



Public Health
England

*Surgical Site Infection
Surveillance Service*

Surgical Site Infection Surveillance

**Web Link
User manual**

March 2013 Revision 0

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The following index is constructed from the menus presented to the user when logged in to the web link. The **main menu** appears along the top of the screen as below.



Each option of the **main menu** provides a **side menu** which appears on the left of the screen underneath the main menu. The web link functions are listed in the index under the **side menu option** from which they are accessed.

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1. How to access the web link

You can access the web link by entering the following URL into the web browser of your PC (please note that only Windows Internet Explorer should be used as it has been tested to display the site correctly):

<https://www.hpaweb services.org.uk/SSIWebApplication/Pages/Login.aspx>

It should be possible to do this from any PC with internet access. Save this in your favourites or create a link from your desktop for future use.

From this page, you should see the following on your monitor.

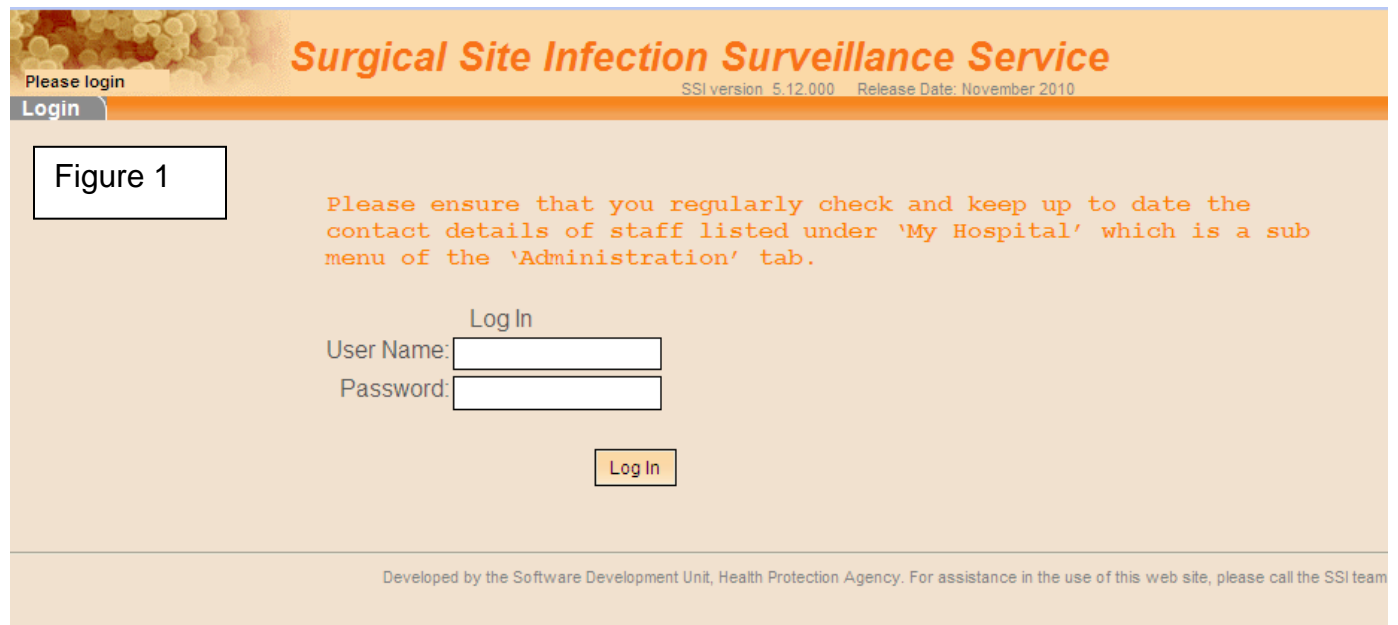


Figure 1

Please ensure that you regularly check and keep up to date the contact details of staff listed under 'My Hospital' which is a sub menu of the 'Administration' tab.

Log In

User Name:

Password:

Log In

Developed by the Software Development Unit, Health Protection Agency. For assistance in the use of this web site, please call the SSI team

Log in with user name and password

Key in the user name and password for your hospital and click on **Log in**.

The **Password** is case sensitive but the **User Name** is not.

NOTE: user names and passwords are hospital specific. The same user name and password must be used by everyone involved in the surveillance at your hospital to access the web link.

If your Trust has more than one hospital always ensure you log on as the correct hospital.

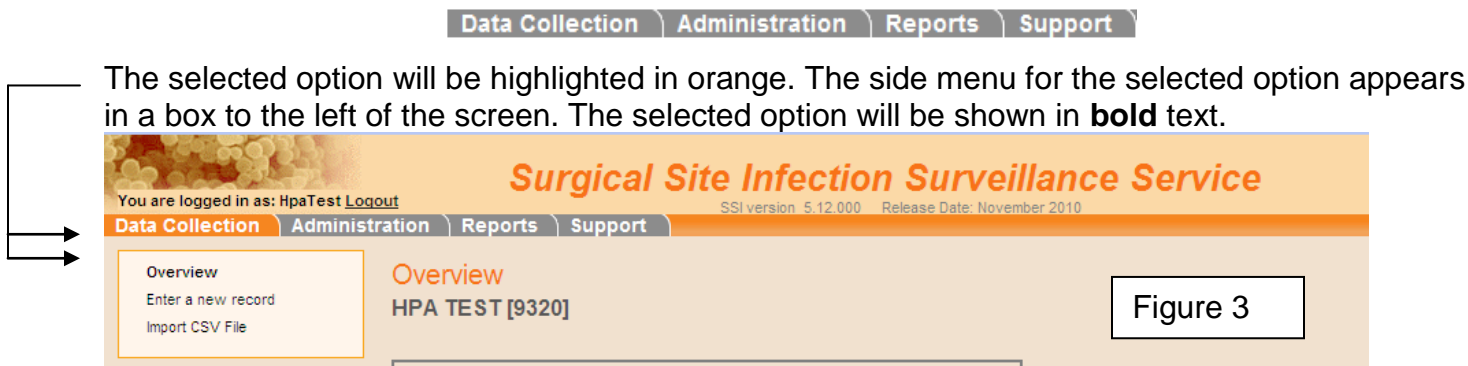
For security reasons SSISS are not allowed to retain a record of passwords. If you forget your user name or password please first attempt to obtain it locally from your surveillance colleagues. Should this fail you can contact the SSISS on 0208 327 7240 for the password to be reset (this will be issued over the telephone as it cannot be sent via email). Once this has been changed please **ensure that you let all staff who use the web link at your hospital know the new password.**

NOTE: if you leave your PC for a period of time (approximately 15 minutes) you will be automatically logged out of the application and will be required to re-enter the password to continue. In the interests of security, you should log out of the web link when leaving your PC. Following successful log in you will see the following screen:



Always check that you are logged in as the correct hospital. You should see the name of the hospital under the word **Overview**. If it is not correct, log out and log in again as the correct hospital.

You are automatically presented with the **Overview** screen every time you log in. You can then select from the menu bar along the top which gives you 4 options:-



2. Main option - Data Collection

Side option - Overview

From the overview screen (Figure 2) you can:

- see a summary of the data you have entered onto the web link for the current and previous period. It also shows the status of records, that is, whether **Submitted** or **In progress**
- enter a new record
- edit an existing record
- search for a particular record from any period in which you have participated by using the **Advanced search**
- generate an Excel spread sheet showing all records from any period/s by clicking on **View listing** which below the summary box
- **Import CSV file** (this option will appear only if you have been authorised to do this by SSISS)
- view the count down to data reconciliation and data submission deadlines
- check if your reports can be generated. A message will appear as below:

Your data have been reconciled. You can now run your reports.

You can click on any of the numbers in the summary table to see a list of those records as below.

Figure 4

Hosp	Serial	Patient	Period	Category	DOA	DOO	Submitted	Flag
	235082		Apr-Jun 2008	Hip replacement	02/04/2008	02/04/2008	yes	Pending
	235085		Apr-Jun 2008	Hip replacement	09/04/2008	10/04/2008	yes	Pending
	235086		Apr-Jun 2008	Hip replacement	01/04/2008	02/04/2008	yes	Pending
	235087		Apr-Jun 2008	Hip replacement	03/04/2008	04/04/2008	yes	Pending
	235089		Apr-Jun 2008	Hip replacement	02/04/2008	03/04/2008	yes	Pending
	235091		Apr-Jun 2008	Hip replacement	08/04/2008	09/04/2008	yes	Pending

You can then click on any one of these individual records to see the full summary of data entered. For a **Submitted** record you will see the following summary screen. If the record is **In**

progress you will see the data in the data entry screen (see Figure10 for an example) where you can edit the record.

Surgical Site Infection Surveillance Service

You are logged in as:

Data Collection Administration Reports Support

Overview
Enter a new record
Import CSV File

Summary

Hospital: Period: **Apr-Jun 2008**
Category: SerialNumber: **175941052**

Operation Data	SSI 1
First Name	Gloria
Surname	Green
NHS Number	1234
Gender	Female
Date Of Birth	12/05/1965
Date Hospital Admission	01/04/2008
Date Operation	02/04/2008
Weight [kg]	60 kg
Height [cm]	129 cm
Primary Indication of Surgery	
OPCS Code1	
OPCS Code2	Abdominal excision of uterus
OPCS Code3	
Partial Knee	
Revision Hip	
Type Of Surgery	Elective

* Note Non English hospitals will not see the NHS number field

Figure 5

Search for a record

You can retrieve any record that has been **Saved** or **Submitted** from the **Overview** screen.

- 1 If the record is from the current or previous period and you know the category you can find the record by clicking on the relevant number in the summary tables of the **Overview** screen as described above.
- 2 If you know the serial number of the record, enter it into the search box at the top right of the **Overview** or **Search Results** screen and click on **Find**. Your search result will appear as in the screen below (Figure 6). You can then click on the record for a full summary of the data for that record.

Surgical Site Infection Surveillance Service

You are logged in as:

Data Collection Administration Reports Support

Overview
Enter a new record
Import CSV File

Search Results

Serial No **Find**

Search Criteria

Period --- Category ---
Hospital --- Submitted ---

Search

Results

Hosp	Serial	Patient	Period	Category	DOA	DOO	Submitted	Flag
	175941052	Gloria Green	Apr-Jun 2008	Abdominal hysterectomy	01/04/2008	02/04/2008	yes	Pending

Figure 6

- 3 If you don't know the serial number but you know the category and surveillance period for the record click on **Advanced search** and enter the search criteria. This is useful for finding a record from a period prior to the current or previous period. You will then see a

list of records (Figure 7) which should include the record you are looking for. Click on the record and you will see a summary as shown in Figure 5.

Surgical Site Infection Surveillance Service

You are logged in as: **Data Collection** Administration Reports Support

Overview
Enter a new record
Import CSV File

Search Results

Search Criteria

Period: Apr-Jun 2008 Category: Abdominal hysterectomy
Hospital: Submitted: Yes

Search

Results

Hosp	Serial	Patient	Period	Category	DOA	DOO	Submitted	Flag
	175941052	Gloria Green	Apr-Jun 2008	Abdominal hysterectomy	01/04/2008	02/04/2008	yes	Pending
	175941053	Jane James	Apr-Jun 2008	Abdominal hysterectomy	12/04/2008	14/04/2008	yes	30 days post op
	175941055	Janet Jones	Apr-Jun 2008	Abdominal hysterectomy	04/04/2008	05/04/2008	yes	30 days post op

Side option - Enter a new record

Data collection screen. Select **Enter a new record** from the side menu and you will see the following screen (Figure 8).

From this screen you can enter a new record in any category for the current or previous surveillance period.

Surgical Site Infection Surveillance Service

You are logged in as: **Data Collection** Administration Reports Support Ver 1.02

Overview
Enter a new record
Import CSV File

Data Collection

Survey Period

Please select a survey period for the new record


Category of Surgical Procedure

- ☐ Abdominal hysterectomy
- ☐ Bile duct, liver, pancreatic surgery
- ☐ Caesarean section
- ☐ Cholecystectomy
- ☐ Coronary artery bypass graft
- ☐ Gastric surgery
- ☐ Hip hemiarthroplasty
- ☐ Hip replacement
- ☐ Knee replacement
- ☐ Large bowel surgery
- ☐ Limb amputation
- ☐ Open reduction of long bone fracture
- ☐ Small bowel surgery
- ☐ Vascular surgery

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Select the correct surveillance period (the period in which the operation took place) from the drop down list. You will only be able to select from the current and previous period. Select the category of surgery for the record.

NOTE: if you have not indicated the intention to participate for either of these periods a message will appear asking you to view/edit your participation (by clicking on [View/Edit Participation](#) as shown in figure 9 below (see **Participation** on page 13).



Data Collection

Survey Period

Please select a survey period for the new record

Jan-Mar 2011 (withdrawn) ▼

You are not participating in this period.
Click here to [View/Edit Participation](#) your participation.

Category of Surgical Procedure

- ☐ Abdominal hysterectomy
- ☐ Bile duct, liver, pancreatic surgery
- ☐ Breast surgery
- ☐ Caesarean section
- ☐ Cardiac surgery (non-CABG)
- ☐ Cholecystectomy
- ☐ Coronary artery bypass graft
- ☐ Cranial surgery
- ☐ Gastric surgery
- ☐ Hip hemiarthroplasty
- ☐ Hip replacement
- ☐ Knee replacement
- ☐ Large bowel surgery
- ☐ Limb amputation
- ☐ Open reduction of long bone fracture
- ☐ Reduction of long bone fracture
- ☐ Repair of neck of femur
- ☐ Small bowel surgery
- ☐ Spinal surgery
- ☐ Vascular surgery

Figure 9

If you have already confirmed participation the following data entry screen will appear.



Surgical Site Infection Surveillance Service

You are logged in as: HpaTest Logout SSI version: 5.15.000 Release Date: August 2012

Data Collection Administration Reports Support

Overview
Enter a new record
Import CSV File

Hospital: **HPA TEST [9320]** Period: **Jul-Sep 2012**
Category: **Hip replacement** SerialNumber: **225658976**

Operation Data Add New SSI

First Name
Surname
NHS Number
Hospital Number
Gender
Date Of Birth
Date Hospital Admission
Date Operation
Height [cm]
Weight [kg]
ASA Score
OPCS Code1
OPCS Code2
OPCS Code3
Primary Indication of Surgery
Operation Duration [mins]
Wound Class

Figure 10

This is the screen where the data are entered. Before you start to enter the data check that the hospital, surveillance period and category shown are correct for the record you intend to enter.

You will also see a **serial number**. This is the serial number automatically allocated for the record you are about to enter. Write this number in the reconciliation box on the Surveillance Data Sheet now.

There are two screens for data entry, **Operation data** and **Add new SSI** and you can switch between these two options without losing data by clicking on the relevant box. Enter the data values corresponding to the data recorded on the Surveillance Data Sheets. Enter dates as numbers representing DD/MM/YYYY. You do not need to enter the forward slashes as they appear automatically. Select from drop down lists where displayed but **be careful to click your mouse outside the drop down menu if you use the mouse to scroll down the screen or the data in the box will change as you scroll**. You can move between the data fields using the 'tab' key on your keyboard or by using your mouse.

To add an SSI click on **Add new SSI** option and enter the SSI data (Figure 11).

Figure 11

Figure 12

Once you have entered details of the operation you have 3 options on the **Operations Data** screen: **Save & Close**, **Delete** or **Submit**. (Figure 12). **IMPORTANT: do not go straight to Enter another record or the data in the record will not be saved.**



- **Save and close:** if you are not ready to **submit** the record you must **save** the record by clicking on **Save and close**. You should then see confirmation and a reminder of the serial number. You can retrieve and edit this record, it's a good idea to do this before entering another record so that difficult errors can be dealt with in time to meet data submission deadlines. See **Dealing with errors in the data** section below.
- **Delete** will remove the entire record.
- **Submit:** If the record is complete and you are confident that you do not need to make any further changes you can submit the record by clicking on **Submit**. The record will be automatically saved and can be retrieved and viewed but not edited. An **Un-submit** button is available via the **summary** mode of a record but only for records prior to reconciliation for final edit's. If you need to make a change to a submitted record e.g.: add an SSI - you will need to contact **SSISS** who will make any necessary changes on your behalf (for it is not possible for a submitted record to be un-submitted after reconciliation). If you need to remove an SSI or a **submitted** record please email: ssi.data@phe.gov.uk detailing the reason and date of birth (**IMPORTANT: do not include patient name or NHS number**). If the deletion is required due to a duplicate entry please provide both serial numbers.

NOTE: ensure the that reconciliation box on the data sheet is completed then file the Surveillance Data Sheet carefully as it will be needed for data reconciliation at the end of the surveillance period (see **Data Reconciliation** screen, Page 13). You can now enter another record by clicking on **Enter a new record** in the side menu.

Dealing with errors in the data.

The system automatically detects errors in the data and a record cannot be **submitted** until they are corrected. You can check for errors in a record once it has been saved by re-opening the record.

There are two types of error flags:-

-  These indicate unusual values, for example a very young person having a hip replacement or an unusual height and weight. If due to typing error then simply correct these. Unusual but correct values must be confirmed by writing in the comments box at the bottom of the screen before the data can be submitted. E.g.: "The age of the patient is correct."
-  These indicate incorrect data for example a missing date of operation. Such errors must be corrected before the record can be submitted.

NOTE: if you cannot confirm or correct the data immediately, save the record so that you can make the necessary enquiries and corrections later. You must **Save** any corrections by clicking on **Save and close**. Please note that you cannot edit a record once submitted.

The serial numbers of any records that have outstanding errors (or warnings not addressed in the comments box) will be sent by email to the hospital main contact to provide corrections or comments which will then need to be made by SSISS staff.

Figure 13

First Name	<input type="text" value="Fred"/>	
Surname	<input type="text" value="Bloggs"/>	
NHS Number	<input type="text" value="1234"/>	
Gender	<input type="text" value="Male"/>	
Date Of Birth	<input type="text" value="12/12/1912"/>	
Date Hospital Admission	<input type="text" value="03/04/2011"/>	✗The date of the hospital admission must be on or before the date of the operation.
Date Operation	<input type="text" value="02/04/2011"/>	
Height [cm]	<input type="text" value="111"/>	⚠Height entered is not within normal Height range. 122cm - 213cm.
Weight [kg]	<input type="text" value="300"/>	⚠The BMI calculated from height and weight is not normally less than 12 or more than 55; please check individual values for height and weight.
ASA Score	<input type="text" value="Class 1"/>	
OPCS Code1	<input type="text" value="W37.1 Primary total prosthetic replacement of hip j"/>	
OPCS Code2	<input type="text" value="---"/>	
OPCS Code3	<input type="text" value="---"/>	
Primary Indication of Surgery	<input type="text" value="Avascular necrosis"/>	
Operation Duration [mins]	<input type="text"/>	✗This is a required field, please enter a duration of operation
Wound Class	<input type="text" value="1 Clean"/>	
Lead Surgeon Grade	<input type="text" value="Associate specialist"/>	
Surgeon Code	<input type="text" value="123"/>	
Surgeon Code2	<input type="text"/>	
Revision Hip	<input type="text" value="Acetabulum"/>	✗You may only answer the 'Revision of hip prosthesis question' if the category of the surgical procedure is 'Hip' and the Primary indication for surgery is a revision
Type Of Surgery	<input type="text" value="Elective"/>	
Antibiotic Cement	<input type="text" value="Yes"/>	
Date Inpatient Survey Stopped	<input type="text" value="19/04/2011"/>	
Reason Survey Stopped	<input type="text" value="Discharged home / to another care facility"/>	

Patient Post Discharge Questionnaire
 Patient Given PDQ
 PDQ Completed
 Date PDQ Completed

Other Post Discharge Surveillance
 Patient Reviewed PD
 Date Reviewed

User Comment ✗You must enter comments to override the warnings above
 Please check unusual values flagged by waring signs (⚠) and confirm here.

Edit a record

Any record **In progress** can be edited. To locate a serial number see **Search for a record** (Page 6). Open the record in the data entry screen and make the changes to the operation data and/or SSI data. You can now **Save and close** the record. **NOTE: if you do not remember to click on Save and close the additions and changes will not be saved.**

Side option- Import a CSV File

Hospitals that wish to input their data in this way will need to contact SSISS to obtain specific instructions in the form of a **CSV file import guide** and have menu item **Import CSV File** added to their **Data Collection** screen.

3. Main option - Administration

By clicking on **Administration** you will automatically be taken to the Hospital details screen.

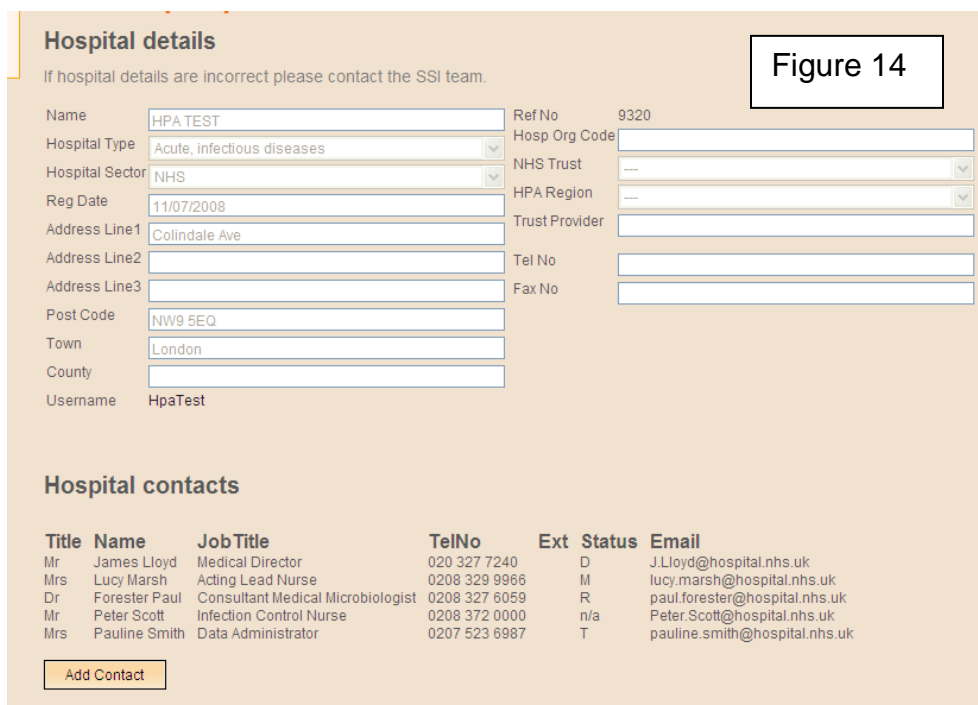
Side option - My Hospital

From this screen you can view details about your hospital and view or edit the list of contacts at your hospital. You can also see the user name for your hospital user account.

The Hospital Details screen shows details currently held by SSISS. If any of the hospital details are incorrect, please contact SSISS (email) with the correct information so that the record can be updated. You will not be able to change these fields yourself.

Hospital contacts

At the bottom of the screen you can see a list of contacts at your hospital. You can **edit contact details or delete a contact**. Select the contact by clicking on the name in the contacts list. This opens full details on that person. You can then edit the information in the fields as appropriate and **Save** the changes.



Hospital details

If hospital details are incorrect please contact the SSI team.

Name: HPA TEST Ref No: 9320

Hospital Type: Acute, infectious diseases Hosp Org Code:

Hospital Sector: NHS NHS Trust:

Reg Date: 11/07/2008 HPA Region:

Address Line1: Colindale Ave Trust Provider:

Address Line2: Tel No:

Address Line3: Fax No:

Post Code: NW9 5EQ

Town: London

County:

Username: HpaTest

Hospital contacts

Title	Name	Job Title	TelNo	Ext	Status	Email
Mr	James Lloyd	Medical Director	020 327 7240		D	J.Lloyd@hospital.nhs.uk
Mrs	Lucy Marsh	Acting Lead Nurse	0208 329 9966		M	lucy.marsh@hospital.nhs.uk
Dr	Forester Paul	Consultant Medical Microbiologist	0208 327 6059		R	paul.forester@hospital.nhs.uk
Mr	Peter Scott	Infection Control Nurse	0208 372 0000		n/a	Peter.Scott@hospital.nhs.uk
Mrs	Pauline Smith	Data Administrator	0207 523 6987		T	pauline.smith@hospital.nhs.uk

Add Contact

Figure 14

Add Contact button is at the bottom left of the hospital details screen. Add all details and **Save**. The new contact will now appear in the list of contacts on the **Hospital Details** screen.

Please ensure that there is always one staff member nominated as a **Main contact** and if as the main contact you should move on from your current role, please ensure that another staff member is appointed on this screen with main status (if only until a permanent replacement is found). This will ensure that the hospital continues to receive email notifications from the SSI team and that we have a point of contact for our enquires (see SSI Protocol page 27 section 4.3: 'Role of the Surveillance Co-ordinator / Administrator' for more information).


NOTE: you can return to the hospital details screen by clicking on the small magnifying glass symbol to the right of the hospital name field.

Side Option- Participation

From this screen you can view past participation and register to participate for the current or previous period.

Select **Participated** from the drop down list for the relevant surveillance period and your intention to participate will be registered. You can also indicate withdrawal in the same way if it is considered necessary to withdraw from a period.

It is necessary to indicate the intention to participate each time your hospital takes part in a surveillance period or the system will not allow data to be entered for that period. It is not possible to select participation in a particular quarter until the first day of that period. Also see **Enter a new record** (Page 7).



Surgical Site Infection Surveillance Service

You are logged in as: _____ Ver 4.1

ata Collection Administration Reports Support

My Hospital
Participation
Data Reconciliation

Hospital Participation

You have not selected a participation status for the current period. (Apr-Jun 2008)

Your participation status for the period (Jan-Mar 2008) is:

Participated

Period	Status	Data Reconciled
Jan-Mar 2008	Participated	No
Oct-Dec 2007	Participated	Yes
Jul-Sep 2007	Participated	Yes
Apr-Jun 2007	Participated	Yes
Jan-Mar 2007	Participated	Yes
Oct-Dec 2006	Participated	Yes
Jul-Sep 2006	Participated	Yes
Apr-Jun 2006	Participated	Yes
Jan-Mar 2006	Participated	Yes
Oct-Dec 2005	Participated	Yes
Jul-Sep 2005	Participated	Yes
Apr-Jun 2005	Participated	Yes

Figure 15

Side Option - Data Reconciliation

This screen gives a detailed summary of the data you have **submitted** in the previous period. The countdown to data reconciliation is shown on the **Overview** screen of **Data Collection** so you will know when it is due.

All data for a surveillance period must be submitted within 60 days of the end of the period. A message indicating the submission deadline will be displayed on the **Overview** screen when you log on. For more information see sections: 2.7 Data submission (page 12) and 2.10 Data validation (page 13) of the Protocol for the Surveillance of Surgical Site Infection (available to download from the **Support** screen).

NOTE: data reconciliation cannot take place until **ALL** data for the period is **SUBMITTED**. If you try to submit reconciliation prior to this a message telling you that you still have records **In progress** for this period will appear.

You are logged in as: Ver 1.02

[Data Collection](#) [Administration](#) [Reports](#) [Support](#)

My Hospital
Participation
Data Reconciliation

Reconciliation

Hospital reconciliation for the period Jan-Mar 2008

Please check your data and click here when you are sure it's correct

[Submit Reconciliation](#)

Category	Total number of records submitted	Number of SSI inpatient	Number of SSI post discharge	Number of SSI Patient reports	Total SSI
Hip hemiarthroplasty	47	0	0	0	0
Hip replacement	1	0	0	0	0

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Figure 16

The totals in the table must be compared with -

- the number of Surveillance Data Sheets for the category.
- the number of SSIs reported and where they were detected as per reconciliation box.

Only when you are sure the data in the reconciliation table exactly matches the data collected at your hospital for all categories in which you have participated should you click on **Submit Reconciliation**. You will not be able to generate your reports on these data until this process is complete.

If your numbers do not agree make the following checks -

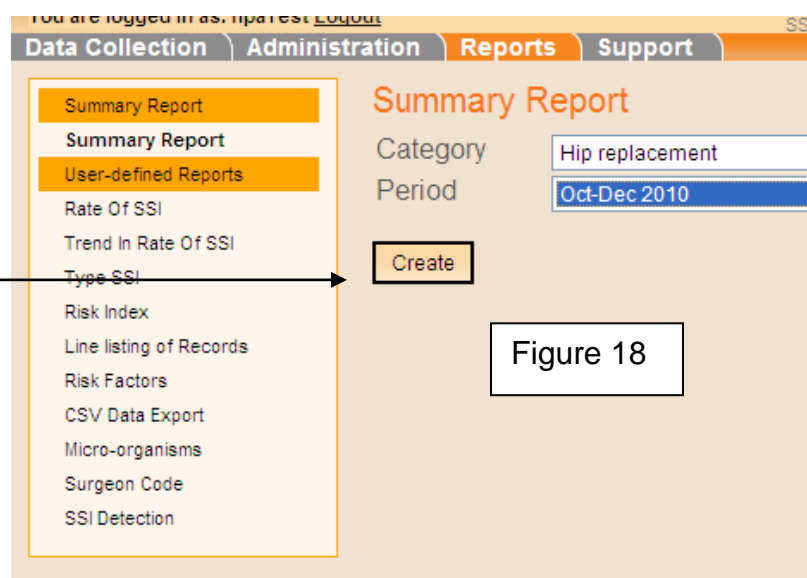
- Recount the data sheets and records with SSI, check whether the SSI was detected during admission, on readmission, other post-discharge or patient reported.
- Ensure records for different categories have not been miscounted or submitted into the wrong category.
- If data are entered for more than one hospital site check that the hospital codes are correct.
- If there are more records in the database than Surveillance Data Sheets the same record may have been entered twice. Check for duplicates by reviewing the data submitted for records with the same name, date of birth and operation date. You can see a list of records submitted in a surveillance period by clicking on **Advanced search** which is available from the **Data collection** tab via the **Overview** screen (see **Line listing of records** page 19).
- If the numbers of SSI reported are not the same as the number of SSI in paper records you may have entered the same SSI twice. Check from the line listing as above.

4. Main option - Reports

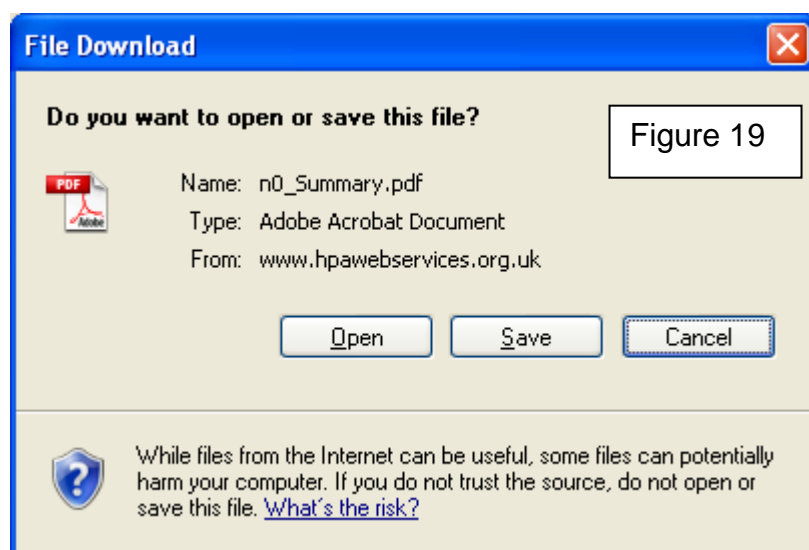
The side menu presents you with a selection of available reports to generate for which you can set your own parameters (Figure 17).

Side option – summary report

The summary report is similar to the report generated quarterly by SSISS. Enter the category and surveillance period into the boxes and click on **Create**. **NB:** If **Coronary artery bypass graft** is selected a drop-down menu entitled '**Incisional Type**' will appear consisting of four options: 'Chest/breast site', 'Donor site', 'Not set' or 'All' and if **Cardiac (non-CABG)** is chosen there will be a drop-down for '**Type Of Closure**' with options: 'Delayed', 'Primary', 'Not set' or 'All closure methods'.

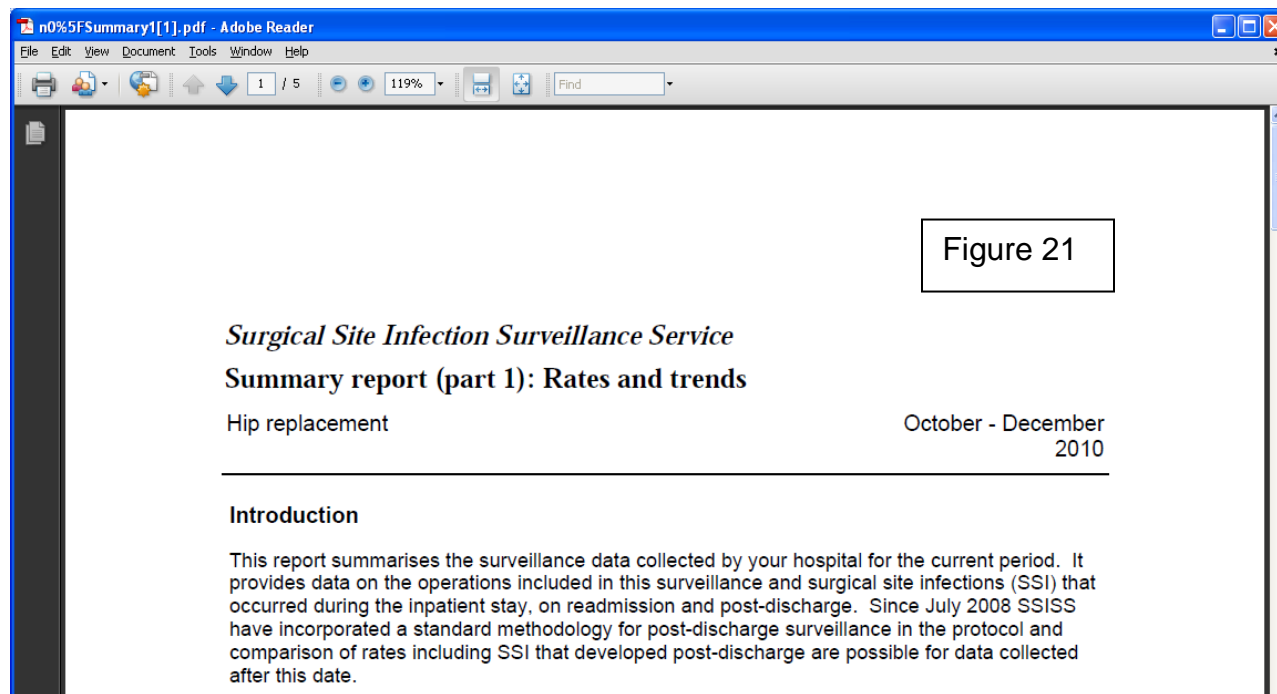


Choose **Export** to produce a PDF version of the report (Figures 19 - 21):

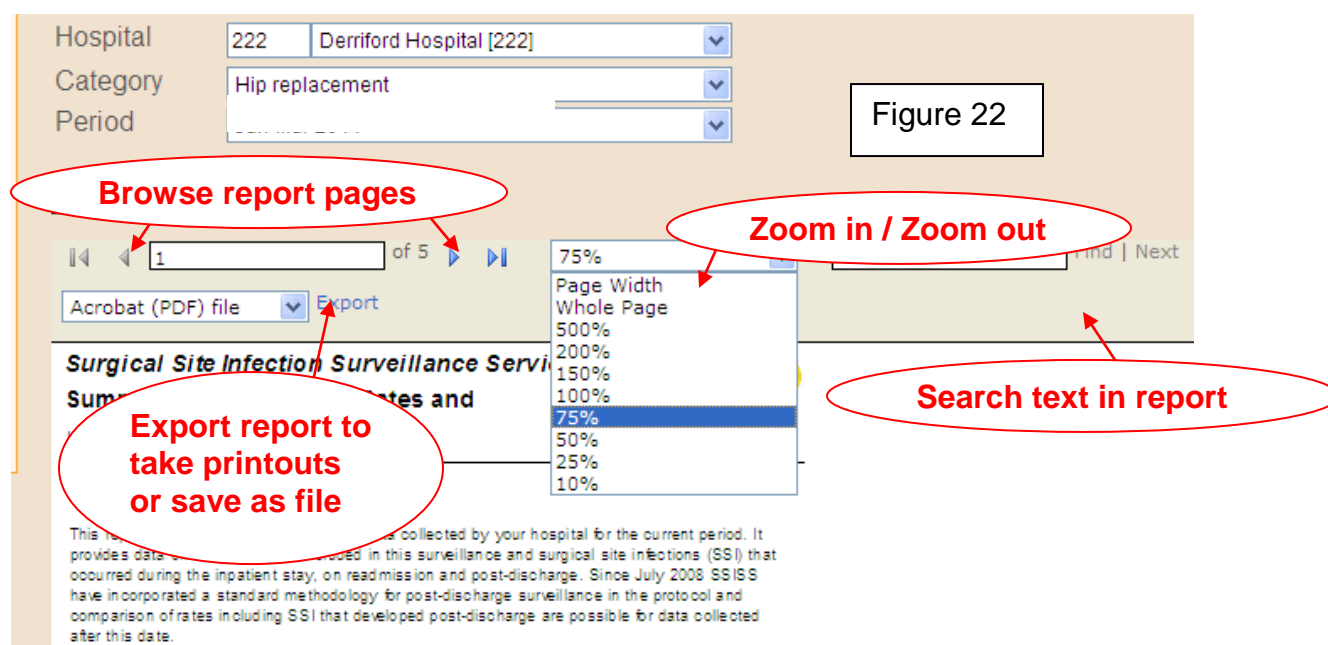


Choose **Open**, then **Save** or **Open** and then **Print** (Figure 20):

N.B.: open and save will produce a file size below 200kb but save is chosen (without first opening it) it will be 10mb, which may exceed the size limitation for sending via email.

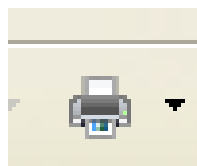


If you do not wish to produce a PDF version of the report you can simply view it as it appears on the screen. There are various options available: you can scroll through the pages, search for text and change the size (Figure 22).



Printing the summary report

You can remove the web address header and footer by going into **Page Setup** on the tool bar at the top of the screen (*click on the down arrow which is left of the print icon to access the **Page Setup** option).



If you are using Internet Explorer 6 you may find that when printing a report the text close to the margins is not included in the output. To prevent this problem from occurring click on **Page setup** (*as above) then select **Landscape** and set the margins as per table below before printing:

Left	10
Right	6
Top	25
Bottom	25

NOTE: you can tell which version of **Internet explorer** you have by selecting **Help** from the **Microsoft Internet Explorer - Menu bar** and then **About internet explorer**.

If you cannot see **Help**: right click the mouse anywhere on the grey area at the top of the screen, select **Menu bar**, the menu items including **Help** will then appear.

Side option – user-defined reports

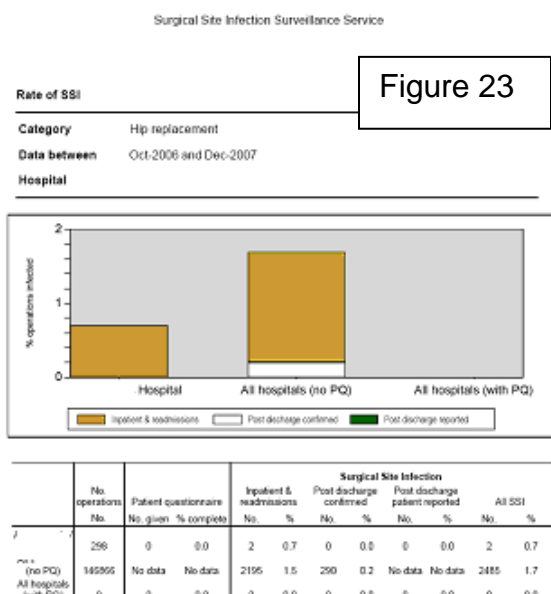
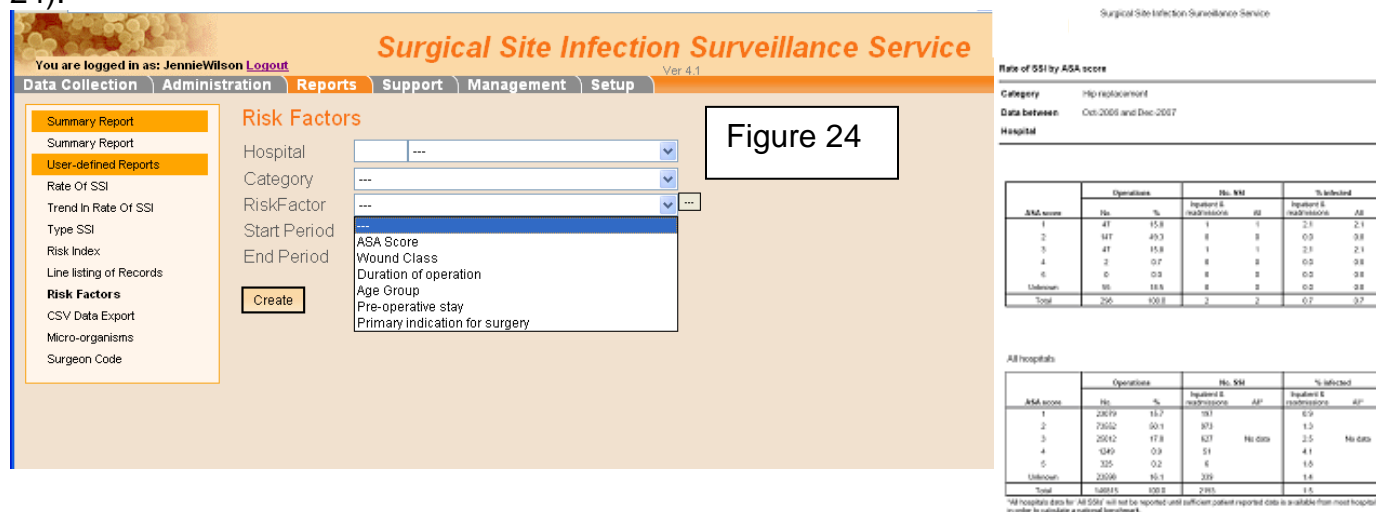


Figure 23

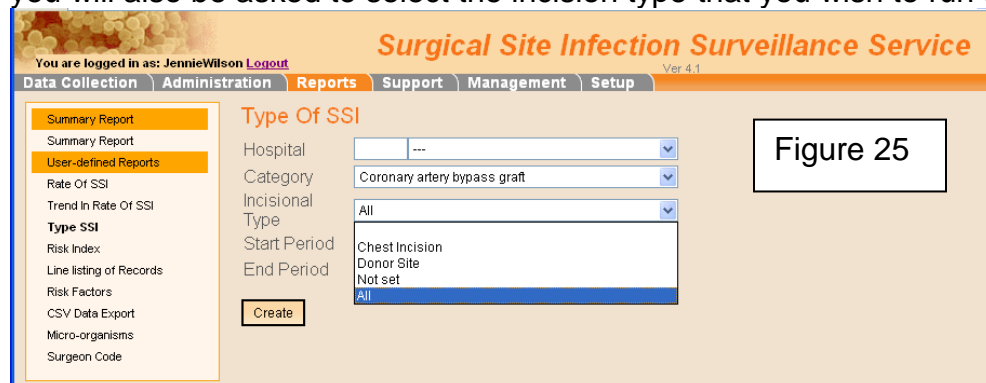
Figure 17 shows the list of user defined reports that can be run from the web link. Click on the name of the report you wish to generate and then enter the category and surveillance periods that you wish to include in the report. Click on **Create**. It will take a few seconds for the report to appear on the screen.

To save or print a copy of the report click on **Export** this will create the report as a 'PDF' (Portable Document Format) which you can then print or save (Figure 23).

The risk factor option gives you a choice of risk factors with which to generate a report (Figure 24).



For the type of SSI, if you select coronary artery bypass graft as your category then you will also be asked to select the incision type that you wish to run the report for (Figure 25)



Data completeness report

For feedback to inform you of your hospitals completion rate of data fields within a selected surveillance time period, e.g.: ASA score, OPCS code 1, wound class and reason inpatient surveillance stopped.

Line listing of records

This enables you to list the records you have collected in a particular category and for a choice of surveillance periods. It will give you a table with the main data items for each record so that you can search for a particular patient (Figure 26). You may need to use this to find patients who have been readmitted after several months with an SSI. This report has to be exported as a web archive and printed in landscape format.

You are logged in as:

Data Collection

Administration

Reports

Support

Summary Report

Summary Report

User-defined Reports

Rate Of SSI

Trend In Rate Of SSI

Type SSI

Risk Index

Line listing of Records

Risk Factors

CSV Data Export

Micro-organisms

Surgeon Code

Surgical Site Infection Surveillance Service

Ver 4.1

Line listing of Records

Category

Start Period

End Period

Create

1 of 3

75%

Find | Next

Web archive

Export

Line listing of records

Category

Data between

Hospital

Patient name	Surname	NHS number	Serial no.	Date of birth	Date of admission	Date of operation	Date of submission	Gender	PODquest complete	Patient reviewed	PODdate	SSI detection	Date of SSI onset	SS
			213661	23/11/1925	6/11/2007	7/11/2007	6/6/2008	Female				During admission	10/11/2007	SS
			220812	18/2/1947	7/11/2007	7/11/2007	6/6/2008	Female				During admission	16/11/2007	SS
			213703	16/11/1965	6/12/2007	7/12/2007	6/6/2008	Male				After admission	15/12/2007	SS
			213673	31/3/1938	3/12/2007	4/12/2007	6/6/2008	Female				During admission	10/12/2007	SS

Figure 26

CSV Data Export

You can select a period for which to export your data as a CSV file. This will download your data into an Excel spreadsheet (once you click on **Export**) which you can then open and save to use for further analysis (Figure 27).

You are logged in as:

Data Collection

Administration

Reports

Support

Summary Report

Summary Report

User-defined Reports

Rate Of SSI

Trend In Rate Of SSI

Type SSI

Risk Index

Line listing of Records

Risk Factors

CSV Data Export

Micro-organisms

Surgeon Code

Surgical Site Infection Surveillance Service

Ver 4.1

CSV Data Export

Period

Create

1 of 4

75%

Find | Next

CSV (comma delimited)

Export

Hospital CSV Export

Hospital:

Data between:

January - March 2008

Patient name	Surname	NHS number	Serial no.	Date of birth	Date of admission	Date of operation	Weight(kg)	Height(cm)	Duration Operation	Surgeon Code	Surgeon Code2	Risk Index	Pregnancy Gestation
			230900	22/8/1955	27/1/2008	31/1/2008	8	8	185	20	0	2	0
			230327	57/1/1961	5/1/2008	9/1/2008	110	0	315	3	0	1	0

Figure 27

5. Main option – Support

Side option – Documents

From this screen you can download supporting information and documentation to support the surveillance at your hospital (Figure 28). Simply click on the document to select and choose to **open** or **save**.

Surgical Site Infection Surveillance Service

You are logged in as: HpaTest Logout

SSI version: 5.14.000 Release Date: October 2011

Data Collection Administration Reports Support

Documents

Title	Link	Size	Description
Annual Mandatory SSI Report 2006 [Second]	Second Report Mandatory SSI Report 2006.pdf	465.7 Kb	Second annual mandatory SSI report December 2006
Annual Mandatory SSI Report 2007 [Third]	Third Report Mandatory SSI Report 2007.pdf	397.5 Kb	Third annual mandatory SSI report December 2007
Annual Mandatory SSI Report 2008 [Fourth]	Fourth Annual Mandatory SSI Report 2008.pdf	1.7 Mb	Fourth annual mandatory SSI report December 2008
Annual Mandatory SSI Report 2009 [Fifth]	Fifth Annual Mandatory SSI Report 2009.pdf	1 Mb	Fifth annual mandatory SSI report December 2009
Annual Mandatory SSI Report 2010 [Sixth]	Sixth Annual Mandatory SSI Report 2010.pdf	902.4 Kb	Sixth annual mandatory SSI report December 2010
Annual SSI Report 2005	2005 SSI Report.pdf	1.4 Mb	Annual SSI Report 2005
Box plot 2005-2010	box plot April 2005 to March 2010 NEW.pdf	95.7 Kb	Distribution of rates of SSI by surgical category.
Contacts List for SSISS Staff	Contacts list SSI November 2010.pdf	72.1 Kb	Telephone and email details of SSISS Department. November
Data Sheet Hip and Knee (V5) DOC	Data Sheet V5-10 Hip & Knee.doc	183 Kb	Data collection form for hip and knee replacement.
Data Sheet Hip and Knee (V5) PDF	Data Sheet V5 -10 Hip & Knee.pdf	144.6 Kb	Data collection form for hip and knee replacement.
Data Sheet Main Categories (V4) DOC	Data Sheet V4-10 Main.doc	190.5 Kb	Data collection form for main categories. MS word. V4 10-08
Data Sheet Main Categories (V4) PDF	Data Sheet V4-10 Main.pdf	144.4 Kb	Data collection form for main categories. PDF. V4 10-08-201
Data sheet Post Discharge surveillance V2 DOC	PDS surveillance data sheet V2.doc	132 Kb	Data collection form for post discharge surveillance V2 DOC
Data sheet Post Discharge surveillance V2 PDF	PDS surveillance data sheet V2.pdf	145.1 Kb	Data collection form for post discharge surveillance V2 PDF
Deadlines for Submitting Data	Deadlines for Submitting Data.pdf	47.4 Kb	Data submission deadline dates.
Monitoring Surgical Wounds for infection May 09	Surgical wounds leaflet up-dated 190509.pdf	122.1 Kb	Patient leaflet re national programme for monitoring SSI's.
Newsletter [1] January 2007	Newsletter SSISS January 2007.pdf	142.9 Kb	Newsletter SSISS - first edition
Newsletter [2] November 2007	Newsletter SSISS November 2007.pdf	180.1 Kb	Newsletter SSISS - second edition
Newsletter [3] April 2008	Newsletter SSISS April 2008.pdf	263.7 Kb	Newsletter SSISS - previous edition
Newsletter [4] February 2009	Newsletter SSISS February 2009.pdf	681.6 Kb	Newsletter SSISS - last edition
Newsletter [5] SSISS - Post Discharge Surveillance	Newsletter SSISS July 2009 PDS Edition.pdf	345.1 Kb	Newsletter SSISS - Post Discharge Surveillance Edition
Newsletter [6] SSISS March 2010	Newsletter SSISS March 2010.pdf	617.3 Kb	Newsletter SSISS
Newsletter [7] SSISS April 2011	Newsletter SSISS April 2011.pdf	503.2 Kb	Newsletter SSISS
OPCS codes supplement	OPCS codes supplement September 2011.DOC	525.5 Kb	List of surgical procedures in each category. MS Word.
OPCS codes supplement	OPCS codes supplement September 2011.pdf	300.3 Kb	List of surgical procedures in each category. PDF version.
Printing problem Internet Explorer V6 or V7	Printing problem Internet Explorer V6 or 7.pdf	94.2 Kb	Fix for problem printing reports in I.E.V6 or V7.
Protocol for SSI 04 April 2011	SSI protocol v5.pdf	754.3 Kb	Standardised surveillance described in detail.
Training dates for SSI surveillance 2011	Dates for 2011 SSI Training days.bt	99 bytes	Dates for SSI training held at HPA Colindale during 2011
Training dates for SSI surveillance 2012	Dates for 2012.bt	111 bytes	Dates for SSI training held at HPA Colindale during 2012
Trust tables NHS 2004-08 / NHS treatment centre	trusttables 04-08 with NHS treatmcentres.pdf	115.3 Kb	The SSI data on individual NHS Trusts.
Trust tables NHS 2004-09 / NHS treatment centre	trusttables 2004-09 with NHS treatmcentres.pdf	163.9 Kb	The SSI data on individual NHS Trusts.
Trust tables NHS 2004-10 / NHS treatment centre	Trust tables 2010.pdf	132.4 Kb	The SSI data on individual NHS Trusts.
Web link user manual May 2011	Web link user manual May 2011.pdf	1.2 Mb	A guide to using the SSI web link. (May 2011).
Wound healing PD questionnaire July 2009	Wound healing PD questionnaire Rev d.pdf	103.7 Kb	Form to detect wound infection after Surgery.

Developed by the Software Development Unit, Health Protection Agency. For assistance in the use of this web site, please call the SSI team on 0208 327 7240

Figure 28

Contact SSISS

We hope you have found this web user manual useful. Please contact SSISS if you need further assistance.

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