

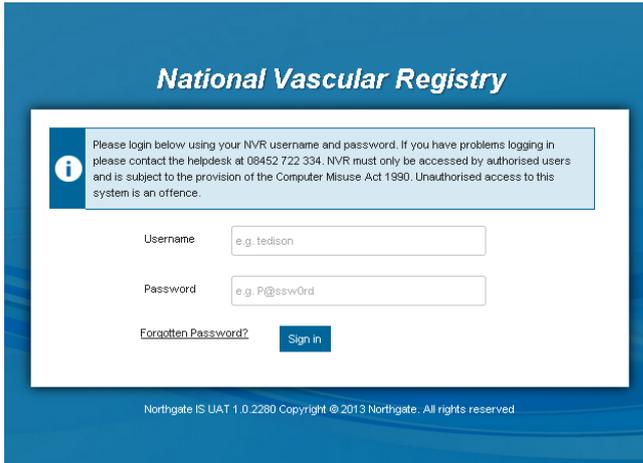
1. Getting started

From the 10th of December:

The login page for the NVR IT system can be found at:

<https://nvr.necsoftware.thirdparty.nhs.uk/nvrweb/nhsadult>

- If you have any problems logging in please contact the Northgate Helpdesk (08452 636 359) or the NVR helpdesk (0207 869 6621/ nvr@rcseng.ac.uk)
- If you do not have an account, you will need to register to be a user on the NVR IT system by emailing nvr@rcseng.ac.uk
- **Please note that each individual user on the NVR must have their own account.**
- **The NVR policy on logins conforms to the Confidentiality NHS Code of Practice, which states that logins and passwords must not be shared with other people.**
- Additional users to assist with data entry into the NVR can be registered. There is no limit to the number of users at each hospital.



2. Key features

The NVR has a number of useful features:

- As soon as you log into the NVR you will be able to search by patient episode and create a new procedure.
- Clicking on 'Back', 'Next' or selecting a different section will also save the record.
- Mandatory data items are shown with a red asterisk (*)



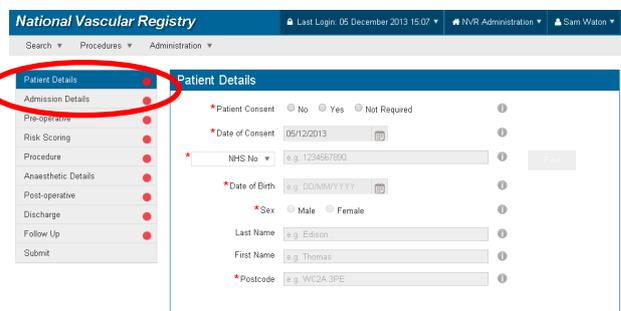
3. Creating a patient record

The system requires that a patient record exists before procedure information can be entered.

If the patient does not exist on the system, you will need to enter the patient demographic details before any procedure information can be entered into the NVR.

Specifically, you will need to 'Add Procedure' complete the following sections highlighted (to the right):

- Patient Details.
- Admission.



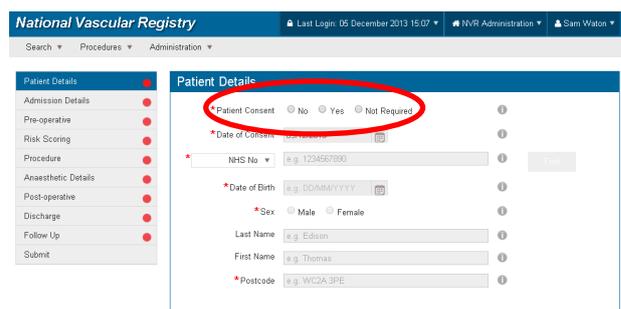
4. Patient consent

Patients should have completed a consent form to show they are happy for the hospital to submit their personal details.

- In the case of elective surgery: If the patient has not consented, you do not need to record NHS number, name(s) or postcode.
- Consent is not expected for patients undergoing non-elective surgery. Therefore the NVR will allow you to record 'not required' and you will still be asked to complete the date.

For more information on patient consent please visit the following web page –

<https://www.vsqip.org.uk/resource/obtaining-patient-consent/>



5. Edit / Search Patient

Once you have created a patient record you can save it and return to enter NVR data at a later date.

TIP: The save function available at all times will allow you to commence, stop and resumed data entry at any time.

When you do return to enter data, you can search for the relevant patient by selecting 'Search'.

Name	ID	Local ID	Date of Birth	Procedure	Procedure Date	Status
Stones, Fred	100000141	C42335	03 Dec 1953	Lower-limb Bypass	03 Dec 2013	Mandatory data complete - Not submitted
Jones, Michael	100000990	9873A	17 Sep 1930	AAA repair	03 Dec 2013	Incomplete data entry - Not submitted
Edison, Thomas	100000974	9873A	21 Aug 1942	AAA repair	02 Dec 2013	Incomplete data entry - Not submitted
Edison, Thomas	100000974	100974	21 Aug 1942	AAA repair	28 Nov 2013	Incomplete data entry - Not submitted
Brown, Toby	100000095	B22335	01 Jan 1947	Carotid Intervention	27 Nov 2013	Mandatory data complete - Not submitted

6. NVR Procedures

The new NVR system collects data on the five main procedures performed by vascular specialists in the UK. The NVR will use three sets of disease specific clinical datasets to capture details of the following five procedures:

- The repair of Abdominal aortic aneurysm (AAA),
- Carotid intervention, and
- Lower limb angioplasty/stenting, Lower limb bypass, and Lower limb amputation for Peripheral Arterial Disease (PAD).

You can select the procedure you will be entering data on in the **Admission Details** section.

- After this point, each of the five procedures will be clearly identifiable by specific colour coding. For example, the AAA repair form is **green**, while the carotid endarterectomy form is **orange** (right).

7. Existing procedures

The NVR system holds information about an individual together if a patient has more than one vascular procedure.

So, where patients have undergone previous procedures recorded in the NVR, these will be shown at the bottom of the **Admission Details** section

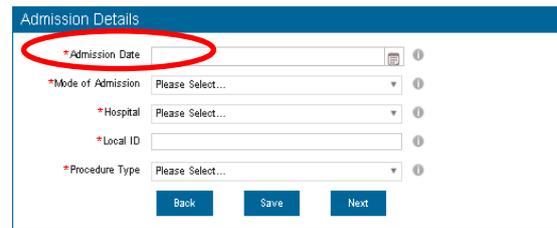
TIP: Selecting the 'Next' navigation button to move from section to section will automatically save your data.

Procedure	Procedure Date	Status
AAA repair	21 Nov 2013	Incomplete data entry - Not submitted

8. Mandatory date items

The majority of NVR data items are mandatory. This is denoted by a red asterisk (*).

For more information on the dataset and which items are mandatory, please visit the following web page – <https://www.vsgip.org.uk/resources/>



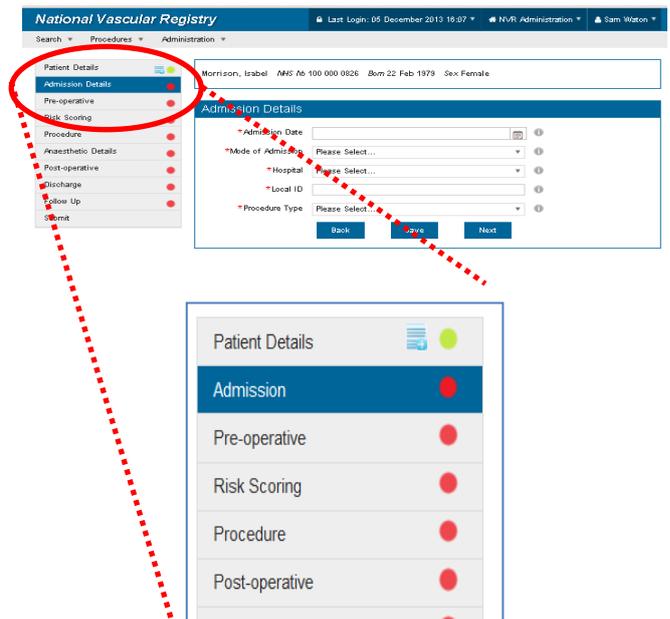
9. Entering procedure information

Procedure information is entered into the NVR across the following sections:

- Pre-operative
- Risk Scoring
- Procedure
- Post-operative
- Anaesthetic Details

The order of these sections is consistent across all five procedures for which the NVR collects data.

TIP: 'Traffic lights' on the individual sections will highlight whether all mandatory and relevant data has been recorded (right).



10. Discharge and Follow Up

As the record can be saved at any time, you are able to enter information related to discharge and follow up at a later date.

When relevant, you can return to enter **Discharge** and **Follow Up** information into the NVR.

When you have completed all of the mandatory fields, you will be able to submit the record. Once a record has been submitted it will become locked and you won't be able to edit. The NVR helpdesk (nvr@rcseng.ac.uk) and your local administrator will be able to unlock records.

