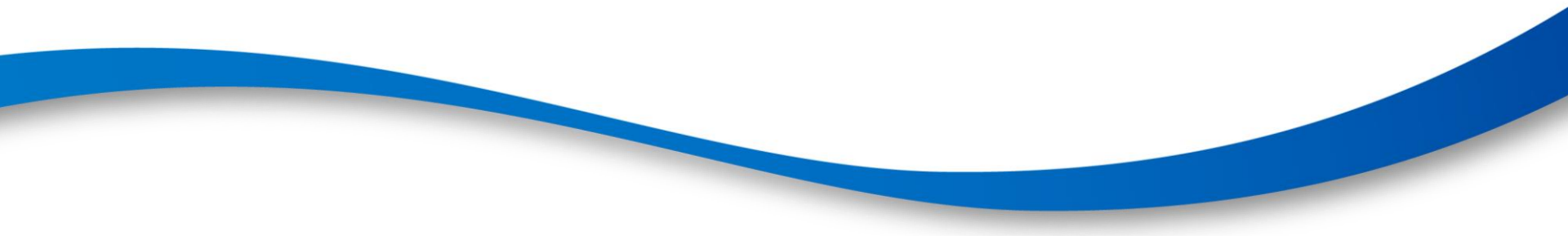
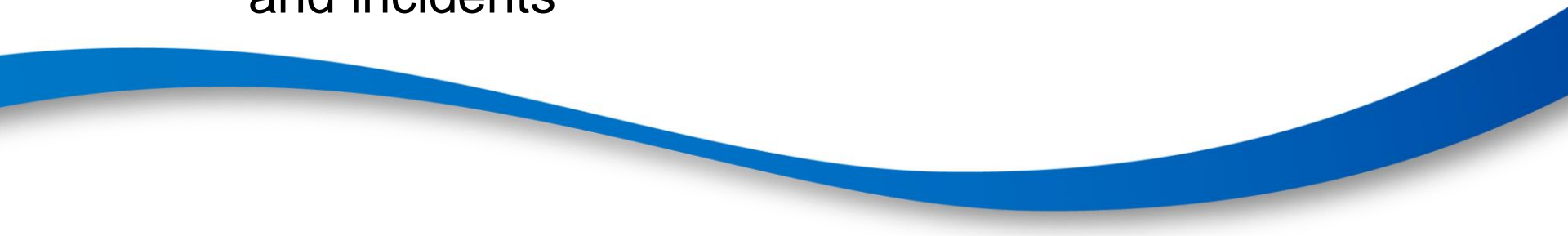


Using the NHSBT Specialist Services Electronic Reporting System (Sp-ICE)

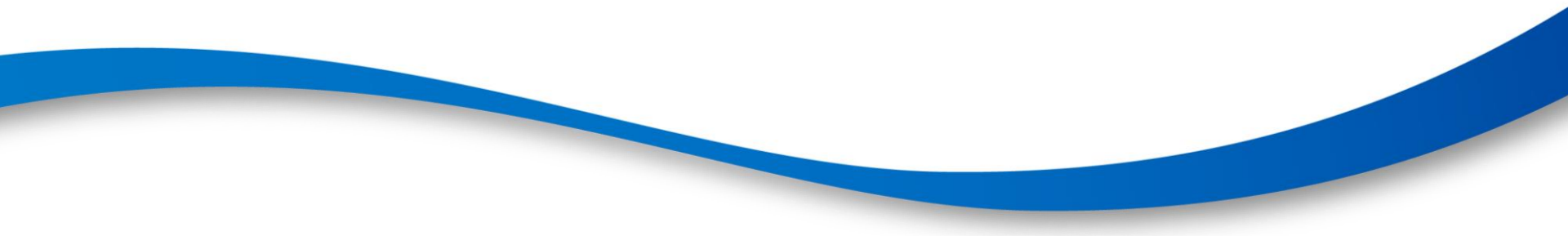
Updated 02/08/2023 for Sp-ICE v7.1.9

A thick, solid blue line that curves from the left side of the bottom of the page, dips down in the center, and then curves back up towards the right side.

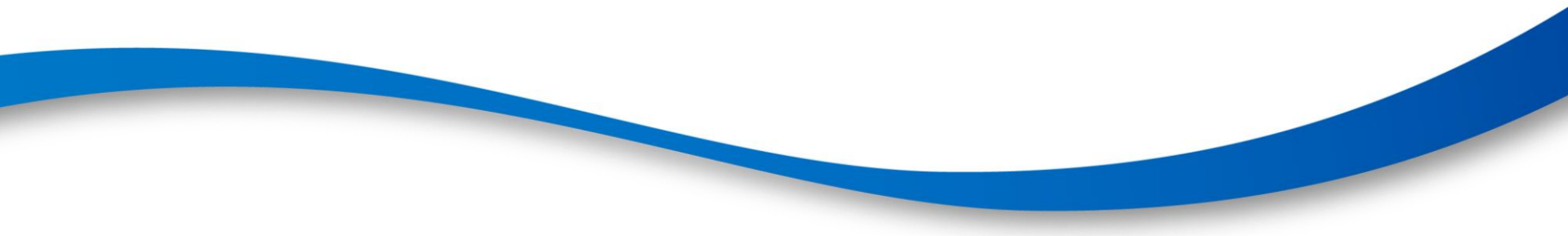
By the end of this session you will:

- 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

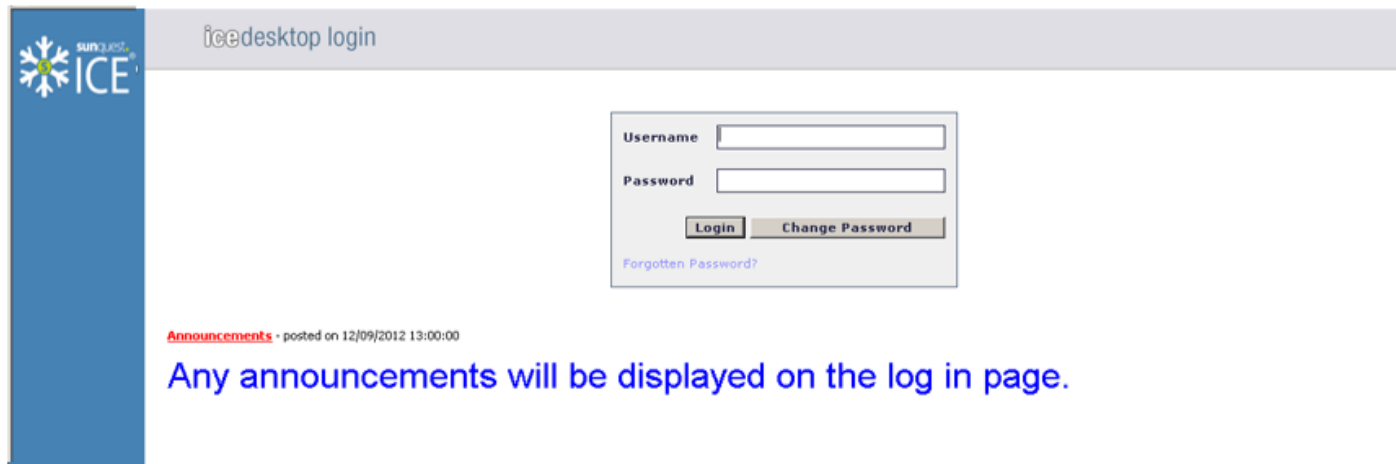
- To access Sp-ICE Live you must access via Microsoft Edge once your IT department has configured the Sp-ICE URL to run in Internet Explorer mode of Edge
 - Sp-ICE cannot be accessed via Chrome.
 - The file path once in Internet Explorer is <https://edilive.nhsbt.nhs.uk/icedesktop/>
 - This can be added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

sunrise
ICE

Username

Password

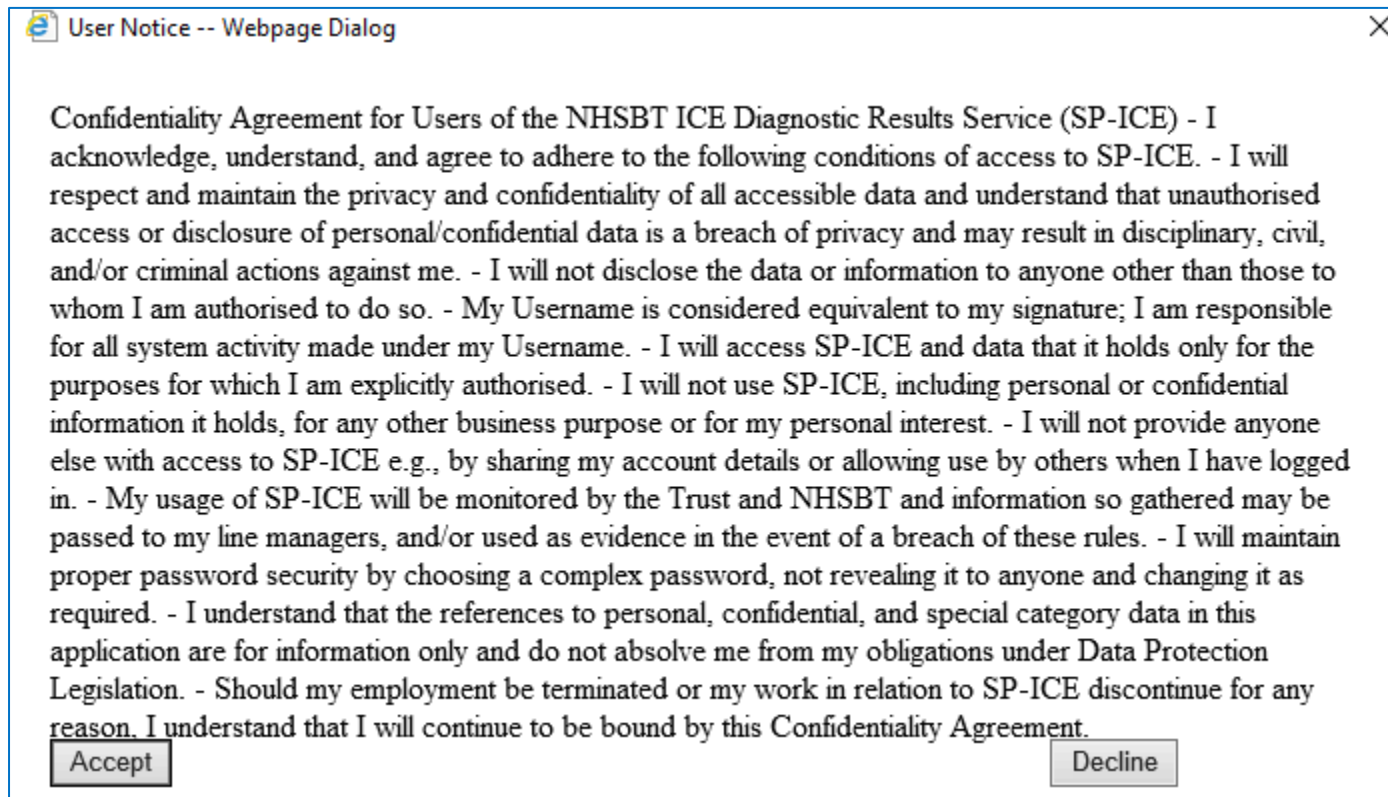
[Forgotten Password?](#)

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

Any announcements will be displayed on the log in page.

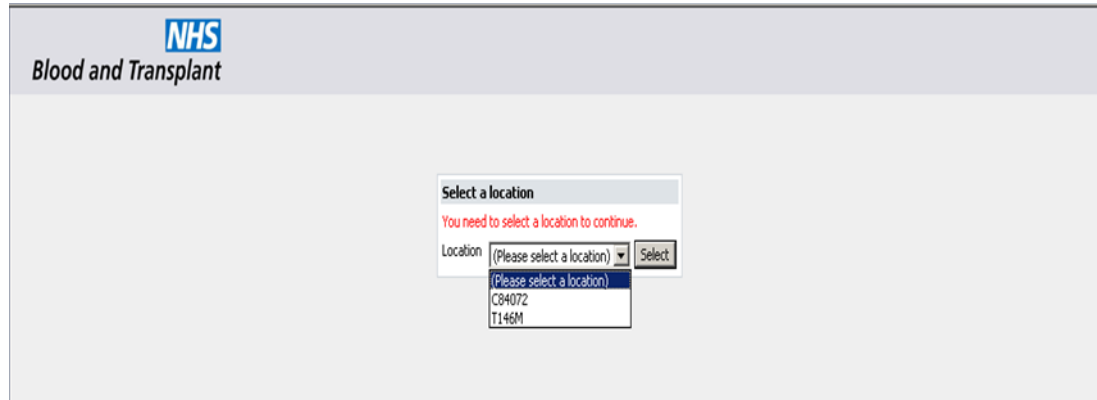
- Announcements – messages relating to system availability will be displayed on the log-in screen
- Enter your Username
- Enter your Password
- For First log-in use the Forgotten Password option
- Click Login or press enter

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" with the NHS Blood and Transplant logo in the top left. A red error message states "You need to select a location to continue." Below this, there is a label "Location" followed by a dropdown menu. The dropdown menu is open, showing the placeholder text "(Please select a location)" and two options: "C8407Z" and "T146M". To the right of the dropdown is a "Select" button.

- 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 'sunjust ICE' interface. The top right corner displays the user's login information: 'Admin Location' and 'User: MOUL0002'. The sidebar on the left contains several navigation options. Three red arrows point from text annotations to specific tabs: 'Administration', 'Manuals', and 'View Latest Reports'.

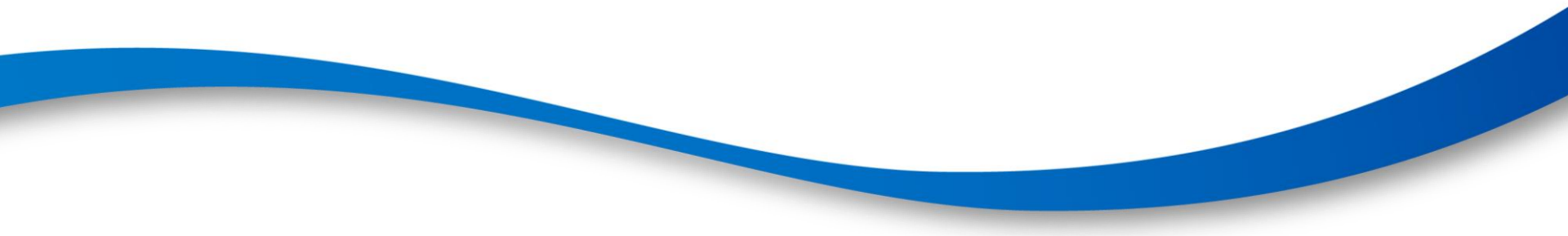
Administration tab is only available to NHSBT and Hospital administrators

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 a blue sidebar with the 'sunquest ICE' logo and a 'Patient Search' icon. The main header area includes the NHS logo and 'Blood and Transplant' text. In the top right corner, it shows 'Admin Location' and 'User: MOUL0002'. The search area has 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 are two buttons: 'Ward List' and 'My Patients'. Below these buttons is a 'Search Results' label. On the far right of the interface 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

The screenshot shows the NHS Blood and Transplant 'Advanced Patient Search' interface. A modal dialog box titled 'Advanced Patient Search' is open, allowing users to select search criteria. The background interface includes a sidebar with navigation options like 'Patient Search', 'Administration', 'Whiteboard Configuration', 'Patient List Administration', and 'Add/Edit User'. The main area features a search bar, search type filters (NHS number, Patient name, NHSBT Number, Date of birth, Advanced Search), and a table of results with columns for NHS Number, Ward, and Clinician. The dialog box contains a list of fields to search on, each with a checkbox: Surname, Forename, NHS number, Date of birth, Sex, and Include Deceased Patients. There are also input fields for Forename, DOB, and Sex, and a 'Perform Advanced Search' button.

Advanced Patient Search

Select the fields you wish to search on from the list below, and hit the 'Perform Advanced Search' button to find matching patients.

Field	Value
Surname	
Forename	
NHS number	
Date of birth	
Sex	<input type="radio"/> Male <input type="radio"/> Female
Include Deceased Patients	<input type="checkbox"/>

Cancel Perform 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.

sunquest ICE
Patient Search


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

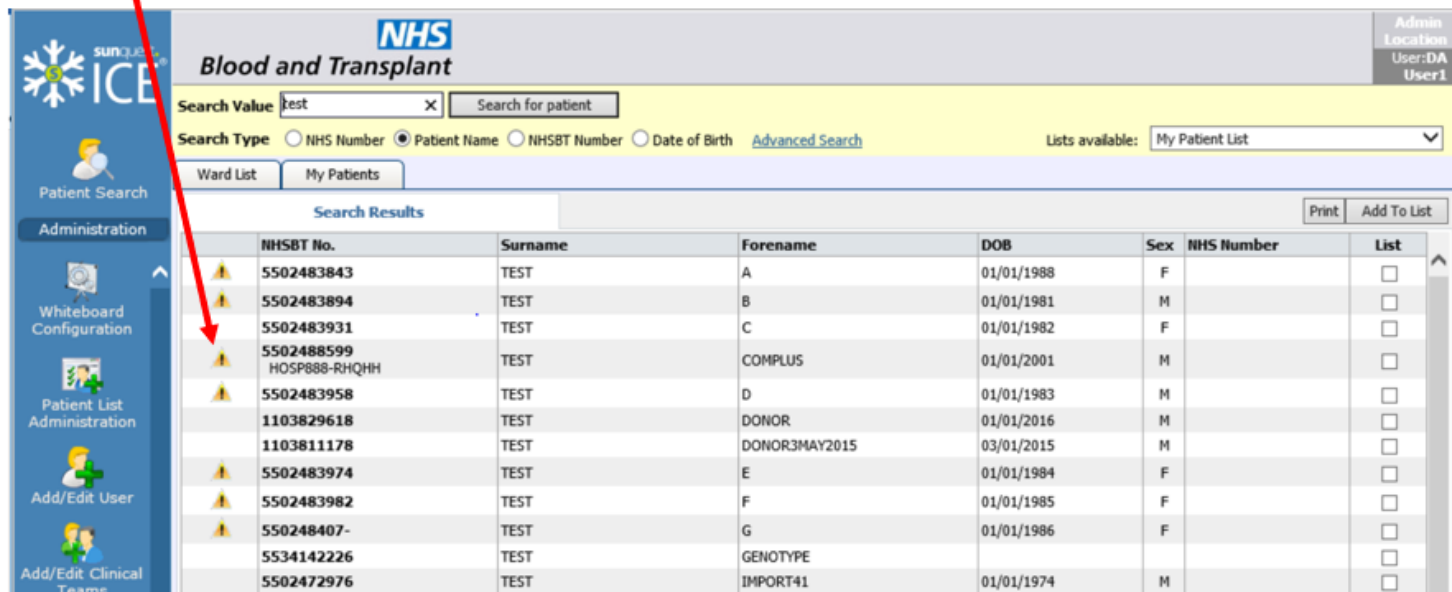
Please select an application
Now that you have selected a patient, please choose the appropriate application from the menu on the left.

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

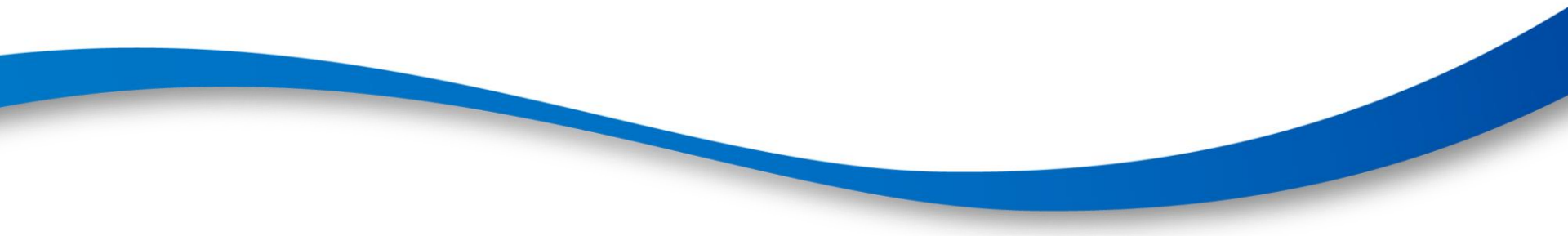
- Patient Alerts have been configured so that patients with clinically significant Red Cell Antibodies and / or Special Blood Requirements are easily identifiable
- These patients will be displayed with a Warning Triangle  in the first column



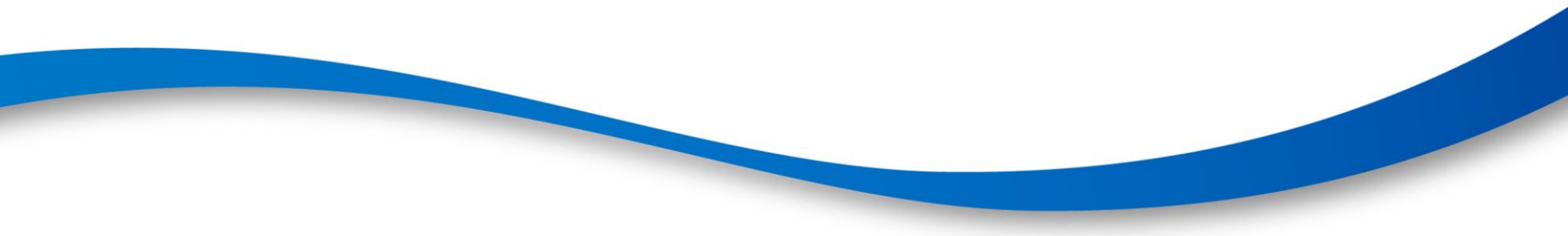
The screenshot shows the NHS Blood and Transplant 'suncube ICE' interface. The left-hand navigation menu includes 'Patient Search', 'Administration', 'Whiteboard Configuration', 'Patient List Administration', 'Add/Edit User', and 'Add/Edit Clinical Teams'. The main area displays 'Search Results' for 'Test'. The table lists patients with their NHSBT No., Surname, Forename, DOB, Sex, NHS Number, and a 'List' checkbox. A red arrow points from the 'Warning Triangle' icon in the first column of the table to the 'Patient Alerts' section in the left-hand navigation menu.

	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

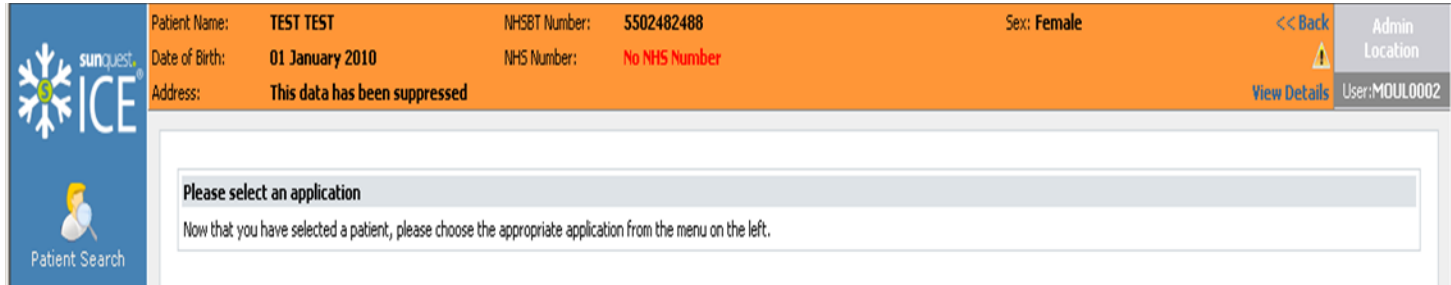
- The following Red Cell Antibody Patient Alerts have been configured:
 - Anti-Fya, Anti-Fyb, Anti-Jka, Anti-Jkb, Anti-K, Anti-k, Anti-Kpa, Anti-Kpb, Anti-Lea, Anti-Leb, Anti-Lua, Anti-Lub, Anti-M, Anti-N, Anti-S, Anti-s, Anti-U, Anti-D, Anti-C, Anti-E, Anti-c, Anti-e, Anti-Cw
 - Once a listed antibody 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.
- 

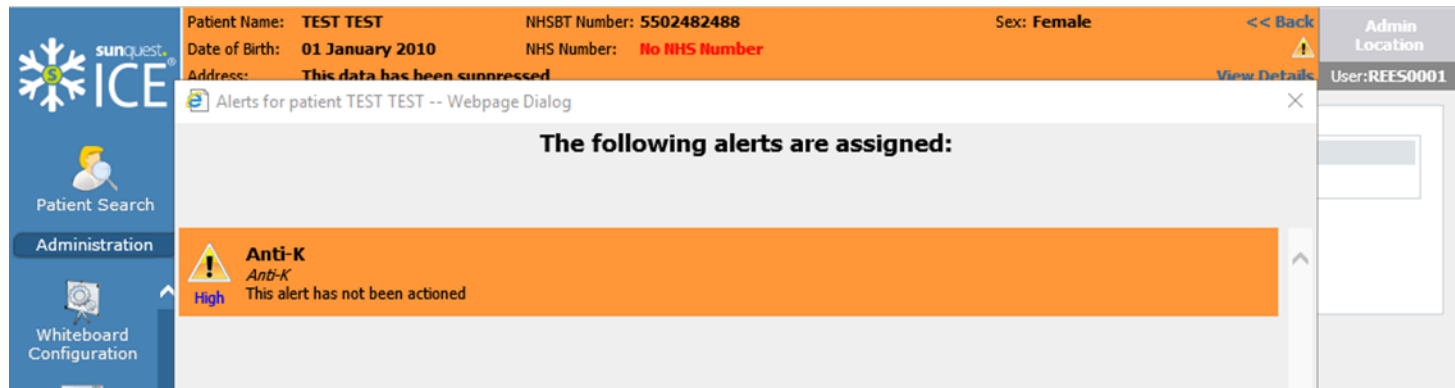
Patient Alerts

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



The screenshot shows the patient profile for TEST TEST. The header bar contains the following information: Patient Name: TEST TEST, NHSBT Number: 5502482488, Sex: Female, Date of Birth: 01 January 2010, NHS Number: No NHS Number, and Address: This data has been suppressed. On the right side of the header, there are links for '<< Back', 'Admin Location', 'View Details', and 'User: MOUL0002'. The main content area displays a message: 'Please select an application. Now that you have selected a patient, please choose the appropriate application from the menu on the left.'

- Clicking on the Warning Triangle  displays the alert assigned:



The screenshot shows the patient profile for TEST TEST with the same header information as the previous image. The main content area displays a message: 'The following alerts are assigned:'. Below this message, there is a list of alerts. The first alert is 'Anti-K' with a warning triangle icon and the text 'This alert has not been actioned'. The alert is marked as 'High'.


View Patient Reports

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

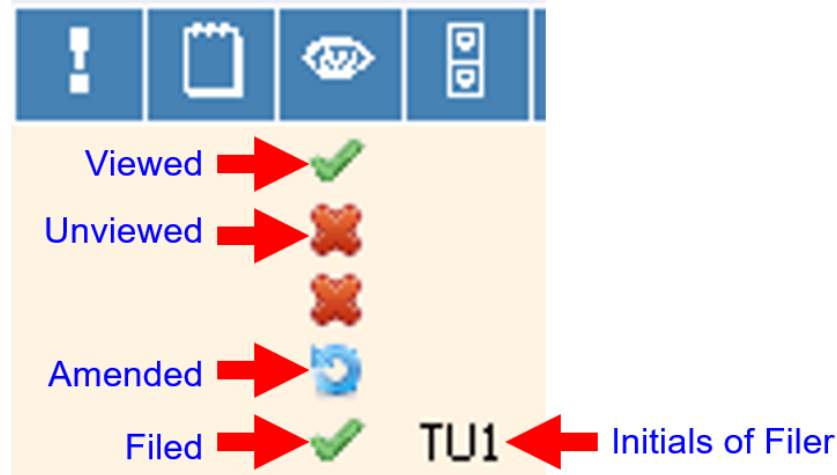
The screenshot shows the 'View Patient Reports' interface. The left sidebar contains a 'Patient Search' icon and a 'View Patient Reports' icon. The main area has filters for Location, Filter by specialty, Requesting Clinician, Show reports up to, Show reports from, Show, and Investigation. A 'Search' button is present. Below the filters are buttons for '<<< Earlier reports' and 'Later reports >>>'. A table of reports is displayed with columns: Status, Investigation, Requesting Clinician, Location, Sample Number, Sample Taken, Sample Received, and Reported. The first three rows of the table show reports for a patient with atypical results (indicated by a red exclamation mark icon).

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.

The screenshot shows the Sp-ICE web interface. At the top, patient details are displayed: Patient Name: PATIENT TEST, NHSBT Number: 5502476547, Sex: Male, Date of Birth: 01 February 1969, NHS Number: No NHS Number, and Address: This data has been suppressed. Navigation links include << Back, Admin Location, View Details, and User: MOUL0002. Below this is a toolbar with buttons: <, File, File & Next, >, Back, <, Cumulative, >, Print, Hide, and Audit Trail. A table of reports is shown with columns: Reported, Specialty, Location, Clinician, and Status. The first row shows a report from 14 Mar 2017 11:27, Specialty RCI Reference, Location RA701, and Status F. Below the table, a box states 'Additional information is available for this report' with a link to 'RCI Report (14 Mar 2017 12:04)'. A note at the bottom says 'A limited data set is displayed below. For full test results you must open the PDF report by clicking the link above.' and shows sample information: Sample (Patient) Collected 12 Mar 2017 00:00 Received 13 Mar 2017 11:15. Red arrows point to the 'Reported' column header, the 'Print' button, the PDF report link, and the 'Received' date in the sample information.

Reported	Specialty	Location	Clinician	Status
14 Mar 2017 11:27	RCI Reference	RA701		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.

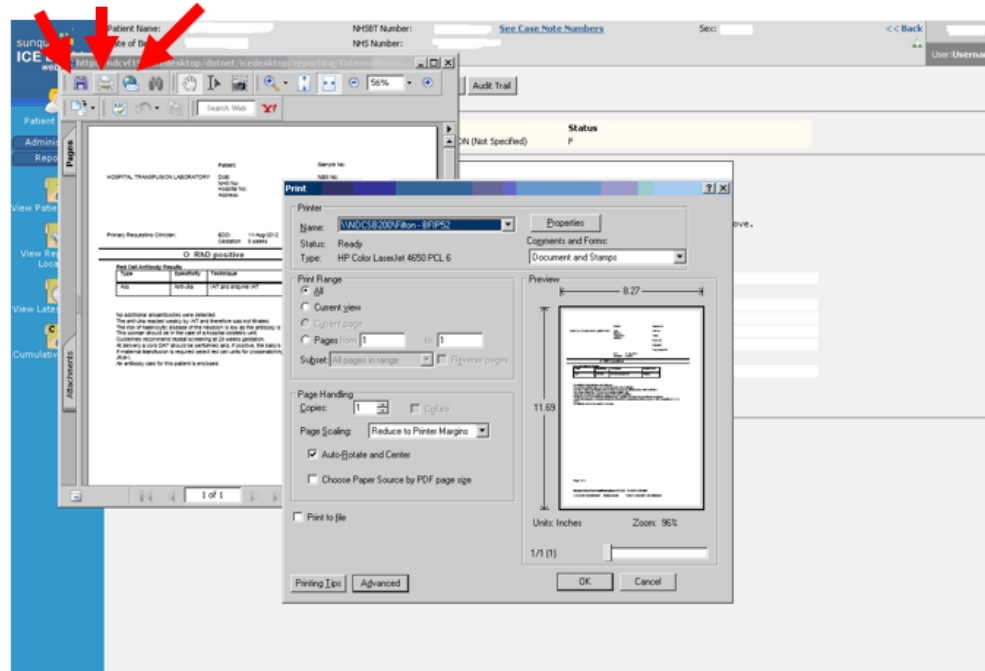
Sample (Patient) Collected 12 Mar 2017 00:00 Received 13 Mar 2017 11:15

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.

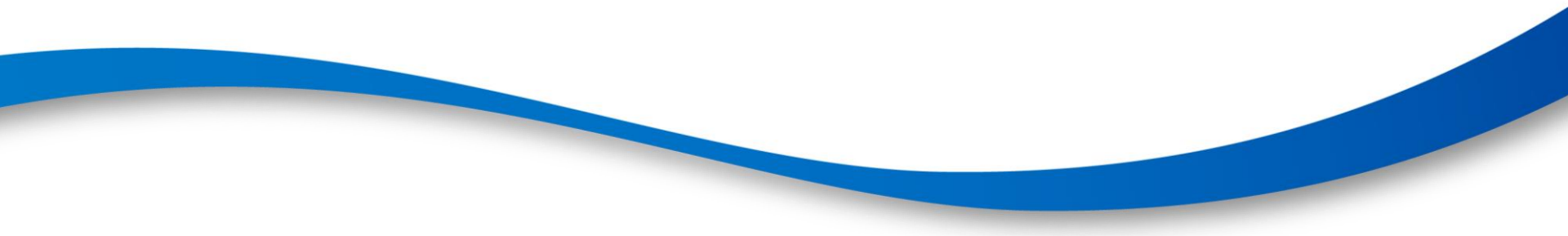


The PDF is displayed in Adobe viewer where you can do the following:

- 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 top navigation bar includes buttons for File, File & Next, Back, Cumulative, Print, Hide, and Audit Trail. The Cumulative button is highlighted with a red arrow. The left-hand tool bar contains icons for Patient Search, Administration, Manuals, Reporting, View Patient Reports, View Reports by Location, View Latest Reports, and Cumulative Reports. The Cumulative Reports icon is also highlighted with a red arrow. The main content area shows a table with columns for Reported, Specialty, Clinician, and Status. Below the table, there is a section for Additional information available for this report, including a link to the RCI Report (14 Mar 2017 12:04). A limited data set is displayed below, showing sample information and test results for ABO/RhD group, Antibody Information, and Antibody Specificity.

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: NHS Number: No NHS Number Sex: Female

Date of Birth: 01 January 2010

Address: This data has been suppressed

Date: [Calendar Icon] << < > >> 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
Antibody Information					
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 (Integrated Clinical Environment) interface. The top navigation bar includes the NHS logo and the text 'Blood and Transplant'. The main header area shows patient details: Patient Name: TEST TEST, NHSBT Number: [redacted], Sex: Female, Date of Birth: 01 January 2010, and Address: This data has been suppressed. A 'View Details' button is visible. Below the header, there are navigation tabs: Date, Match up test results across investigations, Cumulative, Print, Profile, and Tests Only View. The 'Cumulative' tab is selected. The main content area is divided into two sections. The left section, titled 'Antibody Information - Anti-K Titre for TEST TEST -- Webpage Dialog', contains a table with the following data:

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

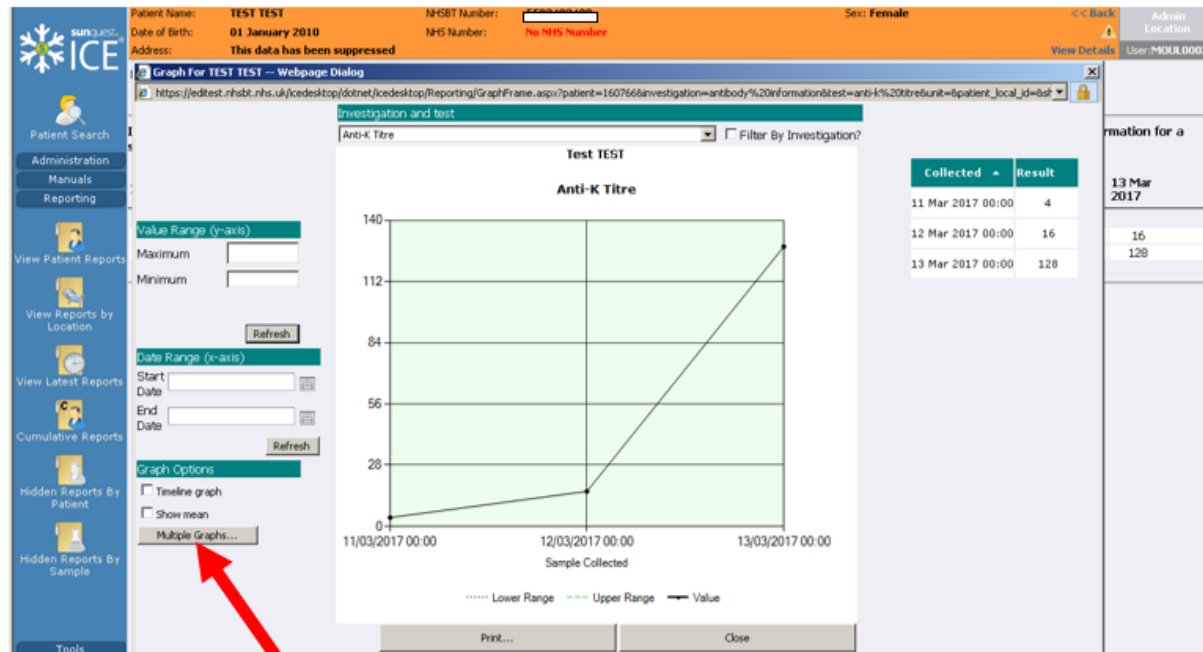
The right section, titled 'Sample Taken', shows a table with the following data:

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

A red arrow points to the 'Graph' button at the bottom of the 'Antibody Information' dialog box.

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

Cumulative Graphs



- You can select multiple graphs.

Cumulative Graphs

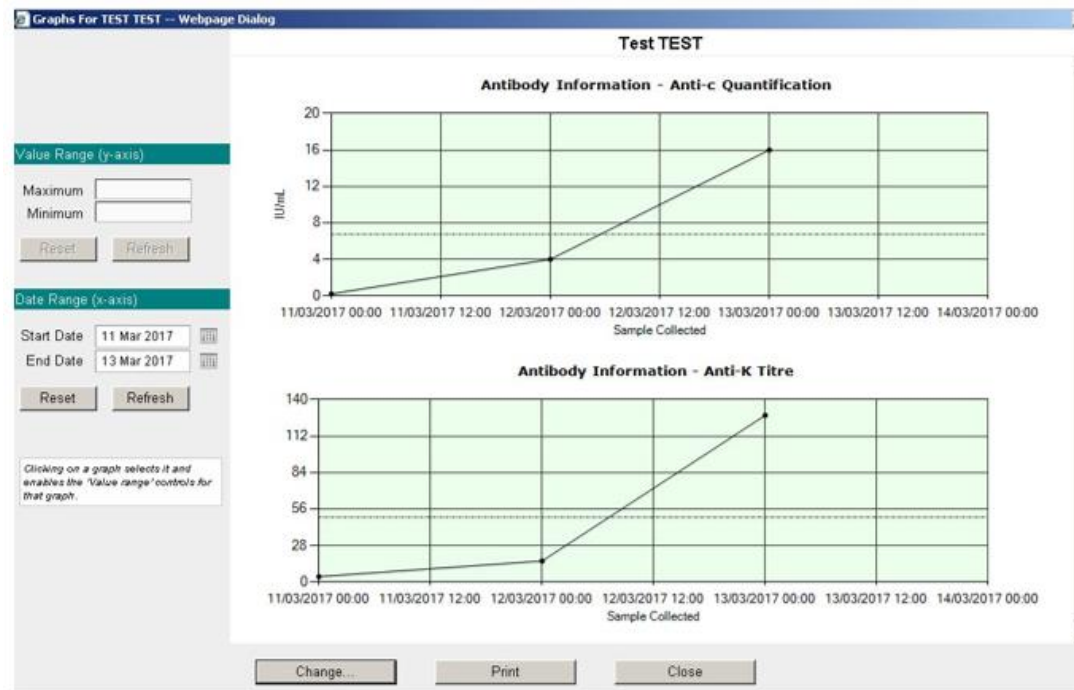
The screenshot shows the 'Choose Tests' dialog box in the NHS Blood and Transplant ICE system. The patient information at the top includes: Patient Name: TEST TEST, Date of Birth: 01 January 2010, Sex: Female, and NHS Number: No NHS Number. The address is suppressed. The dialog box has two main panes: 'Antibody Information' on the left and 'Antibody Information' on the right. The left pane contains a table with columns for 'Antibody Type' and 'Value Range'. The right pane contains a table with columns for 'Antibody Type' and 'Antibody Quantification (U/mL)'. Between the panes are buttons for 'Add >', 'Add Investigation >>', 'Add All >>>', '< Remove', '<< Remove Investigation', '<<< Remove All', 'Save Profile...', 'Load Profile...', 'Cancel', and 'OK'. The 'OK' button is highlighted. The 'Maximum of 8 tests' limit is noted at the bottom.

Antibody Type	Value Range
	Maximum
	Minimum

Antibody Type	Antibody Quantification (U/mL)
	16
	120

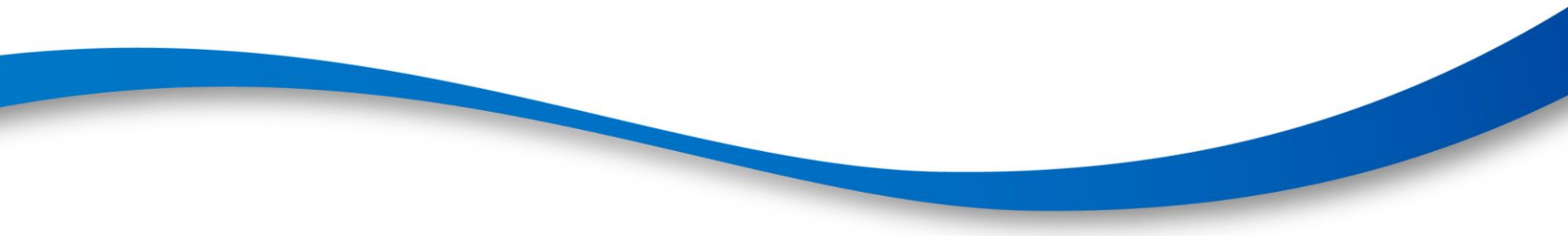
- Select individual Tests or “Add All”
- Select OK

Cumulative Graphs

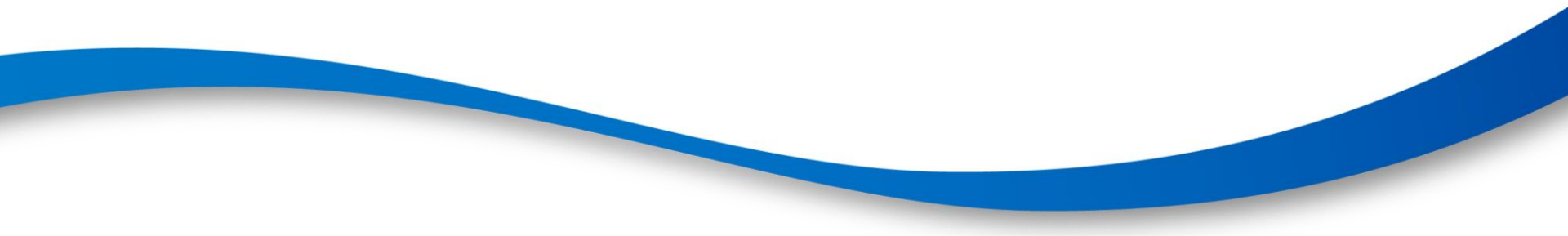


- You can select a Date Range to view results

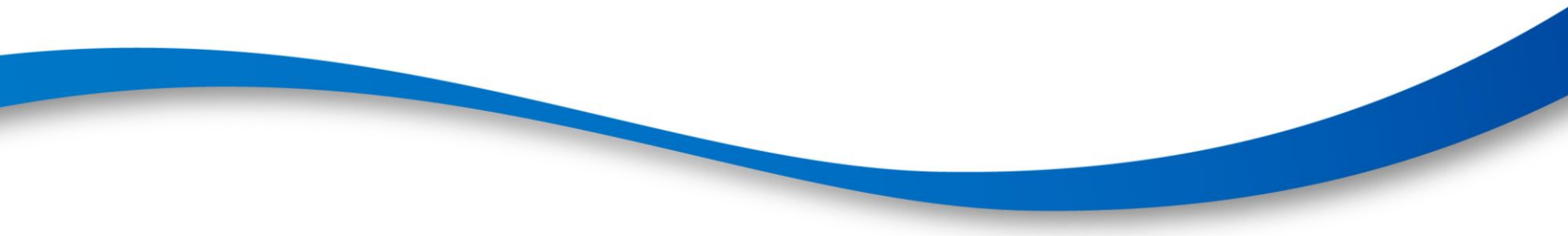
Amended Reports



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

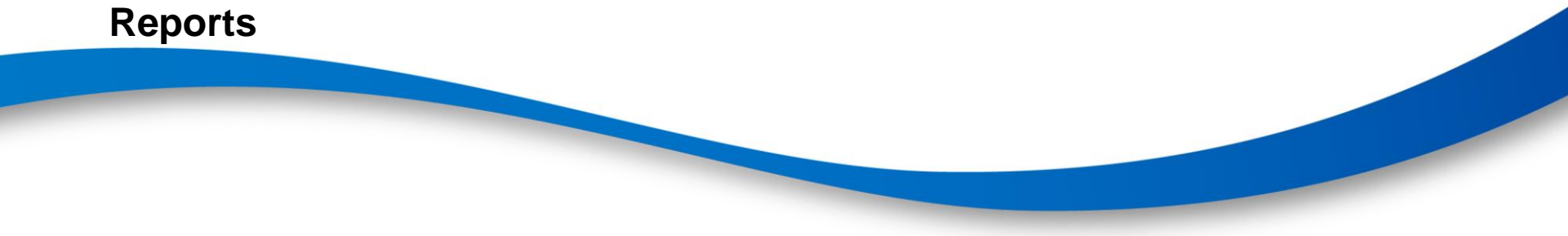


Viewing Reports

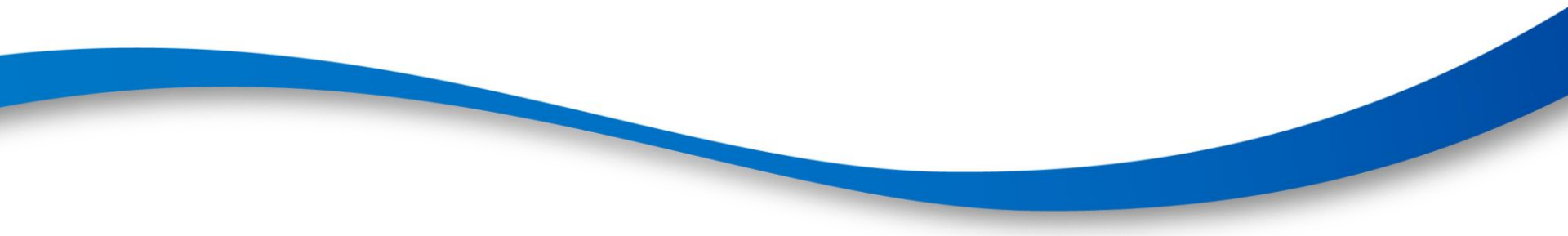
View Reports by Location:

- 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 on the left with navigation links: Patient Search, Administration, Manuals, Reporting, View Patient Reports, View Reports by Location, and View Latest Reports. The main content area has a header with the NHS logo and 'Blood and Transplant' text. Below the header, there are several search filters and options:

- 1** points to the 'Requesting Location' dropdown menu.
- 2** points to the 'Admin Location' dropdown menu.
- 3** points to the 'Requesting Clinician' dropdown menu.
- 4** points to the 'Filter by specialty' dropdown menu.
- 5** points to the 'Show reports up to' date field.

Other visible elements include a 'Patient List' dropdown set to 'None', a 'Search' button, and a 'Show' dropdown menu with options: All reports, Unified reports only, Filed reports only, Viewed Reports only, and Unviewed Reports only. The bottom of the interface shows a table header with columns: Status, NHSBT Number, Name, Sex, DOB, Investigation, Requesting Clinician, Sample Taken, and Reported. Below the header, it states '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.

Location (1)	Leave as "Requesting Location"
Location (2)	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".
Filter by Speciality	Select speciality from drop down list.
Clinician (3)	Leave as "Requesting Clinician"
Clinician (4)	Leave as "All Clinicians" or open web page dialogue box and search for clinician
Patient List	Leave as "None"
Show reports up to	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)
Show reports from	Select the radio button and enter the date from which you wish to display any available reports
Show reports for last x days	Select the radio button and select the number of days from the drop down list for which to view previous reports
Show	Select option from drop down list: <ul style="list-style-type: none"> All reports – displays filed, unfiled and amended reports Unfiled reports only (not available on View Latest Reports) Filed reports only (not available on View Latest Reports) Viewed reports only Unviewed reports only Amended Reports only
Investigations (5)	Use to filter investigations/tests – see next page.
Print last x reports	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 this, 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, there are date filters: 'Show reports up to' (04/01/2013), 'Show reports from' (30/12/2012), and 'Show reports for last' (5 days). The 'Investigation' field is set to 'H', and a dropdown menu is open showing options: 'H+I Disease Association', 'H+I Report', and 'ABO/RhD group'. There are buttons for 'Search', 'Print', and 'last'. At the bottom, there are navigation links for '<<< Earlier reports' and 'Later reports >>>'. A table header is visible at the bottom 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

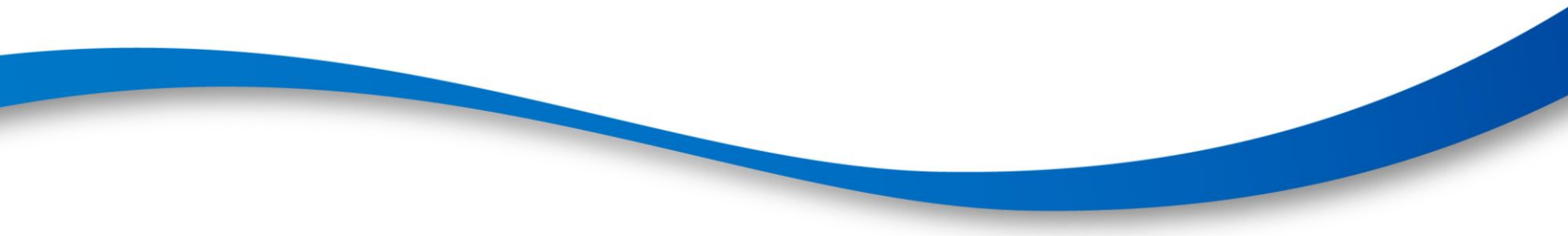
The screenshot shows the NHS Blood and Transplant web application interface. The 'Filter by speciality' dropdown menu is open, displaying a list of specialities including General Pathology, RCI Reference, H&I Haematology, H&I Cardiothoracic Transplantation, H&I Granulocyte Immunology, H&I Liver and Visceral Transplantation, H&I Renal Transplantation, H&I Solid Organ Transplantation, H&I Transplant Haematology, H&I Platelet Immunology, H&I Corneal Transplantation, RCI Antenatal, IBGRL, Transplant Titrations, H&I Immunogenetics, Blood Sciences, NBS, and Unknown/Other. A red arrow points to the dropdown menu. The interface also includes fields for 'Requesting Location', 'Requesting Clinician', 'Patient List', 'Show reports up to', 'Show reports from', 'Show reports for last', 'Investigation', 'Print', 'last', 'reports', and 'Requesting User'. A table with columns 'Sex', 'DOB', 'Investigation', 'Requesting Clinician', and 'Sample' is visible at the bottom.

- 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
RCI	All RCI referrals (latest report only). Excluding routine antenatals and antibody cards.	31 st Oct 2006 – 8 th Nov 2011
	All RCI referrals	Nov 9 th 2011 – 27 th Nov 2013
	RCI reference	From 27 th Nov 2013
	RCI antenatal	From 27 th Nov 2013
	Transplant titration	From 27 th Nov 2013
RCI/IBGRL	RCI reference or antenatal with linked IBGRL genotype report .	From 27 th Nov 2013
RCI/IBGRL	RCI reference or antenatal with linked IBGRL red cell report	From 8 th May 2014
IBGRL Molecular Diagnostics	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 th Nov 2013
H&I	H&I Haematology	From 28 th Nov 2012
	H&I Cardiothoracic Transplantation	From 28 th Nov 2012
	H&I Granulocyte Immunology	From 28 th Nov 2012
	H&I Liver and Visceral Transplantation	From 28 th Nov 2012
	H&I Renal Transplantation	From 28 th Nov 2012
	H&I Solid Organ Transplantation	From 28 th Nov 2012
	H&I Transplant Haematology	From 28 th Nov 2012
	H&I Platelet Immunology	From 28 th Nov 2012
	H&I Corneal Transplantation	From 28 th Nov 2012
	H+I - Stem Cell Summary	From 31 st July 2015
	H+I Immunogenetics	From 31 st July 2015
CMT (or SCI)	SCI - Donation	From 31 st July 2015
	SCI - Final (Stock)	From 31 st July 2015
	SCI - Transplant (issue)	From 31 st July 2015
	SCI - Post Transplant Follow up	From 31 st July 2015

Filing and Unfiling a Report

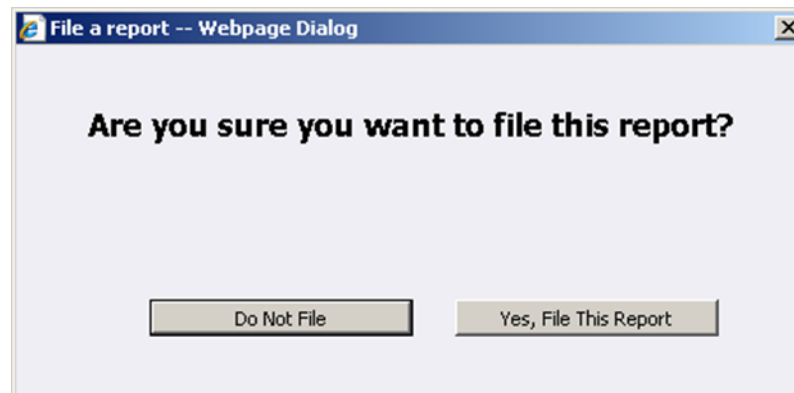


Filing a Report

- 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

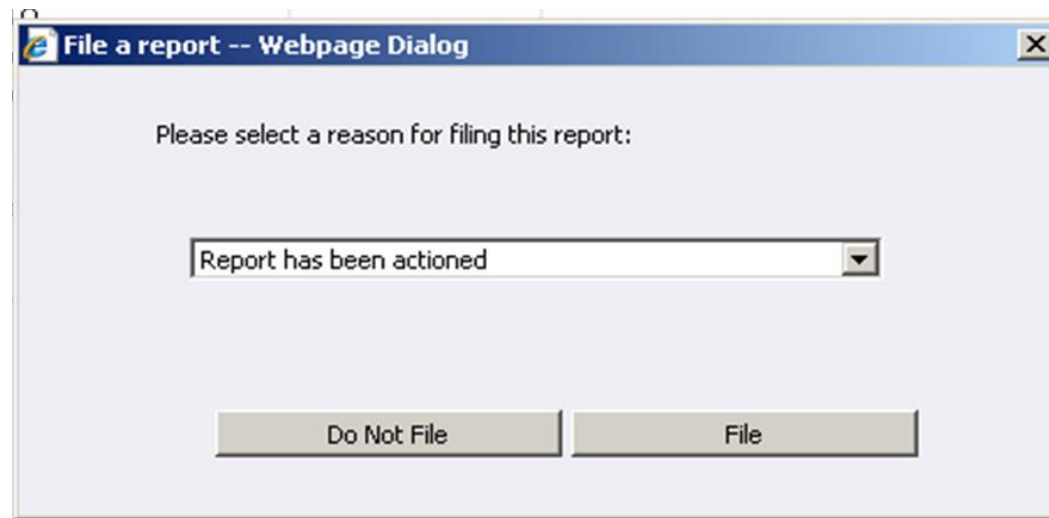


- The following message is displayed:



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**'.

icedesktop

Requesting Location: Hosp A [Clear]

Filter by specialty: [All specialties]

Requesting Clinician: All Clinicians ...

Patient List: None [Clear]

Search

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 [Clear]

Print

last 1 reports.

Requesting User

	Status	NHSBT Number	Name	Sex	DOB	Investigation	Requesting Clinician	Sample Taken	Report
GM	F	55324		F	12/05/1932	ABO/RhD group, ...	HEAD OF BLOOD TRANSFUSION	09 Jan 2012	09 Jan 2012
GM	F	55324		F	19/03/1992	ABO/RhD group, ...	HEAD OF BLOOD TRANSFUSION	06 Jan 2012	09 Jan 2012
	F	55324		M	17/02/1934	ABO/RhD group, ...	HEAD OF BLOOD TRANSFUSION	06 Jan 2012	06 Jan 2012
	F	55324		F	04/07/1976	ABO/RhD group, ...	HEAD OF BLOOD TRANSFUSION	06 Jan 2012	06 Jan 2012
TU1	F	55324		F	24/04/1974	ABO/RhD group, ...	HEAD OF BLOOD TRANSFUSION	06 Jan 2012	06 Jan 2012
TU1	F	55207	KEMP, Joan	F	22/12/1942	ABO/RhD group, ...	HEAD OF BLOOD TRANSFUSION	06 Jan 2012	06 Jan 2012

Filed by Test User 1 (Test User 1) 24 Jul 2012 16:21
Reason: Report has been actioned

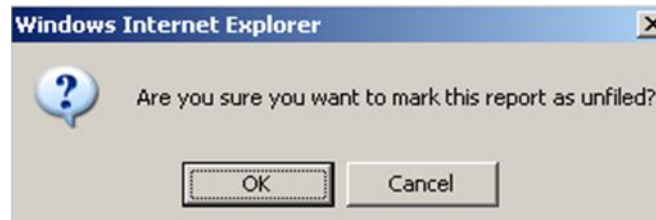
- Select **Search** to display available reports.
- Both filed and unfiled reports for that location will be displayed.
- A report that has been filed will be marked by the filer's initials in the fourth column. (Information relating to who filed the report and the reason for filing can be seen if you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

Un-filing a report

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

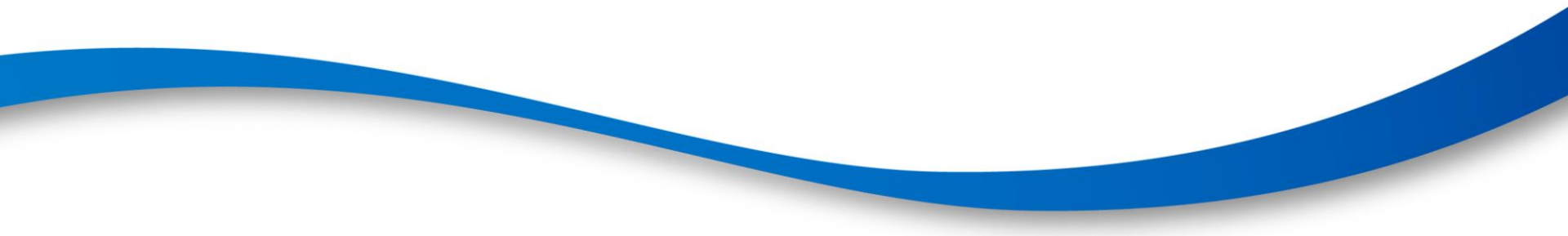


- Select OK for 'Are you sure you want to mark this report as unfiled?'



- 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

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

A thick, solid blue line that curves from the bottom left towards the bottom right, ending near the center of the slide.

Adding a patient to a List

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

The screenshot shows the NHS Blood and Transplant ICE system interface. The search results table lists a patient with NHSBT No. 5502483843, Surname TEST, Forename A, DOB 01/01/1988, Sex F, and NHS Number. The 'Lists available' dropdown menu is open, showing options: My Patient List, CMV negative product required, NHSBT Antibody, NHSBT Antibody list, GSTS, and Special Requirements. A red arrow points from the 'Lists available' dropdown menu to the 'My Patient List' option.

NHSBT No.	Surname	Forename	DOB	Sex	NHS Number	List
5502483843	TEST	A	01/01/1988	F		<input checked="" type="checkbox"/>

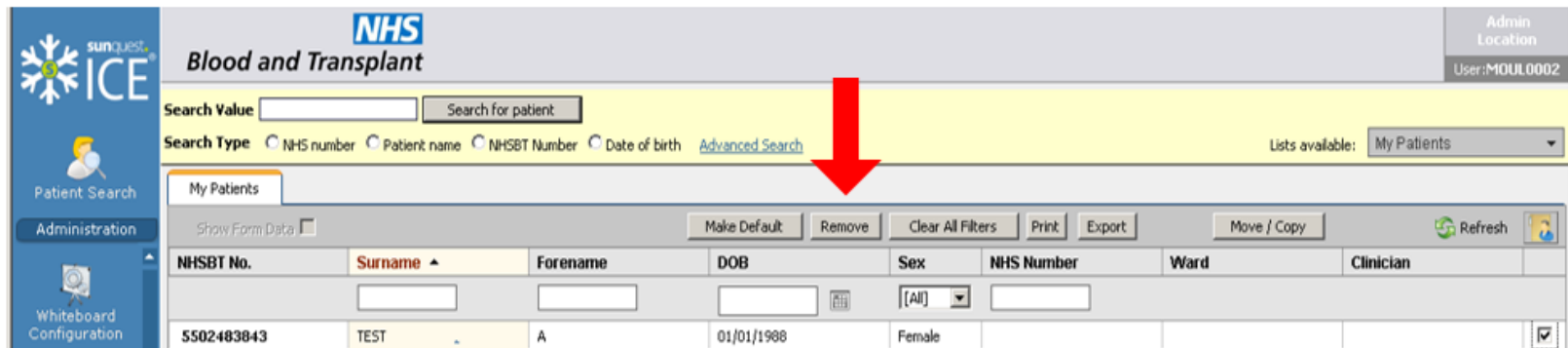
- Click on the 'List' box to tick
- Click the 'Add to List' button

The screenshot shows the same NHS Blood and Transplant ICE system interface. The search results table is the same. A red arrow points from the 'Add to List' button to the 'Add to List' button.

NHSBT No.	Surname	Forename	DOB	Sex	NHS Number	List
5502483843	TEST	A	01/01/1988	F		<input checked="" type="checkbox"/>

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

Removing a patient from a List

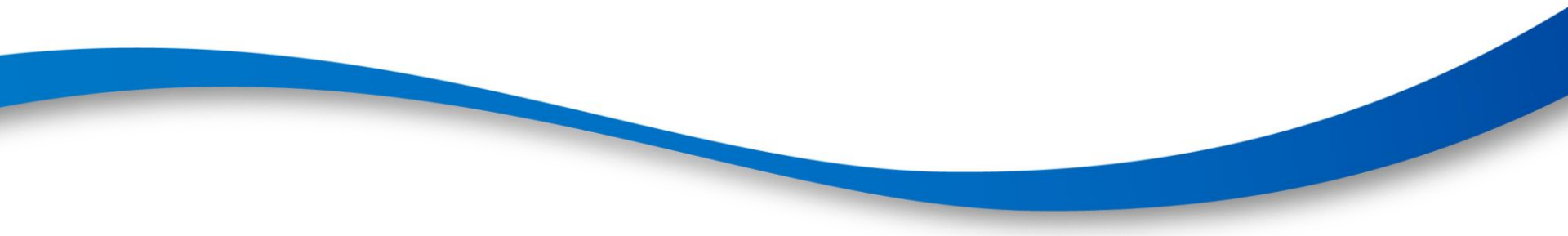


The screenshot shows the NHS Blood and Transplant 'My Patients' interface. The top navigation bar includes the NHS logo, 'Blood and Transplant' text, and 'Admin Location' with 'User:MOUL0002'. Below this is a search bar with 'Search Value' and a 'Search for patient' button. The 'Search Type' section has radio buttons for 'NHS number', 'Patient name', 'NHSBT Number', and 'Date of birth', along with a link to 'Advanced Search'. A 'Lists available:' dropdown menu is set to 'My Patients'. The main area is titled 'My Patients' and contains a table of patients. Above the table are buttons for 'Show Form Data', 'Make Default', 'Remove', 'Clear All Filters', 'Print', 'Export', 'Move / Copy', and a 'Refresh' button. The table has columns for 'NHSBT No.', 'Surname', 'Forename', 'DOB', 'Sex', 'NHS Number', 'Ward', and 'Clinician'. The first patient listed is with NHSBT No. 5502483843, Surname TEST, Forename A, DOB 01/01/1988, and Sex Female. A checkbox is visible at the far right of this row.


NHSBT No.	Surname	Forename	DOB	Sex	NHS Number	Ward	Clinician
5502483843	TEST	A	01/01/1988	Female			

- 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

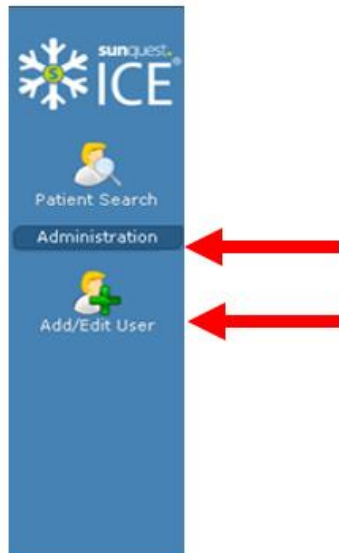
- Select **Change user/log off** in the top right hand corner after hovering over the hospital location (Hosp A in the example below)



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

Add/Edit User

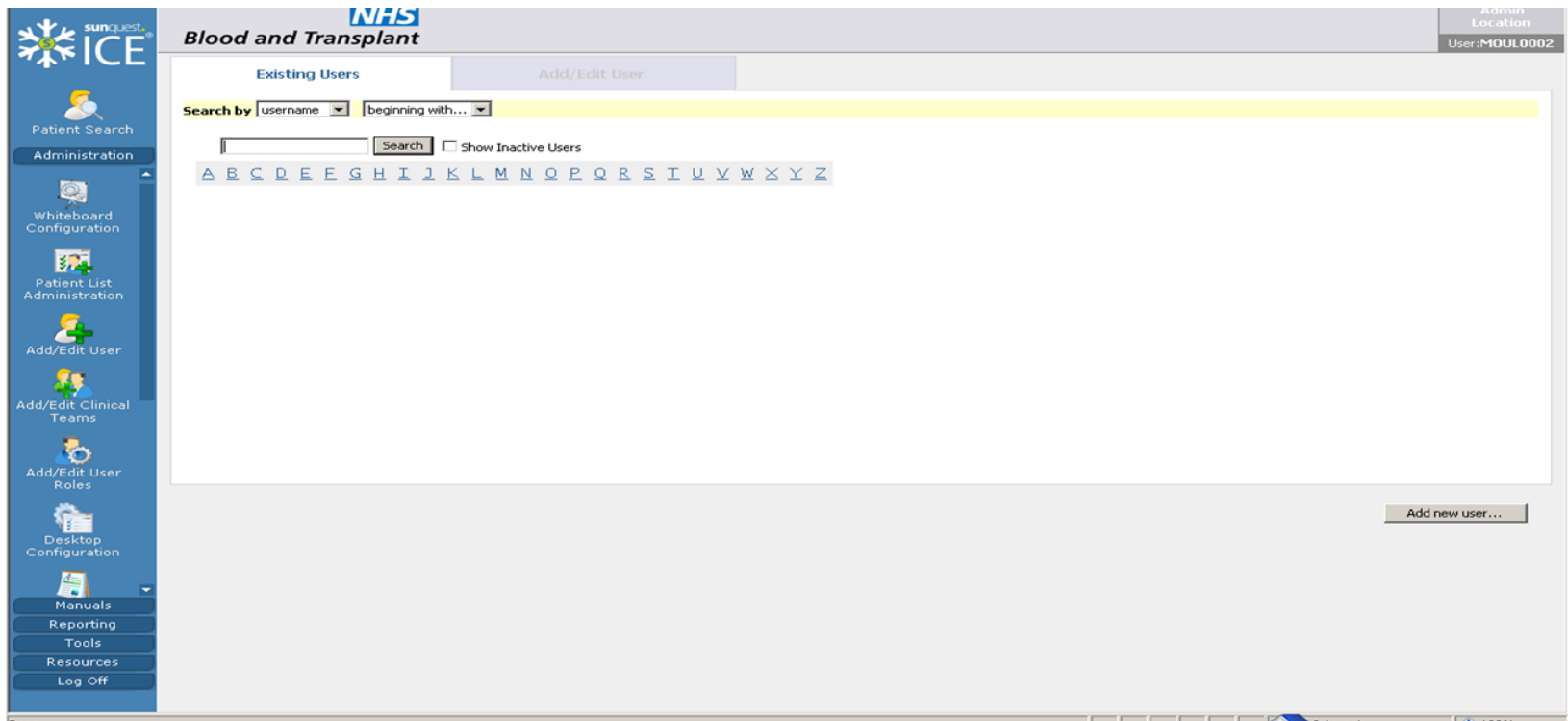
- Log into Sp-ICE using your local administrator account
- Click 'Add/Edit user' from the tool bar in the 'Administration' tab.



- 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



Add/Edit User

icedesktop T146M
User: Test LA User

Existing Users Add/Edit User

Edit User Logon Attributes

User name: Test User
Password: [masked]
Confirm password: [masked]
Change password at next login: ☒
Password never expires: ☐
User Account is Locked: ☐
User is Inactive: ☐
User role: RCI-HFU
Full name: Test User
Initials: TU
Description: Hematos location code
Bleep number: [empty]
Email address: invalid email address Invalid Email Address
Language: English

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: [empty] [calendar icon] [Clear]
End date: [empty] [calendar icon] [Clear]

User Options
Toolbar Options
Locations Profile

Allow user to use workstation's default location: ☐
(You can use the Location Editor under Desktop Configuration to maintain location details.)
Organisation: NHS Blood and Transplant
Subsidiary: [Organisation Locations]

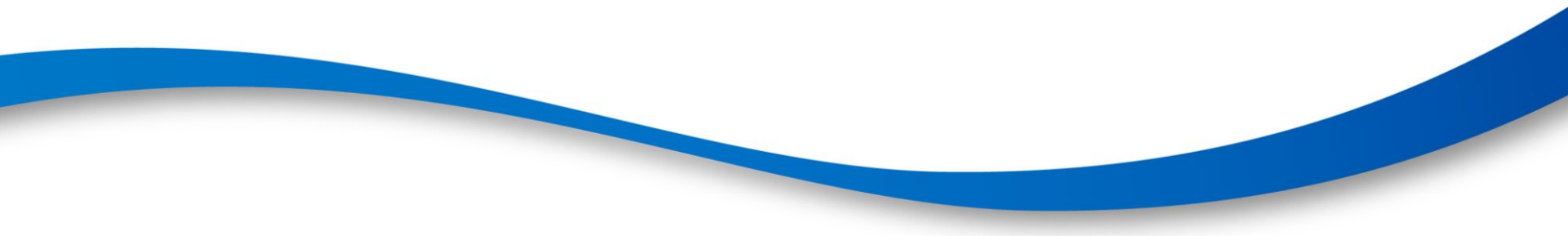
All Locations: T146M
User Profile: [empty]

Select all Add selected Select all Remove selected

<< Back to Search Save User

- 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's a header with the 'icedesktop' logo and a 'User' dropdown. Below the header, there are two tabs: 'Existing Users' (selected) and 'Add/Edit User'. A notification bar at the top right says 'You have new ICEMail'. The search section includes a 'Search by' dropdown (set to 'username'), a 'beginning with...' dropdown, and a 'Search' button. A checkbox for 'Show Inactive Users' is present. Below the search section is an alphabetical index bar. The main area displays a table of existing users.

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](#)

User Options

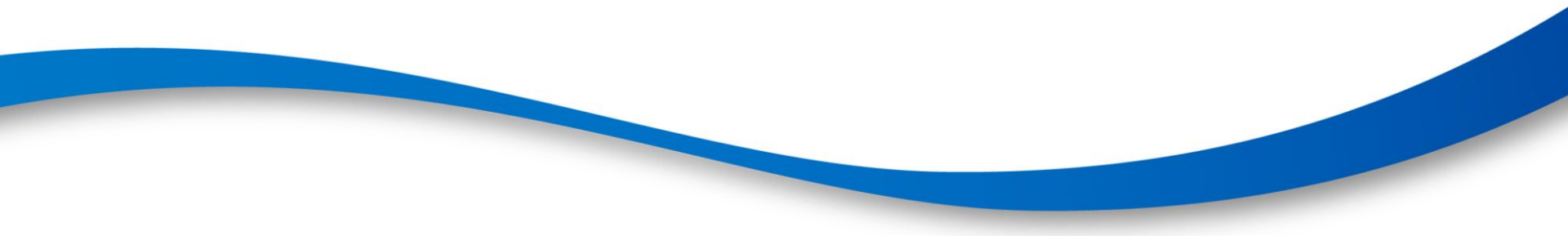
- ☐ User Options
- ☐ Toolbar Options
- ☐ Locations Profile

- Accounts can be set as active or Inactive

Contingency Arrangements



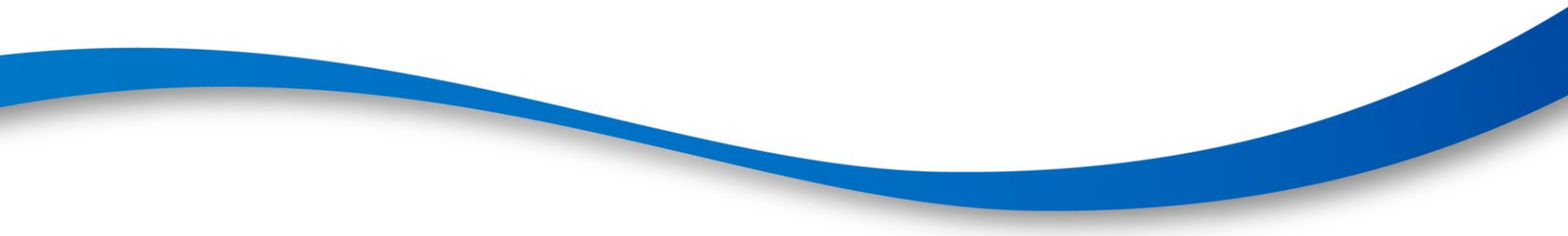
Contingency Arrangements

- 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.
- 

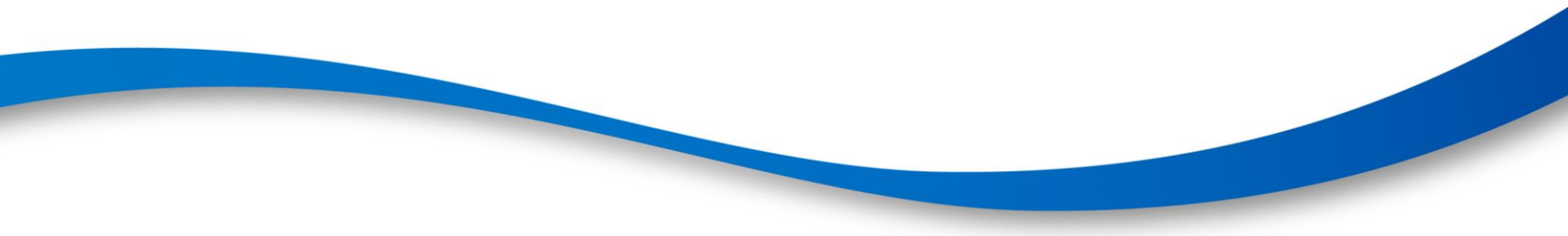
System Performance and Adverse Event / Incident Reporting

A thick, solid blue wavy line that curves across the bottom of the slide, starting from the left edge, dipping down, and then rising towards 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
- 

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
- Requests for administrator accounts should be submitted to ICE@nhsbt.nhs.uk on FRM4117

The End

