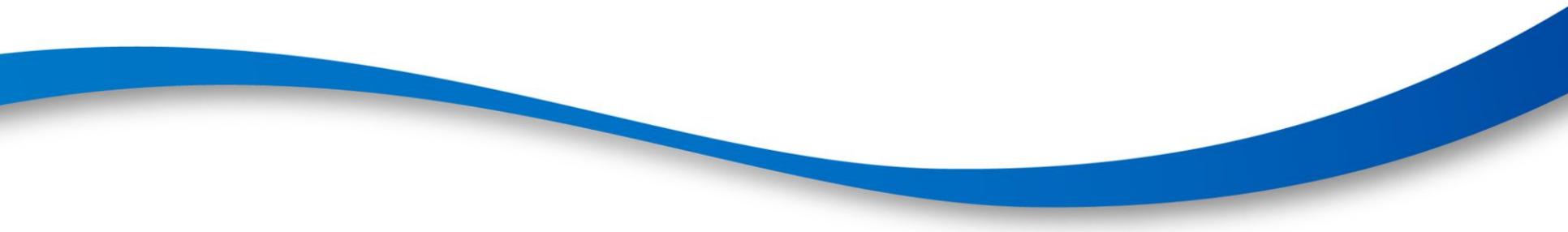
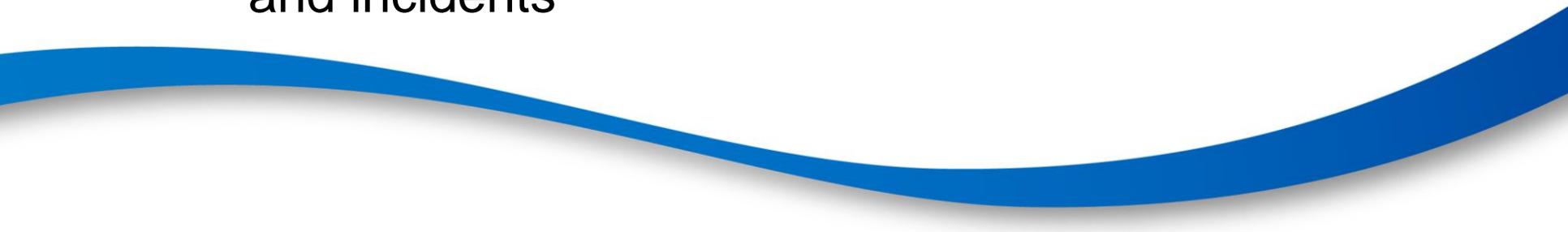


# Using the NHSBT Specialist Services Electronic Reporting System (Sp-ICE)

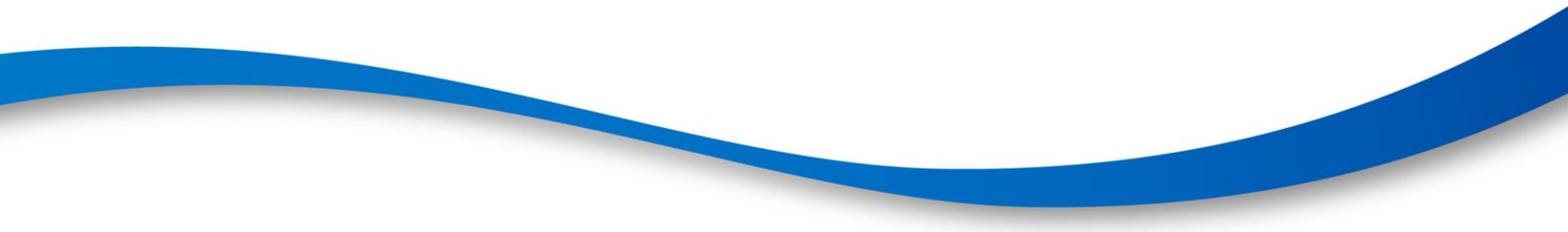
Updated 02/08/2023 for Sp-ICE v7.1.9

A thick, blue, wavy graphic that curves across the bottom of the page, starting from the left edge and ending at the right edge.

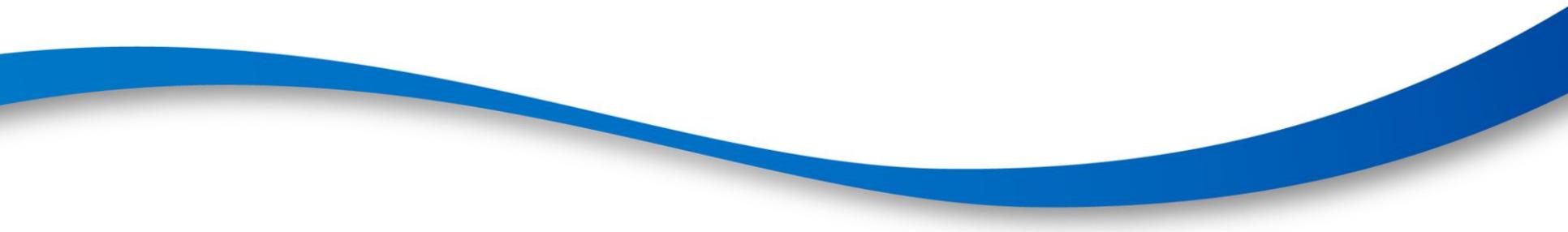
## By the end of this session you will:

- Be able to log on to Sp-ICE
  - Be able to view and print patient reports
  - Be able to view Cumulative Reports
  - Know how amended reports are managed
  - Understand the search options
  - Know how to view reports by location
  - Know how to view latest reports by location
  - Know how to file and un-file a report
  - Know how to view the audit trail
  - Know how to close Sp-ICE
  - Know the support arrangements
  - Know how to report system adverse events and incidents
- 

# Logging on to Sp-ICE



## Getting to the Sp-ICE log in screen

- To access Sp-ICE Live you must access via Microsoft Edge once your IT department has configured the Sp-ICE URL to run in Internet Explorer mode of Edge
  - Sp-ICE cannot be accessed via Chrome.
  - The file path once in Internet Explorer is <https://edilive.nhsbt.nhs.uk/icedesktop/>
  - This can be added as favourites on the Edge tabs so you can re-access when needed.
- 

# The Log-in Screen



- Click on the image in the middle of the screen or the **Login** icon on the left.

# The Log-in Screen

icedesktop login

sun just ICE

Username

Password

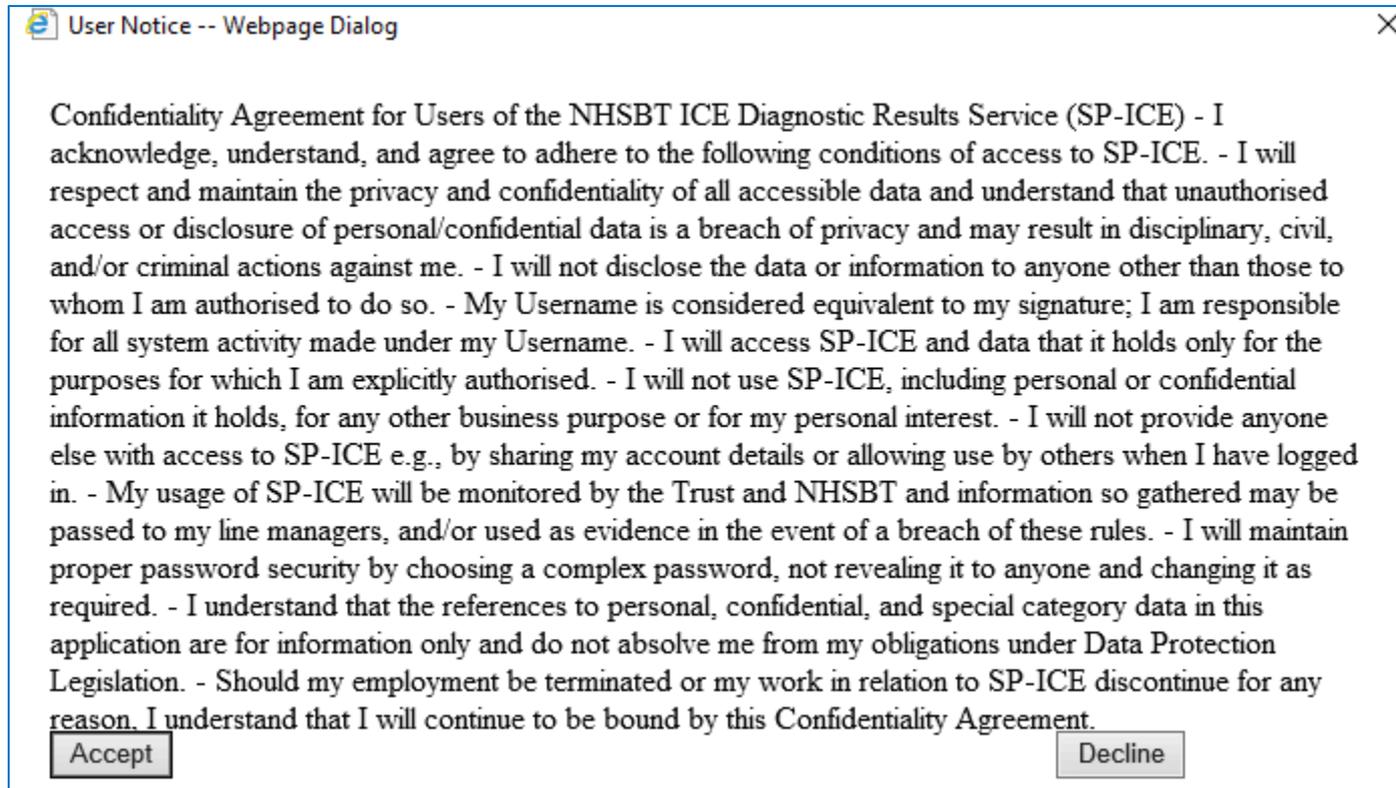
[Forgotten Password?](#)

**Announcements** - posted on 12/09/2012 13:00:00

Any announcements will be displayed on the log in page.

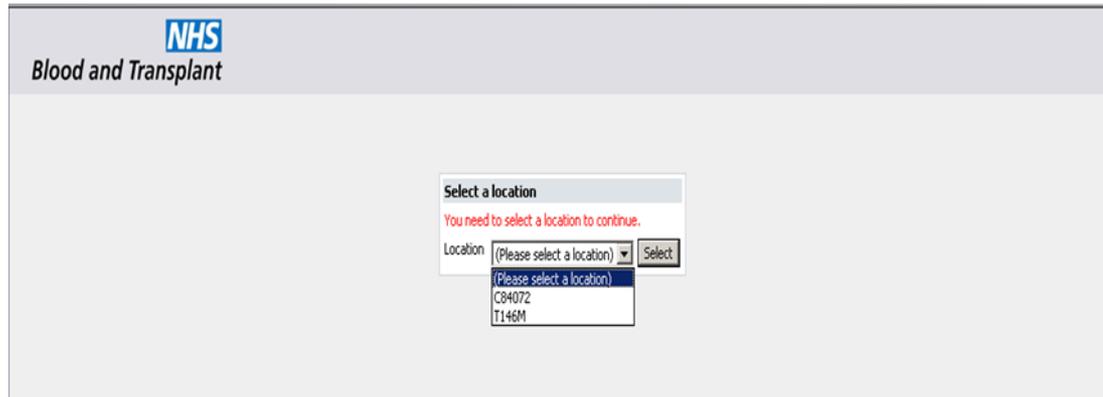
- Announcements – messages relating to system availability will be displayed on the log-in screen
- Enter your Username
- Enter your Password
- For First log-in use the Forgotten Password option
- Click Login or press enter

# Confidentiality Agreement



- Select **Accept** to continue, **Decline** to reject (if you select **Decline** the login screen will be displayed)

# Select Location



The screenshot shows a web form titled "Select a location" within the NHS Blood and Transplant interface. The form includes a header with the NHS logo and the text "Blood and Transplant". Below the header, there is a message in red text: "You need to select a location to continue." The form contains a label "Location" followed by a dropdown menu with the text "(Please select a location)" and a "Select" button. The dropdown menu is open, showing three options: "(Please select a location)", "C8407Z", and "T146M".

- If you have access to more than one location/hospital select a location to continue.

# Reporting

*Displays which hospital the user has logged in as and their username*

The screenshot shows the NHS Blood and Transplant reporting interface. The top right corner displays the user's location and username: Admin Location and User: MOUL0002. The navigation menu on the left includes: Patient Search, Administration, Manuals, Reporting, View Patient Reports, View Reports by Location, View Latest Reports, and Cumulative Reports. The main area shows a search bar and a table of patient records with columns: NHSBT No., Surname, Forename, DOB, Sex, NHS Number, Ward, and Clinician. Red arrows point to the 'Administration' and 'Manuals' tabs in the navigation menu, and the 'View Latest Reports' option. A red arrow also points to the 'Admin Location' and 'User' information in the top right corner.

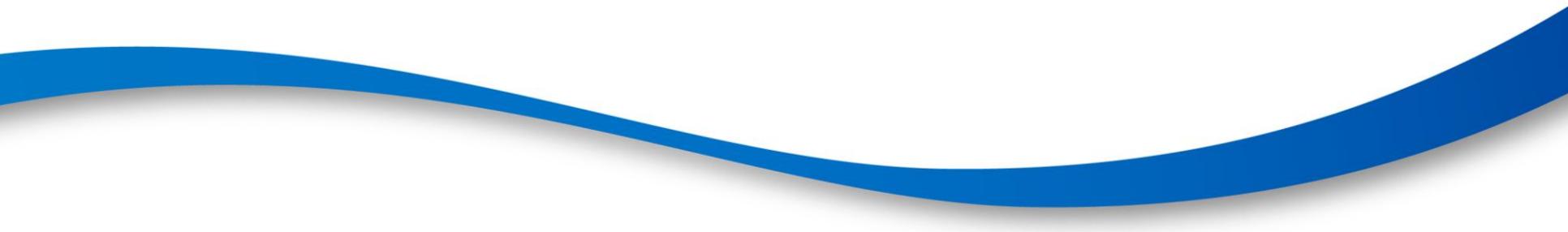
*Administration tab is only available to NHSBT and Hospital administrators*

*Manuals tab is only available to NHSBT administrators*

*Latest reports are only available to users and administrators who can file*

- This window can be used to:-
- **Search for a patient record** – using ‘Patient Search’
- **View Patient Reports** – view reports for the selected patient.
- **View Reports by Location** – displays the reports for a selected location for unfiled and filed reports.
- **Latest Reports by Location** – displays the latest unfiled reports for a selected location.
- **View Cumulative reports** – displays all the previous anti-D/c quantification results or titration results.
- **Create patient lists** – using “Patient Search”.

# Viewing and Printing Patient Reports

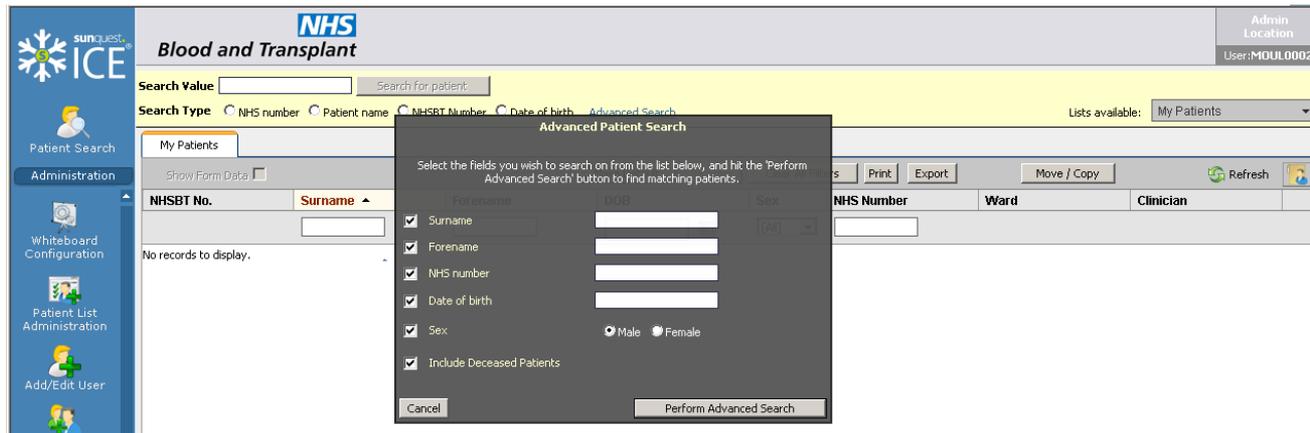


# Viewing and Printing Patient Reports

The screenshot shows the NHS Blood and Transplant patient search interface. On the left is the 'sunquest ICE Patient Search' logo. The main header includes the NHS logo and 'Blood and Transplant' text. In the top right corner, it displays 'Admin Location' and 'User: MOUL0002'. The search area features a 'Search Value' field containing 'smith' and a 'Search for patient' button. Below this, the 'Search Type' section has radio buttons for 'NHS Number', 'Patient Name' (which is selected), 'NHSBT Number', and 'Date of Birth', along with a link for 'Advanced Search'. To the right of the search type is a 'Lists available:' dropdown menu showing 'My Patient List'. At the bottom of the search area, there are buttons for 'Ward List' and 'My Patients', and a 'Search Results' label. On the far right, there are 'Print' and 'Add To List' buttons.

- Enter search criteria in the **Search Value** field
- Select the **Search for patient** button. If a patient is found they will be displayed, if more than one patient is found using the search criteria they will be displayed in a list.
- **If patient records have been merged in Hematos the patient may have more than one NHSBT number.**

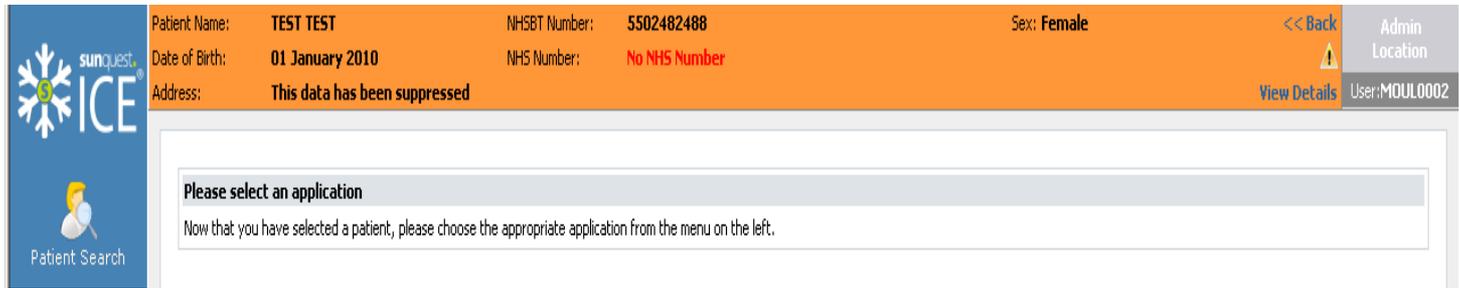
# Advanced Search



- An advanced search is available which enables you to enter multiple search parameters.

# Patient Demographics

- Select the patient from the resulting list by highlighting the correct record.



The screenshot displays the NHS Blood and Transplant Patient Search interface. On the left is a blue sidebar with the 'sunquest ICE' logo and a 'Patient Search' button. The main content area has an orange header bar with the following patient information:

Patient Name:	TEST TEST	NHSBT Number:	5502482488	Sex:	Female	<< Back	Admin Location
Date of Birth:	01 January 2010	NHS Number:	No NHS Number				
Address:	This data has been suppressed					View Details	User: MOUL0002

Below the header bar is a grey box with the text: 'Please select an application' and 'Now that you have selected a patient, please choose the appropriate application from the menu on the left.'

*NB patient identifiable data has been removed from this screenshot for confidentiality reasons*

- The selected patient demographics are displayed at the top of the window

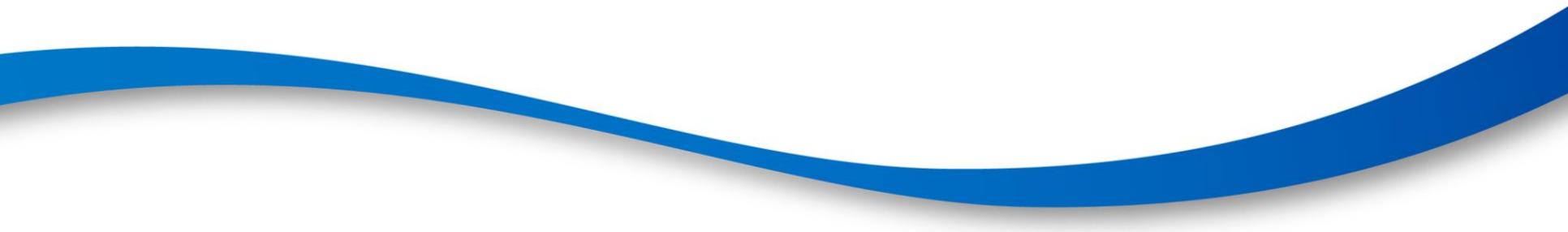
# Patient Alerts

- Patient Alerts have been configured so that patients with clinically significant Red Cell Antibodies and / or Special Blood Requirements are easily identifiable
- These patients will be displayed with a Warning Triangle  in the first column

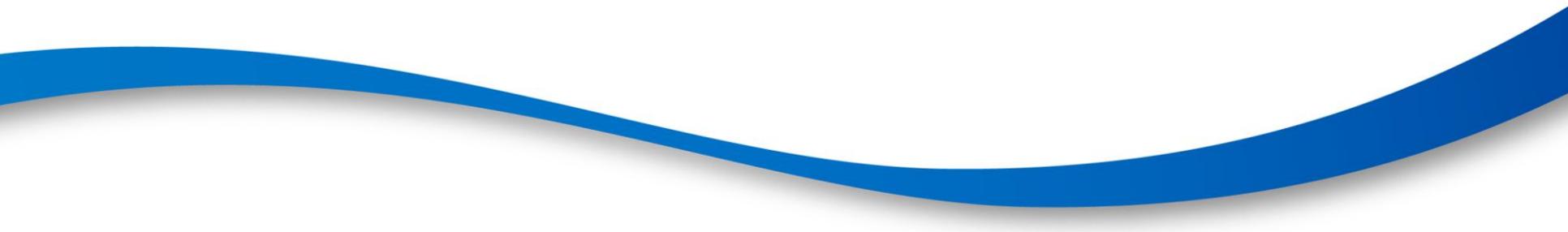
The screenshot shows the NHS Blood and Transplant patient search interface. The search results table is as follows:

	NHSBT No.	Surname	Forename	DOB	Sex	NHS Number	List
	5502483843	TEST	A	01/01/1988	F		<input type="checkbox"/>
	5502483894	TEST	B	01/01/1981	M		<input type="checkbox"/>
	5502483931	TEST	C	01/01/1982	F		<input type="checkbox"/>
	5502488599 HOSP888-RHQHH	TEST	COMPLUS	01/01/2001	M		<input type="checkbox"/>
	5502483958	TEST	D	01/01/1983	M		<input type="checkbox"/>
	1103829618	TEST	DONOR	01/01/2016	M		<input type="checkbox"/>
	1103811178	TEST	DONOR3MAY2015	03/01/2015	M		<input type="checkbox"/>
	5502483974	TEST	E	01/01/1984	F		<input type="checkbox"/>
	5502483982	TEST	F	01/01/1985	F		<input type="checkbox"/>
	550248407-	TEST	G	01/01/1986	F		<input type="checkbox"/>
	5534142226	TEST	GENOTYPE				<input type="checkbox"/>
	5502472976	TEST	IMPORT41	01/01/1974	M		<input type="checkbox"/>

# Patient Alerts

- The following Red Cell Antibody Patient Alerts have been configured:
  - Anti-Fya, Anti-Fyb, Anti-Jka, Anti-Jkb, Anti-K, Anti-k, Anti-Kpa, Anti-Kpb, Anti-Lea, Anti-Leb, Anti-Lua, Anti-Lub, Anti-M, Anti-N, Anti-S, Anti-s, Anti-U, Anti-D, Anti-C, Anti-E, Anti-c, Anti-e, Anti-Cw
  - Once a listed antibody has been detected and reported by NHSBT, the alert will remain on the patient's record
- 

# Patient Alerts

- The following Special Blood Requirement Patient Alerts have been configured:
    - CMV negative products required
    - Irradiated products required
    - Washed products required
    - Washed and irradiated products required
    - IgA deficient products required
    - Sickle neg Rh matched products required
    - HEV negative products required
  - These alerts only display if the hospital has informed NHSBT, and can be removed by NHSBT on request.
- 

# Patient Alerts

- Selecting a patient with an alert will display the following:

sunquest ICE

Patient Name: TEST TEST    NHSBT Number: 5502482488    Sex: Female    << Back    Admin Location

Date of Birth: 01 January 2010    NHS Number: No NHS Number    ⚠    User: MOUL0002

Address: This data has been suppressed    View Details

Please select an application

Now that you have selected a patient, please choose the appropriate application from the menu on the left.

Patient Search

- Clicking on the Warning Triangle  displays the alert assigned:

sunquest ICE

Patient Name: TEST TEST    NHSBT Number: 5502482488    Sex: Female    << Back    Admin Location

Date of Birth: 01 January 2010    NHS Number: No NHS Number    ⚠    User: REES0001

Address: This data has been suppressed    View Details

Alerts for patient TEST TEST -- Webpage Dialog

The following alerts are assigned:

⚠ **Anti-K**  
*Anti-K*  
 High This alert has not been actioned

Patient Search

Administration

Whiteboard Configuration

# View Patient Reports

- Once the correct patient has been selected click on the **View Patient Reports** icon.

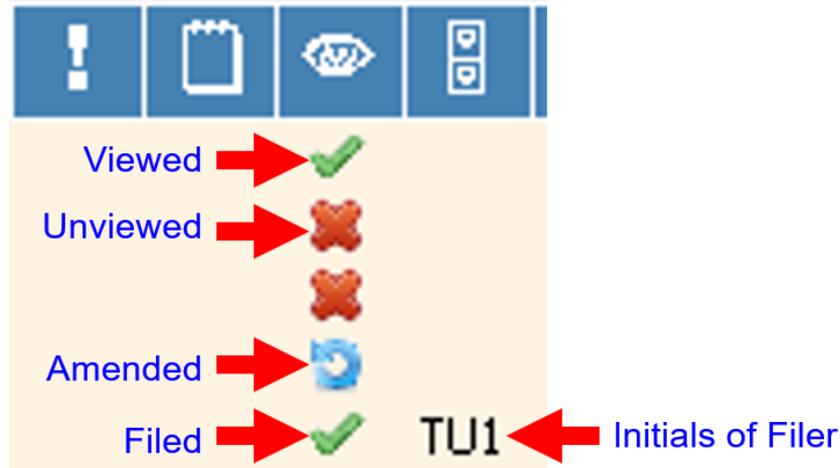
The screenshot shows the 'View Patient Reports' interface. The sidebar on the left has 'View Patient Reports' selected. The main area contains search filters: Location (All locations), Filter by specialty (All specialties), and Requesting Clinician (All Clinicians). There are also date filters for 'Show reports up to' (23/03/2017) and 'Show reports from' (18/03/2017), a 'Show' dropdown (All reports), and an 'Investigation' dropdown (All Investigations). A 'Search' button is present. Below the filters are navigation buttons: '<<< Earlier reports', 'Later reports >>>', and 'Print last 1 reports'. A table of reports is displayed below, with columns for Status, Investigation, Requesting Clinician, Location, Sample Number, Sample Taken, Sample Received, and Reported. A red arrow points to the 'View Patient Reports' icon in the sidebar, and another red arrow points to the 'Earlier reports' button.

!	📱	👁️	📄	Status	Investigation	Requesting Clinician	Location	Sample Number	Sample Taken	Sample Received	Reported
!	✓			F	ABO/RhD group, ...	STANDEN,G	RA701	0990310198050M	13 Mar 2017	14 Mar 2017	14 Mar 2017 11:32
!	✓			F	ABO/RhD group, ...	STANDEN,G	RA701	09903101980498	12 Mar 2017	13 Mar 2017	14 Mar 2017 11:27
!	✓			F	ABO/RhD group, ...	STANDEN,G	RA701	0990310198048A	11 Mar 2017	12 Mar 2017	14 Mar 2017 11:23

*NB patient identifiable data has been removed from this screenshot for confidentiality reasons*

- The patient reports are now displayed in most recent report date order.
- To navigate through pages of reports use the **Earlier reports** and **Later reports** buttons respectively. You will only be able to view reports for locations (hospitals) that you have been granted access to.
- This sign  indicates that the sample has atypical results e.g. red cell antibodies have been detected.

# Viewed Status



- It is possible to see if a report has been viewed, filed or amended.

# Individual Reports

- To view an individual report highlight it by clicking the left mouse button.
- The patient's report is displayed.

Patient Name: **PATIENT TEST**    NHSBT Number: **5502476547**    Sex: **Male**    << Back    Admin Location  
 Date of Birth: **01 February 1969**    NHS Number: **No NHS Number**    View Details    User: MOUL0002  
 Address: **This data has been suppressed**

File   File & Next   Back   Cumulative   Print   Hide   Audit Trail

Reported	Specialty	Location	Clinician	Status
14 Mar 2017 11:27	RCI Reference	RA701	<input type="text"/>	F

Additional information is available for this report  
 • [RCI Report \(14 Mar 2017 12:04\)](#)

A limited data set is displayed below. For full test results you must open the PDF report by clicking the link above.

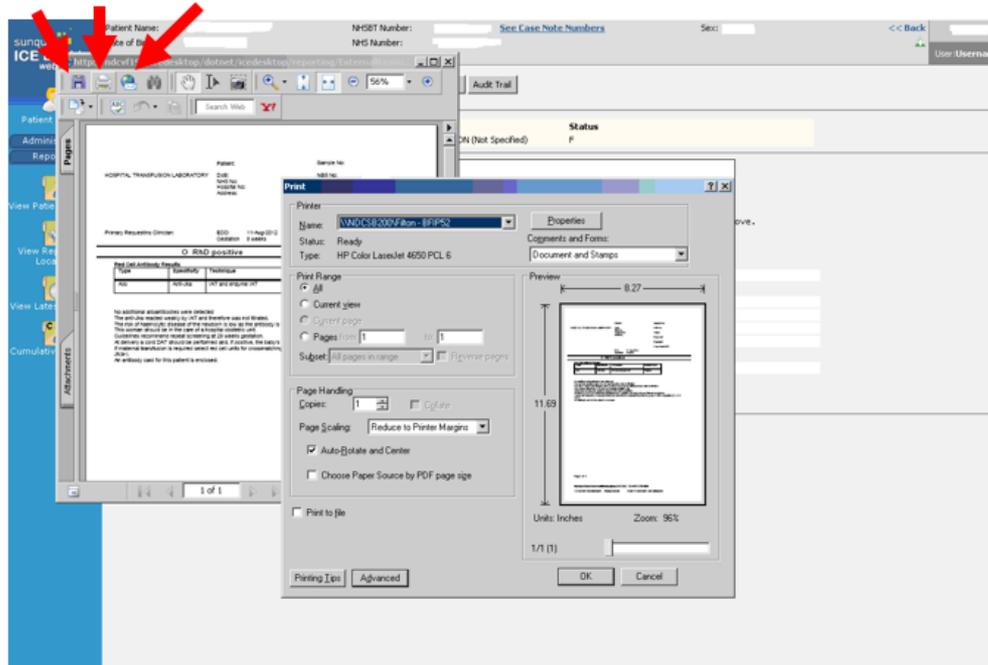
Sample:  (Patient)    Collected 12 Mar 2017 00:00    Received 13 Mar 2017 11:15

NB If no sample collected date is provided the PDF report will state "No date given" however the dataset will report the 'Collected' date as the 'Received' date.

- To navigate between earlier and later reports when viewing a report click on the backward and forward arrows (these arrows are greyed out when there is only one report).
- **A subset of results for RCI requests will be displayed within the Sp-ICE browser with a link to the PDF report. For H&I results there will be a link to the PDF report only with the exception of B27 reports.**
- **Please do not print the limited data set on the web browser particularly as the number displayed in the top left hand corner of the print out, labelled as the Hospital Number is the NHSBT number, (this will be amended in a later version).**

# Printing the PDF Report

Save. Print. Email.

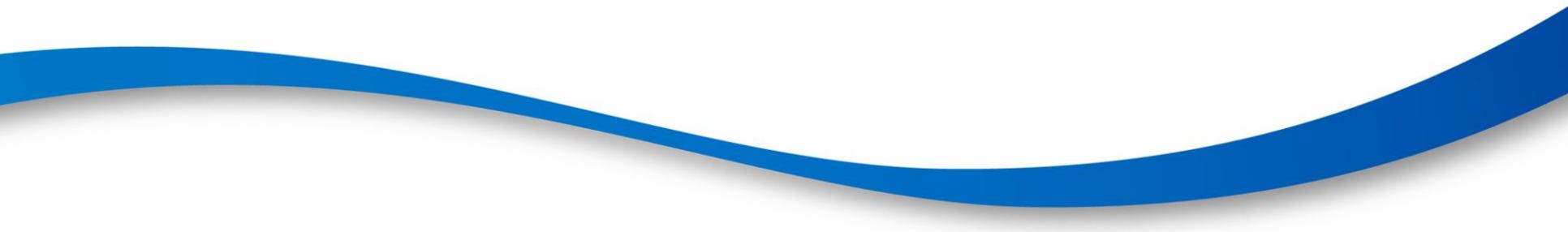


The PDF is displayed in Adobe viewer where you can do the following:

- Save the PDF report to a local drive
- Print the PDF report to a local printer
- Email a link to the PDF report to another person
- NB The icons or functionality may vary depending on the Adobe version used
- It is possible to copy and paste the PDF report

- Please ensure you comply with NHS data security guidelines when sharing patient information.

# Cumulative Reports

- Cumulative reports are available for titration or quantification results.
  - It is possible to see all the previous anti-D/c quantification results or titration results for a patient (providing you have access to the appropriate locations).
  - It is possible to produce graphs showing the cumulative results.
- 

# Cumulative Reports

The screenshot displays the sunquest ICE interface for a patient named TEST TEST. The patient's details include a date of birth of 01 January 2010 and a sex of Female. The address is suppressed. The interface shows a navigation bar with buttons for File, File & Next, Back, Cumulative, Print, Hide, and Audit Trail. A table lists reported results, including a report from 14 Mar 2017 11:27. The main content area shows additional information and a limited data set for a sample collected on 12 Mar 2017. The data includes ABO/RhD group (A RhD positive), Antibody Information (Anti-c), and another Antibody Information (Anti-K).

Reported	Specialty	Clinician	Status
14 Mar 2017 11:27	RCI Reference		F

Additional information is available for this report

- [RCI Report \(14 Mar 2017 12:04\)](#)

A limited data set is displayed below. For full test results you must open the PDF report by clicking the link above.

Sample: (Patient) Collected 12 Mar 2017 00:00 Received 13 Mar 2017 11:15

ABO/RhD group	
ABO/RhD group	A RhD positive

Antibody Information	
Antibody Specificity	* Anti-c
Type	ALLO
Technique	IAT
Sample Type	Plasma
Anti-c Quantification	4 IU/mL

Antibody Information	
Antibody Specificity	* Anti-K

- Select the **Cumulative Reports** icon from the left hand tool bar.
- OR
- Select the **Cumulative** button from the individual patient report view.

# Cumulative Reports

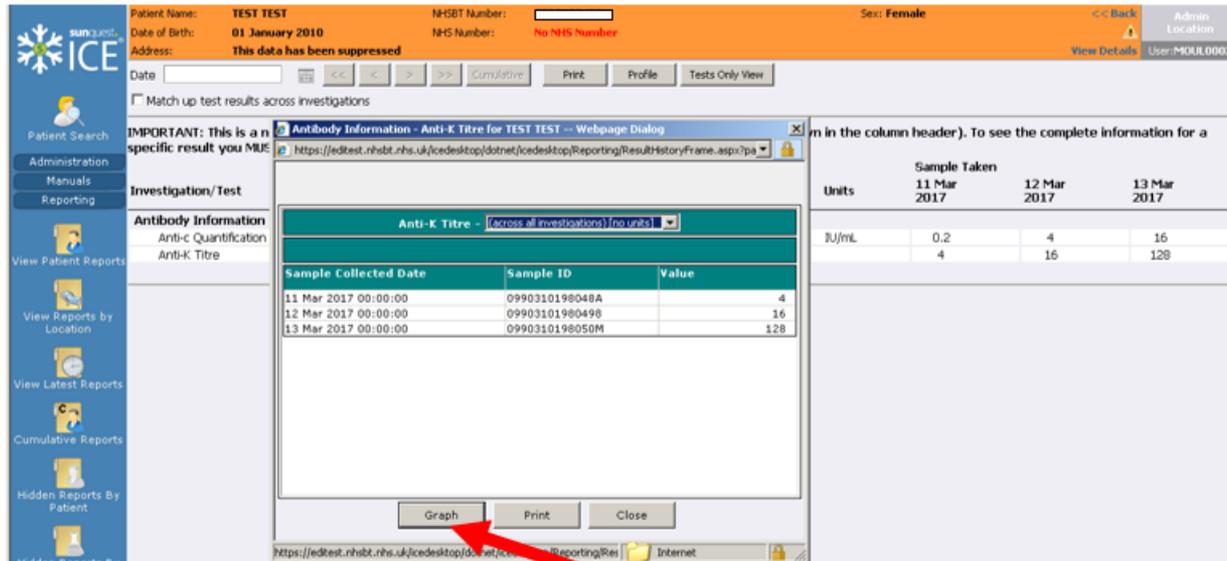
**sunquest ICE**  
 Patient Name: TEST TEST      NHSBT Number: [ ]      Sex: Female      << Back      Admin Location  
 Date of Birth: 01 January 2010      NHS Number: No NHS Number      View Details      User: MDUL0002  
 Address: This data has been suppressed  
 Date: [ ]      << < > >> Cumulative      Print      Profile      Tests Only View  
 Match up test results across investigations  
**IMPORTANT:** This is a numerical summary of results for a sample (UP TO AND INCLUDING the 'Date taken' shown in the column header). To see the complete information for a specific result you MUST open the report PDF.

Investigation/Test	Range	Units	Sample Taken		
			11 Mar 2017	12 Mar 2017	13 Mar 2017
<b>Antibody Information</b>					
Anti-c Quantification		IU/mL	0.2	4	16
Anti-K Titre			4	16	128

End of report

- The **Print** button is used to print out the results cumulatively.
- The number displayed above the barcode in the top left hand corner of the print out is labelled as the Hospital Number but is actually the NHSBT number).
- The 'next' and 'previous' **arrow** buttons enable the user to view earlier or later results.
- To view, save or print a graph select the individual antibody information (Quantification or Titre).
- Maximum of six results on view, latest result on the far right. NB highlighted result is the oldest.

# Cumulative Graphs



The screenshot displays the NHS Blood and Transplant ICE system interface. The patient information at the top includes: Patient Name: TEST TEST, NHSBT Number: [redacted], Date of Birth: 01 January 2010, NHS Number: No NHS Number, Sex: Female, and Address: This data has been suppressed. The system shows a cumulative graph for Anti-K Titre, with a table of results and a 'Graph' button highlighted by a red arrow.

Antibody Information - Anti-K Titre for TEST TEST -- Webpage Dialog

Sample Taken

Units	11 Mar 2017	12 Mar 2017	13 Mar 2017
IU/mL	0.2	4	16
	4	16	128

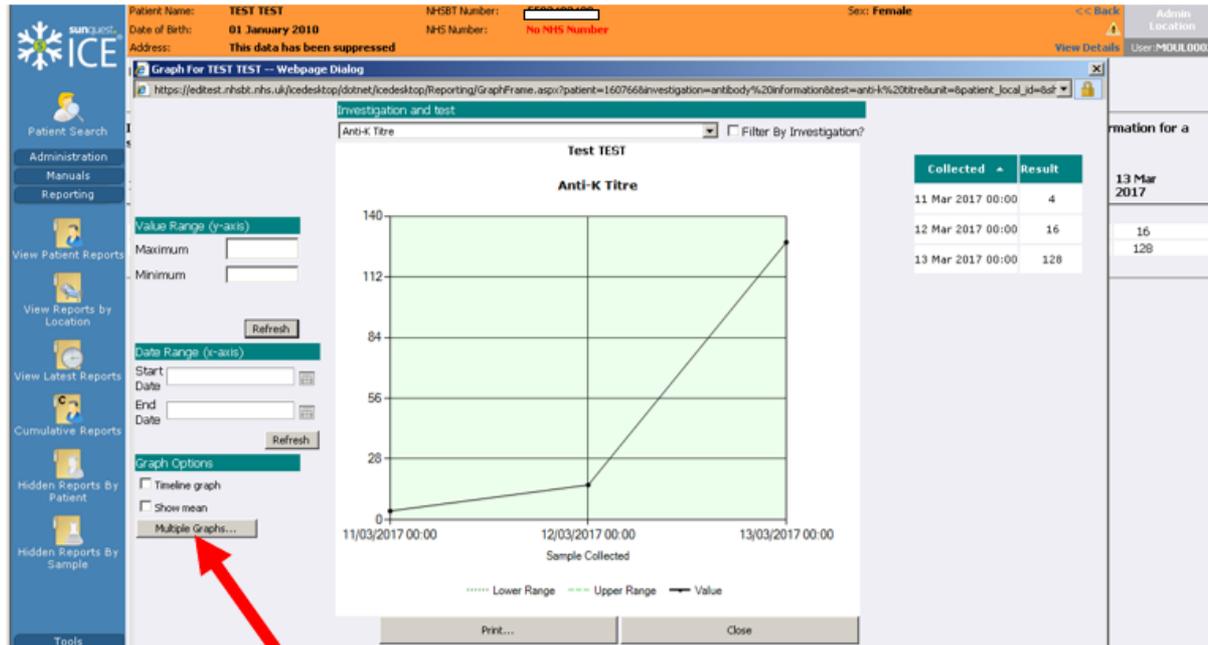
Anti-K Titre - [across all investigations] (no units)

Sample Collected Date	Sample ID	Value
11 Mar 2017 00:00:00	0990310198048A	4
12 Mar 2017 00:00:00	09903101980498	16
13 Mar 2017 00:00:00	0990310198050M	128

Graph Print Close

- The results appear in tabular form, select graph.
- The individual graph appears.

# Cumulative Graphs



- You can select multiple graphs.

# Cumulative Graphs

The screenshot displays the NHS Blood and Transplant ICE (Integrated Clinical Environment) interface. The top header shows patient information: Patient Name: TEST TEST, NHSBT Number: [redacted], Sex: Female, Date of Birth: 01 January 2010, NHS Number: No NHS Number, and Address: This data has been suppressed. The user is identified as MDUL0002.

The main window is titled 'Choose Tests - Webpage Dialog'. It features two columns for selecting tests:

- Antibody Information** (Left Column):
  - Anti-H. Title
  - Value Range: Maximum, Minimum
  - Date Range: Start Date, End Date
  - Graph Option:  Timeline gra,  Show mean,  Multiple Gra
- Antibody Information** (Right Column):
  - Anti-c. Quantification [U/mL]

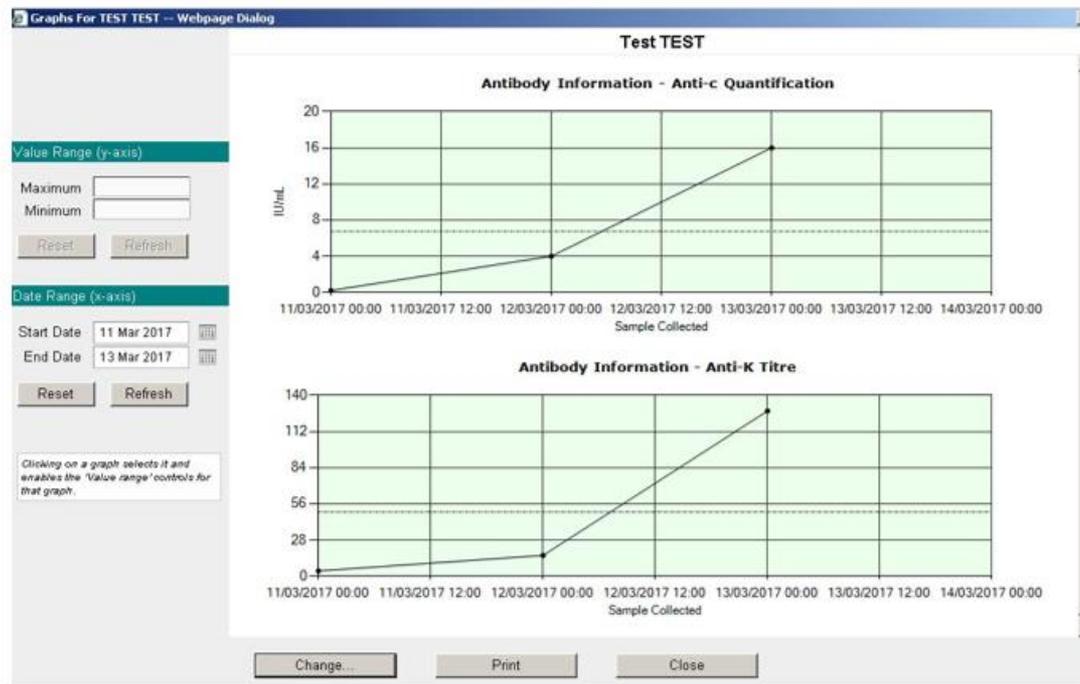
Buttons between the columns include: Add >, Add Investigation >>, Add All >>>, < Remove, << Remove Investigation, <<< Remove All, Save Profile..., Load Profile..., Cancel, and OK. A note at the bottom indicates 'Maximum of 8 tests'.

The left sidebar contains navigation options: Patient Search, Administration, Manuals, Reporting, View Patient Reports, View Reports by Location, View Latest Reports, Cumulative Reports, and Hidden Reports by Patient.

The right sidebar shows a date selector for 13 Mar 2017 and a table with values 16 and 120.

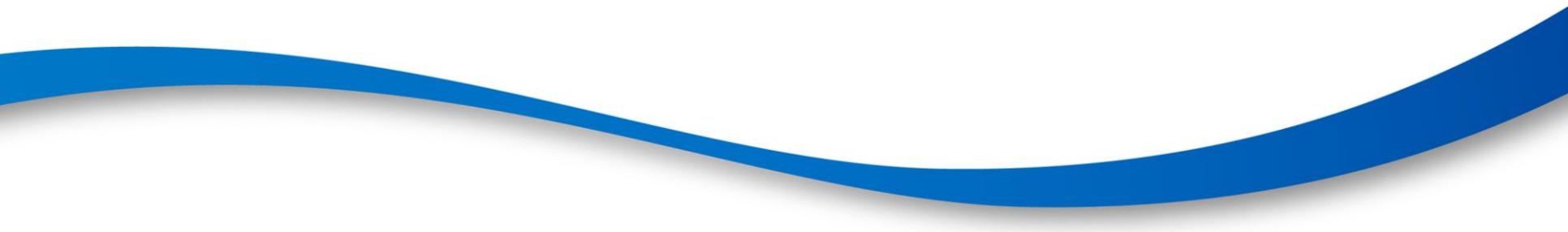
- Select individual Tests or “Add All”
- Select OK

# Cumulative Graphs

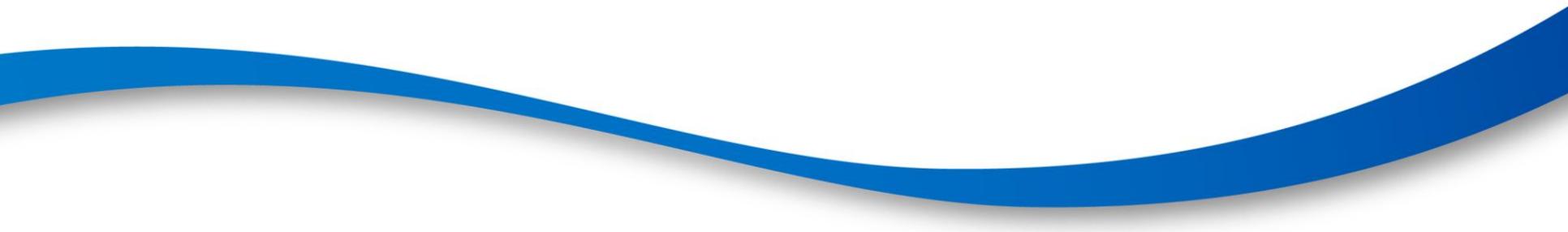


- You can select a Date Range to view results

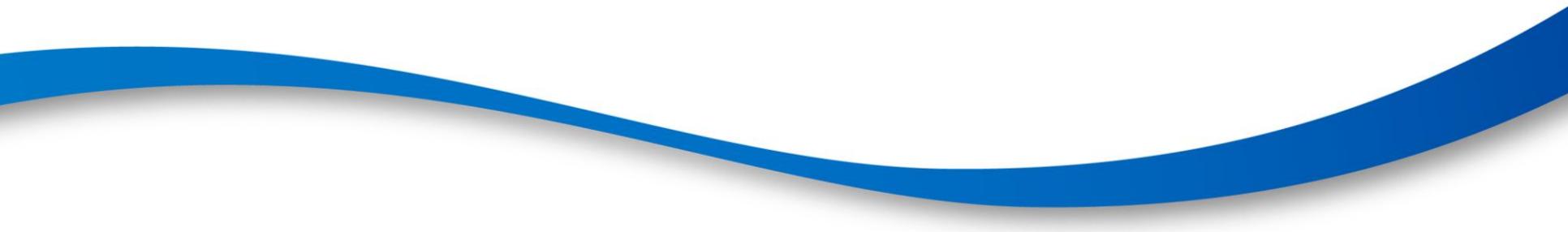
# Amended Reports



# Amended Reports

- If a report is amended the original report will be replaced by the amended report.
  - The updated PDF report will state 'amended report'.
  - NHSBT will endeavour to contact key user/s who have accessed the original report by telephone. In their absence the Lab Manager/deputy will also be informed.
  - NB Some reports may simply be overwritten because they have been reprinted within NHSBT even though the report remains unchanged.
- 

# Viewing Reports



# Viewing Reports

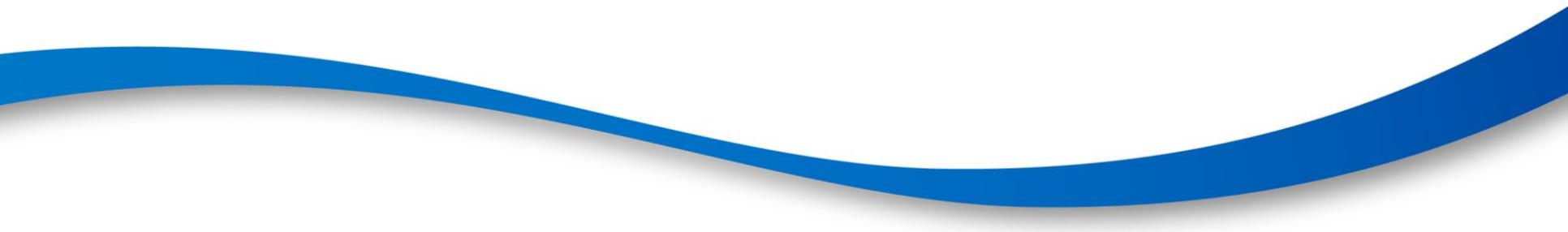
## View Reports by Location:

- Select the **View Reports by Location** icon.
- Reports from the users default location are displayed.
- The process to view a report is identical to that previously described in 'View Patient Reports'

## View Latest Reports (not accessible to all users):

- Select the **View Latest Reports** icon.
- Ensure the correct location code is selected from the drop down list.
- The list of reports for the selected location is displayed.
- Patient reports are accessed as previously described.
- Main benefit - it is a tool to view the most recent reports for a specific location as they are received.
- Once a report is filed it is automatically removed from the **View Latest Reports**

# Search Options



# Search Options

- You can set up a customised profile to include hospitals that you would regularly view results for other than your log in location (details in the User Guide).

The screenshot shows the NHS Blood and Transplant search interface. The interface includes a sidebar with navigation options: Patient Search, Administration, Manuals, Reporting, View Patient Reports, View Reports by Location, and View Latest Reports. The main search area contains the following elements:

- 1**: Requesting Location dropdown menu.
- 2**: Admin Location dropdown menu with a [Clear] button.
- 3**: Requesting Clinician dropdown menu.
- 4**: Filter by speciality dropdown menu (currently set to [All specialities]).
- 5**: Patient List dropdown menu (currently set to None) with a [Clear] button.
- Search button.
- Navigation buttons: <<< Earlier reports, Later reports >>>.
- Report filters: Show reports up to (24/03/2017), Show reports from (19/03/2017), Show reports for last (5) days.
- Show dropdown menu with options: All reports, Unified reports only, Filed reports only, Viewed Reports only, Unviewed Reports only, Amended Reports only.
- Investigation dropdown menu with a [Clear] button.
- Buttons: Print, last, Request.

Below the search area is a table header with columns: Status, NHSBT Number, Name, Sex, DOB, Investigation, Requesting Clinician, Sample Taken, and Reported. The table currently displays "No records found".

- Note: Once search criteria are selected for **Latest Reports by Location** or **View Reports by Location**, the same parameters are applied when toggling between the screens.

# Search Options

- The Latest Report by Location and View Reports by Location screens have various search options.

<b>Location (1)</b>	Leave as "Requesting Location"
<b>Location (2)</b>	Defaults to users log in location or profile set by user. Select "[Clear]" to obtain "[All locations]" followed by "Search", a drop down list is then available from which to select an alternative location, once selected click on "Search".
<b>Filter by Speciality</b>	Select speciality from drop down list.
<b>Clinician (3)</b>	Leave as "Requesting Clinician"
<b>Clinician (4)</b>	Leave as "All Clinicians" or open web page dialogue box and search for clinician
<b>Patient List</b>	Leave as "None"
<b>Show reports up to</b>	Select the radio button and enter the date up to which you wish to display any available reports (this is the default option and is automatically set to the current date)
<b>Show reports from</b>	Select the radio button and enter the date from which you wish to display any available reports
<b>Show reports for last x days</b>	Select the radio button and select the number of days from the drop down list for which to view previous reports
<b>Show</b>	Select option from drop down list: <ul style="list-style-type: none"> <li>All reports – displays filed, unfiled and amended reports</li> <li>Unfiled reports only (not available on View Latest Reports)</li> <li>Filed reports only (not available on View Latest Reports)</li> <li>Viewed reports only</li> <li><u>Unviewed</u> reports only</li> <li>Amended Reports only</li> </ul>
<b>Investigations (5)</b>	Use to filter investigations/tests – see next page.
<b>Print last x reports</b>	Do not print from this option it does not print the full PDF report

# Filter by Investigation

- Select 'View Reports by Location' or 'View Latest Reports'
- Click into the **Investigation** box and type in a letter e.g. 'H' (5)
- All investigations that include the letter H will be listed in the drop down
- Select the desired Investigation and click 'Search'
- H+I Disease Association will display just the HLA B27 results
- Typing the NHSBT function will display all reports for that function e.g. 'H+I' will display ALL H&I reports, 'SCI' will display ALL SCI reports

The screenshot shows the NHS Blood and Transplant search interface. The top header includes the NHS logo and 'Blood and Transplant'. Below the header, there are several search filters: 'Requesting Location' (set to '[All locations]'), 'Filter by specialty' (set to '[All specialties]'), 'Requesting Clinician' (set to 'All Clinicians'), and 'Patient List' (set to 'None'). On the right side, there are radio buttons for 'Show reports up to' (04/01/2013), 'Show reports from' (30/12/2012), and 'Show reports for last' (5 days). Below these, there is a 'Show' dropdown (set to 'All reports') and an 'Investigation' dropdown (set to 'H'). The 'Investigation' dropdown is open, showing a list of options: 'H+I Disease Association', 'H+I Report', and 'ABO/RhD group'. There are also 'Search', 'Print', and 'last' buttons. At the bottom, there is a table header with columns: Status, NHSBT Number, Name, Sex, DOB, Investigation, Requesting Clinician, Sample Taken, and Report.

**N.B. If you wish to change your search parameters after using the Investigation field you MUST click (Clear)**

# Filter by Speciality

- Select 'View Reports by Location' or 'View Latest Reports' Click 'Filter by speciality' drop down

The screenshot shows the NHS Blood and Transplant search interface. The 'Filter by speciality' dropdown menu is open, displaying a list of specialities. A red arrow points to the dropdown menu. The interface includes fields for 'Requesting Location', 'Requesting Clinician', 'Patient List', 'Investigation', and 'Showing reports up to' and 'from' dates. The 'Showing reports up to' date is 24/09/2013 and 'from' is 19/09/2013. The 'Showing reports for last' is 5 days. The 'Show' button is set to 'All reports'. The 'Investigation' field is set to 'All Investigations'. The 'Print' button is visible. The 'Requesting User' field is empty. The table below the search results is empty, with columns for 'Sex', 'DOB', 'Investigation', 'Requesting Clinician', and 'Sample'.

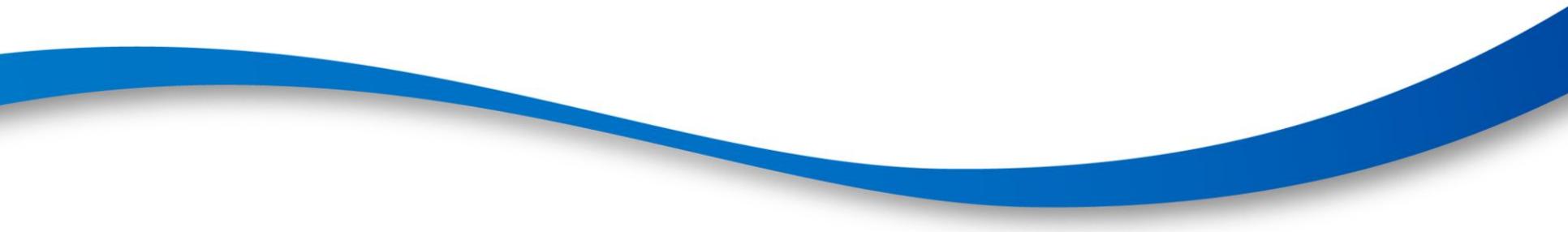
Sex	DOB	Investigation	Requesting Clinician	Sample
No records found				

- Select the desired Speciality and click 'Search'.
- If the expected report is not displayed against a specific H&I Speciality use the Filter by Investigation search process

# Filter by Speciality

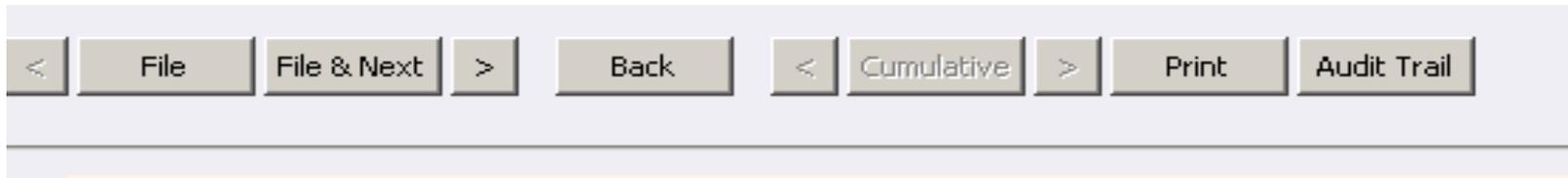
Department	Speciality	Report Dates
<b>RCI</b>	All RCI referrals (latest report only). Excluding routine antenatals and antibody cards.	31 <sup>st</sup> Oct 2006 – 8 <sup>th</sup> Nov 2011
	All RCI referrals	Nov 9 <sup>th</sup> 2011 – 27 <sup>th</sup> Nov 2013
	RCI reference	From 27 <sup>th</sup> Nov 2013
	RCI antenatal	From 27 <sup>th</sup> Nov 2013
	Transplant titration	From 27 <sup>th</sup> Nov 2013
<b>RCI/IBGRL</b>	RCI reference or antenatal with linked IBGRL <b>genotype report</b> .	From 27 <sup>th</sup> Nov 2013
<b>RCI/IBGRL</b>	RCI reference or antenatal with linked IBGRL <b>red cell report</b>	From 8 <sup>th</sup> May 2014
<b>IBGRL Molecular Diagnostics</b>	IBGRL, all fetal blood group genotyping from maternal plasma, full genotyping (for common blood group antigens), Rh genotyping, paternal <i>RHD</i> zygosity testing and fetal sex typing	From 27 <sup>th</sup> Nov 2013
<b>H&amp;I</b>	H&I Haematology	From 28 <sup>th</sup> Nov 2012
	H&I Cardiothoracic Transplantation	From 28 <sup>th</sup> Nov 2012
	H&I Granulocyte Immunology	From 28 <sup>th</sup> Nov 2012
	H&I Liver and Visceral Transplantation	From 28 <sup>th</sup> Nov 2012
	H&I Renal Transplantation	From 28 <sup>th</sup> Nov 2012
	H&I Solid Organ Transplantation	From 28 <sup>th</sup> Nov 2012
	H&I Transplant Haematology	From 28 <sup>th</sup> Nov 2012
	H&I Platelet Immunology	From 28 <sup>th</sup> Nov 2012
	H&I Corneal Transplantation	From 28 <sup>th</sup> Nov 2012
	H+I - Stem Cell Summary	From 31 <sup>st</sup> July 2015
	H+I Immunogenetics	From 31 <sup>st</sup> July 2015
<b>CMT (or SCI)</b>	SCI - Donation	From 31 <sup>st</sup> July 2015
	SCI - Final (Stock)	From 31 <sup>st</sup> July 2015
	SCI - Transplant (issue)	From 31 <sup>st</sup> July 2015
	SCI - Post Transplant Follow up	From 31 <sup>st</sup> July 2015

# Filing and Unfiling a Report

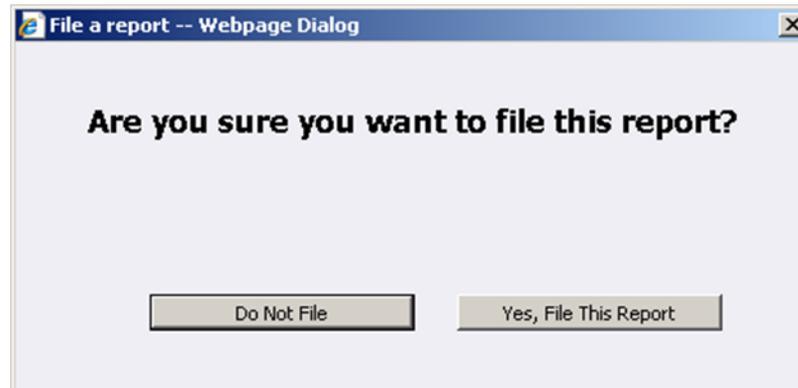


# Filing a Report

- Log in to the correct location.
- Access **View Latest Reports** (not accessible to all users)
- Select the patient report to view.
- Select the **File** button

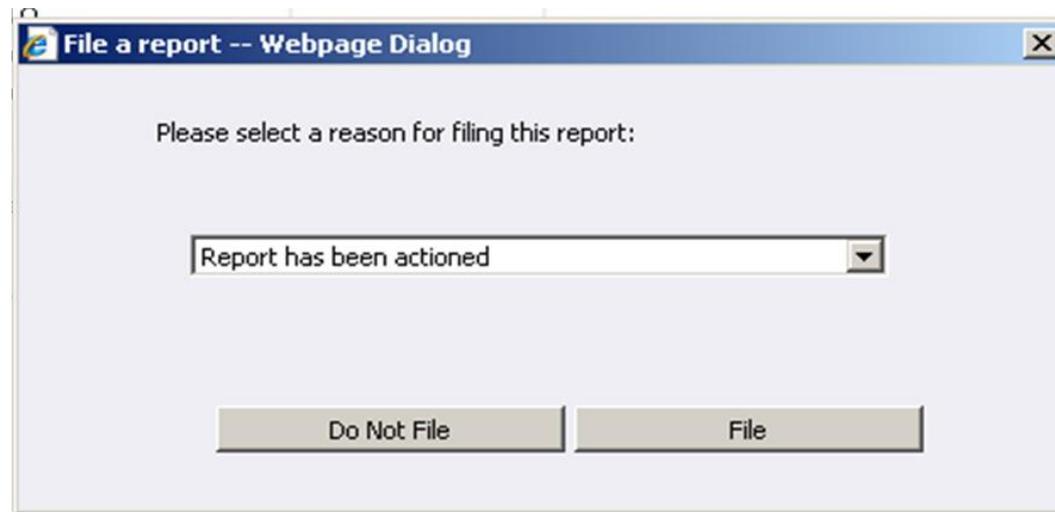


- The following message is displayed:



# Filing a Report

- If you select **Do Not File** you will be returned to the report.
- If you select **Yes, File This Report** the following dialog box is displayed:



- Select the correct reason for filing the report and select file.

# Un-filing a report

- Select **View Reports** by Location from the tool bar
- Select the location for which you wish to display reports and ensure that the **Show** is set to '**All reports**'.

The screenshot shows the iCedesktop interface with the following filters and settings:

- Requesting Location: Hosp A
- Filter by specialty: [All specialties]
- Requesting Clinician: All Clinicians
- Patient List: None
- Show reports up to: 27/07/2012
- Show reports from: 22/07/2012
- Show reports for last: 5 days
- Show: All reports
- Investigation: All Investigations
- Print: last 1 reports

The table below displays the search results:

Status	NHSBT Number	Name	Sex	DOB	Investigation	Requesting Clinician	Sample Taken	Report
GM	55324		F	12/05/1932	ABO/RhD group, ...	HEAD OF BLOOD TRANSFUSION	09 Jan 2012	09 Jan 2012
GM	55324		F	19/03/1992	ABO/RhD group, ...	HEAD OF BLOOD TRANSFUSION	06 Jan 2012	09 Jan 2012
	55324		M	17/02/1934	ABO/RhD group, ...	HEAD OF BLOOD TRANSFUSION	06 Jan 2012	06 Jan 2012
	55324		F	04/07/1976	ABO/RhD group, ...	HEAD OF BLOOD TRANSFUSION	06 Jan 2012	06 Jan 2012
TU1	55324		F	24/04/1974	ABO/RhD group, ...	HEAD OF BLOOD TRANSFUSION	06 Jan 2012	06 Jan 2012
TU1	55287	KEMP, Joan	F	22/12/1942	ABO/RhD group, ...	HEAD OF BLOOD TRANSFUSION	06 Jan 2012	06 Jan 2012

A tooltip for the TU1 report (NHSBT 55287) shows: "Filed by Test User 1 (Test User 1) 24 Jul 2012 16:21 Reason: Report has been actioned".

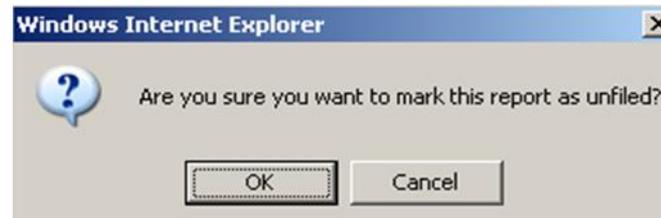
- Select **Search** to display available reports.
- Both filed and unfiled reports for that location will be displayed.
- A report that has been filed will be marked by the filer's initials in the fourth column. (Information relating to who filed the report and the reason for filing can be seen if you hover the mouse over the initials.)

# Un-filing a report

- Select the filed report and then select **Unfile**.

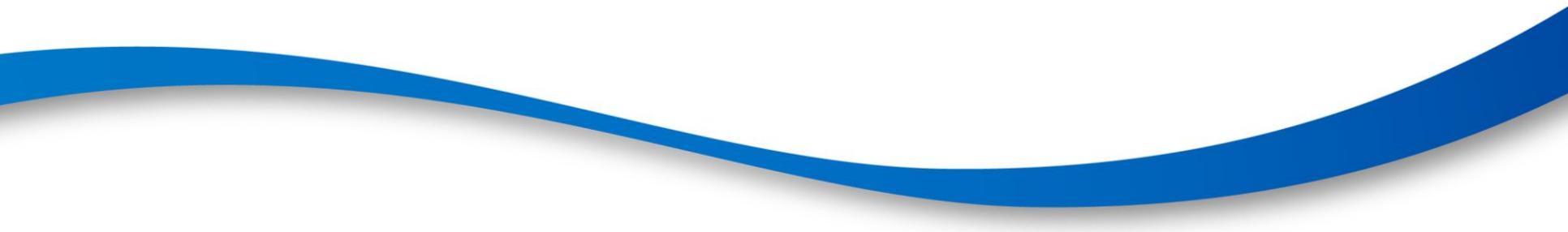


- Select OK for 'Are you sure you want to mark this report as unfiled?'



- The report is available through the **Latest Report by Location** view again.

# Audit Trail



# Audit Trail

Patient Name: **TEST TEST**      NHSBT Number: **5532230556** [See Case Note Numbers](#)      Sex: **Female**  
 Date of Birth: **24 January 1985**      NHS Number: **No NHS Number**

< Unfile File & Next >    Back    < Cumulative >    Print    Audit Trail

Reported	Specialty	Location	Clinician	Status
20 Aug 2012 14:51	RCI	T146M	KIELY, BARBARA (Not Specified)	F

Filed by **HA Test1** (Test Test) at 22 Aug 2012 11:23, Reason: Report has been actioned

Additional information is available for this report

- [RCI Report \(20 Aug 2012\)](#)

A limited data set is c

Sample 09913110201055 (F

**ABO/RhD group**

**Antibody Information**

**Antibody Specificity**

**Type**

**Technique**

**Sample Type**

**Anti-D Quantitation**

**Antibody Information**

**Antibody Specificity**

**Type**

**Technique**

**Sample Type**

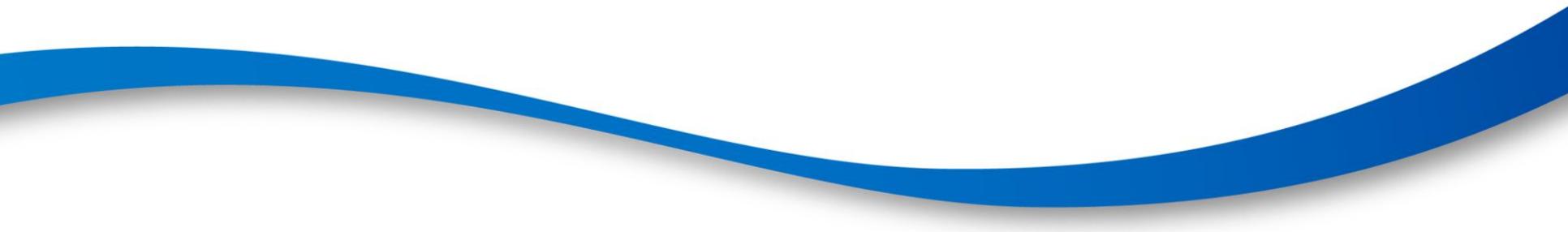
**Anti-K Titre**

**Audit Trail For Report 09913110201055 -- Webpage Dialog**

Date	Username	Full Name	Action	Reason
22 Aug 2012 11:24	HA Test1	Test Test	Report viewed	
22 Aug 2012 11:23	HA Test1	Test Test	Report viewed	
22 Aug 2012 11:23	HA Test1	Test Test	Report filed	Report has been actioned.
22 Aug 2012 11:22	HA Test1	Test Test	Report viewed	
22 Aug 2012 11:21	APLI0001	Heather Aplin	Report viewed	
22 Aug 2012 11:21	APLI0001	Heather Aplin	Report viewed	
22 Aug 2012 10:26	mellor0009	NHSBT Gordon Mellor	Report viewed	
22 Aug 2012 10:26	mellor0009	NHSBT Gordon Mellor	Report viewed	
22 Aug 2012 10:26	mellor0009	NHSBT Gordon Mellor	Report viewed	
22 Aug 2012 09:29	APLI0001	Heather Aplin	Report viewed	
22 Aug 2012 08:07	kiely0001	Barbara Kiely	Report viewed	
21 Aug 2012 16:05	APLI0001	Heather Aplin	Report viewed	
21 Aug 2012 14:20	APLI0001	Heather Aplin	Report viewed	
21 Aug 2012 14:20	APLI0001	Heather Aplin	Report viewed	
21 Aug 2012 14:09	APLI0001	Heather Aplin	Report viewed	
21 Aug 2012 14:08	APLI0001	Heather Aplin	Report viewed	
21 Aug 2012 14:07	APLI0001	Heather Aplin	Report viewed	

- There is a full audit trail of report access

# Creating & Amending Patient Lists



# Adding a patient to a List

- Search for a patient
- Select a list from the 'Lists available: drop down list e.g. 'My Patients.'

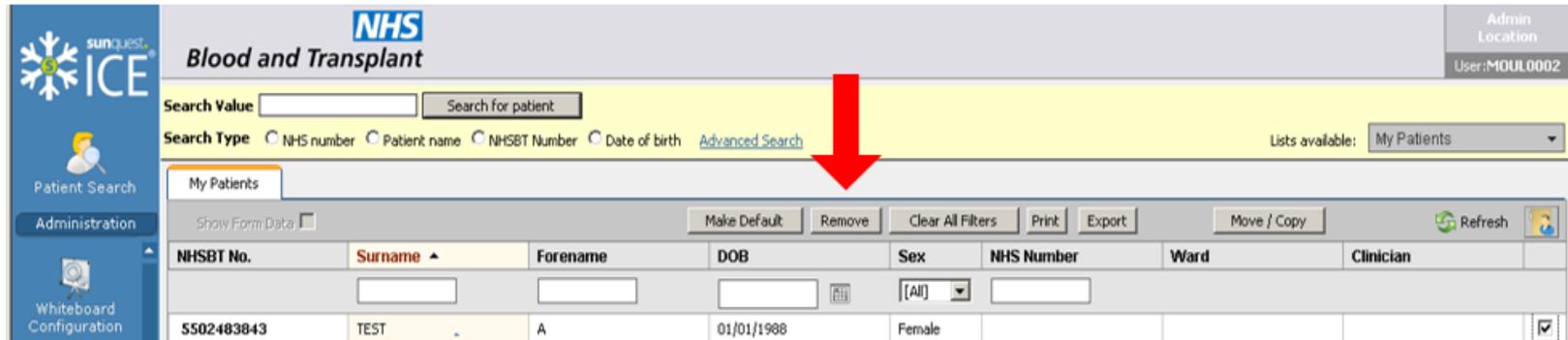


- Click on the 'List' box to tick
- Click the 'Add to List' button



- Patient appears on list e.g. 'My Patients'.

# Removing a patient from a List

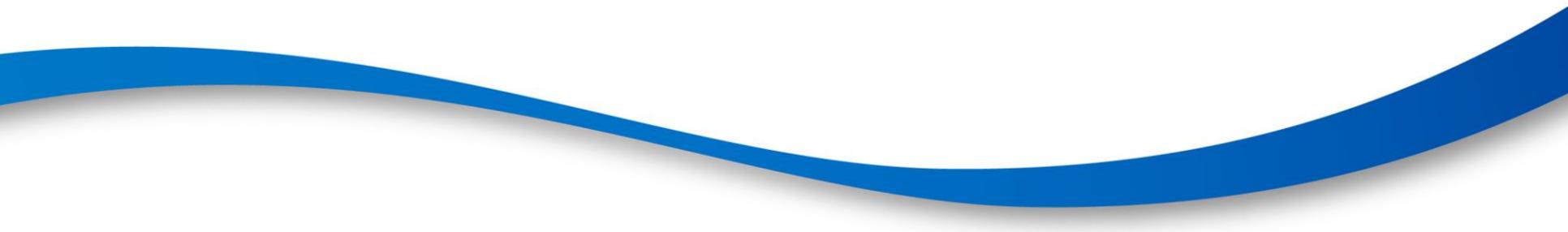


The screenshot shows the NHS Blood and Transplant 'My Patients' interface. The top navigation bar includes the NHS logo, 'Blood and Transplant', and 'Admin Location' with 'User:MOUL0002'. Below this is a search bar with 'Search Value' and a 'Search for patient' button. The 'Search Type' section has radio buttons for 'NHS number', 'Patient name', 'NHSBT Number', and 'Date of birth', along with a link for 'Advanced Search'. A 'Lists available:' dropdown menu is set to 'My Patients'. The main area features a toolbar with buttons for 'Make Default', 'Remove', 'Clear All Filters', 'Print', 'Export', 'Move / Copy', and 'Refresh'. Below the toolbar is a table with columns: 'NHSBT No.', 'Surname', 'Forename', 'DOB', 'Sex', 'NHS Number', 'Ward', and 'Clinician'. The first row contains the data: '5502483843', 'TEST', 'A', '01/01/1988', 'Female', and an empty checkbox in the bottom right corner. A red arrow points to the 'Remove' button, and another red arrow points to the checkbox.

NHSBT No.	Surname	Forename	DOB	Sex	NHS Number	Ward	Clinician
5502483843	TEST	A	01/01/1988	Female			<input type="checkbox"/>

- Click the box to the far right of the patient to tick.
- Click on the 'Remove' button.

# Closing Sp-ICE



# Closing Sp-ICE

- To exit the application select the Log off button  (located at the bottom of the left hand tool bar).
- You can exit the application completely by clicking on **Log off and close window**.



- You can also exit the application but leave it running for someone else to log on by clicking the **Change User** button.



OR

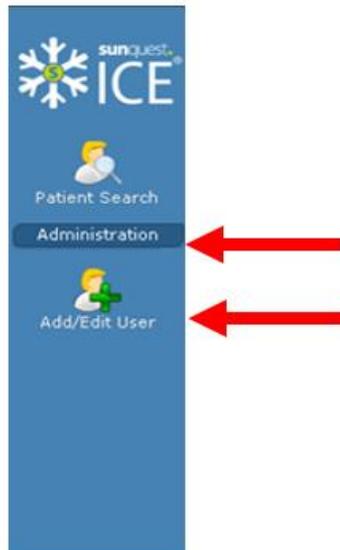
- Select **Change user/log off** in the top right hand corner after hovering over the hospital location (Hosp A in the example below)



- This will log the user off but display the log in screen for the next user.

# Add/Edit User

- Log into Sp-ICE using your local administrator account
- Click 'Add/Edit user' from the tool bar in the 'Administration' tab.



- Select **Change user/log off** in the top right hand corner after hovering over the hospital location (Hosp A in the example below)

# Add/Edit User

- Click 'Add new user...' button at the right of the screen

The screenshot displays the 'Add/Edit User' interface within the NHS Blood and Transplant system. The interface is divided into a left-hand navigation menu and a main content area. The navigation menu includes options such as 'Patient Search', 'Administration', 'Whiteboard Configuration', 'Patient List Administration', 'Add/Edit User', 'Add/Edit Clinical Teams', 'Add/Edit User Roles', 'Desktop Configuration', 'Manuals', 'Reporting', 'Tools', 'Resources', and 'Log Off'. The main content area features a search bar with dropdown menus for 'Search by' (set to 'username') and 'beginning with...'. Below the search bar is a 'Search' button and a checkbox for 'Show Inactive Users'. A keyboard navigation bar with letters A through Z is visible. In the bottom right corner of the main content area, there is a button labeled 'Add new user...'. The top right corner of the interface shows the user's name as 'User:MOUL0002' and the location as 'Admin Location'.

# Add/Edit User

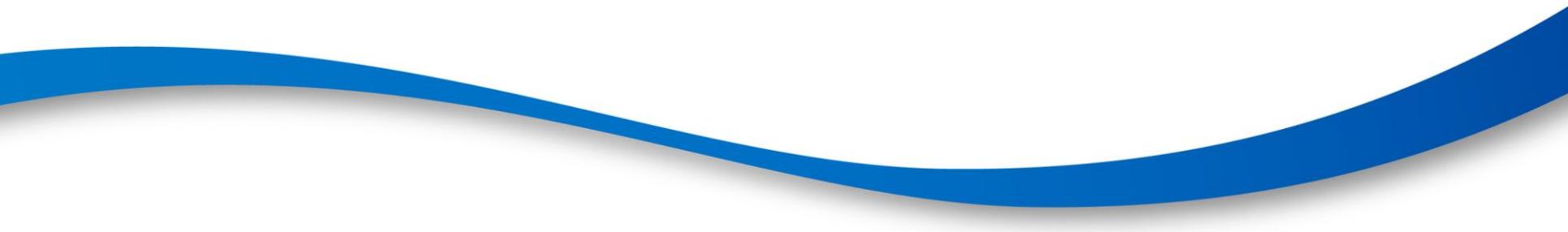
The screenshot shows the 'Add/Edit User' interface in the icdesktop application. The top right corner displays 'T146M' and 'User: Test LA User'. The main content area is divided into several sections:

- Edit User Logon Attributes:** Includes fields for User name (Test User), Password (masked), Confirm password (masked), Change password at next login (checked), Password never expires (unchecked), User Account is Locked (unchecked), User is Inactive (unchecked), User role (RCI-HFU), Full name (Test User), Initials (TU), Description (Hematos location cpde), Bleep number, Email address (valid email address - Invalid Email Address), and Language (English).
- Edit Account Expiration Details:** Includes fields for Start date and End date, each with a 'Clear' button.
- User Options:** Includes a checkbox for 'Allow user to use workstation's default location' (unchecked).
- Locations Profile:** Includes a dropdown for 'Organisation' (NHS Blood and Transplant) and a dropdown for 'Subsidiary' ([Organisation Locations]).
- All Locations and User Profile:** Two lists for selecting locations. The 'All Locations' list contains 'T146M'. Below each list are 'Select all', 'Add selected', and 'Remove selected' buttons.

At the bottom left is a '<< Back to Search' button, and at the bottom right is a 'Save User' button.

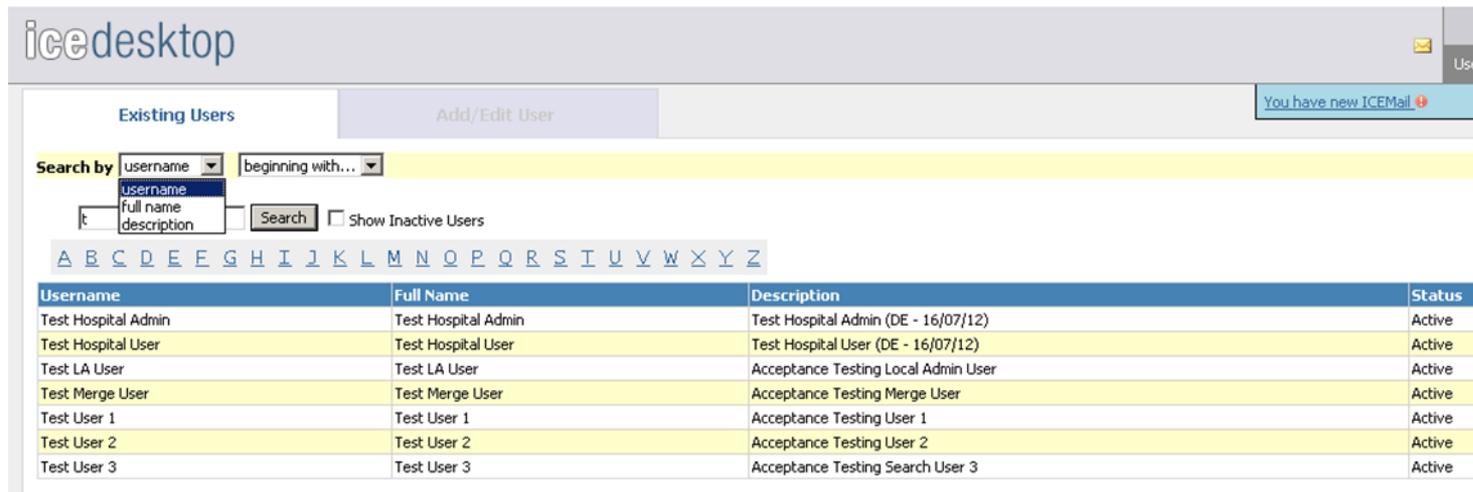
- Please note any details not in the correct format will appear in red, make corrections and click 'Save User' button.

## Add/Edit User

- Usernames must be unique.
  - Passwords – minimum of 8 characters, including at least one number.
  - User role – select from the drop down list. Details in Appendix 1 of the User guide.
  - Description – essential but not mandatory to enter the hospital location code. This assists when searching for users for a location.
- 

# Edit an existing Sp-ICE User Account

- Log into Sp-ICE using your local administrator account.
- Click “Add/Edit user” from the tool bar.
- Search for the user by Username or Full name. NB tick “Show Inactive Users”
- Click on the username you require to edit.



The screenshot shows the 'icedesktop' user management interface. At the top, there is a navigation bar with 'icedesktop' on the left and a 'User' profile on the right. Below this, there are two tabs: 'Existing Users' (selected) and 'Add/Edit User'. A notification banner at the top right says 'You have new ICEMail'. The main area contains a search section with a 'Search by' dropdown menu (set to 'username'), a 'beginning with...' dropdown, and a search input field. Below the search field are options for 'full name' and 'description', a 'Search' button, and a checkbox for 'Show Inactive Users'. A keyboard navigation bar with letters A-Z is visible. Below this is a table of users with columns for Username, Full Name, Description, and Status.

Username	Full Name	Description	Status
Test Hospital Admin	Test Hospital Admin	Test Hospital Admin (DE - 16/07/12)	Active
Test Hospital User	Test Hospital User	Test Hospital User (DE - 16/07/12)	Active
Test LA User	Test LA User	Acceptance Testing Local Admin User	Active
Test Merge User	Test Merge User	Acceptance Testing Merge User	Active
Test User 1	Test User 1	Acceptance Testing User 1	Active
Test User 2	Test User 2	Acceptance Testing User 2	Active
Test User 3	Test User 3	Acceptance Testing Search User 3	Active

- Make the required changes to the user details and click “Save User” button.

# Unlocking a User Account

**The user account has been locked.**

**Edit User Logon Attributes**

User name:

Password:

Confirm password:

Change password at next login:

Password never expires:

User Account is Locked:

User is Inactive:

User role:

Full name:

Initials:

Description:

Bleep number:

Email address:

Language:

[Assign identity cards to this user](#)

[Reset PIN numbers or unassign cards](#)

**Edit Account Expiration Details**

Set a start and/or end date for the user account. An empty value will leave the date open-ended.

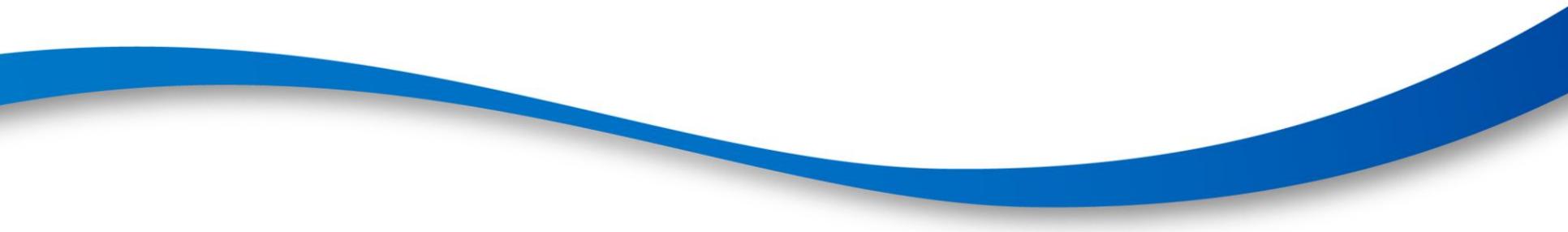
Start date:

End date:

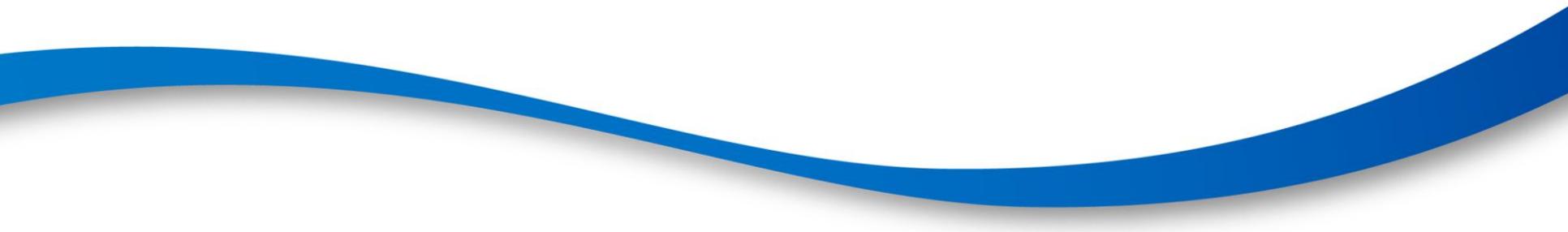
<< Back to Search Save Changes

- Accounts can be set as active or Inactive

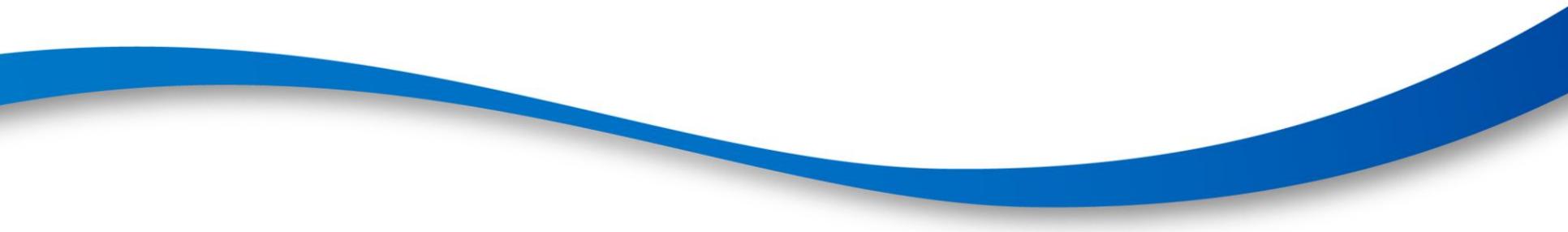
# Contingency Arrangements



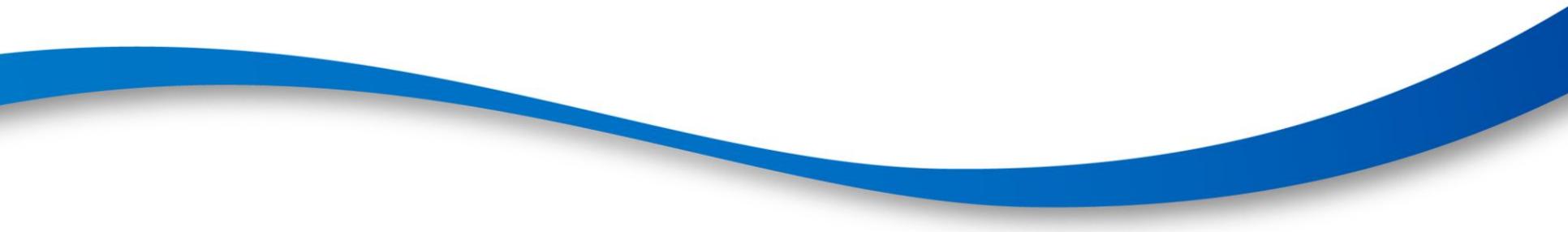
# Contingency Arrangements

- For non-urgent results if there is an interruption to the Sp-ICE service please try logging in one hour later.
  - In the unlikely event of long interruptions to the Sp-ICE service NHSBT will inform hospitals of contingency arrangements via normal contingency planning communication routes.
  - For urgent results telephone your local RCI, IBGRL, H&I or CMT (SCI) department.
- 

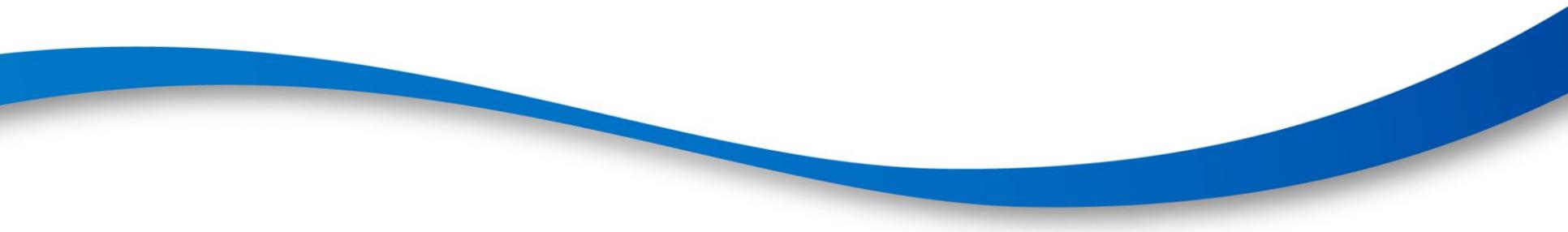
# **System Performance and Adverse Event / Incident Reporting**

A thick, solid blue wavy line that curves across the bottom of the slide, starting from the left edge and ending at the right edge.

# System Performance and Adverse Event / Incident Reporting

- If you experience any system performance issues please contact your local IT to ensure there are no local issues impacting your network.
  - NHSBT provide support from 08:00 to 17:00 Monday to Friday, excluding public holidays.
  - It is essential that any software issues and unexpected error messages are reported at the earliest opportunity. The priority/urgency of the call should be made clear.
    - ❖ Telephone – 0113 820 8777
    - ❖ Email – [service.desk@nhsbt.nhs.uk](mailto:service.desk@nhsbt.nhs.uk)
- 

# System Performance and Adverse Event / Incident Reporting

- Any sustained performance issues and unresolved adverse events / incidents should be discussed with the NHSBT Customer Services Manager.
  - A customer complaints / comments form is available from the Customer Services Manager for written notifications.
  - Users **must not contact the software supplier directly** concerning any issues.
  - NHSBT will notify in advance of all planned system down time - a message will be displayed on the log-in screen.
  - **Any errors in patient data or result queries should be referred to your local RCI or H&I department as appropriate.**
- 

# Administration

- Information Governance forms (FRM4116) and queries should be submitted to [ICE@nhsbt.nhs.uk](mailto:ICE@nhsbt.nhs.uk)
- Requests for administrator accounts should be submitted to [ICE@nhsbt.nhs.uk](mailto:ICE@nhsbt.nhs.uk) on FRM4117

**The End**

