Information for Ward Staff: Ward Patient List (Form WPL)



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

	Form WPL	Ward details should be completed by Ward Name				ed by the Wa	by the Ward contact/manager and			d PPS team lead in advance of the survey				
Ward Patient List For internal hospital use only: Completed Ward List should be retained by the local PPS team leader		Hospital code			Ward code 3-digits 2-digits		Ward specialty							
			Date of PPS										Completed by PPS data team	
Bed		Gender Age		Birth weight	Admission date	Surgery		cvc	CVC Urethral Intubation Patient on antimicrobial			Eligible Patient Study		
Number	Patient Identifier	M/F	Years	Months	grams Neonates only	DD/MM/YYYY Currrent admission	+ or - Since admission	+ or -	+ or -	+ or -	+ or -	+ or -	+ or -	2-digits 01-20
e.g. 1-20			IT 22 YEARS	IT S2 YEARS	Neonates only	admosion	egmasion	Libit 24firs						01-20
Note: If the	re are more than 20 beds on the ward	, please co	ntinue on a	a another i	Patient List she	et		Please com		-		included in PPS eligible patient	1	ļ

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								
	• Enter age in years if 2 years or older = 0235								
Age or months <2	 If patient age is under 2 years, record age in months, rounded to the nearest month fol- lowed 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)								
bitti weight in grains	The baby's weight in grams at the time of birth is recorded (not current weight)								
	Date the patient was admitted to this hospital. If the patient was transferred from another hospi- tal, the date of transfer to this hospital is recorded as the date of admission.								
Admission date	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					
	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 deter- mine 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:					
Surgery since admission	 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, permcath 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 must 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.					
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 <u>NOT</u> urethral catheters and should not be recorded.					
Intubation	Enter + in the appropriate box if the patient is intubated with either an endotracheal tube or tracheosto- my in situ at the time of survey. Leave blank if no endotracheal tube or tracheostomy present.					
	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:					
Patient 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.					