

NJR Hospital Data Manager User Guide

**A guide to the additional functionality
available to users with an NJR Hospital
Data Manager account**

Document control

Change control table:

Version	Description	Release date	Reason for change
1.0	MDSv7	04-06-18	Release of NJR MDSv7
2.0	Released	30-04-20	General review

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1. Introduction

This document describes the additional functionality available to a Hospital Data Manager (HDM) account holder.

It should be used in conjunction with the following NJR user documentation:

- About the NJR and getting started
- NJR Patient Consent Process
- NJR Data Entry User guide

All of which can be found at www.njrcentre.org.uk

2. Submitted records requiring amendment

Changes to the name of either a Consultant in Charge or Operating Surgeon following submission of a record to the NJR can only be made by an HDM user. Under no circumstances should any other type of user be permitted to make such a change and any request to do so must only be made with the consent of both surgeons.

3. Accessing Data Reports

After you have logged in, the Main Menu has the same options as a Data Entry account but also includes the additional option of “**Reports Menu**”.



Selecting the “**Reports Menu**” provides a new option “**View ReportsOnline**”. This option is also accessible from the “**System Functions**” menu.

- ▶ Create New Operation - Hips, Knees and Ankles
- ▶ Create New Operation - Elbows and Shoulders
- ▶ Edit Existing Operation
- ▶ Correct Patient Details
- ▶ Data Quality
- ▼ Reports Menu
 - ▶ **View ReportsOnline**
- ▶ System Functions
- ▶ Log Off

Select **“View ReportsOnline”** to display a list of available reports.

Hospital ReportsOnline

Start Date

End Date

- Select a report
- MDS1 Hips Operations
 - MDS2 Hips Operations
 - MDS3 Hips Operations
 - MDS1 Knees Operations
 - MDS2 Knees Operations
 - MDS3 Knees Operations
 - MDS4 Ankles Operations

Show report

Enter the required date range, select the required report, and then select **Show report**

MDS6 Hips Operations

[Menu](#)

[Log Off](#)

[Print](#)

[< Back](#)

[➔ This data is available to download as a CSV file](#)

[➔ This data is available to download as an XML file](#)

Reporting Period 01 Jan 2017 to 07 Sep 2017												
MDS Version	NJRIndexNo	ProcedureID	consent	Patient Hospital ID	Height	Weight	BMI	BMI_NotAvailable	PatientPhysicalStatus	Grade	Hospital	DateOfSurg
6	2722485	2493495	Yes	334433	190	111	31	Not Applicable	P4 - Life threatening disease		NJR Test Hospital	25/07/2017
6	2712435	2483453	Yes	ipswich test 3	0	0	23	Not Applicable	P5 - Expected to die within 24hrs with or without an operation		NJR Test Hospital	31/07/2017
6	2722487	2493498	No	3242342342	160	141	55	Not Applicable	P4 - Life threatening disease		NJR Test Hospital	31/07/2017
6	2722482	2493492	Yes	12313	200	111	28	Not Applicable	P4 - Life threatening disease		NJR Test Hospital	15/08/2017

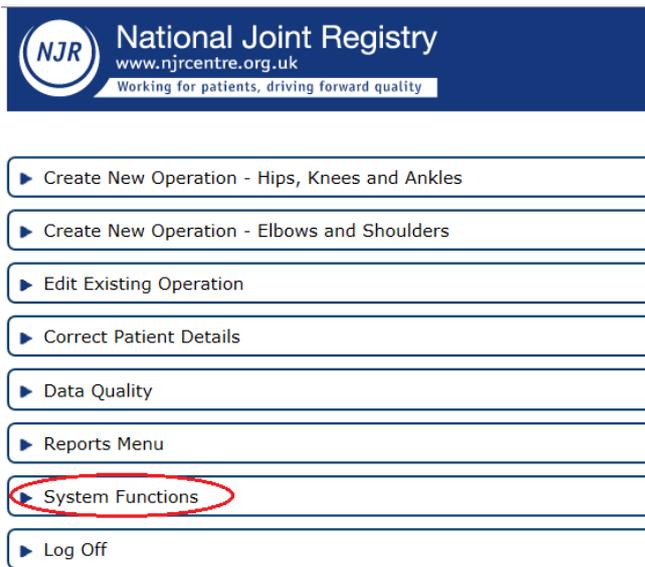
Report results may be saved, printed, or downloaded as either a csv or an xml file.

Note: only data where the surgeons have given their consent for their data to be viewed by the hospital will be displayed. Surgeons can change their data sharing permission status by contacting the NJR Compliance officer.

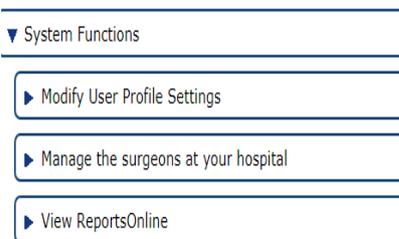
4. Associating/removing surgeons from your hospital list

HDM account users have the ability to add or remove surgeons as they start and finish work at the hospital.

From the Main Menu select “**System Functions**”

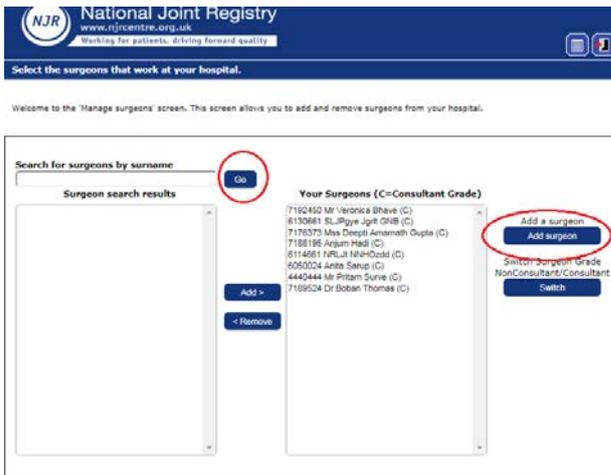


The following options are displayed



Select “**Manage the surgeons at your hospital**”

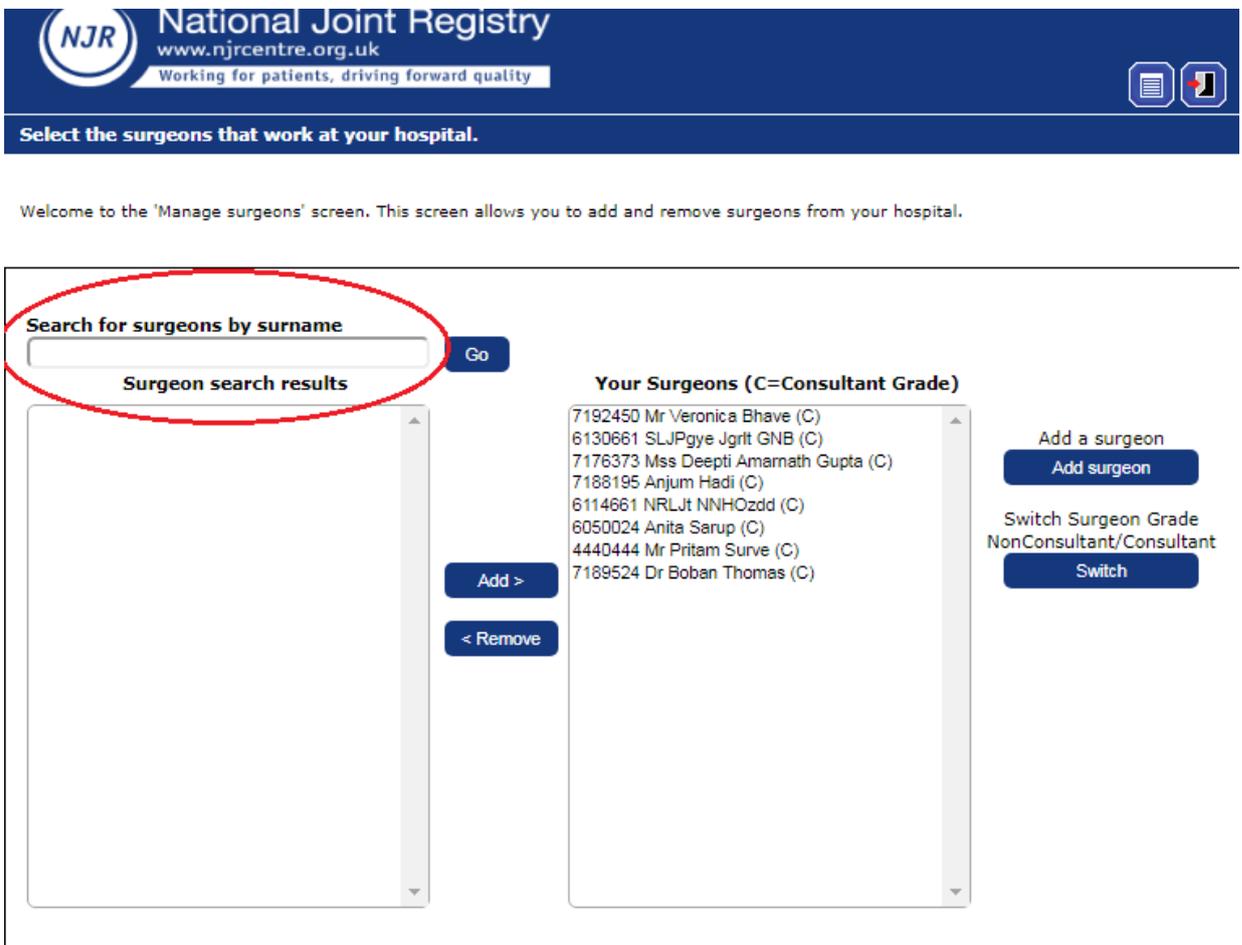
A list of surgeons who currently work at the hospital will be displayed on the right of the screen.



A “(C)” next to the name indicates that they have been entered onto the NJR as a consultant surgeon.

Note: HDMs can only associate surgeons to the hospital to which they are currently logged on.

4.1 Search for surgeons by surname

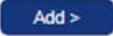


To add a surgeon:

Type the surname in the box labelled “**Search for surgeon by surname**” and then select “**Go**”.

A list of more than one surgeon may appear along with their GMC number in the left hand box.

Select the name of the surgeon to be associated to the hospital (ensuring the correct surgeon is selected by checking the GMC number).

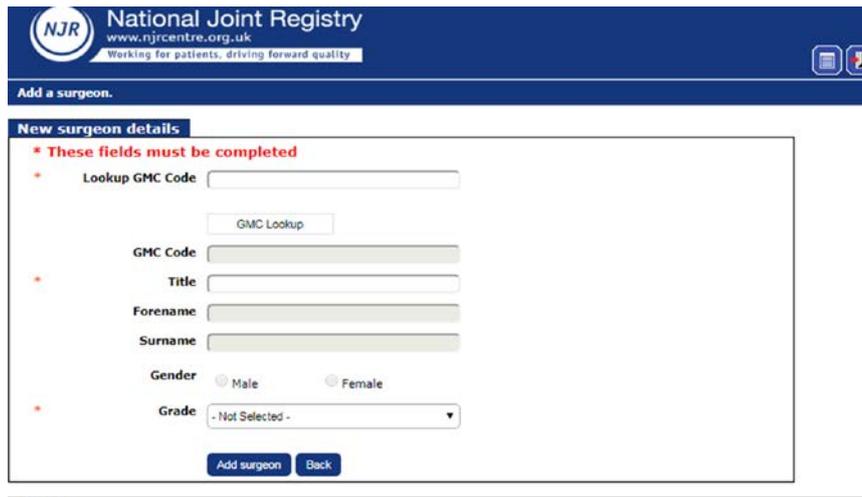
Select  .

The name of that surgeon will then appear in the list of surgeons in the right hand box (“**Your Surgeons**”)

If the required surgeon does not appear in the search results:

Select  on the right side of the screen.

To use this option the surgeon’s GMC number is required.



Mandatory fields are denoted by *

Type in the surgeon’s seven digit GMC number and select “**GMC Lookup**”.

If the surgeon is on the GMC register but is not already in the NJR system, the Forename and Surname fields will populate.

Enter the “**Title**” and “**Grade**” then select  .

Return to the “Manage Surgeons at your hospital” screen and follow the instructions above.

If the surgeon is already on the NJR system, you will get an error message asking you to contact the Service Desk.

Once added, the surgeon will appear in the right hand list on the “Manage Surgeons” screen and in the consultant in charge and operating surgeon drop down lists when you enter any procedure record via the data entry system.

All Users (surgeons, Data Entry users, and HDM users) can contact the NJR Service Desk to associate a surgeon to a hospital on their behalf using the contact details below:

- Email: enquiries@njrcentre.org.uk
- Telephone: 0845 345 9991