National Emergency Laparotomy Audit

Online Web Tool User Notes

How to access the online web tool:

1. To access the web tool enter the following web address:

   https://data.nela.org.uk/

2. You will see the welcome page below. The first time you go to the website we suggest you click on ‘Forgotten Password’ and go through the process to create your own password. It will ask you to enter your email address and it will send you an email. Please use only an NHS or hospital email address and follow the process in this email. When creating a password please make sure it contains lower and uppercase letters as well as numbers.
3. The next time you go to the welcome page you will have to enter your User name and Password in the login box.
Accessing the Patient Audit Data Entry and Case Management Screen

4. To access the Patient Audit data entry place the mouse cursor over ‘Clinical’ in the main menu and click on ‘Patient Data Entry’.
5. You will be sent to Case Management Screen of the Patient audit. See below. This allows you to see which hospital you are linked to and to add a new case press ‘Add Case’. If you are registered to more than one hospital please select the appropriate one. Please be aware than any information that is entered for a particular hospital will be accessible by all other registered users for that hospital.
6. Once several cases have been entered they will appear in your Case Management Screen in a list. You will be able to see how advanced to be being complete each case is by looking at the colours on the right hand side. You will also be able to reorder the list according to admission date/surname etc. by clicking the heading at the top of each column.

Each rectangle represents a different section. Each colour represents the current state:

- **Green** – Complete
- **Orange** – Incomplete
- **Red** – Errors
- **Blue** – Not Saved
7. An additional way of seeing how advanced to be being complete each case is will be by looking at the percentage column. This number indicates how much of the required information has already been entered. If a date appears in the Locked column this indicates that all case information has been entered and that changes can no longer be made. The Created by column indicates which user initially created each case and the Responsible Surgeon column which consultant was responsible for surgical care at the time the decision was made to operate.
8. When you click on ‘Add Case’ you will see the ‘Add patient’ screen. Here you can enter the patient information. Once you have entered the patient information and clicked save you will be taken to the Audit sections.
9. You will be taken to the first section of the audit.

The patient audit is divided into 7 sections. To move through the data entry form click on the section tabs – which are divided into headings towards the top of the form.
10. As you enter data you can save the form by pressing the ‘Save’ button either at the top or the bottom of the form. The form is also automatically saved if you move on to the next page.

If all the data in the section is complete and saved the tab will turn green.
11. If you wish to return to the ‘Case Management’ screen at any time from a patient record, just need to click exit (or save, then exit).
Consultant information on the NELA web tool

12. Sections 2 and 4 of the NELA web tool will ask you to enter the names and GMC numbers of consultant Surgeons and Anaesthetists. Your hospital’s list of consultants can be found in the dropdown menu. If you do not see the name of the consultant whose information you are trying to enter please select ‘Consultant not in list’, enter the consultant’s information manually and select ‘Add Consultant’. Once added the consultant will appear on the dropdown list for your hospital’s cases going forward. If the name of the consultant has been entered incorrectly please find the consultant on the list and select ‘Edit consultant’. This will allow you to correct the name and to save the changes select ‘Update Consultant’.
Case not suitable for NELA

13. If you have started to enter data on a patient case but find that this patient is no longer applicable in the audit you are able to click ‘Cannot complete audit’. A pop up will ask you to confirm you would like to delete this case.
Case not suitable for NELA

14. Once you have confirmed that you would like to delete this case you will be sent to a screen asking you for the reason the patient is no longer applicable in the audit. Select the option that best describes the reason for deleting the case and click on the ‘Confirm’ button.
Locking the data

15. Once all the tabs have turned green you are able to lock your data. Click on the ‘Lock’ button, this should lock your data and mean that you can view but no longer change the data.
Printing

16. At any time during the audit you are able to print the full patient case form by pressing the button ‘View all details’. Once the full audit is displayed you will be able to print the page using your browsers print option.

In your browser click ‘File’ and choose ‘Print’ from the menu.
Exporting Data

17. A data export function exists which will export data into an excel spreadsheet. To access the export function place the mouse cursor over ‘Clinical’ in the main menu and click on Export.

You will be sent to Clinical - Export Screen which will require you to enter the date range you wish to export based on dates patients were first admitted. Once the date range has been entered click on the ‘Export to CSV’ button for the spreadsheet to be saved to your computer. An Export Key allowing you to analyse the export results can be found under the ‘Support’ tab on the web tool and in the Documents page on the NELA website.

The NELA Helpdesk:

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