CAS PROJECT DOCUMENTATION

COBIS SPEED GUIDE

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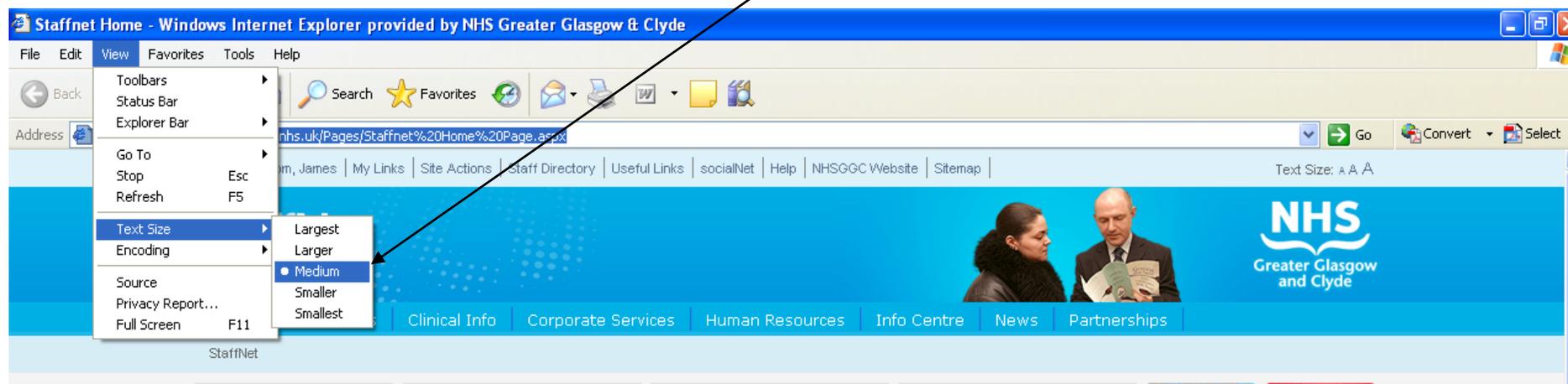Owner: COBIS NETWORK

Client: NHS

Document Number: 1.0

Contents

COBIS Speed Guide

This guide has been created to give you as a COBIS-CAS user a quick guide on imputing the details of a burns patient and also to including information on how to get support for the system.

The guide will be using screenshots of the current version of the COBIS-CAS as well as a few appendixes explaining acronyms used within the guide.

It is important to state that although this guide will take you through all of the information needed to enter on a COBIS patient this is not a substitute for training and you should have been given a walkthrough of these steps by your Data Manager (Gavin Moir) before using the system. It is also important to state that there might be changes made to how the system is used (made by the COBIS steering group and management) however if any changes are made we will endeavour to change and improve this guide for further send out.

Not included in this guide but useful for users of the system is the ability to change the txt size of the CAS system by using the browser tools with explorer. This can increase/decrease the txt size on the CAS however this may affect the way the fields are presented within the system.

NMCN Clinical Audit System
Access from Local Intranet NHS web URL

Click on **Internet Explorer** icon to launch

start | Launch Internet Explorer Browser
Finds and displays information and Web sites on the Internet.

http://www.mcn-cas.scot.nhs.uk/

File   Edit   View   Favorites   Tools   Help

Welcome to the website fo...

NHS SCOTLAND

www.mcn-cas.scot.nhs.uk
Website for Managed Clinical Networks
Clinical Audit System Project

Use the link to the CAS website to find your network page

| Home | About Us | FAQ's | Evaluation Area |
| Networks Section | Important Dates | News | Contact Us |

SDSD
VINCYP
SPARN
Epilepsy
FANS
IMD
HIV
Endocrinology
COBIS
SPAH
CLEFTSIS
PID
CYANS
Muscle

Welcome

Welcome to the website for the National Clinical Audit System or NCAS.

Contained within this website is information regarding the ongoing MCN network projects, holds background information to what the NCAS is and how it was developed.

The website also contains contact information for the Network office where the Data managers are based and the helpdesk info for the current system users.

Then se the Click for instance button on the next screen to take you into COBIS instance

www.mcn-cas.scot.nhs.uk
Website for Managed Clinical Networks
Clinical Audit System Project

http://www.mcn-cas.scot.nhs.uk/COBIS.html   100%

Log in and registration

Login - Windows Internet Explorer provided by NHS Greater Glasgow & Clyde

File   Edit   View   Favorites   Tools   Help

Back | Search   Favorites

Address   https://mcndemo.nisg.scot.nhs.uk/NMCN_COBIS_demo/Pages/Anonymous/Logon.aspx   Go

NMCN Clinical Audit System
Version: 1.3 NMCN Clinical Audit Syste...

NHS SCOTLAND

Log In

User Name: [   ]

Password: [   ]

*Enter **Username & Password** click on Log In button or **Forgotten Password** link*

Log In

New User?

Forgotten password?

*Click on **New User** link to create an account if you don't already have a log-in*

Warning

The National Managed Clinical Networks (NMCN) Audit System gives access to confidential patient data. Users of the NMCN Audit System are authorised to access information on patients for whom they are providing clinical or administrative services. Access to information is subject to continuous audit. Misuse of the system may constitute a breach of codes of confidentiality and/or a criminal offence that may lead to disciplinary actions and/or to criminal prosecution.

Demographics (Patient Search)

Patient Menu allows Find or Add (NB search for a patient before adding)

Use CHI search facility type in number and click Search button

Enter two different Search Parameters to find a patient i.e. Surname & Forename

Click on All to search all Treatment Centres

Click on View button to display patient details

Click Find button

Highlight Patient from search results

CHI	Forename	Surname	Address	Post Code	Date Of Birth	Gender	Treatment Centre
0911000089	anna	smith	43 Cirrus Road	PA2 3SJ	09/11/2000	Female	Glasgow RHSC
2006002163	ANN	SMITH	CIRRUS	PA2 3SJ	20/06/2000	Female	Glasgow

Demographics (Add a Patient)

From Add Patient this allows Patient details to be entered

Import Allows adding patients from SCI Store also updating demographics. See additional SCI-STORE guide for this info

NMCN Clinical Audit System

Version: 1.3 NMCN Clinical Audit Syste…   Welcome admin - Last login: 12 March 2012 - 15:20 Logout

NHS SCOTLAND

| Patient | Admin | Reports | Help |

CHI : [   ] [Search]

Patient Details

Treatment Centre [RHSC   ▼] Import [?]

Aberdeen Royal Children's Hospital
Aberdeen Royal Infirmary
Glasgow Royal Infirmary
Ninewells Hospital Dundee
RHSC
St John's Hospital
Yorkhill

CHI   [?]
Surname   [?]
Forename   [?]
Date of birth   [?]
Gender   [▼]   [?]
Hospital Number [   ]   [?]
Ethnicity   [▼]   [?]
Registered GP [   ] [...] [?]

Contact Details

Home Phone   [   ]   [?]
Work Phone   [   ]   [?]
Mobile Phone [   ]   [?]
Email Address [   ]   [?]

Allergies

[Allergies]

Address

Address line 1 [   ]   [?]
Address line 2 [   ]   [?]
Address line 3 [   ]   [?]
Address line 4 [   ]   [?]
Postcode   [   ]   [?]
Health Board [▼]   [?]

Next of Kin

Surname   [   ]   [?]
Forename   [   ]   [?]
Address line 1 [   ]   [?]
Address line 2 [   ]   [?]
Address line 3 [   ]   [?]
Address line 4 [   ]   [?]
Postcode   [   ]   [?]
Telephone   [   ]   [?]

Notes

[   ]

[Save] [Cancel]

Enter patient details (Yellow fields are mandatory)

Click on Save button

Demographics (Patient Banner and Information)

Active Patient details are displayed and bordered with **grey line** this appears when accessing any **Patient tabs**

Patient Status can be changed using the drop down list then click on the **Update** button

Patient Treatment Centre can be changed using the drop down list then click on the **Update** button

Patient Referrals (Referral details describe where the patient was referred from)

*Click on **Referral** tab*

*Once **Save** button to add the referral and **The referral has been successfully added** message will be displayed*

*Click **Add** button to insert **Referral Details** page*

*Click on **Save** button*

Conditions (This Tab is used to record the patient's burn type and locations of the burn)

Condition Details - Enter New Condition

Condition	ICD10	Burn - Flame	▼	?
Code				?
Date Diagnosed	14/03/2012			?
Outcome	Surgical Management		▼	?
Outcome Date	14/03/2012			?
Subcondition	Please select values		▼	?

Left Hand ✖

Left Arm ✖

Save   Cancel

*Use the dropdown list to select the **BURN TYPE** and **DATE OF BURN** from list*

Pick LOCATION OF BURN *from linked subcondition list. Multiple locations can be selected*

*Select **BURN OUTCOME** from dropdown list and add outcome date using date box*

Complications (This is entered on with the SAME tab: Conditions)

Condition Details - Enter New Condition

Condition	ICD10	Complication - Abdominal	▼	?
Code				?
Date Diagnosed	14/03/2012			?
Outcome	Surgical Management		▼	?
Outcome Date	14/03/2012			?
Subcondition	Please select values		▼	?

Abdominal Compartment Syndrome ✖

Save   Cancel

*Use the dropdown list to select the **Complication TYPE** from list*

*Select **Date** and **Complication** from linked list. Multiple locations can be selected*

*Select **Condition Outcome** from dropdown list and add outcome date using date box*

Comorbidities

*Click **Comorbidity** tab*

*Click **Add** button to insert **Comorbidity Details** page*

New Comorbidity

*Select **Comorbidity** from dropdown list and add date using date box*

Medications

*Select **MEDICATION DATE***

Insert Medication Details

Treatment Centre	Yorkhill
Start Date	
Prescribed By	
Drug Name	
Dose	
Units	
Frequency	
Route	
End Date	
Reason for ending	

antibiotics
blood transfusion
enteral nutrition
Inotrope/Vasoconstrictor infusion
parenteral nutrition

Save   Cancel

*Select **Prescribing Clinician** from list or use generic clinician*

*Select **DRUG NAME** from dropdown list and remember to **SAVE***

Ignore Non-Mandatory Fields

Encounters Tab

Encounter Details - Enter New Encounter

*Select **Treatment Centre***

Treatment Centre: Yorkhill

*Enter a **Start Date** and **Time** into the fields*

Start Date / time: 00 : 00

Patient Attendance

*Select from drop down list **Encounter Type** & **Reason***

Encounter Type

Encounter Reason

(Yellow fields are mandatory)

Encounter Outcome

End Date

*Enter **Summary of Encounter** or/and **Test Request** as free text*

Summary of Encounter

Tests Requested

*Enter **Patient Height** and **Patient Weight**. The BMI is calculated for you*

Patient Height (m): 0.00

Clinicians

*Select **Clinician** from list; if clinician is unknown use the generic clinician choices.*

Patient Weight (kg): 0.00

BMI

Remove

Advice or Information Given?

Add

Details of Advice or Information Given

Save   Cancel

*Click on the **Save** button*

Core Dataset (Case Details)

NMCN Clinical Audit System
Version: 1.3 NMCN Clinical Audit Syste...

Welcome jthom - Last login: 24 February 2012 - 12:56 Logout

NHS SCOTLAND

| Patient | Admin | Reports | Help | CHI: | Search |

SMITH, Test
Born 29-Oct-2002 (9y 3m) Gender Male CHI No. 2910025551

Test Lane, Test, Test, Test, T23 8EW | Tel | Known allergies

Patient Treatment Centre Glasgow Royal Infirmar | Update | Patient Status | 24/02/2012 | Update

Demographics | Referrals | Conditions | Comorbidities | Encounters | Results | Medications | Interventions | Family History | **Core Dataset** | Audit

COBIS Dataset - Case Details | Burns Bundles

Case Details

Injury Date: 30/01/2012 time: 07 : 00 [?]

Case History [?]

Airways Burn: Yes [?]   Smoke Inhalation: No [?]

COHb

Initial Date: 30/01/2012 time: 08 : 10 [?]

Initial Value: 24 [?]

On Oxygen: Yes [?]

TBSA

	Superficial	Partial	Total	Full Thickness
Initial	0 %	10 %	50 %	40 %
Revised	%	%	%	%

Greater than 15%? ☑

Save | Cancel

*Enter **Injury Date** and **Injury Time** from these drop downs*

*Enter **Case History** in this box. It is free text and it isn't Mandatory*

*Enter **Airways Burn** from this drop down*

*Enter **Smoke Inhalation** from this drop down*

*Enter **Carboxyhemoglobin Details** into this section of the CAS*

*Make sure to **SAVE** before leaving the core dataset page or clicking the Burns Bundles Tab*

*Enter **Burn Percentage** from these percentage txt boxes. If the burn is greater than 15% then click onto the tick box then the **BURNS BUNDLES TAB** after saving.*

Core Dataset (Burns Bundles)

SMITH, Test   Born 29-Oct-2002 (9y 4m) Gender Male CHI No. 2910025551

| Test Lane, Test, Test, Test, T23 8EW | Tel | ◆ Known allergies | ⊗ |

Patient Treatment Centre Glasgow Royal Infirmary ▾ [Update] Patient Status [▾] [14/03/2012] [Update]

| Demographics | Referrals | Conditions | Comorbidities | Encounters | Results | Medications | Interventions | Family History | Core Dataset | Audit |

COBIS Dataset - Case Details | Burns Bundles |

These correspond to the fields directly below them. The fields are reporting on 8hrs, 24hrs or at Discharge

Resuscitation   8 Hours   24 Hours   Discharge

Fluid Regime   [Yes   ▾]   [▾]   [?]

Target Urine Hourly Volumes   [Yes   ▾]   [▾]   [?]

Catheterisation Hrly Urine Vols   [Yes   ▾]   [▾]   [?]

Consultant Discussion   [Yes   ▾]   [▾]   [?]

Pain

Pain Score   [▾]   [Yes   ▾]   [?]

Analgesia Prescription   [▾]   [Yes   ▾]   [?]

Analgesia Administered   [▾]   [Yes   ▾]   [?]

Discharge Analgesia Plan   [Yes   ▾] [?]

*These fields are for the **BURNS BUNDLES** and are either yes/no/unknown*

Feeding

Nutritional Assessment   [▾]   [?]

NG Tube feed commenced   [▾]   [?]

Wound Protocol

Wound Protocol   [Yes   ▾]   [▾]   [▾] [?]

*Make sure to **SAVE** before leaving the core dataset page*

Psycho-Social Assessment

Psycho-Social Needs Assessment   [▾] [?]

                                                                   [Save]   [Cancel]

Getting Help/Contact Details

Help/Support Contact Details: NISG Service Desk – 0141 252 2100 Data Manager – 0131 275 6327

Gavin Moir
Data Manager/ITPSO
NHS National Services Scotland
Network Office
6th Floor
Meridian Court
5 Cadogan Street
Glasgow
G2 6QE
0131 275 6327
gavinmoir@nhs.net

Alison Murray
Network Manager
0131 275 7695

COBIS Website - www.cobis.scot.nhs.uk
MCN CAS Website – www.mcn-cas.scot.nhs.uk