

## BCA Excel Training

MEASUREMENT	TASK	RESOURCES
<b>General Questions</b>	What version of Excel are you using? What computing resources do you have?	
<b>OUTCOME MEASURES</b>		
Welsh Safety Calendar	<p>Using Excel to make a Welsh Safety Calendar</p> <ul style="list-style-type: none"> <li>- Indications for using a Welsh Safety Calendar</li> <li>- Review description of the measure (table from Extranet)</li> <li>- How to fill in data = No infection (green), 1 Infection (red), More than 1 Infection (candy stripe)</li> <li>- Cut and paste into a report</li> <li>- Printing selected area</li> </ul> <p><u>Discuss:</u></p> <ul style="list-style-type: none"> <li>- What to do about the length of each month</li> <li>- When to fill in the infections</li> <li>- Counting Ventilator Days with Safety Cross</li> </ul>	<ol style="list-style-type: none"> <li>1. Raw Data: List of dates of infection</li> <li>2. Welsh Safety Calendar template</li> <li>3. BCA Report Template</li> </ol>
Days Between Infections Graph	<p>Using Excel to make a Days Between Infections Graph</p> <ul style="list-style-type: none"> <li>- Indications for using a Days Between graph</li> <li>- Review description of the measure (table from Extranet)</li> <li>- Two Methods: 1) Use list of infections OR 2) Use the Welsh Safety Calendar to work out the days between infection</li> <li>- Set up datasheet: Complete columns in excel for i) dates of infection and ii) calculate formula for days between infection</li> <li>- NB: <ul style="list-style-type: none"> <li>o Leave the first cell blank in the days between column</li> <li>o How to count the days – if on same day, 0 days between.</li> </ul> </li> <li>- Make a graph <ul style="list-style-type: none"> <li>o Adjust axes, change the scale as needed</li> <li>o Labeling X and Y axes</li> </ul> </li> <li>- Questions <ul style="list-style-type: none"> <li>o Extending the graph with more data</li> <li>o How do you record the end of month data when there is has been no infection</li> </ul> </li> <li>- Copy and paste into a report</li> </ul>	<ol style="list-style-type: none"> <li>1. Colour printouts of the completed Welsh Safety Calendar with example data</li> </ol>

Infection Rates	<p>Using Excel to make an Infection Rates graph</p> <ul style="list-style-type: none"> <li>- Defining the Infection Rate – numerator and denominator</li> <li>- Review description of the measure (table from Extranet)</li> <li>- Set up Datasheet: <ul style="list-style-type: none"> <li>o Complete columns in excel for i) months ii) number of infections per month iii) ventilator days per month</li> </ul> </li> <li>- Create Graph <ul style="list-style-type: none"> <li>o Label the X and Y axes</li> <li>o Extending the graph as data is added</li> </ul> </li> <li>- Copy and paste into a report</li> <li>- Print Graph</li> </ul>	<ul style="list-style-type: none"> <li>- use the Welsh Safety Calendars to work out the number of infections per month</li> <li>- Either data collection sheets for each month with device days for each day that they can collate (make sure the denominators give believable rates) OR give a list of device days per month</li> </ul>
<b>PROCESS MEASURES</b>		
ENTERING PROCESS DATA	<ul style="list-style-type: none"> <li>- Review description of the measure (table from Extranet) including numerator and denominator</li> <li>- Use 4x weekly audit sheets to score bundle compliance and overall patient compliance</li> <li>-</li> </ul> <p>Enter data into table with</p> <ol style="list-style-type: none"> <li>1) Audit Dates</li> <li>2) Individual Bundle elements (specify)</li> <li>3) Bundle element scores</li> <li>4) Overall Patient Compliance Score</li> </ol>	Weekly Audit Sheet Copy
Compliance with individual bundle elements	<p>Using Excel to make a line graph for compliance with individual bundle elements</p> <ul style="list-style-type: none"> <li>- Review description of the measure (table from Extranet) including numerator and denominator</li> <li>- Create line graph for compliance with the 4 bundle elements <ul style="list-style-type: none"> <li>o Label X and Y axes</li> <li>o Extending the graph as data is added</li> </ul> </li> <li>- Copy and paste into a report</li> <li>- Print</li> </ul>	
Overall Bundle compliance	<p>Using Excel to make a line graph for overall compliance</p> <ul style="list-style-type: none"> <li>- Review description of the measure (table from Extranet) including numerator and denominator</li> <li>- Create line graph for overall patient bundle compliance <ul style="list-style-type: none"> <li>o Label X and Y axes</li> <li>o Extending the graph as data is added</li> </ul> </li> <li>- Copy and Paste into a report</li> <li>- Print</li> </ul>	