

Patient Outcomes On Line

# POOL

User Guide



THE JOANNA BRIGGS INSTITUTE



JBI POOL  
Patient Outcomes On Line  
User Guide



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# Preface

Welcome to the Joanna Briggs Institute's Patient Outcomes On Line (JBI POOL) program. This instrument is an on-line prevalence database, which can be used as a stand-alone database, or in conjunction with JBI PACES (Practical Application of Clinical Evidence System).

Prevalence is the total number of an event or disease (such as falls or skin tears) in a given population at a specific time. POOL has been designed for clinicians and quality managers in aged care services and health care organisations as an easy-to-use tool for collection and storage of their prevalence data.

Current indicators available in JBI POOL include: falls, methicillin resistant staphylococcus aureus, wound infections, pressure related skin changes, surgical wound infections and urinary tract infections among others. The range of indicators will expand as JBI POOL continues to grow. Suggestions for indicator topics are most welcome and can be forwarded to JBI via Tiffany Conroy, at [tiffany.conroy@adelaide.edu.au](mailto:tiffany.conroy@adelaide.edu.au).

Data is collected at the patient/client care level, and can then be examined at this and at higher access levels. Administrators are established for each organisation, who then establish a range of access levels for other users.

## Instructions for data entry users

Entering your username and password will take you to the opening screen as the data entry level user:



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[LOG OUT](#)

A screenshot of the JBI POOL web application interface. At the top, there are three menu items: 'Data Entry', 'View Charts', and 'List POOL Indicators'. Below the 'Data Entry' menu, a list of indicators is displayed: 'Vancomycin Resistant Enterococci', 'Deep Vein Thrombosis', 'Methicillin Resistant Staphylococcus Aureus', 'Falls', 'Ventilator Assoc Pneumonia', 'Peptic Ulcer in Intensive Care', 'Urinary Tract Infection', 'Surgical Wound Infection', and 'Pressure Area'. The 'Pressure Area' indicator is expanded, showing a list of sub-indicators: 'Peptic Ulcer in Intensive Care', 'Urinary Tract Infection', 'Surgical Wound Infection', and 'Pressure Area'. A 'Get Acrobat Reader' button is visible on the right side of the interface.

## Data Entry

To begin data entry, click on the underlined indicator title for which you are entering data. Alternatively, go to **<Data entry>** on the top menu bar, where a drop-down menu appears, and click the indicator you want.

Enter the patient/client's identification number in the free text box. Each POOL indicator may require slightly different information for the data entry page. The example for Urinary Tract Infection requires you to use the radio button to indicate if they have an indwelling urinary catheter or not.



**DATA ENTRY: Urinary Tract Infection**

Urinary Tract Infections (UTI) should be determined using colony-forming units (CFU) per millilitre of urine, obtained from a mid-stream specimen, or a catheterised sample:

- $\geq 10^5$  CFU/ml, or
- $\geq 10^4$  CFU/ml with clinical indications of UTI such as pyrexia ( $\geq 38^\circ$ ) or supra-pubic tenderness
- $\geq 10^2$  CFU/ml for bacteriuria

|  |  |
|--|--|
| Patient ID#:                             | Indwelling Urinary Catheter                        |
| <input type="text"/>                     | <input type="radio"/> Yes <input type="radio"/> No |
| <input type="button" value="Add Entry"/> |  |

Click **<Add Entry>** to transfer the information to the results database. This will then clear the information, enabling you to enter another patient's details.

If you enter an identification number that has been previously entered for that indicator within your organisation, POOL will alert you to this, and ask whether you do want to enter this data again. This is to ensure that the same patient/client is not inadvertently entered into the database twice. It does however give you the option, as a patient/client may need to be entered again on another occasion. Click **<yes>** if you do wish to enter it again, and this will transfer the data into the database. Clicking **<no>** will clear the data entry boxes.

To change the POOL indicator from the one you are entering to another, you can either click **<List POOL Indicators>**, which will return you to the opening page, or you can go to **<Data Entry>** on the top menu bar, where a drop menu appears, and click the appropriate indicator.

## Results

You can view the data for your area as a table or graph. For table form, go to **<View Charts>** on the top menu bar, and click on the appropriate indicator you wish to view. You will see a table with the information.



**Results Table: Urinary Tract Infection**

Each entry is only editable on the day it was entered, to edit select a "Patient ID #". (It must be underlined).  
Click the "Date Entered" to copy into the Chart Results text box.

[EXPORT to FILE](#)

| Patient ID # | Indwelling Urinary C | Date Entered            |
|--------------|----------------------|-------------------------|
| 890765       | no                   | <u>13 January 2006</u>  |
| 657483       | yes                  | 13 January 2006         |
| 890765       | no                   | <u>13 January 2006</u>  |
| 345674       | yes                  | <u>15 December 2005</u> |
| 345674       | yes                  | 15 December 2005        |
| 123212       | no                   | 11 August 2005          |
| 1234         | yes                  | 11 August 2005          |
| 158474       | yes                  | 10 August 2005          |
| 369862147    | no                   | 10 August 2005          |
| 789456       | yes                  | 10 August 2005          |

Records 11 to 20 of 31

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**Chart View Setup**

Chart from commencement of data entry until today, shown by

Chart results from this date  until today, DD-MM-YYYY or [Select Date](#)

Show Industry Average: Yes  No

The data is presented from most recent entry, descending to the initial date of entry, with ten results per page.

To view other pages, click **<Next>** to go to the following page, or **<Last>** to precede to the last page. If you wish to view the results from the initial date of entry, descending to the most recent entry, click **<Date entered>** at the top of the table to reverse the order.

Clicking **<Date entered>** again will reverse the order back again.

The data from the table can be exported for use in an Excel format. To export this data, click the link **<Export to file>**.

You can only edit an entry on the day it was entered. To edit, the patient/client ID # must be in blue text and underlined. This will return you to the data entry page for that particular entry. When you have made the appropriate changes, click **<Change Entry>**.

## Chart View Setup

To see the data results as a graph, the right hand side of the results page lets select specific details you wish to view. You can view the results segmented by time period: weekly, monthly or three-monthly. Use the choice box to select the time you wish to use.

You can select the date to measure data from, until today's date. This can be done by: entering the date manually into the free text box in DD-MM-YYYY format, clicking on the underlined date within the results table (this will transfer the date to the free text box), or clicking **<Select date>**. This will produce an interactive calendar for you to select the appropriate date. Use the arrows to move back and forward through the months, and click on the date you wish to use (this will transfer the date to the free text box).

You can select to include the industry average in the chart by clicking the **<Yes>** or **<No>** buttons.

When each field is complete, click **<View report>** to show the graphical chart with the specifics you have chosen.

To exit this chart view, click **<Close window>**.

## Instructions for administrative users

### Setting up

The first time an administrative user logs on to JBI POOL this screen will appear:



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**POOL Login**

✕ Username: John Smith ✓  
Password: \*\*\*\*\*

You will be directed to the user administration set-up page, to determine the structural levels for the organisation.



## User Administration Setup

You are required to determine the Structural Levels of Entry & Analysis that are involved in the POOL process.

For example:

1. Health Service/Group of Sites (Highest Access)
2. Site
3. Unit
4. Ward/Department
5. Subdivisions of Ward/Dept (Lowest Access)

How many Structural Levels of Access do you require?

1: Administrator

2:

3:

4:

5:

Please nominate the level for data entry:

Enter the desired levels for the organisation. You then nominate the level at which data entry will occur. Click on the box titled **<Please nominate the level for data entry>**, and select the number that corresponds to the level you are selecting as the data entry point. Once you have selected the data entry level, click **<Create structure levels>**. This will then take you to the 'add new users for your organisation' screen.

## Add New User

- Enter the new user's contact name and user name.
- Next, enter the user location (e.g. Unit 1) in the text box. Alternatively, click on **<Click to find an identical location>**, which will bring up a screen with the organisation's existing locations.
- Allocate a user level for the new user by selecting from the choices.
- After this, allocate the person to an upper level user's ID. This is done to distinguish each user, and the areas where they can view data. You can access the upper levels to the current user level you are entering by clicking **<Find an upper level id>**. A window with each level, and the users within those levels, is displayed. Choose the appropriate upper level user, and this will enter an ID code assigned to that upper level user. PLEASE NOTE: we recommend that you create the higher level users first, so that when creating data entry users, there are users above them to whom they can be allocated.



| Current Users | Modify Levels | Pool Data |
|---------------|---------------|-----------|
|---------------|---------------|-----------|

Add new users for your organisation. Please complete entire form.

Contact name:

User Name:

User Location:  [Click to find an identical location](#)

User Level:

Upper Level User Id:  [Find an upper level id](#)

Email:

Join Date:

- The higher level user will have access to the data entered by the user being created.
- Enter the new user's email address (which will forward the username and access password to the new user). Click **<Add user>** to add the user to your organisation.
- The administrative user can add a new user at any time, by dragging the cursor over **<Current users>** on the top menu bar. This will produce a menu of choices; click **<Add new user>** to add a new user to the organisation.

**Current Users**

**Add New User**

**User Administration for JBI**

## Current Users

As an administrative user, to view users within your organisation, click **<Current users>** on the top menu bar. A table of the current users for the organisation will be presented. You can edit the details of users in the organisation, by clicking on the name in the first column (User contact). To send an email to that user, click on the user name to link to their email. Also presented is the user level and date they were joined.

## Modify Levels

The administrative user is able to modify the information they entered in the administration setup by clicking **<Modify levels>** on the top menu bar. When the levels have been modified, click **<Update details>**. This will take you to the user administration page.

## Accessing POOL Data

To view data from within the user administration page, there are two options.

Click on the POOL indicator that you wish to access data for. This will take you to the results table for that particular POOL indicator.



Alternatively, click on **<POOL data>** in the top menu bar, and again use the above links, or drag the cursor to **<View charts>**, where the POOL indicators will drop down. Click on the appropriate indicator to view results.



To access the User Guide for JBI-POOL, [click here](#).



Which POOL indicator do you wish to access data for:

- [Vancomycin Resistant Enterococci](#)
- [Deep Vein Thrombosis](#)
- [Methicillin Resistant Staphylococcus Aureus](#)
- [Falls](#)
- [Ventilator Assoc Pneumonia](#)
- [Peptic Ulcer in Intensive Care](#)
- [Urinary Tract Infection](#)
- [Surgical Wound Infection](#)
- [Pressure Area](#)

## Results

Data entered is presented in a table format.

### Results Table: Urinary Tract Infection

Each entry is only editable on the day it was entered, to edit select a "Patient ID #". (It must be underlined)  
Click the "Date Entered" to copy into the Chartered Results text box.

[EXPORT TO FILE](#)

| <u>Patient ID #</u> | <u>Indwelling Urethral Catheter</u> | <u>Date Entered</u>          | <u>User Level</u> |
|---------------------|-------------------------------------|------------------------------|-------------------|
| 415451              | no                                  | <a href="#">7 March 2005</a> | Ward Ward A6      |
| 1234                | yes                                 | <a href="#">3 March 2005</a> | Ward Ward A6      |
| 12354               | yes                                 | <a href="#">3 March 2005</a> | Ward Ward A6      |
| 12364               | yes                                 | <a href="#">3 March 2005</a> | Ward Ward A6      |
| 12374               | no                                  | <a href="#">3 March 2005</a> | Ward Ward A6      |
| 12356               | no                                  | <a href="#">3 March 2005</a> | Ward Ward A6      |
| 12343               | yes                                 | <a href="#">3 March 2005</a> | Ward Ward A6      |
| 12334               | no                                  | <a href="#">3 March 2005</a> | Ward Ward A6      |
| 123484              | yes                                 | <a href="#">3 March 2005</a> | Ward Ward A6      |
| 123654              | no                                  | <a href="#">3 March 2005</a> | Ward Ward A6      |

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The Administrator can view all patient/clients that have been entered within the organisation, but cannot edit results. The data is presented from most recent entry, descending to the initial date of entry, with ten results per page. To view other pages, click **<Next>** to go to the following page, or **<Last>** to go to the last page. If you wish to view the results from the initial date of entry, descending to the most recent entry, click **<Date entered>** at the top of the table to reverse the order. Clicking **<Date entered>** again will reverse the order back again.

# Chart View Setup

## Chart View Setup

Chart from commencement of data entry until today, shown by

Chart results from this date   
until today, DD-MM-YYYY or [Select Date](#)

Show Industry Average: Yes  No

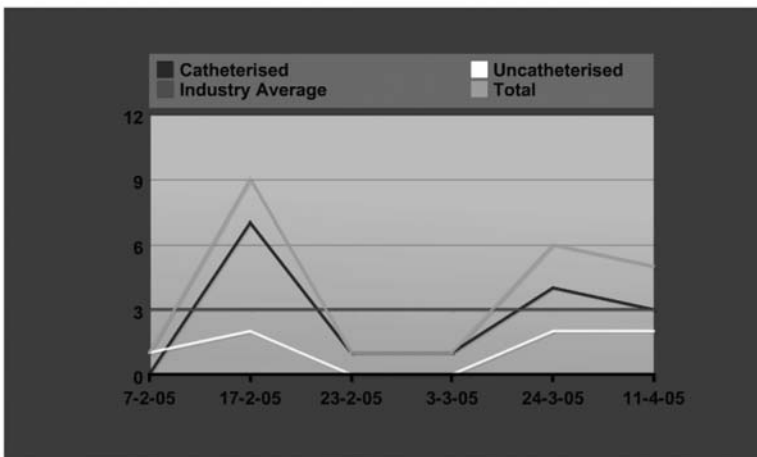
In order to see the data results in a graphical chart, the right hand side of the results page allows you to select specific details you wish to view. You can view the results segmented by time period; weekly, monthly or three-monthly. Use the drop-down menu to select the time you wish to use.

You can select the date to measure data from, until today's date. This can be done by: entering the date manually into the free text box in DD-MM-YYYY format, clicking on the underlined date within the results table (this will transfer the date to the free text box), or clicking **<Select date>**. This will produce an interactive calendar you can use to select the date. Use the arrows to move back and forward through the months, and click on the date you wish to use (this will transfer the date to the free text box).

You can select to include the industry average in the chart by clicking the **<Yes>** or **<No>** buttons.

When each field is complete, click **<View report>** to show the graphical chart with the specifics you have chosen.

## Chart results : Urinary Tract Infection Zuben Florence Zuben's Institute, Admin



[Close Window](#)

To exit this chart view, click **<Close window>**



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