



## Emergency Laparotomy Collaborative

### Data Extraction and Submission

The ELC run chart maker will enable you to analyse your data whenever you wish without needing to wait for us to publish the data for you.

However, it is important that we regularly collate data from all hospitals in order that we can identify best practice and improve together as a collaborative.

For this to happen, we are asking you to submit your data to the ELC team once every three months, by the 10<sup>th</sup> of the month. In order that no patients are missed due to data lag, we ask that the NELA download contains all your locked records each time you submit the data.

### Data Submission Calendar

Dates for data submission are:

- 10<sup>th</sup> November 2015
- 10<sup>th</sup> February 2016
- 10<sup>th</sup> May 2016
- 10<sup>th</sup> August 2016
- 10<sup>th</sup> November 2016
- 10<sup>th</sup> February 2017
- 10<sup>th</sup> May 2017

### Resources

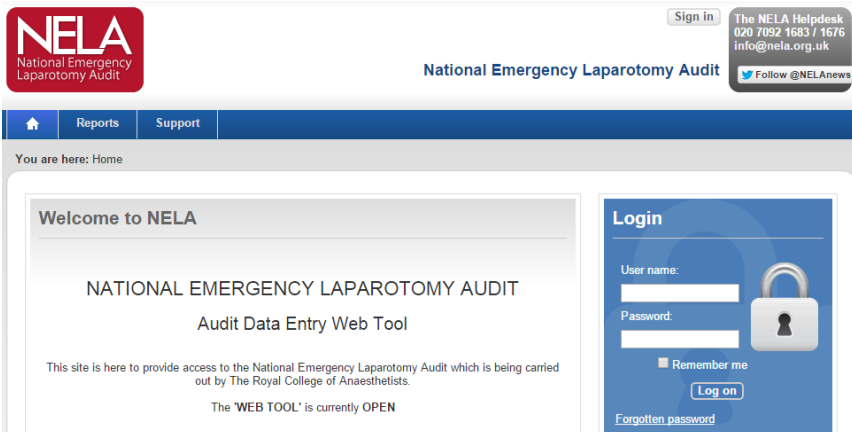
Our website (<http://emergencylaparotomy.org.uk/>) has a "Resources" section where you will find useful documentation including the run chart maker tool, some frequently asked questions and helpful NELA reference documents.

Instructions on how to download your data can be found on the following page.

If you have any queries, please send them to [rsc-tr.emergencylaparotomy@nhs.net](mailto:rsc-tr.emergencylaparotomy@nhs.net)

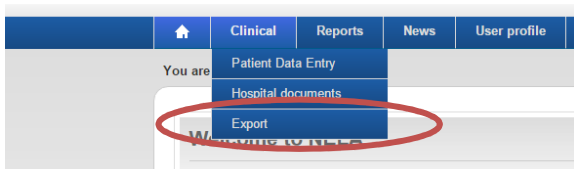
## Data Extraction:

To extract the data, please follow the steps below:



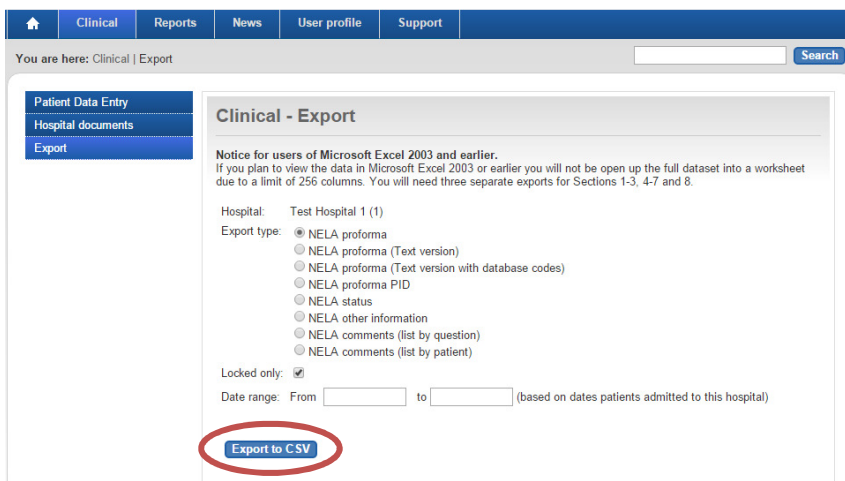
The screenshot shows the NELA website home page. At the top left is the NELA logo. To the right, there is a 'Sign in' button and contact information for the NELA Helpdesk (020 7092 1683 / 1676, info@nela.org.uk) and a Twitter follow button for @NELAnews. Below the header is a navigation bar with 'Home', 'Reports', and 'Support' links. The main content area is split into two columns. The left column contains a 'Welcome to NELA' message and a 'Login' form with fields for 'User name' and 'Password', a 'Remember me' checkbox, a 'Log on' button, and a 'Forgotten password' link. The right column contains a 'Login' form with the same fields and a 'Log on' button.

1. Go to <https://data.nela.org.uk/> and enter user ID and password on Right Hand Side



The screenshot shows the navigation menu of the NELA website. The 'Clinical' link is highlighted, and a dropdown menu is visible with options: 'Patient Data Entry', 'Hospital documents', and 'Export'. The 'Export' option is circled in red.

2. Choose "Clinical" from the drop down menus along the top and then choose "Export"



The screenshot shows the 'Clinical - Export' page. The 'Export' link in the left sidebar is circled in red. The main content area contains a notice for users of Microsoft Excel 2003 and earlier. Below the notice, there are several options for export type: 'NELA proforma' (selected), 'NELA proforma (Text version)', 'NELA proforma (Text version with database codes)', 'NELA proforma PID', 'NELA status', 'NELA other information', 'NELA comments (list by question)', and 'NELA comments (list by patient)'. There is also a 'Locked only' checkbox which is checked. At the bottom, there is a 'Date range' field with 'From' and 'to' input boxes, and a circled 'Export to CSV' button.

3. Leaving all the fields as they are will ensure you export all of your locked records. Ensure that the top radio box "NELA Proforma" is checked, "Locked only" is ticked and "Date range" is left blank. Click "Export to CSV".

4. Send the file as it is to [rsc-tr.emergencylaparotomy@nhs.net](mailto:rsc-tr.emergencylaparotomy@nhs.net)

If you have any queries, please send them to [rsc-tr.emergencylaparotomy@nhs.net](mailto:rsc-tr.emergencylaparotomy@nhs.net)