

eSTAG

Quick user guide (for clinicians and managers with 'view' access)

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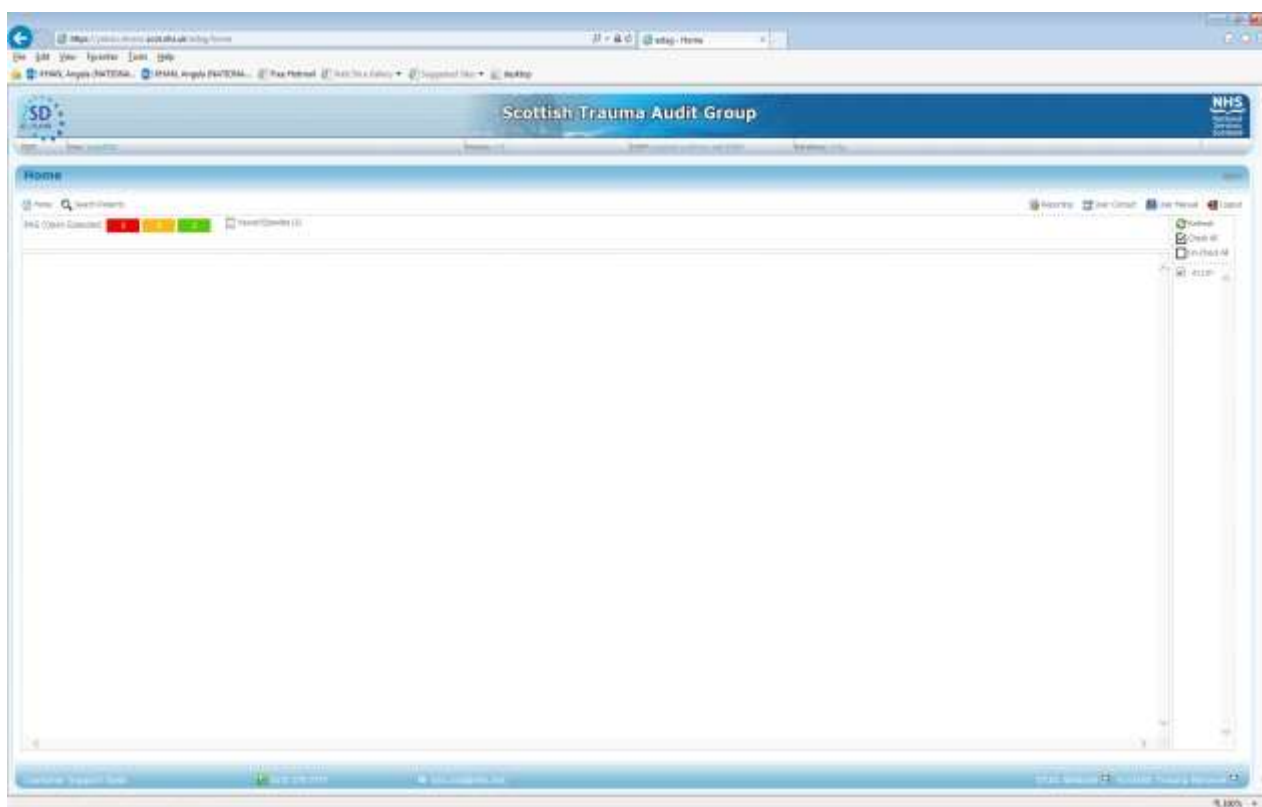
- KPIs

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Email NSS.CSD@nhs.net with any technical issues or

Phs.isdstag@nhs.net with any other questions.

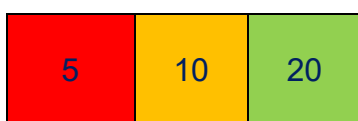
1. Home page and dashboard



Once you log in to eSTAG you will be taken to the home page and the last ten records you viewed. The home page will display:

- *RAG status of all 'Open' patient records*

Records will be colour coded according to the length of time it has been since the patient's attendance at the first hospital:



- Red if > 90 days have elapsed from attendance at first hospital to 'Today's' Date;
- Amber if between 31-89 days have elapsed; and
- Green if ≤ 30 days have elapsed.

Clicking on a coloured box will open a list of the records within this category (eg clicking on the red box will list the five records that have been more than 90 days since the patient's attendance at the first hospital).

Please note that records can take a longer time to complete if a post mortem is required.

- *Viewed Episodes*

A list of the last ten records you have viewed.

2. Quick ways to view a patient record(s)

1. Go to homepage dashboard and:

Click on any of the **RAG** boxes;

Use **last viewed records** – if you want to go back into a record recently viewed this is the quickest way as it will list the last ten records you have viewed.

OR

2. Click on '**Search**' from the homepage


The search facility is available to find patient records within your own hospital location.

- You can search for a patient(s) using demographic information (left hand side of screen); or
- The right hand column allows you to search for a group of patients and may include you choosing one or more of the following options:
- Click on relevant search(es) and then '**Search patients**' at the bottom of this page to list all the records that meet the criteria.
- Select '**view**' to the right side of the record you want to review, to open this record.
- Tabs can be found down the left hand side of the screen that will take you into each section of the record.
- To return to the search list, click on the '**back button**' until you have the option to click on '**Patient Search Results**'.

Note: The wildcard character % can be used in searches eg EH% will bring up all postcodes that start with EH.

3. General overview

Colour coding	
	The data fields that are calculated or derived by eSTAG, following data entry and validation of other fields, are colour coded amber (eg age is derived when a full date of birth is recorded and validated).
	The data fields that are only collected for paediatric patients (age ≤ 16 years) have field names in green text. These will only be editable when the date of birth or age is entered and age is ≤ 16 years.
	<p>Scottish Ambulance Service (SAS) data will be populated into eSTAG where appropriate. The 'link' between eSTAG and the Information Services Divisions (ISD) Corporate Data Warehouse (CDW), can be done once mandatory fields have been recorded and validated.</p> <p>The benefit of this linkage is to ensure that 'where possible' data are only collected once.</p> <p>The appropriate information governance processes have been agreed by both ISD and SAS to allow this linkage.</p>
Field and question types	
Primary and secondary questions	A primary question determines whether a secondary question(s) needs to be asked therefore it will not be possible to complete a secondary question without answering the primary question it relates to (eg if a patient's mechanism of injury was 'moving vehicle accident' then you will be asked MVA type and patient position in vehicle whereas if MOI is a 'fall' then these questions will be greyed out as they are not applicable.
Date fields	If the date is not recorded, then the 'not recorded' box will be ticked and date box will be grey.
Time fields	If the time is not recorded then the 'not recorded' box will be ticked and date box will be grey.
Drop down lists	<p>This is a pre-set list where one choice should be made.</p> <p>These lists will be maintained by the STAG central team so please contact us if you think a list needs updated.</p>
Tick selection box	<p>These are used to:</p> <ul style="list-style-type: none"> • Confirm that the information is not recorded; and • Choose multiple answers to one question (eg additional information)
Functionality	
Record status	<p>A record will have a status of either saved, validated or closed:</p> <p>Save draft – data have been saved but not validated.</p>

	<p>Save validate – data has been saved and all data entered has been validated. This also causes the system to derive any data, if data required to derive the information has been entered eg Mean arterial pressure will be derived when Systolic and diastolic BP have been recorded.</p> <p>Closed – all data have been entered and validated and the ‘discharge from audit’ = yes.</p>
Time out	eSTAG will automatically log off after 30 minutes of inactivity. Moving from one tab to another will reset this timeout facility.
	Definitions for each field can be found by clicking on the i button beside the relevant field.
Screen resolution and Browsers	<p>Screen resolution of 1024x760 work best. If you go below 1024 then you will get issues with formatting.</p> <p>eSTAG works with Internet Explorer 11 or Firefox.</p>
Compatibility mode	<p>Some users have had an issue with formatting (text in export showing over two lines instead of one etc). If you have this issue:</p> <ul style="list-style-type: none"> • Click on Tools (within internet browser); • Click on Compatibility View Settings <p>Make sure scot.nhs.uk is in the ‘Add this website’ box, then click add.</p>
General definitions	
STAG Number (StagNo)	<p>This information will be derived once the following information has been entered:</p> <ol style="list-style-type: none"> 1. First hospital (name) 2. Date of arrival in ED or date of admission to first hospital (if the patient did not attend ED) <p>The number consists of a short code for the first receiving hospital (with an ED), and then the year of admission followed by a 5 digit unique number eg AYR1701010.</p>
First hospital	The First hospital is the first hospital the patient attends with an Emergency Department (ED); even if they do not attend the ED. Hospitals without an ED are referred to as a Minor Injury Unit (MIU)/other within this database.
MIU/Other	Sites including MIUs, small hospitals and health centres in rural areas that carry out ED related activity and are GP or nurse led. They may or may not be open 24 hours. See the link below for more details: MIU/Other
Other	

Patient Journey section (on Hospital tab)	The patient journey includes all hospitals (with an ED or Regional Specialty) that the patient has attended, and is at the top of the Hospital tab.
Pre existing Conditions	Data on pre-existing conditions is now collected (on the injury tab) and is based on the Charlson Index. A total Weight will be calculated and this is used as part of the Ps 17 calculation. See https://www.tarn.ac.uk/Content.aspx?ca=4&c=3521 for more information on this methodology.

KPI page

Please note that some KPIs that are not yet live in all networks, but will be calculated. This is because the four trauma networks will go live at different times and we have had to prepare eSTAG to report these data from the outset of the first network going live in 2018.

Notes:

Triage tool – testing in the live environment highlighted an issue with the calculation which was fixed in July 2020;

Major trauma centre – East and North of Scotland networks went live in 2018, with South East and West of Scotland going live in 2021.

Rehabilitation plan – now being used in East and North of Scotland.

Reports in Tableau

Reports (using the interactive data visualisation tool Tableau), are now available, using data from eSTAG. Data are refreshed every 24 hours ensuring that the reports are timely.

eSTAG – development

The eSTAG build was split into three phases. Phase one included the ability to collect and validate data, as well as calculate KPI compliance.

Phase two and three have now been rolled out and include:

- Bespoke local reporting – the ability to create reports at a local level, to export these data into excel (if required) and to save these reports in order to repeat them at a later time.
- The ability for clinicians to add comments following patient review.
- Local and National questions – the ability to set up local and national questions to collect data that are not part of the dataset. Local questions can be set up by the Local Audit Coordinator. A maximum of five questions can be collected at any point in time. National questions will be set up by the STAG central team.

A historical data upload – data from 2013 onwards will be uploaded into eSTAG, when time allows. Please note that data from these years cannot be changed and will only form part of the data set required to calculate the Ps score.

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