

## Suprapubic Catheter Insertion dataset

N.B. Text coloured green indicates branching questions for Acute/Unplanned only

Question number /Field Name	Data type	Data Allowed
Q1 Elective/Planned or Acute/Unplanned	Number - Multiple choice – 1 answer	1 - Elective/Planned 2 - Acute/Unplanned
Q2 Neurological Indication	Number - Multiple choice – 1 answer	1 - MS 2 - Parkinson's 3 - Spinal cord injury 4 - Other
Q3 Other neurological indication - specify	Short Text (up to 255 characters)	Free Text
Q4 Non-Neurological Indication	Number - Multiple choice – 1 answer	1 - Urinary retention 2 - Incontinence 3 - Urethral stricture 4 - Other
Q5 Other Non-Neurological Indication - specify	Short Text (up to 255 characters)	Free Text
Q6 Indication	Number - Multiple choice – 1 answer	1 - Urinary retention 2 - Arising from another illness eg chest infection 3 - Arising during another operation eg prolapse repair 4 - Arising following another operation eg hip replacement 5 - Other
Q7 Other indication - specify	Short Text (up to 255 characters)	Free Text
Q8 Other illness - specify	Short Text (up to 255 characters)	Free Text
Q9 During another operation – specify	Short Text (up to 255 characters)	Free Text
Q10 Following another operation - specify	Short Text (up to 255 characters)	Free Text
Q11 Main reason for hospital	Number - Multiple	1 - Urinary retention

admission	choice – 1 answer	2 - Other
Q12 Other reason for hospital admission - specify	Short Text (up to 255 characters)	Free Text
Q13 Previous lower abdominal surgery	Yes / No	
Q14 Previous lower abdominal surgery - specify	Short Text (up to 255 characters)	Free Text
Q15 Urethral catheter in place on admission	Yes / No	
Q16 Date of Operation	Long date	dd/mm/yyyy
Q17 Date of Procedure	Long date	dd/mm/yyyy
Q18 Anaesthetic	Number - Multiple choice – 1 answer	1 - Local 2 - General 3 - Spinal
Q19 Primary Surgeon	Multiple choice – 1 answer	1 - Consultant 2 - Associate Specialist 3 - Staff Grade 4 - SpR 5 - BST 6 - Other
Q20 Other primary surgeon - specify	Short Text (up to 255 characters)	Free Text
Q21 Supervising surgeon	Multiple choice – 1 answer	1 - None 2 - Consultant 3 - Associate Specialist 4 - Staff Grade 5 - SpR 6 - Other
Q22 Other supervising surgeon - specify	Short Text (up to 255 characters)	Free Text
Q23 Technique	Multiple choice – 1 answer	1 - Open exposure of bladder 2 - Drilled sound 3 - Trocar 4 - Seldinger 5 - Laparoscopic 6 - Other

Q24 Other technique - specify	Short Text (up to 255 characters)	Free Text
Q25 Ultrasound	Yes / No	
Q26 Other procedure at same time	Yes / No	
Q27 Other procedure at same time - specify	Short Text (up to 255 characters)	Free Text
Q28 Intra-operative complications	Multiple choice – check all that apply	<ul style="list-style-type: none"> <li>1 - None</li> <li>2 - Difficulty identifying bladder</li> <li>3 - Difficulty filling bladder</li> <li>4 - Peritoneum opened</li> <li>5 - Injury to other structure</li> <li>6 - Procedure abandoned</li> </ul>
Q29 Injury to other structure - specify	Short Text (up to 255 characters)	Free Text
Q30 Post-operative complications	Multiple choice – check all that apply	<ul style="list-style-type: none"> <li>1 - None</li> <li>2 - Death</li> <li>3 - UTI</li> <li>4 - Haematuria requiring intervention</li> <li>5 - Pain requiring opioids</li> <li>6 - Fever</li> <li>7 - Leak alongside SPC</li> <li>8 - Nausea and Vomiting</li> <li>9 - Ileus</li> <li>10 - Catheter blockage</li> <li>11 - Respiratory</li> <li>12 - Cardiovascular</li> <li>13 - Neurological</li> <li>14 - Other</li> </ul>
Q31 Respiratory complication - specify	Short Text (up to 255 characters)	Free Text
Q32 Cardiovascular complication - specify	Short Text (up to 255 characters)	Free Text
Q33 Neurological complication – specify	Short Text (up to 255 characters)	Free Text
Q34 Other post-operative complication – specify	Short Text (up to 255 characters)	Free Text

Q35 Length of stay – nights	Numeric - general	
Q36 Date of completion of form	Long date	dd/mm/yyyy
Q37 Completed by (Name)	Short Text (up to 255 characters)	Free Text

### General File Guidance for Import of data to BAUS web-based datasets

If you are using your own in-house spreadsheet / database or other commercial system to collect the data this is the screen shot you will see when importing a . csv file to the web based dataset:

Please select the dataset and upload the file below.

Select dataset:

Attach file:

Or enter location on server:

First column contains legacy id?:

Comment:

If an existing audit is found: Update it , or skip it

If you check 'First column contains legacy id?' you should put a record id (which can be text or numeric) from the source system before the other fields. For follow-up audits, this should be the id of the **original operation** for your imported data to be linked to that operation correctly. For other datasets, this field will be used to check if an update rather than a new record is required instead of the fields described below.

**The file should be comma separated text, consisting of 8 columns containing the following fields, followed by columns for each dataset question:**

- NHS Number (10 digits, enclosed in double quotes)
- User ID for surgeon (can be found in the Sys Admin -> Users screen)
- Reference date (MUST be in dd/mm/yyyy format) – **(operation date or follow-up date in the case of complex operations; can be referral date for newly diagnosed cancers) This field must be completed in order to ensure that any future amendments are treated as updates and not a new record**
- Centre ID (can be found in Sys Admin -> Centres & Groups screen)
- Patient Hospital number

- Sex (M/F or 1 for male, 2 for female)
- Date of birth (dd/mm/yyyy)
- Postcode

Each field should then follow in sequential order. All fields should be formatted as follows:

- Text (including M/F), Yes/No and Date types should be enclosed by double quotes
- Dates MUST be dd/mm/yyyy
- There must be no line breaks/carriage returns (replace them with spaces) in text, and double quotes in the text must be avoided
- Multiple Choice 1 answer fields should be the option number only, unless they are set to 'import as text' in which case they need to contain **EXACTLY** the option text (this is case sensitive)
- Multiple Choice check all fields should have the option numbers listed, separated by semicolons with no spaces and enclosed by double quotes

You are advised to enclose all fields which contain anything but numbers in double quotes to ensure they import properly.

**You may also add date of death and cause of death (1=Cancer, 2=Non-Cancer, 3=Not Known) as additional columns at the end of the file.**

**If an audit is found with the same dataset, patient, reference date, user ID and centre ID, it will be updated rather than a new record inserted.**

In addition, there should be no blank lines and the first line of the file should be the first line of data - don't put headings in it.

**Note that failure to follow these instructions precisely may result in your data being imported in an unexpected way!**