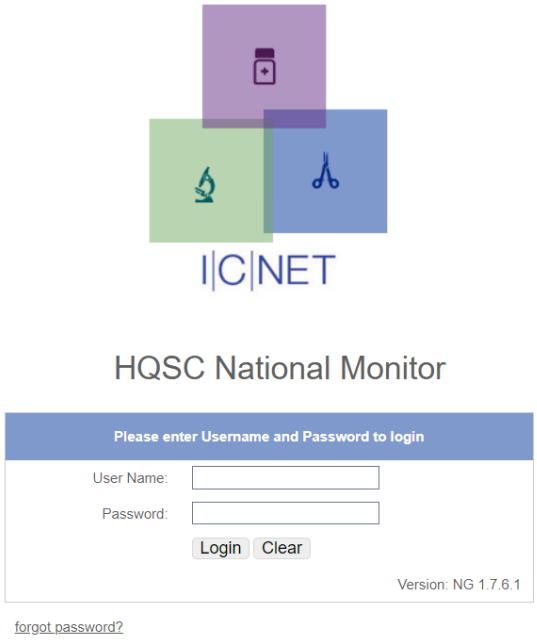
Instructions for reviewing and correcting data in National Monitor

The following instructions are for Surgical Site Infection Improvement Programme (SSIIP) champions and demonstrate how to review and correct data in National Monitor (the data entry platform for the Health Quality & Safety Commission's SSI surveillance).

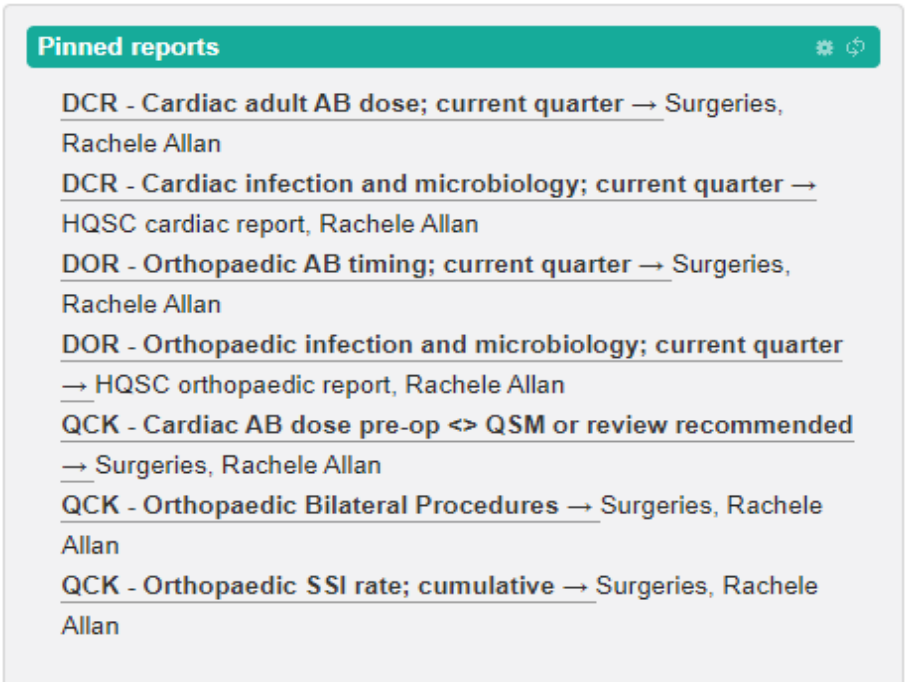
Data should be checked and corrected monthly and again prior to the Commission's publication of quarterly reports.

Reviewing data

1. Log in to National Monitor with your username and password.



2. Your home page will open, where you will see a list of reports.



The reports are set to the quarter currently being uploaded/reviewed. Click on the report name and it will run.

Reports that are cumulative have data from the beginning of the programme:

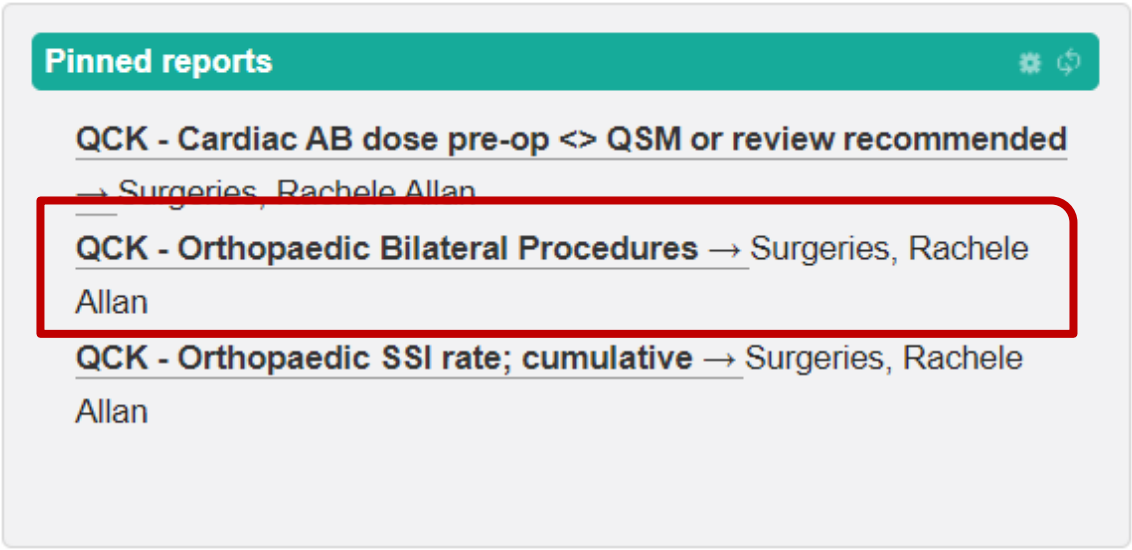
- Cardiac – from 01-Oct-2014
- Orthopaedic – from 01-Jul-2013.

The types of reports available are:

- QCK – used to highlight areas of potential incorrect data entry
- DOR – all results for that data point for orthopaedic procedures
- DCR – all results for that data point for cardiac procedures
- Surgeries – tables and graphs of the data for that data point
- HQSC – line listing of all forms and all the data within those forms as a download.

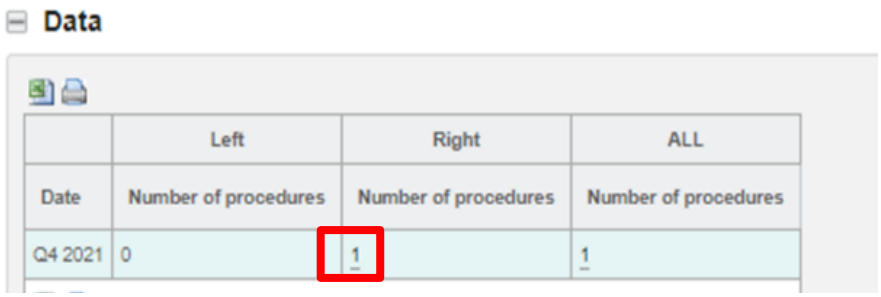
If you do not see the report that you need or there is another issue, please email ICNetSupport@cdhb.health.nz.

3. Check for known or potential data issues by clicking on the relevant report e.g. QCK – Orthopaedic Bilateral Procedures.



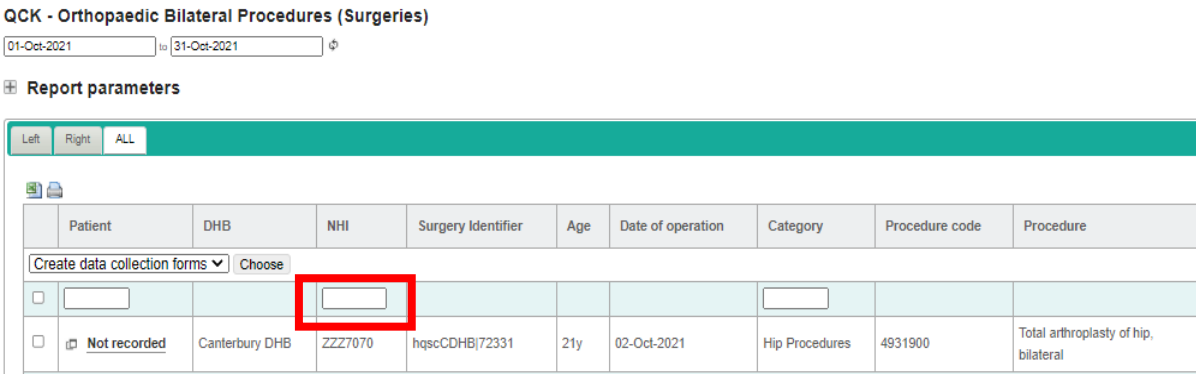
4. Review the data identified in the report for errors.

In the example below you can see there is only one data collection form for a bilateral procedure, where there should be two.

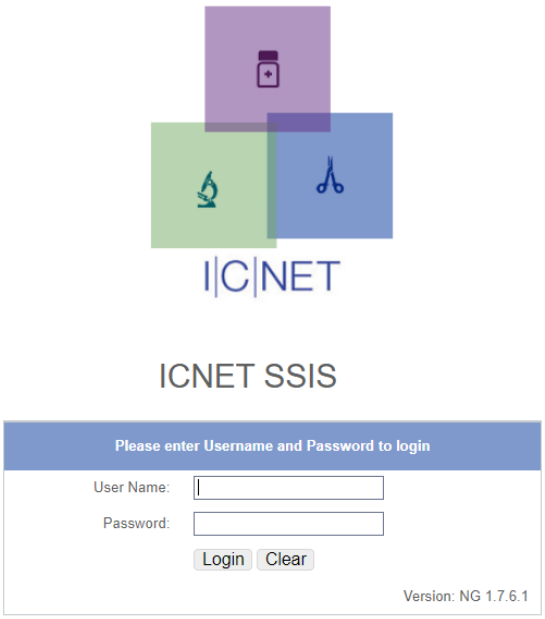


Correcting data

5. Click on the underlined number/s and the data for the form/s will open.
6. Find the form number or NHI and copy it.

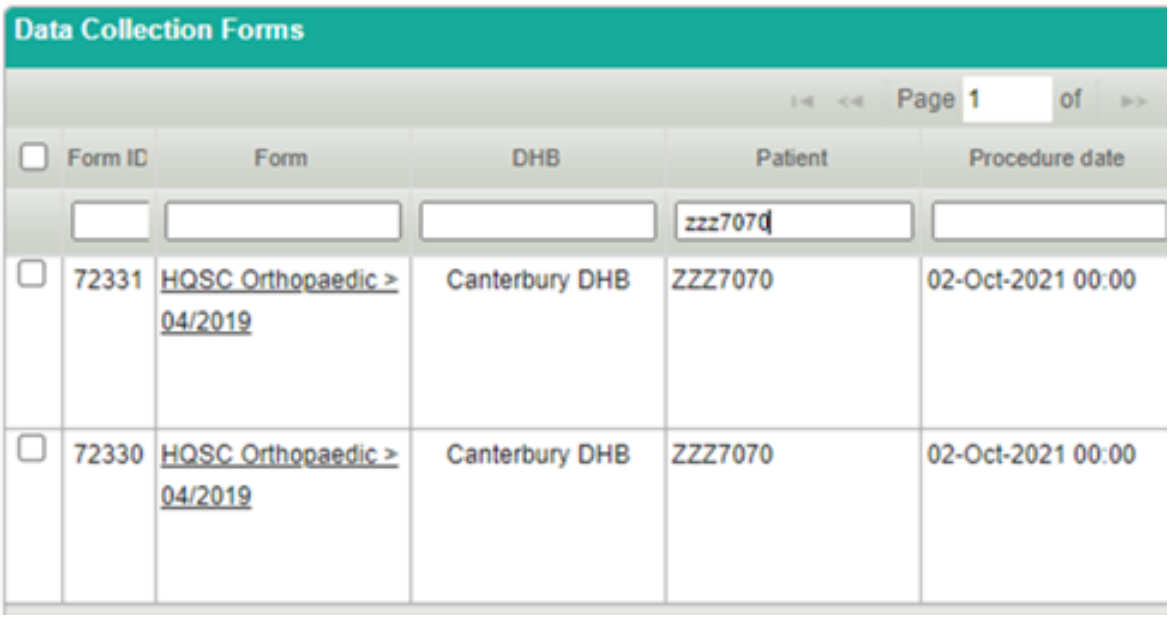


7. Open the SSIS data collection form software and log in.



8. Paste the form number or NHI into the search box at the top to open the form.

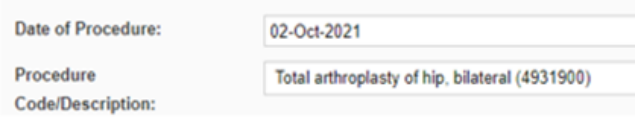
In the example below there are two forms for the same patient with the same date of procedure.



9. Open the form which has the issue. Fix the incorrect data and save the missing form again. In this example the second form had an incorrect procedure.

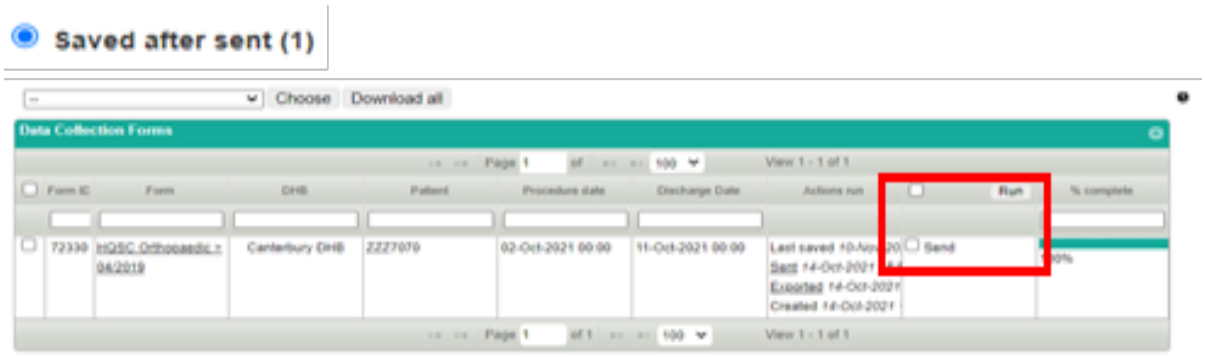
Before Correction

After Correction



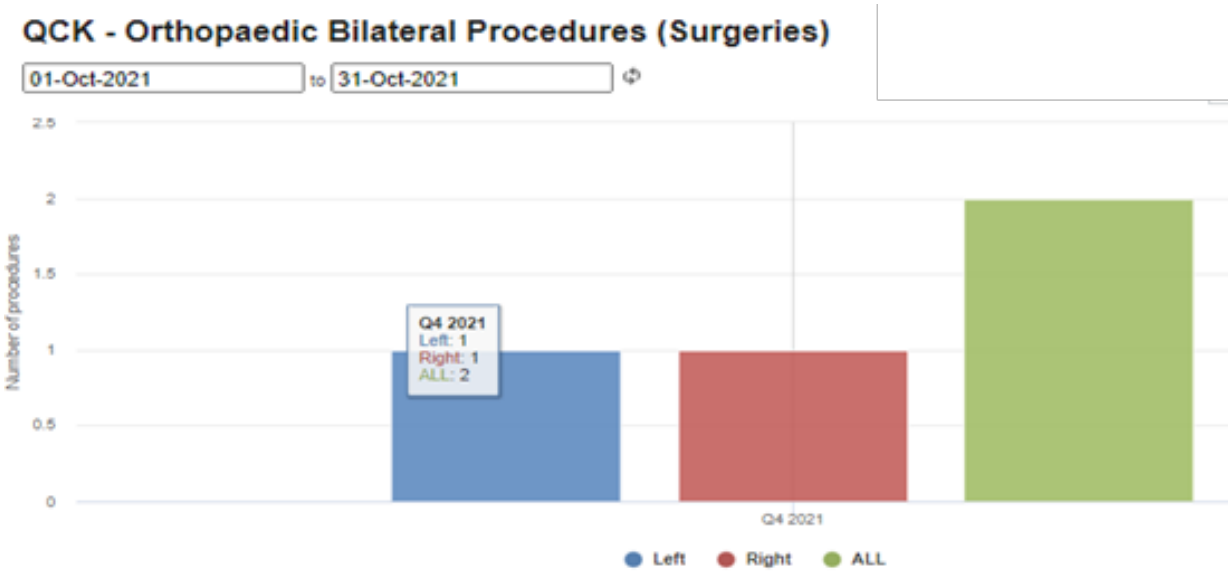
Saving and resending data

10. Open the ‘Saved after Sent’ box to find the corrected form.



11. Resend the form back to National Monitor.

12. Go back to National Monitor and re-run or refresh the report to check that the error is no longer listed.



13. Review and correct other QCK reports in the same manner.