CLEFT REGISTRY & AUDIT NETWORK

CRANE Database

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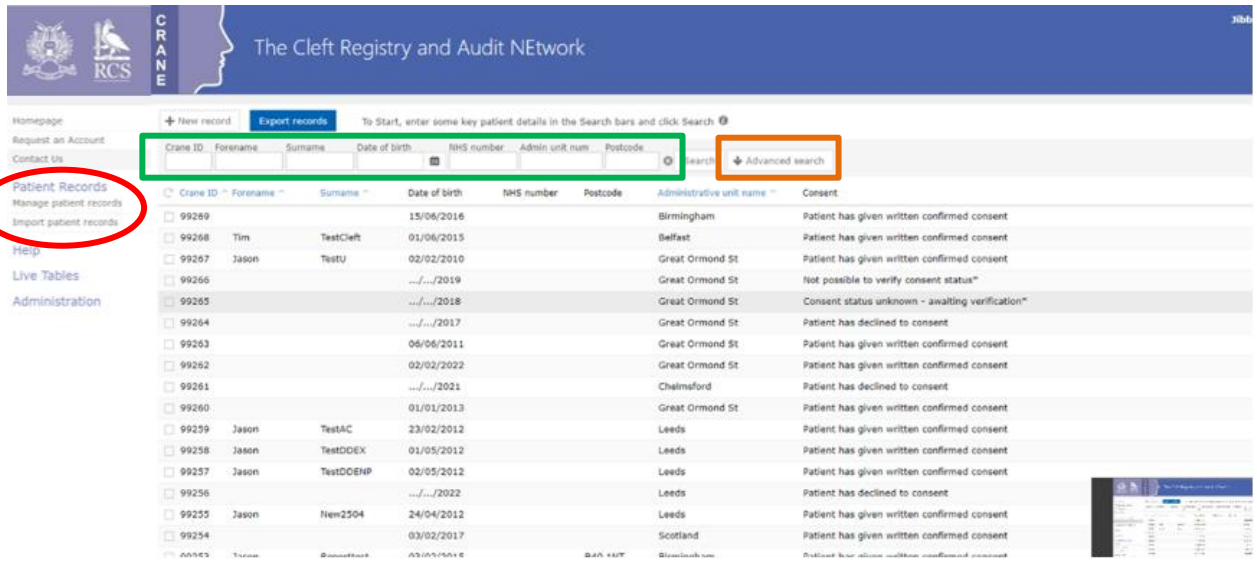
CRANE Database – Managing Patient Records.

Prepared by the CRANE Database Project Team

Once you have completed your registration (see 'Account Set Up' User Guide for more information), and have been able to log-in to the system through the CRANE Website & Database page at www.crane-database.org.uk, you can then start to "Manage patient records" using that option listed in the menu on the left – under "Patient Records" (shown below in **red**).

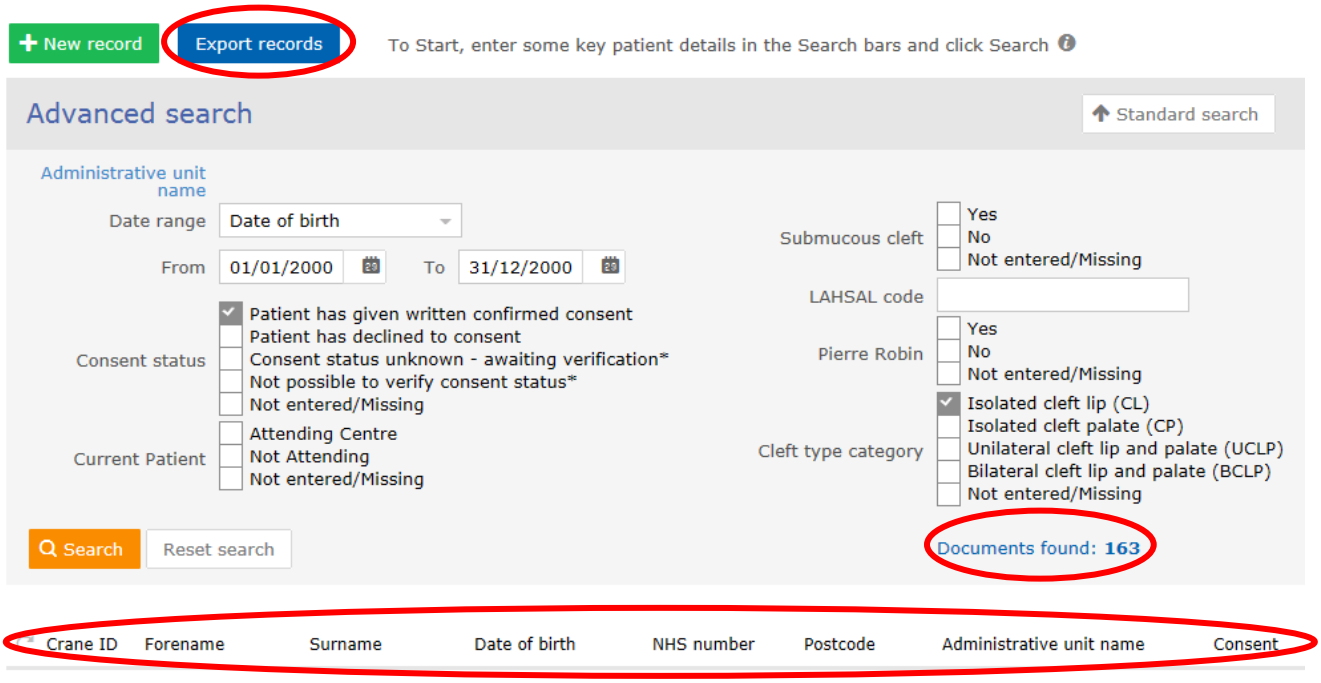


1. Searching records

You can now do this in two ways:

1. **Basic searches** can be conducted by Crane ID, Forename, Surname, Date of birth, NHS number, Administrative Unit Number and Postcode – shown above in **green**.
   - You can search on more than one of these fields at once. You can enter just the first part of a name or number e.g. forename 'Ror' or postcode 'SN'. You can use the '*' symbol as a wildcard e.g. NHS number *4567* or surname *brot* to find records containing the specified values within them (not just at the start). Remember to press the search button again each time you add new criteria. The number of records found is indicated by the 'Documents found' counter (as shown below for advanced searches); and this counter will change and update as you vary the search criteria.

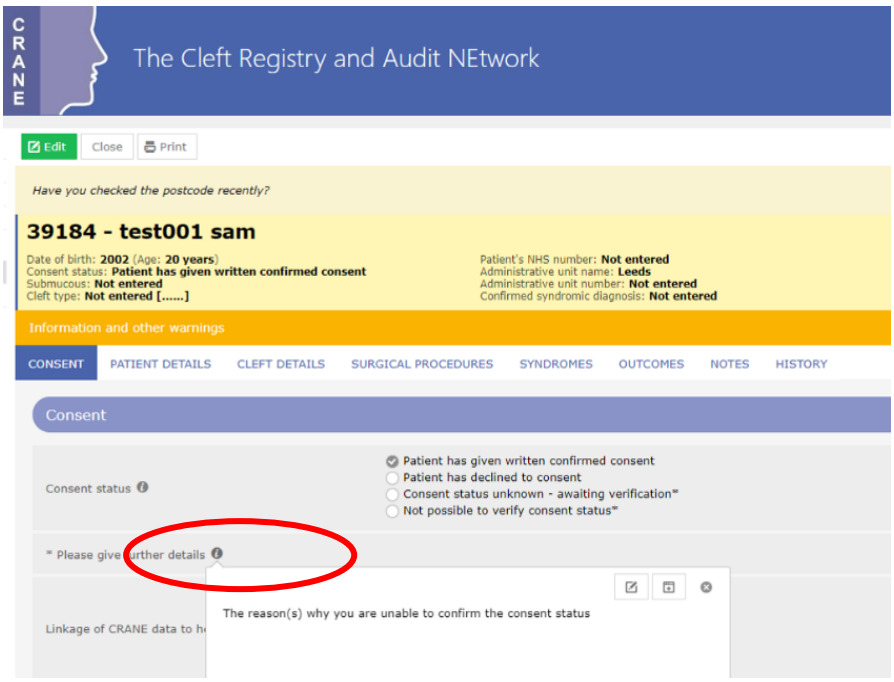
2. **Advanced searches** can be conducted by filtered date ranges, consent status, whether or not patients are a current patients, submucous cleft status, LAHSAL code, Pierre Robin status and cleft category; as well as considering where data is missing for these fields – shown above in **orange**.
    - Furthermore, advanced searches allow you to **identify cases eligible for audit** – by refining the criteria for the cases you want to audit or explore further (what some of you may call 'running reports'). For example, you can search for only consented cases, with a specific cleft type, born between 1 Jan 2000 to 31 Dec 2000. This will automatically give you a count of the children fitting your criteria, and list them (below the CRANE ID, Forename, Surname, etc section), and allow you to export their data – see example below.



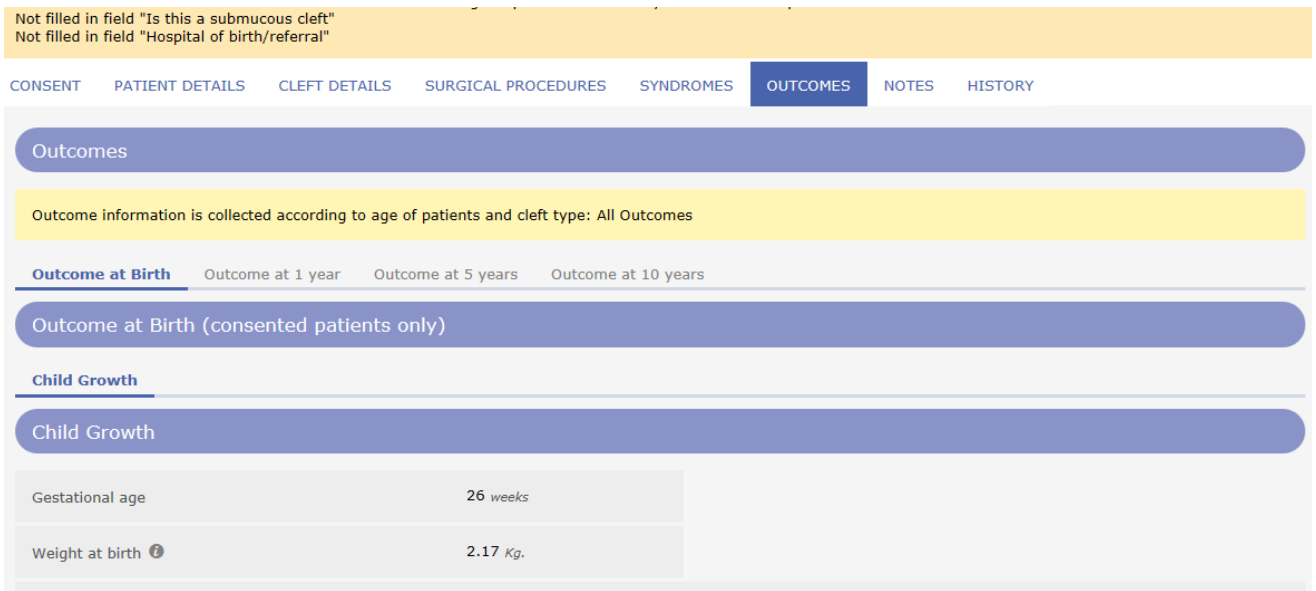
Please see the 'Exports' User Guide for more information on that aspect of the Database.

2. Viewing and/or editing patient records

Once you have selected the patient whose data you wish to view or edit from the list generated by your basic or advanced search, you will see a cream-coloured **banner** across the top of their record (as for the test record below) displaying key patient information, including their CRANE ID, name, date of birth, etc…



1. While you are viewing or editing the record, this **banner** will remain visible at the top of the screen showing key patient details such as cleft type.
2. Above the banner, you will find **buttons to allow you to 'Edit', 'Close' or 'Print'** a summary of the patient's CRANE Record.
3. Below the banner, you will find "**Information and other warnings**". These alerts in the amber (and sometimes red) highlight important information such as missing data. For example, the test case above is missing their NHS Number data and other items listed.
4. In addition, below the "Information and other warnings" section (as below), you will find tabs to **navigate easily between the sections of the Database**. These sections are: Consent, Patient Details, Cleft Details, Syndromes, Outcomes, Notes, and History (please note 'Surgical Procedures' is currently a placeholder for future data collection). These sections also have a number of sub-sections. For example, under outcomes, you can complete 'outcomes at birth', at 1 year, at 5 years, and at 10 years (as shown below).
5. Also, as you navigate through the system, you will notice **information/ 'i' buttons**. When you click on these, information pop-ups will display to provide you with additional information on the data to be collected (see above for 'further detail on consent status').

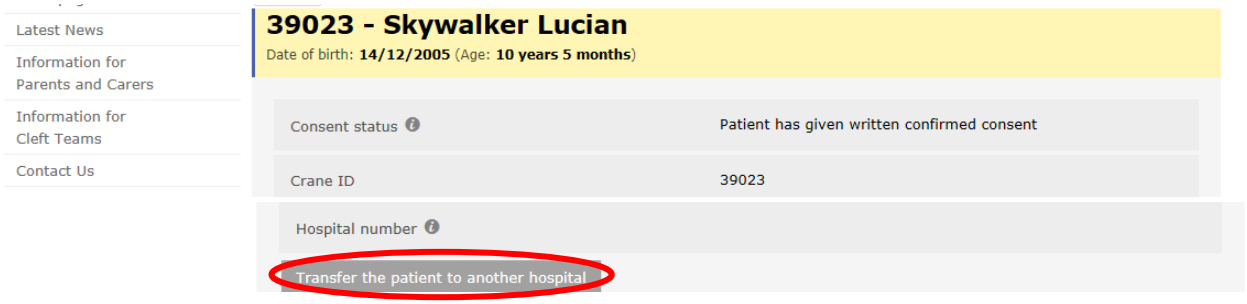


3. Deleting records

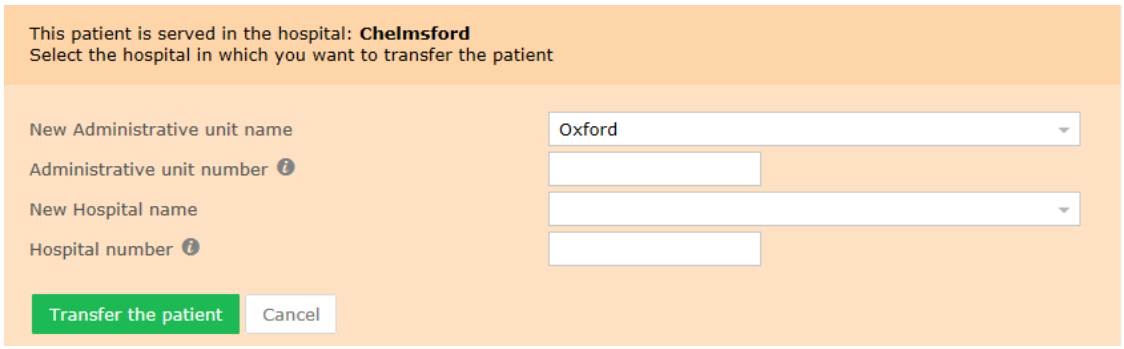
This can be done at any time by emailing the CRANE Project Team about this at crane@rcseng.ac.uk with the relevant CRANE ID of the case that you would like to delete.

4. Transferring patients to your unit (pull) or from your unit (push)

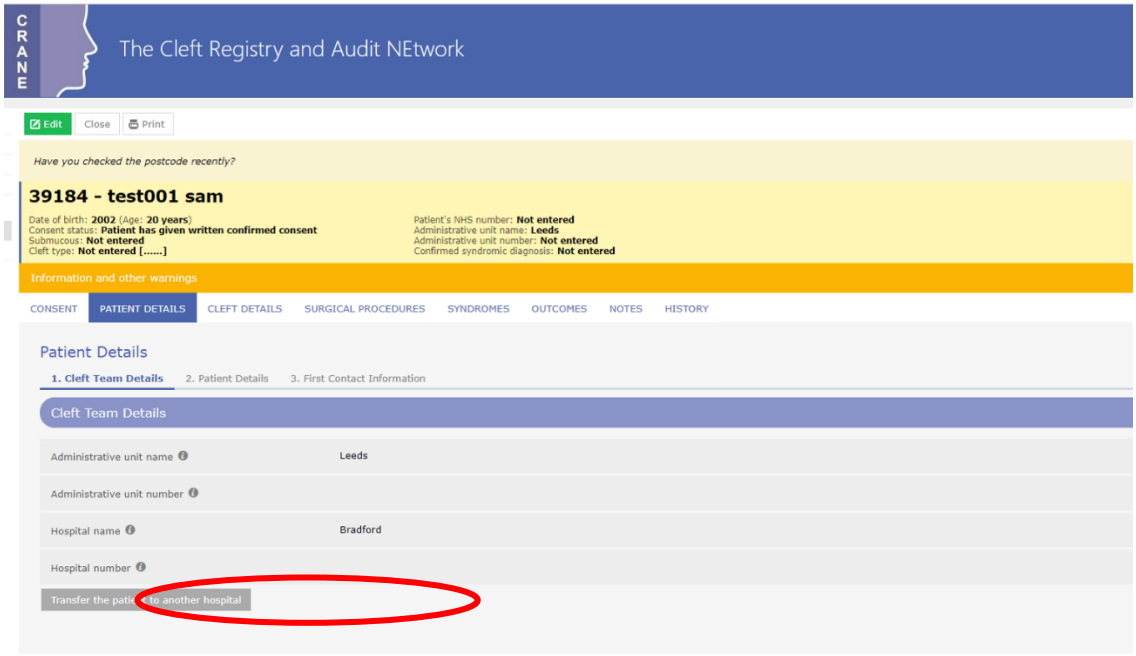
4.a. 'Pulling' a patient to your unit / transferring a patient to your unit: To do this, search for a patient (before creating a new record) and, once you have identified that the record already exists, select it. At the bottom of their summary screen you can then select "Transfer the patient to another hospital" (as below).



You will then be asked to complete some details (as below) and select "Transfer the patient" (green box) to complete the transfer. In the example below, the test case "Lucian Skywalker" – whose record is held by Chelmsford – can now be transferred to the user's unit (Oxford in this example).



4.b. 'Pushing' a patient from your unit / transferring a patient to another unit: Search for a patient, select them, and within their 'Patient Details' tab, choose "Transfer the patient to another hospital" (as below).



The same transfer window as in example 3.2. will appear, and you will be able to select the unit you wish to move the patient to.

5. Some new features / sections of interest

Please refer to the most recent **Data Dictionary** for more detail on the categories used to capture data in CRANE. This will help explain some of the new features described below:

1. Reason patient NHS number not available: This can now be captured under the following categories: 1=Patient from the Channel Islands, 2=Patient from Scotland, 3=Private UK patient, 4=Non-UK resident and 5=Other (can be specified).
2. Syndromic status: The system now contains checks between the 'syndrome' data field/item and the 'reasons outcomes not collected'='Syndromic Diagnosis data fields/items' (value of 3) for all outcomes. This is to aid completion in a consistent manner.
3. Psychology outcome section: This is a new section of the Database.
4. Speech and Language Therapy outcome section: CRANE now allows collection of Speech data (for non-Cleft Lip cases) even if syndromic. In addition, the CAPS-A data items become highlighted in the appropriate colour (dark green, light green, amber, red) as they are completed.
5. Reason outcome not collected: CRANE now only collect the reason an outcome is not collected under ONE data field (previously two). This allows for the following answer options: Patient deceased or emigrated; Patient transferred in or out of area; Syndromic Diagnosis; Clinically contraindicated (other than syndromic) - this record type for this patient (this can be specified); Lack of staff / facilities / equipment; Patient DNA / cancelled / did not consent / cooperate; and Other reason (this can be specified).
6. Outcomes that are not-applicable/not available for completion due to patient characteristics: The tabs for these are visible (to remind users of potentially auditable outcomes) but are unavailable for completion if the patient is not eligible. I.e. Orthodontics will be unavailable for non-complete UCLP cases, and Speech will be unavailable for CL cases.
7. History Tab: This is a new section, populated by the system, for each patient record. It displays the date and time 'Record created', 'Author', the date and time 'Record last modified', and 'By user'. I.e. the user that last modified the record.

8. Reports: This is a new area and includes 4 tables selected from our Annual and Progress Reports; which will now be populated with live data (with a max of 24-hours delay in reflecting updates). This area also allows you to see details of recent transfers, imports and suchlike; and it allows you to identify duplicate cases.

6. Other new system features – with their own separate user guides

Please see the separate user guides available for more information on the following features:

1. Duplicates: These can be managed under a new area that allows you to view potential duplicate cases. It allows you to (1) clarify if you are happy to keep the proposed duplicate (because you know it is a unique non-duplicate case). And (2) remove a true duplicate. **Please see 'Duplicates' User Guide for more information on this aspect of the Database**.
2. Filtered exports: You are now able to filter your exports / downloads to only download some of your data fields. For example, you can choose to only download CRANE IDs, a short version of patient registration details and selected outcomes as you wish. Otherwise you can still export all data fields for all of your data. **Please see 'Exports' User Guide for more information on this aspect of the Database**.
3. Imports: You can now import / upload outcome data only (not registration data) by using separate *.csv files for each type of outcome I.e. Growth at birth, Speech at 5 years, etc. Templates are available for this. **Please see 'Imports' User Guide for more information on this aspect of the Database**.

Thank you very much for your work with the CRANE Database project.

If you have any questions about this User Guide, or wish to provide us with any feedback on this document, please contact us on 020 7869 6610 or crane@rcseng.ac.uk.