

National Hip Fracture Database (NHFD)

Guide to creating custom fields

The NHFD dataset is designed to collect specific data on all patients based on casemix, process and outcomes. We are aware that individual hospitals may wish to collect additional data for local analysis and as such we have provided the facility to create custom fields to append the dataset. A maximum of 20 additional fields are available and each additional field created will appear under the 'Other' tab in the patient record.

To create a new custom field:

- From the main home page, click on 'support' along the top of the screen.
- On the support page, click on 'Extra questions' down the lefthand side. There you can view a list of existing custom fields that you have added (see: 'Amending existing custom fields' section below).
- Click on 'new question' on the left-hand side to add a new custom field
- Enter the question wording or label, which is the question tile and therefore description of what data you wish to record in this field (eg 'patient's ethnicity').
- If you like, in the next box you can also add a question helpnote or comment, to be shown under the question to aid data input.
- Chose the answer type from the provided list to specify how the question should be entered.
 - If you select drop down list, enter the options you wish to be available. The field will default to the first answer in this list, so you are advised to have a blank option at the top of the list to avoid confusion and ensure that users have to choose the correct option. Use the space bar for the first option, hit the return key to move to the next line and type the second option in. Enter all the options like this.

The 'options' tab allows you to allocate where this new question appears in the list of your custom field questions. By default, the questions are listed and used in the order they are defined. It is not recommended to change the field order unless strictly necessary, however, you may prefer to alter the order in which the fields are used.

The 'history' tab will give you an overview of the creation and change history of this field.

The additional custom field will now appear in each new record created. In addition, when you export data, you will have the option to include the custom field in your export.

Amending existing custom fields

Please note that once a custom field has been created it cannot be changed. If you wish to delete or amend a custom field you will need to contact the Crown helpdesk (helpdesk@crownaudit.org), but be aware that if a custom field is removed completely, all data recorded in that field while it was active will be lost.