

NJR Hospital Data Quality Uploader User Guide

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

Document control

Change control table:

Version	Description	Release date	Reason for change
1.0	Data Quality Audit data uploader guide	2019	Creation of a new NJR Data Entry user role.
2.0	Data Quality Audit data uploader guide	2020	Updated following completion of programme pilot phase.
3.0	Data Quality Audit data uploader guide	Oct 2020	Updated following the addition of ankles, elbows, and shoulders to the audit.

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1. Introduction

This document describes the functionality available to a NJR Date Entry Data Uploader account. The Data Uploader role supports the NJR Data Quality Audit programme and a user has the rights necessary to upload CSV files containing a hospital's PAS data to the National Joint Registry database via the Data Entry system in order to undertake Data Quality Audits.

Although Data Quality Audits are based on a financial year, files can be uploaded throughout the year at any time frequency, e.g. monthly or quarterly, chosen by the hospital. Uploading files more frequently will not only potentially save work at the end of an audit year, but also enable hospitals to closely monitor the quality of data being submitted throughout the year.

For further information regarding the National Joint Registry please go to www.njrcentre.org.uk.

2. File specification

File	Details
Format	CSV
Fields (and order) to be included in file	PAS ID NHS Number Local Patient ID number OPCS code Procedure description Date Of Operation Consultant in charge surname Consultant in charge GMCCode Side

Upload file rules:

- 1) The first row must contain the column headings exactly as they are in the example file.
- 2) The 'PAS ID' should be the number used within the hospital to identify that episode of admitted patient care. This could be the 'SPELLID' or 'EPIKEY'. This field is mandatory and must be unique within the file; the file will be rejected if it contains duplicate 'PAS ID's. If a duplicate 'PAS ID' is identified, an extra letter or number could be added to the end of the ID to make it unique.
- 3) 'Local Patient ID Number' is a mandatory field; any file that contains records with this field blank will be rejected.
- 4) 'OPCS Code' and 'Procedure Description': at least one of these fields must be populated for each record. Any file that contains records with both of these fields blank will be rejected.
- 5) The format of the 'Date of Operation' field must be DD/MM/YYYY. Any file containing records with other date formats will be rejected.
- 6) Data files may cover any time period within the audit year e.g. a month, a quarter etc. Data files are cumulative i.e. if the audit is carried out quarterly the first file uploaded should contain procedures carried out between 01/04/2018 and 30/06/2018. The second file uploaded should contain procedures carried out between 01/04/2018 and 30/09/2018.
- 7) For 'Consultant in Charge', both the 'GMC Code' and 'Surname' must be completed.
- 8) The 'Side' field can be entered as either text or OPCS code (e.g. Left/Right/Bilateral or Z943/Z942/Z941 or L/R/B).
- 9) Fields must NOT contain commas.

10) When uploading data, any record with a procedure date outside of the dates specified on the upload screen will be excluded.

3. Getting Started

System Access

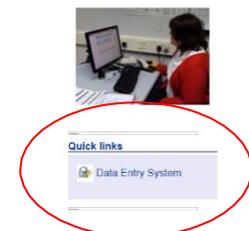
Log in details are issued by the Data Quality Officer or can be requested by emailing njr.dataquality@nhs.net. The Service Desk will also be able to assist if a password needs to be reset or have been locked out of the system.

The Memorable data and password must contain only alpha-numeric characters, be a mix of upper and lower case, and be between 8 and 15 characters long.

Go to the NJR website (www.njrcentre.org.uk).

The screenshot shows the homepage of the National Joint Registry (NJR). At the top, there is a navigation bar with links for Home, Cymraeg, Privacy, Contact us, Useful links, Newsletters, and News and Events. A search bar is located on the right. The main header features the NJR logo and the text "National Joint Registry" with the website URL "www.njrcentre.org.uk" and the tagline "Working for patients, driving forward quality". Below the header, there is a "Home" section with a welcome message: "Welcome from the National Joint Registry for England, Wales, Northern Ireland and the Isle of Man". To the right of this message is a map of the United Kingdom. Below the map, there is a paragraph of text: "Hip, knee, ankle, elbow and shoulder joint replacements are common and highly successful operations that bring many patients relief from pain and improved mobility. Thousands of these joint replacement operations take place in the UK every year." Further down, there is another paragraph: "The National Joint Registry (NJR) was set up by the Department of Health and Welsh Government in 2002 to collect information on all hip, knee, ankle, elbow and shoulder replacement operations, to monitor the performance of joint replacement implants and the effectiveness of different types of surgery, improving the clinical standards and benefiting patients, clinicians and the orthopaedic sector as a whole. Northern Ireland joined in 2013 and the Isle of Man in 2015." On the left side, there is a "IN THIS SITE..." menu with links for About the NJR, Patients, Patient blogs, Healthcare providers, Surgeons, Research, Implant procurement, and Implant suppliers. On the right side, there are three main sections: "StatsOnline" with a link to "View and download NJR statistics", "NJR Data Entry System" with a link to "Enter data into the NJR", and "Patient information" with links to "Patient website pages" and "Patient consent".

1. Make a note of any important notifications which are highlighted on the homepage – they may be relevant.
2. Select the Data Entry System link (green folder on the right hand side of the screen).
3. On the next page select the secure link to the Data Entry System (under the 'Quick Link's section on the right hand side).



Logging in

Use the account details provided to you to log-in.



National Joint Registry
www.njrcentre.org.uk
Working for patients, driving forward quality

Welcome to the NJR Data Entry System v8.2.0

NJR Helpline Tel: 0845 345 9991

Please enter your authentication details into the input boxes and click 'login'.

Username:

Memorable data:

Password:

To enter a MDSv6 procedure carried out prior to 4th June 2018, or to edit an existing MDSv3, 4, 5 or 6 record [click here](#).

Computer Misuse Act 1990 - Unauthorised access to this system is an offence.

Disclaimer: The listing of suppliers' components in the NJR database does not indicate approval of such components by the NJR Centre or any regulatory body. Helpline Phone: 0845 345 9991

[Login](#)

[Privacy](#) [NJR Centre Website](#)

Select

[Login](#)

4. Accessing Data Upload screens

Following log in, the Main Menu will show the following options:



Selecting the 'Data Quality' option provides a new sub-option 'Upload PAS records':



Select 'Upload PAS records' to display the upload screen.

For all Data Upload users, the following fields on the 'Upload PAS records' screen will be pre-populated when the screen opens:

Field	Pre-populated data
Trust/Healthboard/Independent Group	Trust/Healthboard/Independent Group with which the user is associated.
Audit Year	Earliest open audit year on the system.
Audit Data Period Start Date	First date in the earliest open audit year.
Contact Name	Data Uploader name.
Contact Email	Data Uploader email address.
Contact Telephone	Data Uploader telephone number.

Data Upload users may be associated with multiple hospitals within a 'Trust/Healthboard/Independent Group'. If the user is associated with only one hospital, the 'Hospital' field will also be pre-populated.

Trust/Healthboard/Independent Group	NJR Test Trust
Hospital	NJR Test Hospital
Audit Year	201819
Audit Data Period Start Date	01/04/2018
Audit Data Period End Date	31/03/2019
Contact Name	Data Uploader
Contact Email	DU@xxx.com
Contact Telephone	00000 111111
Select PAS File	Choose file No file chosen
<input type="button" value="Save"/> <input type="button" value="Reset"/>	

If the user is associated with more than one hospital within the 'Trust/Healthboard/Independent Group', a hospital must be selected in order to upload a file.

Trust/Healthboard/Independent Group	NJR Test Trust
Hospital	Please Select...
Audit Year	201819
Audit Data Period Start Date	01/04/2018
Audit Data Period End Date	31/03/2019
Contact Name	Data Uploader
Contact Email	DU@xxx.com
Contact Telephone	00000 111111
Select PAS File	Choose file No file chosen
<input type="button" value="Save"/> <input type="button" value="Reset"/>	

Clicking on the drop down arrow on the 'Hospital' field will display all those hospitals with which the user is associated.

Trust/Healthboard/Independent Group	NJR Test Trust
Hospital	Please Select...
Audit Year	Please Select...
Audit Data Period Start Date	NJR Test Hospital
Audit Data Period End Date	NJR Test 3
Contact Name	Data Uploader
Contact Email	DU@xxx.com
Contact Telephone	00000 111111
Select PAS File	Choose file No file chosen
<input type="button" value="Save"/> <input type="button" value="Reset"/>	

Click on the required hospital name to populate this field.

Click on the drop down arrow on the Audit Year field to select required Data Quality Audit year.

If the audit year is changed, the Audit Data Period Start Date will automatically change to the first date in the selected audit year.

Enter the Audit Data Period End Date (last procedure date in the file to be submitted) either by typing in the date manually or by selecting the date using the drop down calendar.

Trust/Healthboard/Independent Group	NJR Test Trust
Hospital	NJR Test Hospital
Audit Year	201819
Audit Data Period Start Date	01/04/2018
Audit Data Period End Date	31/07/2018
Contact Name	
Contact Email	
Contact Telephone	
Select PAS File	

July 2018

	M	T	W	T	F	S	S
26	25	26	27	28	29	30	1
27	2	3	4	5	6	7	8
28	9	10	11	12	13	14	15
29	16	17	18	19	20	21	22
30	23	24	25	26	27	28	29
31	30	31	1	2	3	4	5

Check that the contact details are correct. If not, please update.

Select the file to be uploaded by clicking on the **Choose file** button. This will open File Explorer. Navigate to the required location, select the file to be uploaded, and click on 'Open'.

When the required file name appears in the 'Select PAS File' field, click on **Save** to upload the file.

If any details on the screen are incorrect, click **Reset** to clear the fields and start again.

If an attempt is made to upload a file which has previously been uploaded, the message shown below will be displayed. To continue, click the appropriate response

Upload PAS File

A file has previously been uploaded for NJR Test Hospital for the period 01/04/2018 - 31/03/2019. Are you sure you wish to proceed?

Yes **No**

If there are errors in the format, the file will fail to upload and an error message will appear on the screen outlining the issue, e.g.:

Trust/Healthboard/Independent Group	NJR Test Trust
Hospital	NJR Test Hospital
Audit Year	201819
Audit Data Period Start Date	01/04/2018
Audit Data Period End Date	31/03/2019
Contact Name	Data Uploader
Contact Email	DU@xxx.com
Contact Telephone	00000 111111
Select PAS File	Choose file No file chosen
	Save Reset

Incorrect number of columns in CSV File

In this case, please correct the content of the file and re-attempt the submission.

If the file uploads successfully, the following message will appear:

Trust/Healthboard/Independent Group	Upload PAS File
Hospital	File uploaded successfully.
Audit Year	
Audit Data Period Start Date	
Audit Data Period End Date	OK
Contact Name	
Contact Email	DU@xxx.com
Contact Telephone	00000 111111
Select PAS File	Choose file No file chosen
	Save Reset

Click on to clear the message and return to the 'Data Upload' screen.

Once the file is uploaded it moves to the data verification stage. If the file fails verification, an email entitled '**Invalid NJR Data Quality Audit Data Submission (content) - Action Required**' will be sent to the data uploader providing details of the reason(s) for failure, e.g.:

'Dear {Data Uploader}

Thank you for your recent data submission to the NJR Data Quality Audit system. Unfortunately we were unable to process the file {Filename} for the period DD/MM/YYYY - DD/MM/YYYY for {hospital name} for the following reasons:

15 row(s) contained operation dates not in DD/MM/YYYY format. The first row with this issue is row 1

Please review, amend and re-submit the data file for reprocessing.

Please note that this email was sent from a notification only address that cannot accept incoming email. Please do not reply to this message.

If you have any queries, please email njr.dataquality@nhs.net

Please correct the data in the file and upload again.

Click on  to return to the main menu screen or  to log off.

If the file passes verification, the following email will be sent to the registered Data Entry (HDE) users and HDM for the organisation to which the file relates.

'Dear {NJR Data Quality Audit user},

Thank you for your recent data submission to the NJR Data Quality Audit system, the file {Filename.csv} for the period DD/MM/YYYY - DD/MM/YYYY for {hospital name} has been processed.

The data is now available for the appropriate user to review upon log in to the MDSv7 data entry system.

Please note that this email was sent from a notification only address that cannot accept incoming email. Please do not reply to this message.

If you have any queries, please email njr.dataquality@nhs.net.'

System Functions

Data Upload account users have the ability to modify their profile settings.

From the Main Menu select 'System Functions':

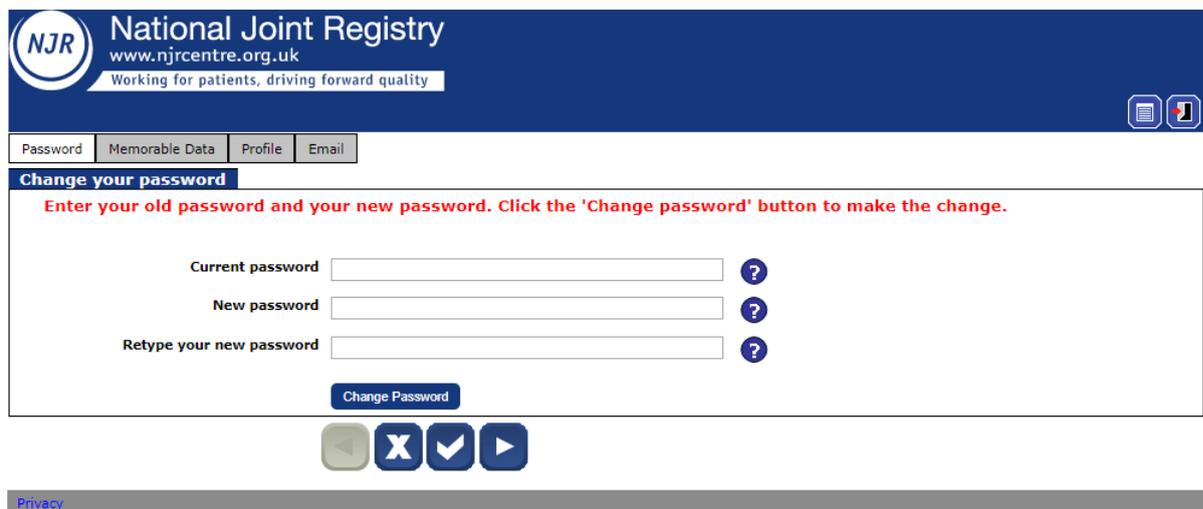


The following option is displayed



Select 'Modify User Profile Settings'.

Users have the option to change their password, memorable data, profile (e.g. timeout settings) and email. Click on the required tab and enter the details requested.



The screenshot shows the 'Change your password' form. It includes a header with the NJR logo and navigation tabs for Password, Memorable Data, Profile, and Email. The form contains three input fields: 'Current password', 'New password', and 'Retype your new password', each with a help icon. A 'Change Password' button is located below the fields. A red instruction reads: 'Enter your old password and your new password. Click the 'Change password' button to make the change.' At the bottom, there are navigation icons and a 'Privacy' link.

For further assistance please contact:

- NJR Data Quality Officer: email njr.dataquality@nhs.net
- Or
- Contact the NJR Compliance Officer