



UK Health  
Security  
Agency

# Collecting ICCQIP data through Medicus

## User guide

Infection in Critical Care Quality Improvement Programme

# Contents

Collecting ICCQIP data through Medicus.....	1
Introduction.....	3
Document history.....	3
Initial set-up .....	3
Monthly Census data.....	4
Collecting Monthly Census data .....	4
Exporting monthly census data.....	5
Uploading the Monthly Census export onto the ICU DCS.....	6
Completing data entry.....	6
Positive blood culture data .....	7
Collecting positive blood culture data.....	7
Exporting positive blood culture data .....	10
Uploading the Infections export onto the ICU DCS .....	11
About the UK Health Security Agency .....	12

## Introduction

This user guide explains how to collect and validate ICCQIP<sup>1</sup> data, including bloodstream infections and monthly census, using the Medicus Critical Care data platform.

Medicus simplifies the data collection process by automating the extraction of many data points directly from patient records, saving time and reducing the risk of errors.

This guide includes steps for:

- Collecting and exporting Monthly Census data.
- Recording and exporting positive blood culture data.

You will then upload the exported Medicus files to the ICU DCS<sup>2</sup> via the Data Upload Wizard.

<sup>1</sup> ICCQIP: [Infection in Critical Care Quality Improvement Programme](#)

<sup>2</sup> ICU DCS: [ICU Data Capture System](#)

## Document history

Revision date	Authors	Version	Changes
23/01/2025	Matt Wilson and Andrea Mazzella, UK Health Security Agency Edward Willans, Mela Solutions	1.0	Initial version

The most up-to-date version of this guide will be available on the [ICU DCS Help page](#).

## Initial set-up

The Medicus “Infections” module must be enabled at the permission level before you can use it for the first time. The region in the settings must also show ‘England’.

Please speak to a local administrator to ensure the ‘HAI’ tab is enabled in your permission group.

If there are any issues with the Medicus module set-up, please email the Mela support team at [support@mela.co.uk](mailto:support@mela.co.uk).

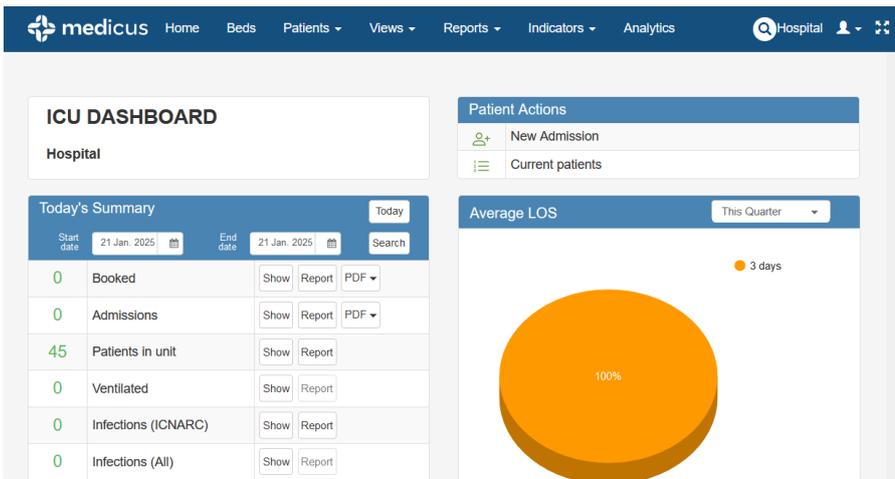
# Monthly Census data

## Collecting Monthly Census data

Monthly Census data provides a summary of patient activity and infection metrics. Please follow these steps to collect it:

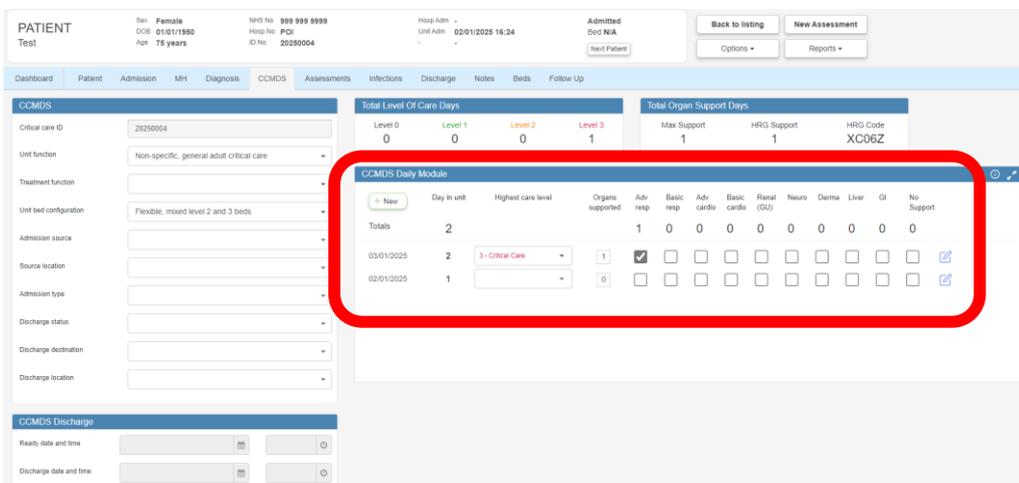
1. Login to Medicus with your credentials. You will see the ICU Dashboard (Figure 1).

**Figure 1. Medicus home screen**



2. Ensure the CCMDS<sup>3</sup> tab is complete
  - The calculation of most monthly census values is automated, provided that the clinical team has consistently completed all relevant data in the CCMDS tab for all patients in the unit (Figure 2), regardless of whether they had a positive blood culture or not.

**Figure 2. CCMDS tab**



<sup>3</sup> CCMDS: Critical Care Minimum Data Set

## Exporting monthly census data

If CCMDs days are being kept updated routinely, then the extract will be ready to be taken on the first day after the end of the surveillance period (for example, the extract for March 2025 can be taken on 1<sup>st</sup> April 2025 or soon after).

To export the data:

1. Click the user icon (👤) in the top-right corner (Figure 3)
2. Select “Monthly Census” from the menu (Figure 4)

### Figure 3. Location of user icon

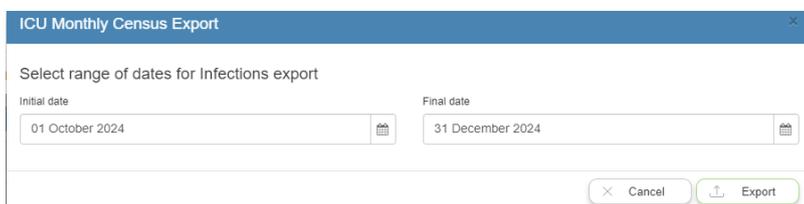


### Figure 4. Location of ‘Monthly Census’ functionality



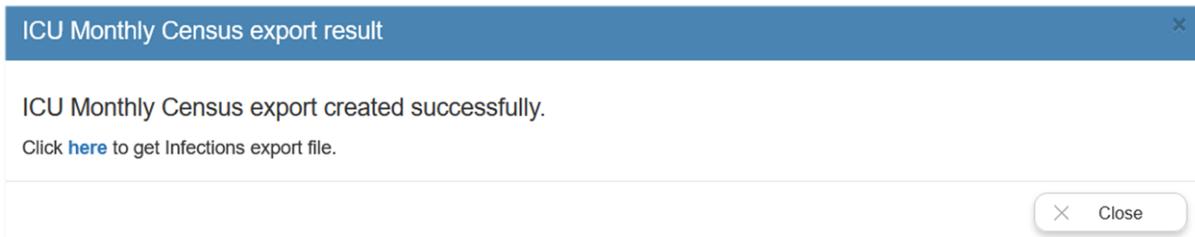
3. In the popup (Figure 5), specify the reporting period. The ‘Initial date’ must be the first day of the month, and the ‘Final date’ must be the last day of the month. Do not try to take Monthly Census extracts for partial months.
4. Click “Export” to generate the CSV file.

### Figure 5. ‘ICU Monthly Census Export’ popup



5. The ‘ICU Monthly Census export result’ popup will appear (Figure 6).

**Figure 6. 'ICU Monthly Census export result' popup**



6. Click on the 'here' link to download the Infections CSV file.

We recommend that you do **not** open this file before uploading it to the ICU DCS because MS Excel can change the formatting of certain values, which could cause the upload to fail. If you want to preview this file before uploading, feel free to make a copy and open it.

## Uploading the Monthly Census export onto the ICU DCS

For guidance on uploading the Monthly Census export onto the ICU DCS, please refer to the Data Upload Wizard user guide, available on the [ICU DCS Help page](#).

## Completing data entry

### Total blood cultures

Medicus cannot automatically calculate the total number of blood cultures taken in the unit each month, so you will need to obtain this information separately.

You can do so by looking for and editing the uploaded monthly census. Please refer to the 'Search, amend or delete records' user guide, available on the [ICU DCS Help page](#).

### Other central vascular catheters

Medicus calculates CVC days based on the presence of a central **venous** catheter; however, the ICCQIP definition refers to central **vascular** catheters, including, for example, intra-aortic catheters (for details, please refer to the surveillance protocol, available on the [ICU DCS Help page](#)).

In the unlikely event that, on a given day, a patient did not have a central **venous** catheter in situ but had another central **vascular** catheter, you will need to manually amend the CVC days appropriately.

You can do so by finding the uploaded monthly census and editing it. For guidance, please refer to the 'Search, amend or delete records' user guide, available on the [ICU DCS Help page](#).

## Positive blood culture data

### Collecting positive blood culture data

Please follow these steps to collect information on positive blood cultures.

#### 1. Locate the Patient Record

- Use the search function or navigate to "Patients in Unit" on the ICU Dashboard.
- Select the patient record you need.
- You will reach the patient tab (Figure 7).

Figure 7. Patient tab

The screenshot displays the Medicus patient record interface. At the top, there is a navigation bar with 'medicus' logo and menu items: Home, Beds, Patients, Views, Reports, Indicators, Analytics. A search bar and user profile are on the right. Below the navigation bar, a patient summary card shows 'TESTING Test' with details: Sex Male, NHS No 999 999 9999, Hosp Adm 03/07/2024, Admitted Bed Bed 5, DOB 14/03/2001, Hosp No A1, Unit Adm 10/07/2024, Age 23 years, ID No 20240079. Action buttons include 'Back to listing', 'New Assessment', 'Options', and 'Reports'. Below the summary card is a tabbed interface with 'Patient' selected. The 'Patient' tab contains two sections: 'General information' with fields for Hospital number (A1), NHS number (999 999 9999), NHS verification, Local ID, First name (Test), Middle name, and Surname (Testing); and 'Other information' with fields for Sex (Male), Ethnicity (Asian or Asian British - Ba...), Date of birth (14 March 2001), Age (23 years), Height (180 cm) with 'Estimate' and 'Not known' checkboxes, and Weight (70 kg) with 'Estimate' and 'Not known' checkboxes.

#### 2. Ensure the following demographics data items are complete. The clinical team should have already entered them as part of routine clinical practice.

- Hospital number
- NHS number
- First name
- Surname
- Sex
- Date of Birth

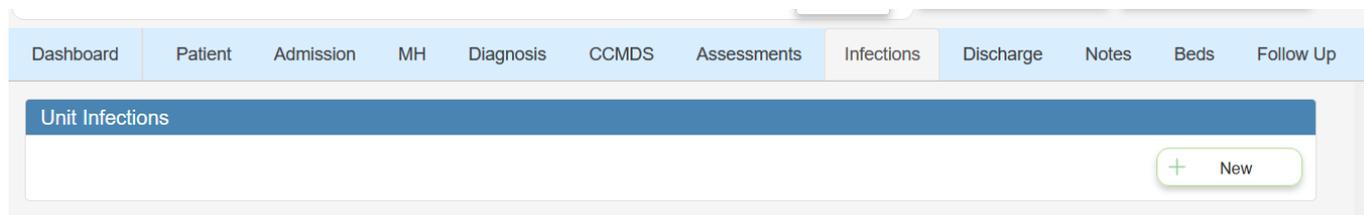
#### 3. Check 'unit admission date' on the 'Admission' tab is also complete

#### 4. Create a new infection episode

- Within the patient record, click on the "Infections" tab. This will direct you to the page where you can collect PBC data (Figure 8).

- Click on the 'New' button on the right-hand side of the screen to create a new infection episode (Figure 8).

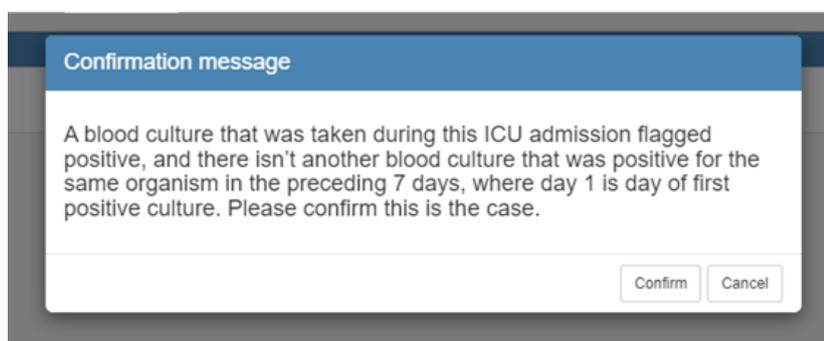
**Figure 8. Infections tab**



**5. Confirm the infection definition aligns with the ICCQIP surveillance protocol**

- A confirmation message will appear to clarify the definition of an infection used by the ICCQIP surveillance programme (Figure 9).

**Figure 9. Confirmation message**



For more detail about these definitions, please see the [ICCQIP Surveillance Protocol](#). For questions, please contact [ICCQIP.Surveillance@ukhsa.gov.uk](mailto:ICCQIP.Surveillance@ukhsa.gov.uk).

You will now see the 'Blood stream Infection' pop-up window (Figure 10).

**Figure 10. ‘Blood stream Infection’ pop-up**

Blood stream Infection

**Specimen**

Specimen date \*

Specimen time

Specimen No. \*

**Clinical Symptoms**

Did the patient have any signs or symptoms at the time the specimen was taken?

**Organisms**

How many organisms were cultured from the same culture bottle set

**Treatment**

Did this positive blood culture require treatment with a course of antimicrobial therapy?

**CVC**

Was a CVC in situ for at least 2 days at the time the first blood culture was drawn?

**Source of Infection**

Was there evidence of an infection (excluding CVC) at another site?

Please note this record will NOT be included in the export. Would you like to save a draft? If not click cancel to delete the record.

Cancel Save as Draft

**6. Complete this form.**

- If necessary, click "Save as Draft" to return later. You will see the record in the ‘Infections’ tab; to continue data entry, click on the blue edit icon; to delete the draft, click on the red bin icon.
- Once you have recorded all mandatory information, the warning will disappear.
- Once you have entered all the available information, click the “Save” button.

Please fill in the non-mandatory data fields if possible.

For guidance, please refer to the ICCQIP Surveillance Protocol available on the [ICU DCS Help page](#) (in protocol version 3.4, please see section 5.7 ‘BSI Event Form’). For questions, please contact [ICCQIP.Surveillance@ukhsa.gov.uk](mailto:ICCQIP.Surveillance@ukhsa.gov.uk).

## Exporting positive blood culture data

Once all mandatory PBC data has been recorded for a given period, export it for submission to the ICU DCS via a CSV file, formatted ready for DCS upload.

We recommend that you take an Infections export each month.

1. Click on the user icon  in the top right part of the screen (Figure 3).
2. Select 'Export Infections' (Figure 11)

### Figure 11. Location of 'Export Infections' functionality

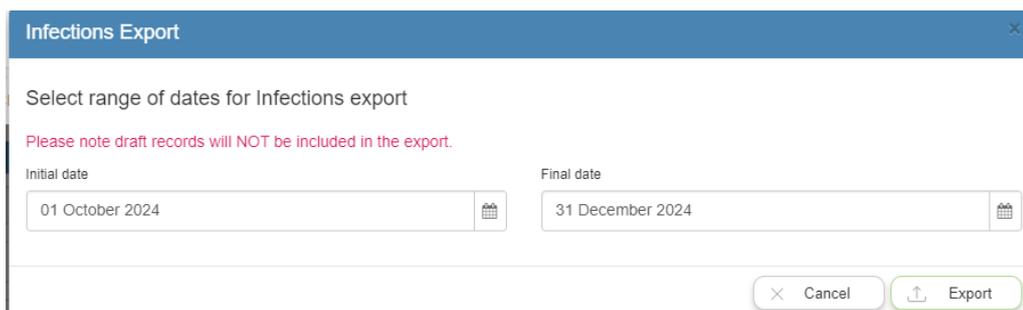


3. Specify the reporting period in the 'Infections Export' popup (Figure 12).
  - All positive blood cultures where the specimen date occurs within this period will be included in the exported file.

We recommend that you include the full month in each monthly export: for example, once you have collected all data for January, on 10 February, you export 1-31 January and upload it to the ICU DCS.

4. Once you have entered the dates, click on the Export button.

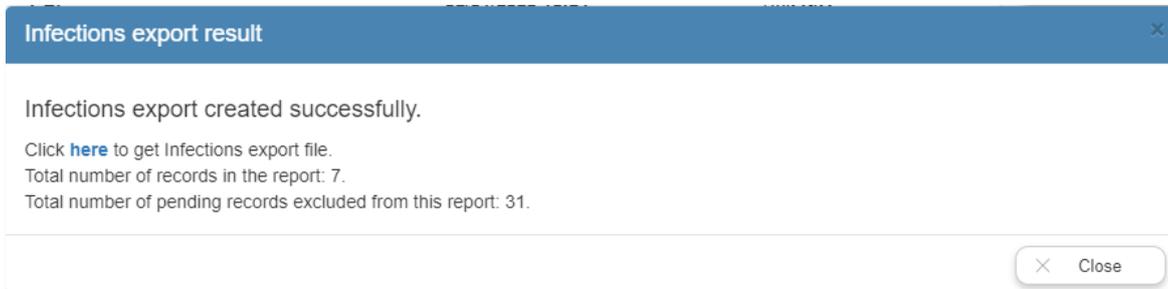
### Figure 12. 'Infections Export' popup



The 'Infections export result' popup will appear (Figure 13), showing:

- How many records were included
- How many records were excluded because they are still in draft mode

**Figure 13. 'Infections export result' popup**



If some records were excluded because they were in draft mode, we advise you check them on the Infections tab to establish if they do need submission (in which case, please complete the records, save them, and take a new export) or if they do not (in which case, please delete the drafts).

5. Click on the 'here' link to download the Infections CSV file.

We recommend that you do not open this file before uploading it to the ICU DCS: Excel can change its formatting, and this could lead to the upload failing. The Data Upload Wizard will show a preview before you upload. However, if you want to preview this file before using the Data Upload Wizard, please make a copy.

## Uploading the Infections export onto the ICU DCS

For guidance on how to upload the Infections export onto the ICU DCS, please refer to the Data Upload Wizard user guide, available on the [ICU DCS Help page](#).

## About the UK Health Security Agency

The UK Health Security Agency is an executive agency, sponsored by the [Department of Health and Social Care](#).

[www.ukhsa.gov.uk](http://www.ukhsa.gov.uk)

© Crown copyright 2025

For queries relating to this document, please contact: [ICCQIP.surveillance@ukhsa.gov.uk](mailto:ICCQIP.surveillance@ukhsa.gov.uk)

You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence v3.0. To view this licence, visit [OGL](#). Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.



UKHSA supports the UN  
Sustainable Development Goals

