



Emergency Laparotomy Collaborative

Run Chart Maker FAQ's

We have put together this document to be used alongside the work instruction to assist with many commonly asked questions and problems. This will expand over time and the latest version will always be available in the “Resources” section of the website (<http://emergencylaparotomy.org.uk/>).

- 1. How can I be sure I have the latest version of the run chart maker?**
 - a. The latest version of the run chart maker will always be available here: <http://emergencylaparotomy.org.uk/resources/runchart-maker/>

- 2. What software do I need in order to use the run chart maker?**
 - a. For best results please use a Windows PC or laptop with MS Excel 2007 or later. Earlier versions of MS Excel can be used but you may need to contact us or your local IT to make adjustments.
This tool will run on iOS with MS Excel 2010 or later, but will not work with earlier versions of Excel on iOS and is not compatible with Numbers.

- 3. I cannot paste data in to the raw data sheet**
 - a. Please ensure you save the tool to your PC and click “Enable Editing” if asked (either in message bar at top of screen or a message box window).

- 4. Nothing happens when I click “Refresh”**
 - a. Please ensure you click “Enable Content” if asked (either in message bar at top of screen or a message box window).

- 5. The charts do not reflect my data**
 - a. Please click “Refresh”. NB: you may need to click this more than once.

- 6. My charts in the ELC tool look different to those in the EPOCH tool**
 - a. For EPOCH, data was collated based on entry in to operating theatre time stamp. For ELC, we are using date of admission. Where a patient was admitted on the last day of one month and entered theatre the following day, you will see differences in the charts.



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7. Why is the tool telling me I have the wrong number of columns?

- a. On 15th February 2016, NELA updated the output from the website tool to match their year 3 data collection. The latest version of the run chart maker matches this output so older data extractions will not work. Please download a new data set from NELA for a compatible data set.

8. How can I reset my median mid-way through the chart?

- a. Click the "First change:" drop down and choose which month to reset the median from. For subsequent changes, use "Second change" and "Third change:" as required

9. How can I reset the median to cover the entire dataset again?

- a. Click the "Clear Breaks" button above the trust and hospital name

10. I don't see any of my most recent cases

- a. In order that the data downloaded is accurate, we ask for only locked cases. This introduces a lag as cases cannot be locked until all mandatory NELA fields are complete.

11. Why are you asking for the entire data set for each extract?

- a. This will ensure that no cases are lost due to data lag.

12. My question isn't answered above, who should I contact?

- a. Please send any queries you have to rsc-tr.emergencylaparotomy@nhs.net