INSTRUCTIONS FOR DATA ENTRY
INTO THE FS ICU 24 DATABASE

- To enter data into this database you will require Microsoft Access 2000.
- Save the attachment from our website onto your pc. If you have a designated network drive at your place of employment then save this file there. This ensures the integrity and safety of your data while you are completing data entry.
- Please number your surveys in the following format 1, 2, 3 etc.
- If at any time there is no response from the respondent for the survey question then please enter 99. This is the designated value for any missing response.
- If two responses were circled, then please enter the worse of the two choices.
- You can press, "ENTER" or "TAB" after entering the data into the assigned field.

When you are ready to start data entry proceed with the steps outlined below:

1. To open the database, double click on the file "FS ICU 24.mdb" .

2. Under the Object heading click on Forms. Then double click on the file called Survey. A form will appear and you can now commence data entry.

3. Take a completed survey that is ready for data entry. Enter the assigned number and press enter. This will bring you to the next field.

4. The fields D1-D6 are the questions from the demographic section of the survey. Enter the responses as seen from the completed survey in each designated field. Remember to press enter or tab after each response, this automatically takes you to the next field.

5. Fields Q1- 2Q22 are the questions from the survey. Enter the appropriate responses from the completed survey to each of the corresponding fields in the form.

6. Fields 2Q20-2Q22 are the open-ended responses. Please type all of the responses from the survey into the designated space on the database.

7. When you have completed the entry for last text question and you press tab you will be ready to enter the next completed survey.

8. At any time when you are finished entering data, simply close the file. No need to save the data. Access does this automatically.

INSTRUCTIONS FOR DATA ENTRY FOR PATIENT CHARACTERISTICS (Optional)

1. Under the Object heading click on Forms. Then double click on the file called Patient characteristics. A form will appear and you can commence data entry.

2. Take a completed patient characteristic form that is ready for data entry. Enter the assigned number and press enter or tab. This will bring you to the next field. Reminder this number will be the same for the corresponding survey number.

3. When entering the patient's date of birth, enter the month numerically then the day and then the year. Ie 23/Feb/1952 would be entered 02/23/1952.

4. Ethnic group enter the chosen response. Tab through ethnic other if it was not filled out. Only complete that field if none of the choices are applicable and the other field was filled out.

5. Enter the number from the ICU diagnosis field.

6. Comorbid fields enter the numbers that are indicated

7. APACHE II score then the number calculated from the worksheet.

8. Enter the date of mechanical ventilation. Reminder to enter the month numerically then the day and then the year. Ie 23/Feb/1952 would be entered 02/23/1952.

9. Enter the time of mechanical ventilation. Enter the time in the 24hour clock (no need to input a colon, then indicate AM or PM. IF the time recorded on the form is 14:00 then to enter in the database type in 1400 PM.

10. Enter the date of ICU admission. Reminder to enter the month numerically then the day and then the year. Ie 23/Feb/1952 would be entered 02/23/1952

11. Enter the time of ICU admission. Enter the time in the 24hour clock (no need to input a colon, then indicate AM or PM. IF the time recorded on the form is 14:00 then to enter in the database type in 1400 PM.

12. Enter the date of ICU discharge. Reminder to enter the month numerically then the day and then the year. Ie 23/Feb/1952 would be entered 02/23/1952

13. Enter the time of ICU discharge. Enter the time in the 24hour clock (no need to input a colon, then indicate AM or PM. IF the time recorded on the form is 14:00 then to enter in the database type in 1400 PM.
14. Enter the status reply.

INSTRUCTIONS FOR EMAILING THE DATABASE

Finally, after you have completed the study and completed all the data entry into the database you will need to send the database to me. Follow the instructions below to complete this task.

1. Open the file "FS ICU 24.mdb".
2. Under the Object heading click on Forms. Then double click on the file called Survey
3. Click on Tools on the taskbar. Scroll down to Office links then to Analyze it with MS Excel. Click here. The program will then produce and excel spreadsheet. It is this spreadsheet that you need to email to me.
4. Go to File, scroll to save as, call it " your hospital name fss data".   Then save it somewhere safe as well. Maybe in the same location as you keep the database. Then send this as an attachment to the following address. korolj@kgh.kari.net
5. Repeat these instructions to send the patient characteristic file as well.