Information for Ward Staff: Ward List (Form A2)

Complete for all patients admitted to the ward before 8am (include patients who may be temporarily off the ward at 8am for tests/surgery etc). On maternity wards, mother and baby are listed as separate patients if both are admitted at 8am. Hand form to ward manager/nurse-in-charge when your shift ends

HSC) Public Health Agency			↓ Ward details should be completed by Ward contact/manager and PPS team lead in advance of survey ↓												
			Ward name												
Ward List A2			Hospital Code Ward code Ward specialty												
	↓ .	IPLETED BY WARD STAFF FOR ALL PATIENTS ON THE WARD										COMPLETED BY PPS DATA TEAM			
		M/F	Years or Months	Neonate < 4 weeks	DD/MM/YY	+	+	+	+	+	+	+	+	≥	
Bed number	Patient name	Gender	Age Or month <2	Birth weight	Admission date	Surgery since admission	Surgery in last 24 hrs	Central vascular catheter	Peripheral vascular catheter	Urethral Catheter	Intubation	Patient on antimicrobial	Eligible patient	Patient Study Number	
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Note: If there are more than 20 beds on ward please continue on another Ward List - Completed Ward Lists to be retained by the PPS team leader

Information required	Definitions and instructions for data entry								
Bed number	Consecutive bed number of each bed that is open and available for occupancy by a patient, as it is normally referred to on the ward (e.g., 1, 2, 3 or 1a, 1b, 1c, 1d etc.). If a bed is not currently assigned to a patient (i.e. empty), the number of the bed should still be included, but the rest of the row will be left blank								
Patient name	Patient name is recorded on the ward list solely to enable the data collection team to identify patients on the ward list who are eligible for inclusion in the survey.								
	If a bed is not allocated to a named patient, leave the row blank								
Gender	Enter patient gender as M or F								
Age or months <2	• Enter age in years if 2 years or older = 023578 etc								
	• If patient age is under 2 years, record age in months, rounded to the nearest month followed by letter M = 06M15M22M etc								
	• If a patient age is less than one month old/neonate <4 weeks old, record age as 00								
Birth weight in grams	This field is only completed for neonates aged <4 weeks old (i.e., age is recorded as 00)								
	The baby's weight in grams at the time of birth is recorded (not current weight)								
Admission date	Date the patient was admitted to this hospital. If the patient was transferred from another hospital, the date of transfer to this hospital is recorded as the date of admission.								
	For babies born in this hospital, date of birth = date of admission								
	Record as DD/MM/YY								

Information required

Definitions and instructions for data entry

Surgery since admission

Enter + in the appropriate box if the patient has undergone surgery during this hospital admission. Leave blank if no surgery during this hospital admission. The patient's case notes should be reviewed to determine whether the patient has undergone surgery on the current admission.

Surgery is defined as a procedure where an incision is made (not just a needle puncture), with breach of mucosa and/or skin – not necessarily in the operating theatre. The purpose of surgery should be primarily therapeutic. Note that the following procedures are **NOT** regarded as surgical procedures:

- Endoscopic procedures (OGD, colonoscopy, ERCP, bronchoscopy)
- Percutaneous angioplasty (coronary, cerebral or peripheral vascular)
- Percutaneous drainage of a collection (e.g., in interventional radiology)
- Insertion of a central vascular catheter
- Insertion of an intra-aortic balloon pump
- Insertion of an intercostal tube drain or chest drain
- Insertion of a percutaneous nephrostomy

Surgery in the last 24 hours

Enter + in the appropriate box if the patient has undergone surgery in the past 24 hours. Leave blank if no surgery in the past 24 hours

Central vascular catheter (CVC)

Enter + in the appropriate box if the patient has a central vascular catheter (CVC) in situ at the time of survey (e.g., CVC, vascath, portacath, midline, PICC, permeath are included here).

Leave blank if no CVC in situ.

A CVC is defined 'as an intravascular catheter that terminates at or close to the heart or in one of the great vessels which is used for infusion, withdrawal of blood, or hemodynamic monitoring. The device <u>must</u> terminate in one of these vessels or in or near the heart to qualify as a central line.

Pacemaker wires and other non-lumened devices inserted into central blood vessels or the heart are not considered central lines, because fluids are not infused, pushed, nor withdrawn through such devices.

catheter

Peripheral vascular Enter + in the appropriate box if the patient has a peripheral **venous** or **arterial** vascular catheter (PVC) in situ at the time of survey. Leave blank if no PVC in situ.

Urethral catheter

Enter + in the appropriate box if the patient has an indwelling URETHRAL catheter in situ at the time of survey. Leave blank if no urethral catheter in situ

Note – suprapubic, condom, self intermittent catheterisation, urostomy or nephrostomy are NOT urethral catheters and should not be recorded

Intubation

Enter + in the appropriate box if the patient is intubated with either an endotracheal tube or tracheostomy in situ at the time of survey

Patient on antimicrobials

Enter + in the appropriate box if the patient is receiving antimicrobials [antibacterials or antifungals] as recorded in the notes. Leave blank if the patient is not on antimicrobials:

- 1. Patient is prescribed at least one systemic antimicrobial agent via enteral (oral or rectal), parenteral (intravenous) or inhaled route at the time of the survey (including intermittent treatment e.g., a haemodialysis patient on vancomycin as per levels or a patient charted for medical prophylaxis on alternative days)
- 2. Patients who receive surgical antimicrobial prophylaxis before 8am on the day of the survey and after 8am on the day before the survey should be recorded as on antimicrobials

Note: Topical antimicrobials, antivirals, antiprotozoals, antihelminthics and treatment of tuberculosis (TB) are excluded