal involvement: 0 - No
- Distance between lower end of tumour and resection margin in rectal and rectosigmoid tumours: 30
- Distance between lower end of cancer and dentate line in APER specimens: 0
- T Category (Pathological): pT3
- N Category (Pathological): pN1
- M Category (Pathological): M0
- Site Specific Staging Classification (Pathological Duke's Staging): 3 - C1
- Site Code of Teletherapy Treatment: [Empty]
- Consultant Code: [Empty]
- Teletherapy Type Given: [Empty]
- Start Date Teletherapy Treatment Course (Radiotherapy Start Date): [Empty]
- Teletherapy Trial: [Empty]
- Site Code (Of Cancer Drug Treatment) (Hospital): [Empty]
- Consultant Code: [Empty]
- Drug Treatment Intent: [Empty]
- Start Date (Anti-cancer drug regimen): [Empty]
- Chemotherapy Trial: [Empty]

At the bottom of the form are two buttons: "Cancel" and "Add". Red arrows point from the labels "Cancel Button" and "Add Button" to these buttons.

- Any errors that are found in the data or any missing data items that are mandatory will cause an error message box to display, as with the demographic data. Once 'OK' is clicked, then the Treatment Details screen will display and highlight the relevant fields in red.
- Multiple treatment records can be entered for each patient tumour if necessary, by following the instructions above for each treatment record.

4.3.2 Editing/Viewing a Treatment Record

Once a Follow up record has been created, this can be viewed or edited by clicking on the appropriate buttons from the Patient Summary screen, as shown in Figure 19.

Figure 19 – Patient Summary with Treatment Record

View Treatment Button **Edit Treatment Button**

The screenshot shows the 'Patient Summary' page for a patient named Richard Baker. It features two main sections: 'PATIENT' and 'TUMOUR'. The 'PATIENT' section includes a 'View Patient Detail' button and an 'Edit Patient Detail' button. The 'TUMOUR' section includes 'View Tumour Detail', 'Edit Tumour Detail', 'Add Treatment', 'Add Follow Up', and 'Add Cancer Waiting Times' buttons. At the bottom of the 'TUMOUR' section, there are 'View Treatment' and 'Edit Treatment' buttons. Red arrows from the labels above point to these two buttons. The page also includes the NHS logo, a login status 'Logged in as: NBC1 - NBQCAP', and navigation links like 'Back', 'Help', 'Main Menu', 'OE Menu', and 'Log-out'.

Bowel Cancer Audit
Logged in as : NBC1 - NBQCAP

[Back](#) [Help](#) [Main Menu](#) [OE Menu](#) [Log-out](#)

Patient Summary

PATIENT 7777777777 <i>Created by NBC1. (last updated: 11-MAY-2006 by NBC1)</i> Name: RICHARD BAKER	View Patient Detail	Edit Patient Detail
TUMOUR 7777777777-10-20000110 <i>Created by NBC1. (last updated: 11-MAY-2006 by NBC1)</i>	View Tumour Detail	Edit Tumour Detail
Treatment ID: 1 <i>Created by NBC1. (last updated: 11-MAY-2006 by NBC1)</i> Start Date of First Procedure: 15-JAN-2000 Date of Surgery: 15-JAN-2000	View Treatment	Edit Treatment

4.4 Follow Up Records

4.4.1 Create a new Follow Up Record

- Select the patient you would like to add Follow Up details to, by selecting them from the patient list.
- This will display the Patient Summary screen. Click on the 'Add Follow Up' button, as shown in Figure 20 below.

Figure 20 – Patient Summary with Follow Up

Add Follow Up Button

Bowel Cancer Audit **NHS**

Logged in as : NBC1 - NBOCAP

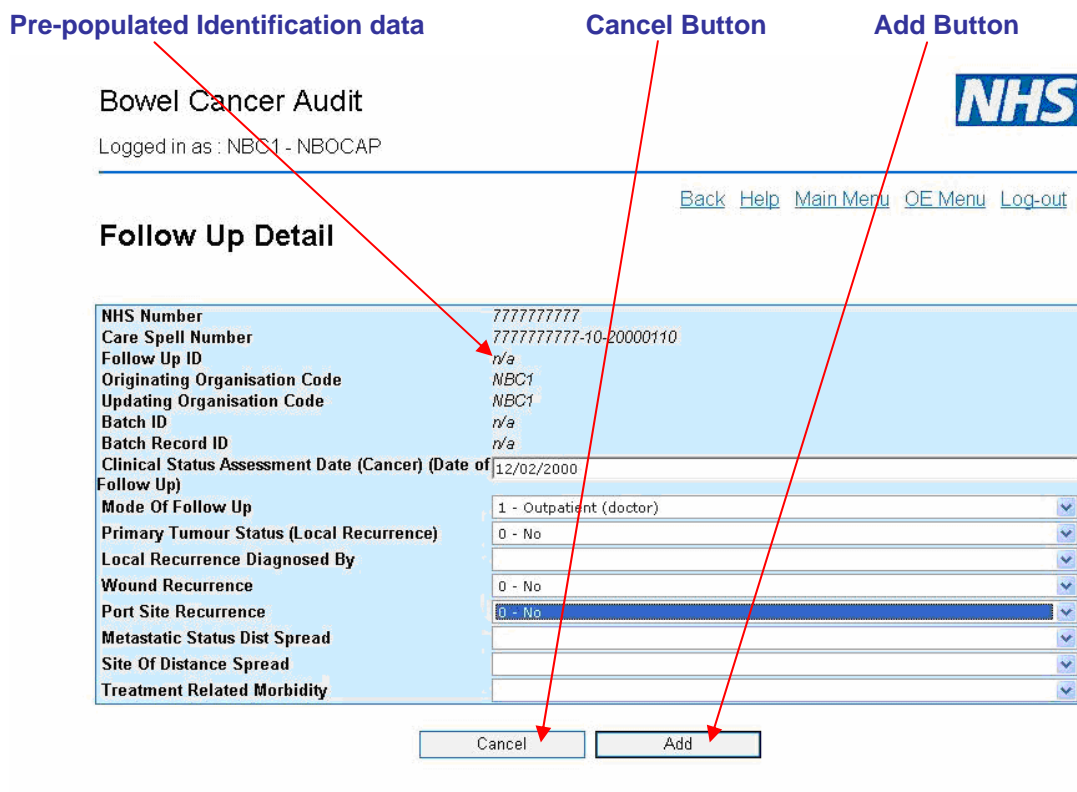
[Back](#) [Help](#) [Main Menu](#) [OE Menu](#) [Log-out](#)

Patient Summary

PATIENT 7777777777	View Patient Detail	Edit Patient Detail
<i>Created by NBC1. (last updated: 11-MAY-2006 by NBC1)</i>		
Name: RICHARD BAKER		
TUMOUR 7777777777-10-20000110	View Tumour Detail	Edit Tumour Detail
<i>Created by NBC1. (last updated: 11-MAY-2006 by NBC1)</i>		
Add Treatment		
Add Follow Up		
Add Cancer Waiting Times		
Treatment ID: 1	View Treatment	Edit Treatment
<i>Created by NBC1. (last updated: 11-MAY-2006 by NBC1)</i>		
Start Date of First Procedure: 15-JAN-2000		
Date of Surgery: 15-JAN-2000		

- o Check a blank follow up details screen has appeared, with only the Identification data pre-populated, as shown in Figure 21 below.

Figure 21– Blank Treatment Screen



- o Enter the data relating to the follow up.
- o Once completed, scroll to the bottom of the screen and click on the 'Add' button, as shown in Figure 21 above.
- o If an error has been made, and the follow up record should be abandoned, click on the "Cancel" button, as shown in Figure 21.
- o Any errors that are found in the data or any missing data items that are mandatory will cause an error message box to display, as with the demographic data. Once 'OK' is clicked, then the Treatment Details screen will display and highlight the relevant fields in red.
- o Multiple treatment records can be entered for each patient tumour if necessary, by following the instructions above for each treatment record.

4.4.2 Editing/Viewing a Follow Up Record

Once a follow up record has been created, this can be viewed or edited by clicking on the appropriate buttons from the Patient Selection Screen, as shown in Figure 22 below.

Figure 22 – View / Edit Follow Up

The screenshot displays the NHS Bowel Cancer Audit interface. At the top, it says 'Bowel Cancer Audit' and 'Logged in as: NBC1 - NBOCAP'. The NHS logo is in the top right. Below this is a navigation bar with links for 'Back', 'Help', 'Main Menu', 'OE Menu', and 'Log-out'. The main section is titled 'Patient Summary' and contains three data blocks: 'PATIENT', 'TUMOUR', and 'Follow Up ID'. Each block has associated 'View' and 'Edit' buttons. Red arrows point from the text 'View Follow Up' and 'Edit Follow Up' at the top of the page to the 'View Follow Up' and 'Edit Follow Up' buttons in the 'Follow Up ID' block.

PATIENT 7777777777 <i>Created by NBC1. (last updated: 11-MAY-2006 by NBC1)</i> Name: RICHARD BAKER	View Patient Detail	Edit Patient Detail
		Add Tumour

TUMOUR 7777777777-10-20000110 <i>Created by NBC1. (last updated: 11-MAY-2006 by NBC1)</i>	View Tumour Detail	Edit Tumour Detail
		Add Treatment
		Add Follow Up
		Add Cancer Waiting Times

Treatment ID: 1 <i>Created by NBC1. (last updated: 11-MAY-2006 by NBC1)</i> Start Date of First Procedure: 15-JAN-2000 Date of Surgery: 15-JAN-2000	View Treatment	Edit Treatment
---	----------------	----------------

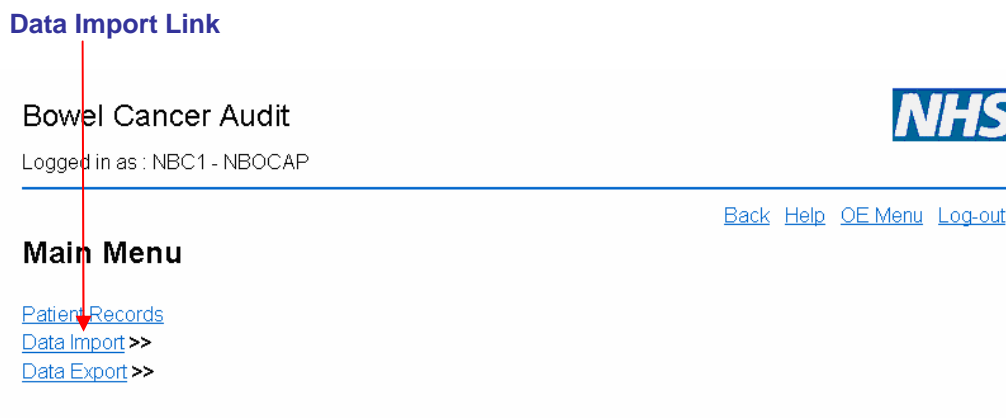
Follow Up ID: 1 <i>Created by NBC1. (last updated: 11-MAY-2006 by NBC1)</i> Date of Follow Up: 12-FEB-2000 Mode of Follow Up: 1	View Follow Up	Edit Follow Up
---	----------------	----------------

5 DATA IMPORT

5.1 Import Options

You can import data for an organisation into the National Bowel Cancer Audit system using a Comma Separated Value (CSV) formatted file. This is done by clicking on the “Data Import” link from the Main Menu, as shown in Figure 23 below.

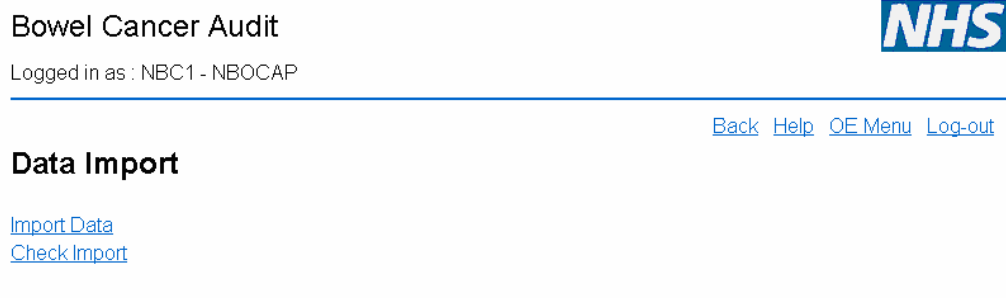
Figure 23 – Main Menu



Clicking on this link will display the Data Import Menu, as shown in Figure 24 overleaf. This menu gives access to the following import options –

- Import Data
- Check import

Figure 24 – Data Import Menu Screen



5.2 Import Data

Clicking on the “Import Data” link from the Import Data menu will display the file selection screen as shown in Figure 25 overleaf.

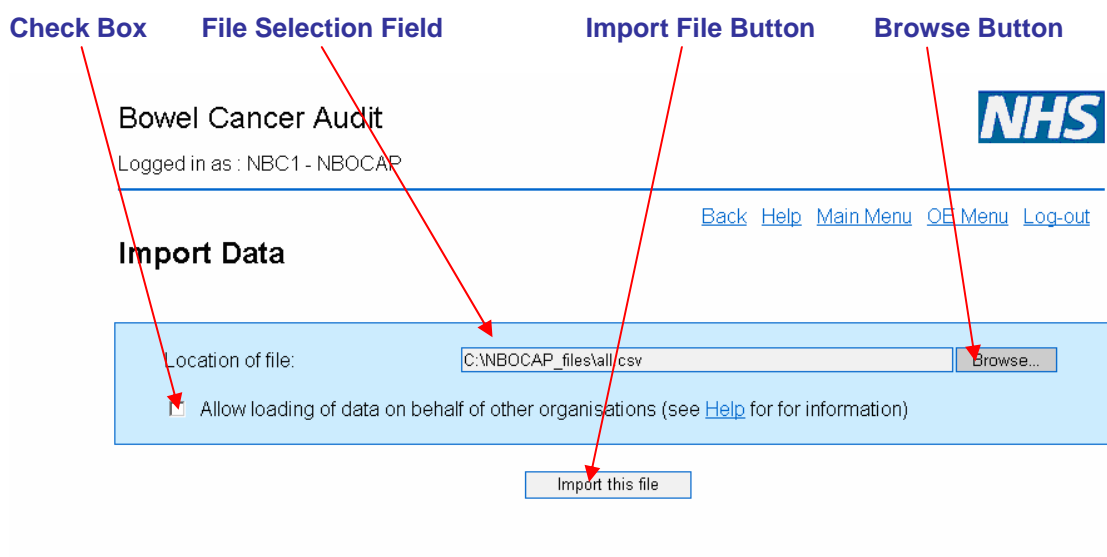
This screen allows you to select the file you wish to upload by using the browse button. Clicking the browse button displays a standard Windows file selection window to open, to allow you to navigate to and select the appropriate file.

Anybody can upload a file for any organisation to the National Bowel Cancer Audit system for inclusion in the audit. If you are uploading data for another organisation, then you must ensure that the check box under the file location field contains a tick. To do this, simply click on the empty box and a tick will appear to show that the data contained in the file is for another organisation.

It is worth noting that if an organisation uploads a file on behalf of another organisation, then the organisation uploading the data will be able to view the data directly from the patient list screen, as well as the organisation from which the data originated.

Once the correct file is displayed in the file selection field, and the correct setting has been made for the organisation check box, then the button marked “Upload this File” should be clicked.

Figure 25 – File Selection Screen



Once the “Import this File” button has been clicked, then the import confirmation screen is displayed, as shown in Figure 26. This gives basic information relating to the file you have just uploaded, including the batch number that has been assigned to the file, and the position of the file in the queue for processing. There is also a link on this screen to display the batch list screen, as shown in Figure 27, which will display a list of the batches uploaded for this organisation.

Figure 26 – Import Confirmation Screen

The screenshot shows the 'Import Data' section of the NHS Bowel Cancer Audit system. At the top, there are three labels: 'Batch List Link', 'Batch Number', and 'Queue Position'. Below these, the page header includes 'Bowel Cancer Audit', 'Logged in as: NBC1 - NBOCAP', and the NHS logo. A navigation bar contains links for 'Back', 'Help', 'Main Menu', 'OE Menu', and 'Log-out'. The main content area is titled 'Import Data' and states 'Your file has been added to the queue for processing:'. A light blue box contains the following information:

Batch number:	984
Position in queue:	1

Below this box, a message says 'You can check the status of the batch on the [batches screen](#)'. Red arrows point from the labels at the top to the corresponding values in the table: 'Batch List Link' points to the 'batches screen' link, 'Batch Number' points to '984', and 'Queue Position' points to '1'.

5.3 Check Import

Clicking on the “Check Import” option from the Import Data menu will display the import batch list screen, as displayed in Figure 27 overleaf.

This screen displays a list of all batches uploaded for the organisation, along with a summary for each batch, showing the file name uploaded, then number of records contained in the batch, the date on which the batch was uploaded, and the current status of the batch.

Further batch details can be displayed by clicking on the batch number hyperlink. This will display more detailed information relating to the batch, with a different summary screen being displayed depending on the status of the batch at that time.

If a batch with a status of “At position xx in queue” is selected, then the batch status screen will be displayed as shown in Figure 28 overleaf. This screen displays the basic batch information of Batch Number, File Name and Date Uploaded. Basic organisation information is also displayed, comprising of User and Organisation Codes, whether the data is for another organisation, and the home Health Authority for the organisation.

As the batch hasn't been processed whilst in this state, it can be deleted from the queue if necessary. This may be needed if the wrong file had been uploaded, or if it was noticed that the flag for uploading for other organisations hadn't been set correctly. By deleting the batch, the file will be removed from the processing queue, but the original file on the local computer will remain.

Figure 27 – Import Batch List Screen

Batch Number **File Name** **No Of Records** **Date Uploaded** **Status**

Bowel Cancer Audit
 Logged in as : NBC1 - NBOCAP

NHS

[Back](#) [Help](#) [Main Menu](#) [OE Menu](#) [Log-out](#)

Check Import

Batches for organisation **NBC1** (click on a batch number to view full batch details):

Batch number	File name	Number of records	Date uploaded	Status
984	all.csv	5	05-DEC-2006	At position 1 in queue
964	all.csv	20	27-NOV-2006	Processing complete
945	all.csv	15	23-NOV-2006	Processing complete
944	all.csv	10	23-NOV-2006	Processing complete
924	all.csv	5	23-NOV-2006	Processing complete
904	all.csv	5	22-NOV-2006	Processing complete
884	all.csv	5	22-NOV-2006	Processing complete
864	PAT.csv	1	22-NOV-2006	Processing complete
844	PAT.csv	1	15-NOV-2006	Processing complete
824	PAT.csv	10	15-NOV-2006	Processing complete
808	PAT.csv	5	15-NOV-2006	Deleted

Figure 28 – Batch Status Screen

Delete Button **Batch Details** **Organisation Details**

Bowel Cancer Audit
 Logged in as : NBC1 - NBOCAP

NHS

[Back](#) [Help](#) [Main Menu](#) [OE Menu](#) [Log-out](#)

Batch Status

Batch number File name Date uploaded Uploaded by (user, organisation) Loading data for other organisations Home Health Authority	984 all.csv 05-DEC-2006 NBOCAP, NBC1 No RLR
---	--

This batch is awaiting validation. If this file was loaded in error, please press the button below.

If a batch is selected with a status of "Processing Complete", then the batch status screen shown in Figure 29 and continued in Figure 30 overleaf will be displayed.

This screen gives more detail regarding the batch, with the processing date displayed, along with the number of records in the file, the number of well-formed records in the file, the number of badly formed records in the file and the number of well formed records with any kind of validation errors.

Badly formed records are those records which are structurally incomplete, for example elements are missing from the record.

Well formed records are those records with the correct number of elements in the file, and which passes basic structural tests on the record, but not to do with the data contained within the record itself. No validation is done at this stage on the actual contents of the file, just the physical structure, so the situation could arise where all records pass file structure validation, but fail data validation once the file contents are processed.


Any problems with the actual file structure are displayed, and then a further breakdown of the validation errors is displayed, as shown in Figure 30 overleaf.

Figure 29 – Batch Status Screen

File Structure Breakdown
Batch Details
Record Details Summary

Bowel Cancer Audit

Logged in as : NBC1 - NBOCAP



[Back](#) [Help](#) [Main Menu](#) [OE Menu](#) [Log-out](#)

Batch Status

Batch number	944
File name	all.csv
Date uploaded	23-NOV-2006
Uploaded by (user, organisation)	NBOCAP, NBC1
Loading data for other organisations	Yes
Home Health Authority	RLP
Date processed	23-NOV-2006
Total number of records in file	10
Number of well-formed records in file	11
Number of badly-formed records in file	0
Number of well-formed records with validation errors	7

This batch has been processed: the results are shown below.

File structure

No structure errors were found.

Figure 30 shows the continuation of the batch status screen, which further breaks down the validation results into their component record types, which displays the number of each record type, and how many of these records have passed or failed validation.

Further down the screen, actual errors are displayed. These messages give the record type in which the error has occurred, an identifier which will allow the data to be checked, and also the actual error which is causing the record to fail validation.

Figure 30 – Batch Status Screen

Validation Error Breakdown

Record Structure Breakdown

Validation results

All records which passed the structure check were validated. The results were as follows:

Record type	Number of records	Number passed validation	Number failed validation
PATIENT	2	1	1
TUMOUR	2	1	1
TREATMENT	2	0	2
FOLLOW UP	2	1	1
CWT	2	1	1

Validation errors

The records which failed validation were rejected for the following reasons:

Record type	Record identifiers	Error message
PATIENT	NHS number 2112328334	Patient 2112328334 already exists
PATIENT	NHS number 2112328334	Patient 2112328334 already exists
TUMOUR	NHS number 2112328334 Care Spell number 2112328334-10-19900101	Tumour already exists
FOLLOW UP	NHS number 2112328334 Care Spell number 2112328334-10-19900101	Error in column TREATMENT_RELATED_MORBIDITY: Value 1 is not in list of valid values.
TREATMENT	NHS number 2112328334 Care Spell 2112328334-10-19900101	Error in column REASON_SURGERY_NOT_PERFORMED: Value 1 is not in list of valid values.

Record Type

Identifier

Error Message

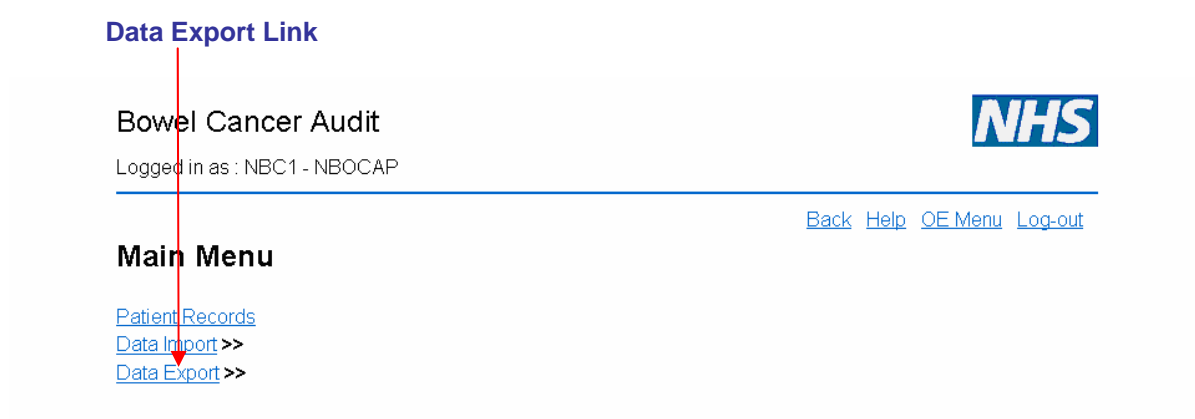
6 DATA EXPORT

6.1 Export Options

You can export data for your organisation from the National Bowel Cancer Audit system. This is done by clicking on the 'Data Export' link from the Main Menu, as shown in Figure 31 below. This will display the Data Export menu, which gives the following export options.

- Export all data
- Export CWT data

Figure 31 – Main Menu



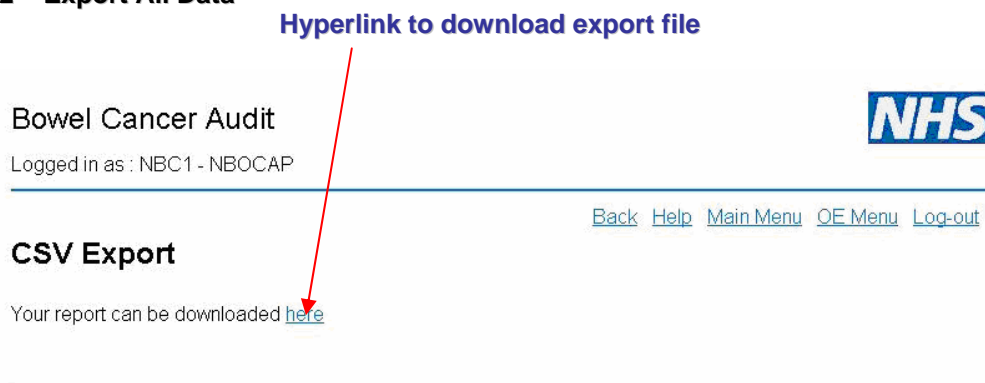
6.1.1 Export all Data

This option will export all data for your organisation from the National Bowel Cancer Audit system. To access this export, select the “Export All Data” option from the Export Data Menu.

Once this option is selected, the export will be produced, and another CSV export screen will be displayed, as shown in Figure 32 below.

This screen contains a hyperlink to allow for the downloading of the export file.

Figure 32 – Export All Data



6.1.2 Export CWT Data

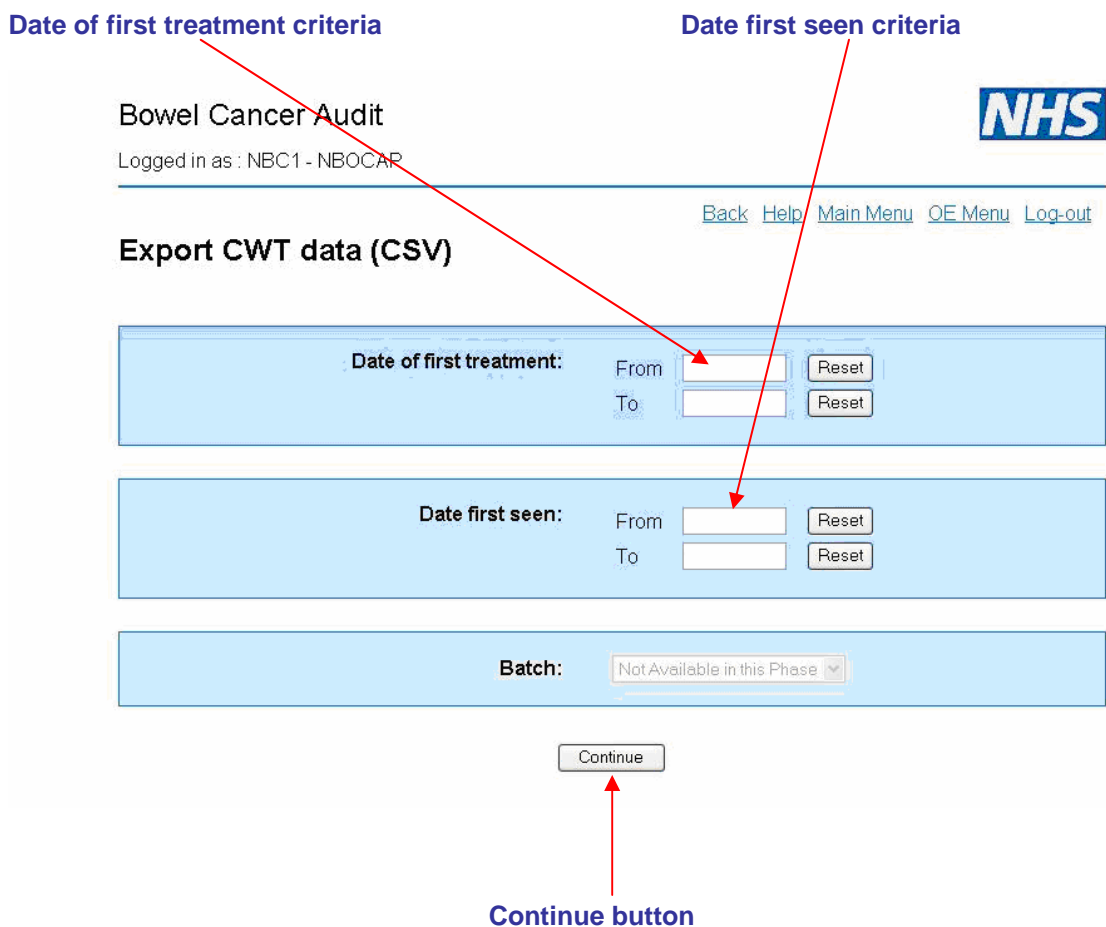
This option will export all CWT data for your organisation from the National Bowel Cancer Audit system. To access this export, select the “Export CWT Data” option from the Export Data Menu.

Once this option is selected, a selection criteria screen will be displayed, as shown in Figure 33 below. This allows you to enter criteria to specify the CWT data you want to export. The fields available to specify selection criteria are –

- o Date of first treatment
- o Date first seen

Once the selection criteria has been entered, then click the ‘Continue’ button to create the download.

Figure 33 – Export CWT Selection Criteria Screen



7 GENERAL INFORMATION

7.1 Passwords

7.1.1 Changing your Password

The application will prompt you to change your password every 30 days. To do this:

- Log-On to system
- Choose 'Change password' from Application drop-down list as shown in Figure 34 below.
- This will display the Change Password screen, as shown in Figure 35 below.
- Enter old password
- Enter new password
- Verify new password
- Click on 'Change Password' Button
- This is effective immediately

Figure 34 – Change Password Option

Change Password Option

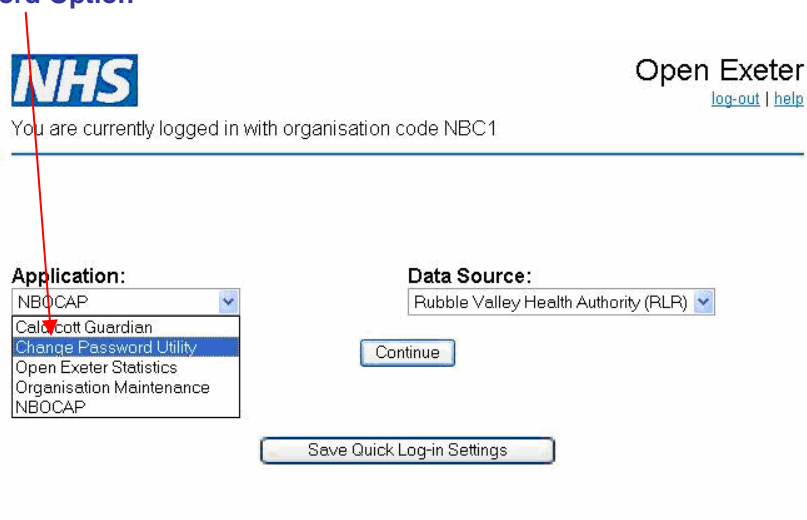
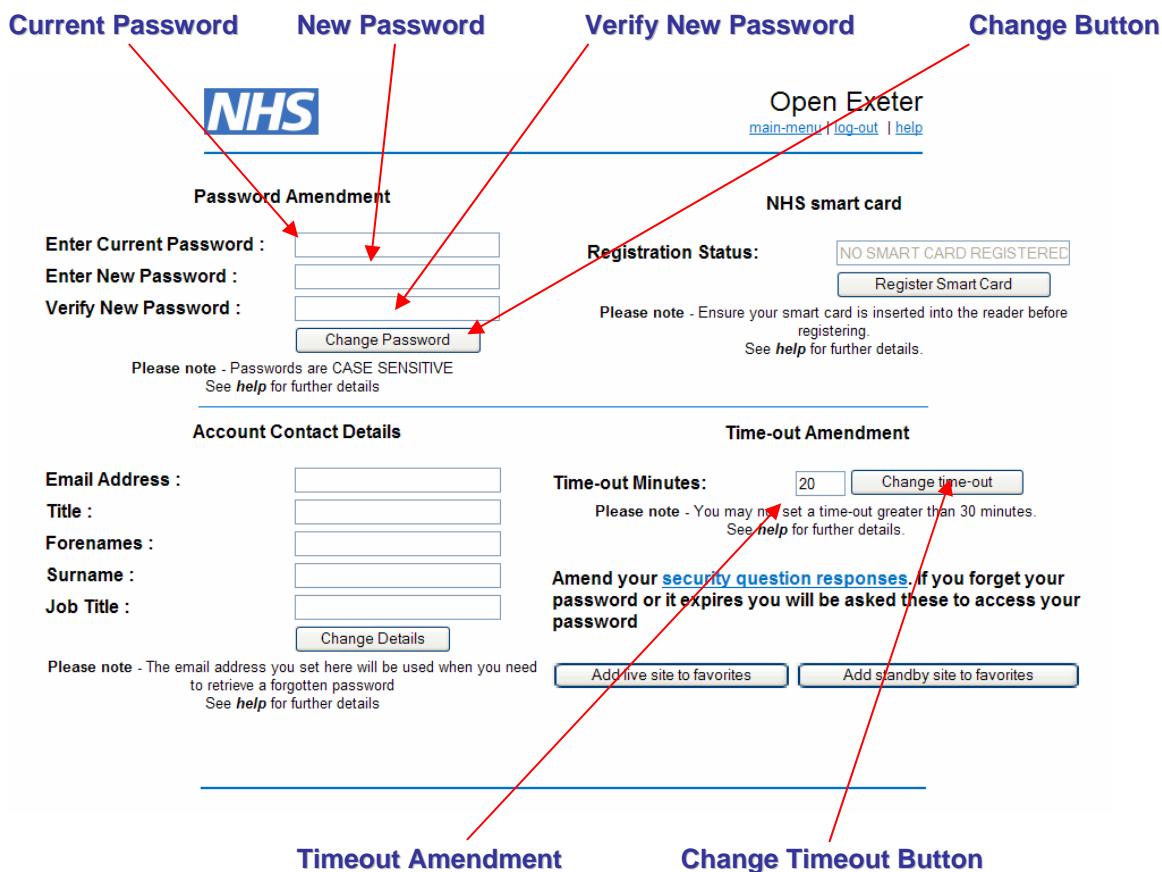


Figure 35 – Change Password Screen



7.1.2 Password Forgotten or Expired

If you have forgotten your password, you can recover it online by clicking on the 'Problems Logging-in?' button on the Login screen and answering the security questions. You can amend your security question responses on the Change Password screen.

If your password has expired, please contact the Open Exeter Helpdesk on 01392 251289. Passwords can be reset up to 14 months after their last use. If you have not used your account for more than 14 months, you will need to complete a new Data User Certificate:

<http://www.ic.nhs.uk/services/national-clinical-audit-support-programme-ncasp/cancer/bowel/getting-started>

7.2 Session Time Out

Session time-out limits are used to ensure that the system's resources are used effectively and are not used unnecessarily by inactive sessions. All login sessions will automatically time-out after 30 minutes if no keyboard or mouse activity is detected.

After this time, you will be logged out of the system and will need to login again if you want to continue using the application.


You can change the session time out value from the change password screen, as shown previously in Figure 35.

7.3 Exiting the Application

To exit the application, simply click the Logout button on the right of the main menu bar.

7.4 Helpdesk

For further assistance please raise a call with the Helpdesk. All queries must be reported to the helpdesk in the first instance.

-  01392 251289
-  helpdesk@cfh.nhs.uk

Please provide the following information

- User Contact details
- Organisation code
- Username

You will be provided with a 6-digit reference number and a member of the team will contact you shortly.