NHS

Managing Patient Flow

Setting up the Database and Preparing the Documentation

Intensive Care Society - Patient Flow Steering Group 2008

Installing the Patient Flows Database

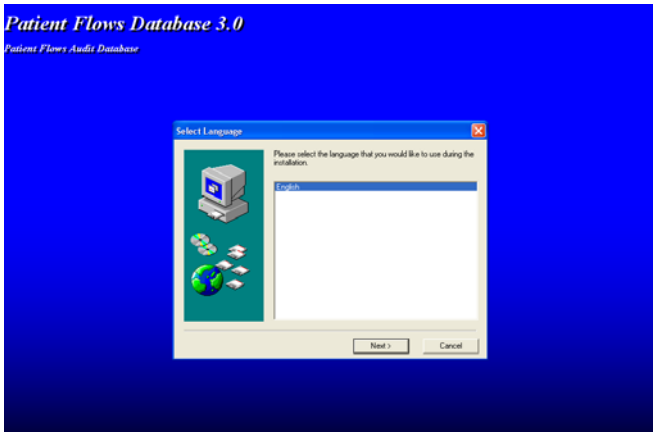
To run the database you need Microsoft Access 2000 or above on your computer.

Running the setup

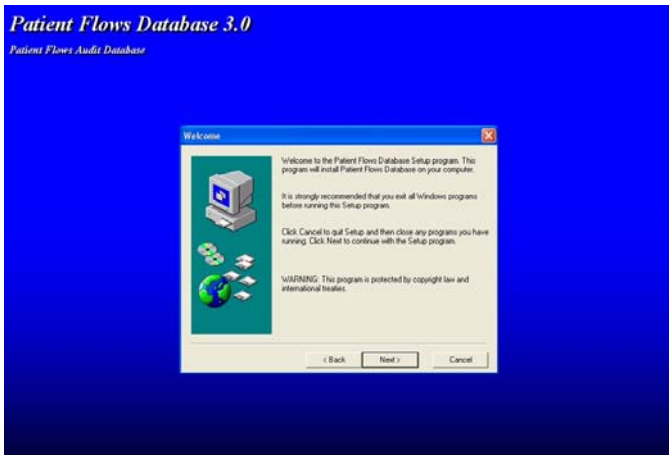
You will have been emailed or downloaded the file called *'Patient Flows 3.0.exe'*. This file needs to be run to setup the database on your computer. Because the file contains the suffix .exe you will see a screen, which warns you that the file potentially could be unsafe. The file is okay so please continue with the download process by clicking “Yes”. You may receive another warning message and again click on “Yes”.

The setup programme is now running

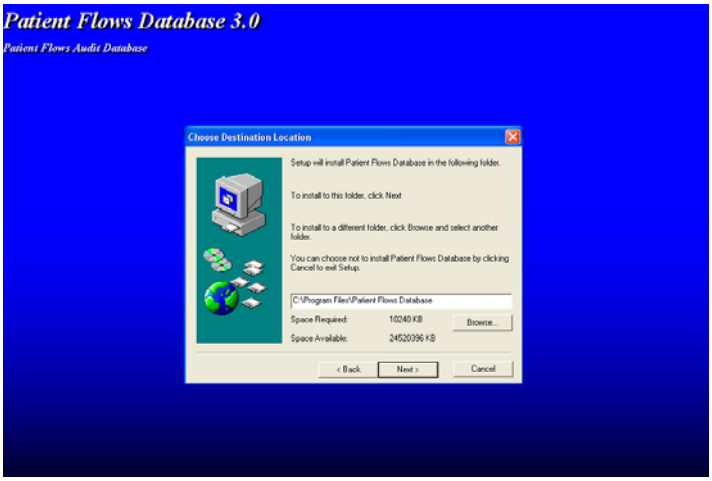
You should see the screen below.



- Click “Next>” as English is the only option.
- Before running any set up programme it is a good idea to close any other programmes that you have open. You will get the warning to close other programs which you should have already done, so again press “Next>”

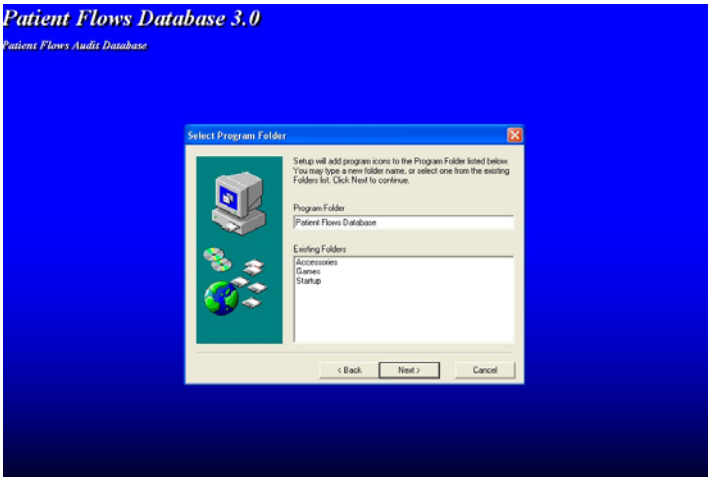


You need to select where you want the setup program to install the database files to, the default place is *C:\Program Files\Patient flows database*. To choose a different place, click "Browse" and then you select where you want to put the files (you can see all the files and folders on your computer by clicking on the small + that is to the left of the folder names, this expands things to show more folders. Select the location and click "OK". **<u>** You need to remember where you have installed the files**</u>**

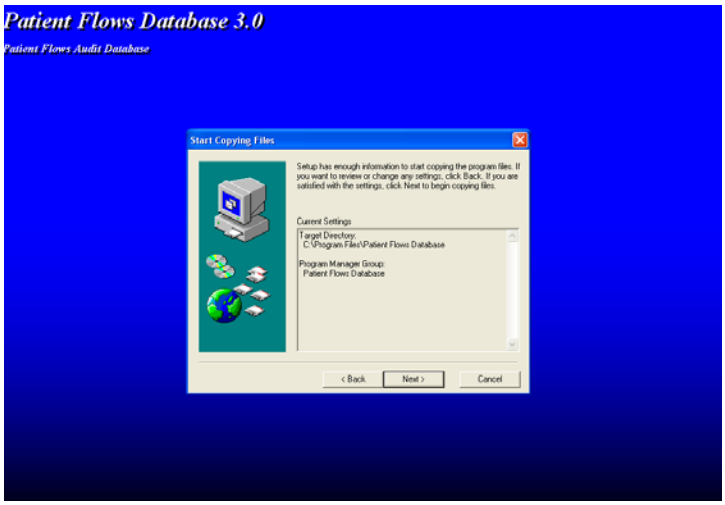


Click on "Next>" when you have made your choice.

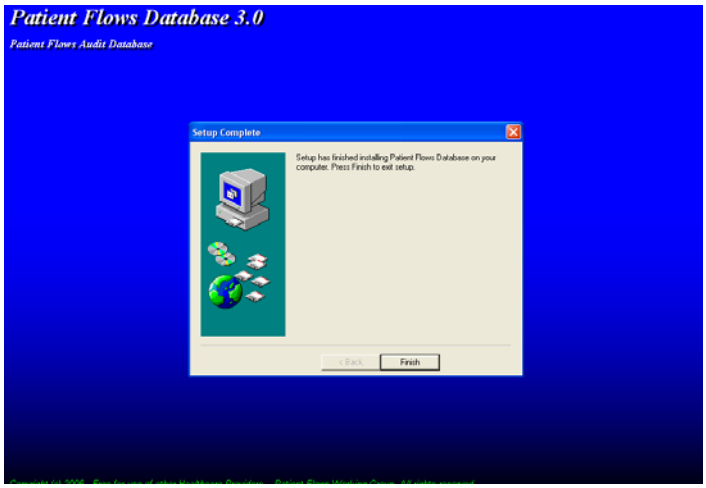
You will then see the following screen, to which you can just click "Next>" .



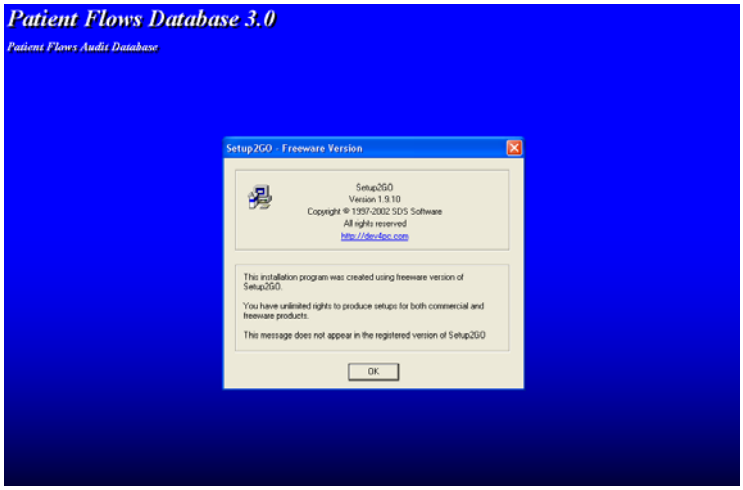
The next screen will display where the files will be located. If you wish to change the location click on “<Back” or if you are happy to leave them where they are select “Next>”



- After a bit of whizzing about, you should get a 'Setup Complete' screen, and you can press “Finish” to complete the setup.



- Press “OK” on the next screen (that is just the setup program telling you what it is)



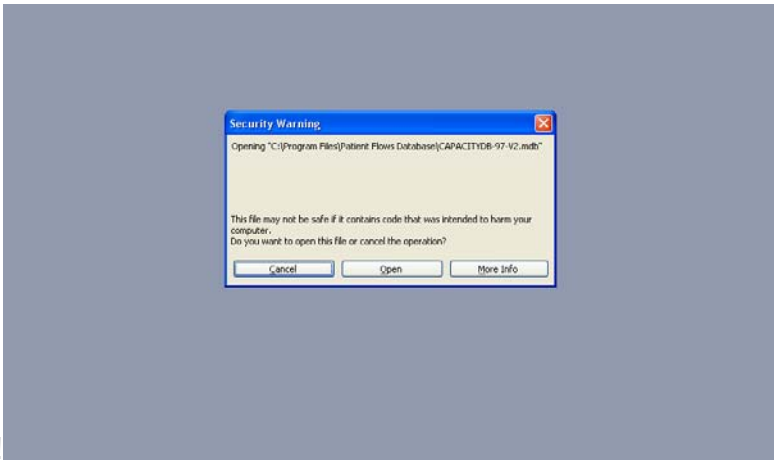
- … and hopefully it should now be installed!!

Running the Database for the first time

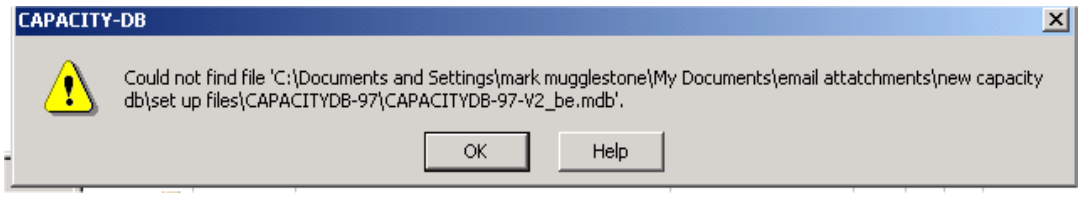
When running the database for the first time, you may have to do another bit of setting up (after that its easy). The setup programme should have added a choice to your

menu, so you can run the database from that. Sometimes setup can't do that, so you will have to start the database from within 'ACCESS' itself. To do this start 'ACCESS', choose <File> <open> and find the location where you installed the database. When you find the location you should see these two names files

- CAPACITYDB-97-V2
- CAPACITYDB-97-V2_be
- it is the first one (*CAPACITYDB-97-V2)* that you need to select and open. Do not worry about the security warning just click on "Open"

! 

You may get some more worrying error messages advising things cannot be found…. this is fine and is due to the way the database has been set up (see below for more details) The first one will be-

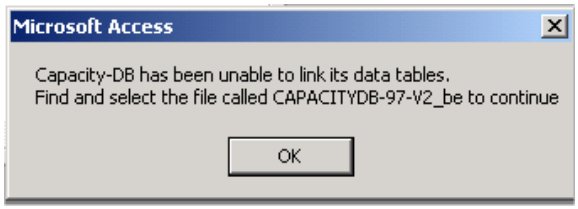


- Click "OK"

… it will say it again

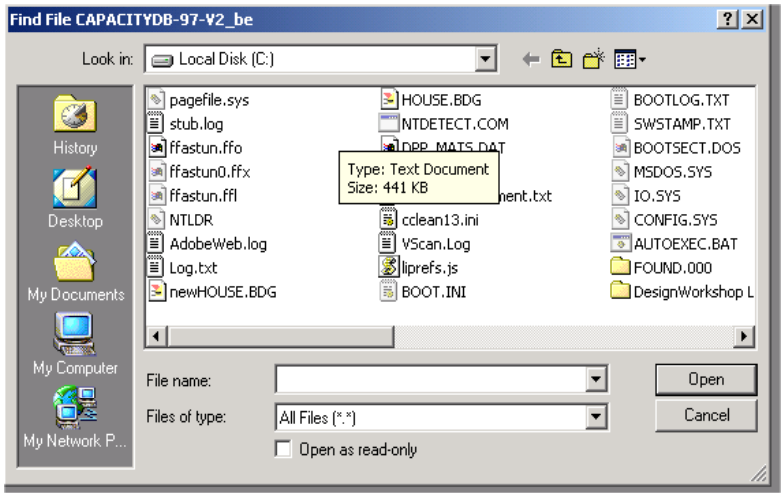
- Click "OK" again

.. then it will say



- Click “OK” again

- You will then be asked to find the file *CAPACITYDB-97-V2_be*



- Find the location that you installed the database

- You will see the two files that you saw before, and some more, click on *CAPACITYDB-97-V2_be* to select it and press “Open”

… and hopefully after a bit of action you will see-

- press “OK” and the database will start

To use the database you need to look at the document “Information for Data Collectors”.

Database Design

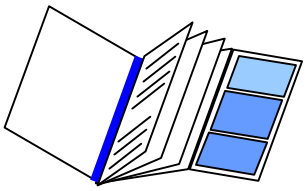
The reason that you get some error messages when first running the database is because it is in two bits, a front end (the file *CAPACITYDB-97-V2)* and a back end (the file *CAPACITYDB-97-V2_be.)* - notice the '_be' at the end of the file name that stands for back end!. When it’s first installed the links between the two files need to be re-made, which is what the process above does. The reason for have two parts is so that all of your data is stored in the backend, so if we make any enhancements that add extra functionality, it is easy for us to send out a new front end and your data is safe.

Using the Patient Flows Documentation

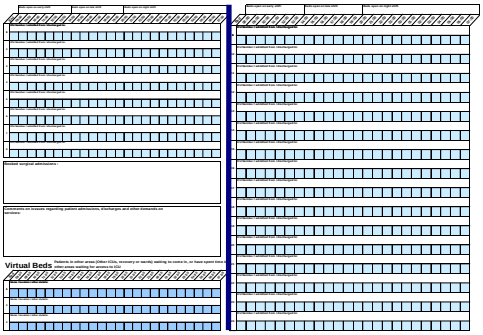
There are four information guides (of which this is one), and the data collection toolkit. The other three guides cover:

- Information for Data Collectors
- Information for Data Entry
- Interpretation and Presentation.

The Data Collection Toolkit is designed to be flexible to accommodate different types and sizes of unit. The Toolkit consists of front, back and data collection pages with a flap detailing codes, which acts as a bookmark. We recommend that the booklet is laminated for durability and ring-bound as below:



The default collection period/unit in the booklet is set for 14 days for an 8-bedded unit. Larger units can use the continuation sheets positioned so that all the beds are displayed at once.



The Toolkit is designed to be completed by the nurse in charge, but some units who have used previous versions of patient flow may prefer to use a page per patient per day, where data is collected at the bedside by individual nurses. This form is also available for download.