

# VICTORIAN CRITICAL CARE ACCESS WEBSITE

## USER GUIDE



## Critical Care Access Website

The Critical Care Access Website (CCAW) application is used by Victorian Public Hospitals, Private Hospitals, Health Department, Adult Retrieval Victoria and Ambulance Victoria to aid in monitoring of availability of beds for patients requiring critical care. The system is updated by hospitals, and provides up to date and accurate information.

## Dashboards Explained

The Metropolitan and Regional Dashboards present the information maintained by the Critical Care System in an organised and useful way. Access to the dashboards is restricted to users accessing the URL from an approved IP address.

**Victorian Critical Care Access Website**

Adult Retrieval Victoria  
1300 368661  
adult critical care

Login

Metro Dashboard Regional Dashboard

**MESSAGES**

SYSTEM NOW IN LIVE PARALLEL TESTING\*\* 19/10/2009 - 1/11/2009

**ARV CASES**

Yesterday: 13  
Last Week: 132

**OCCUPANCY**

Tertiary ICU	Metro ICU	Regional ICU	Statewide ICU
94%	85%	89%	85%
Average Last Week: 97%	Average Last Week: 96%	Average Last Week: 0%	Average Last Week: 96%

**METROPOLITAN BEDS**

Hospital	ICU Beds				HDU Beds				CCU Beds				Last Updated	Exec On Call
	Minimum Number ICU Equivalents	Occupied	Empty	Reserved (EDOR/inbound) Occupied by pts awaiting ward t/ser	Occupied	Empty	Reserved (EDOR/inbound) Occupied by pts awaiting ward t/ser	Occupied	Empty	Reserved (EDOR/inbound) Occupied by pts awaiting ward t/ser				
Alfred	31	30	0	0	2	0	2	0	7	0	0	0	14:20 +1	Mr Andrew
Austin	17	15	2	2	2	0	0	0	6	0	0	0	14:22 +1	Associate P Dearne St
Box Hill	9	9	2	0	0	1	0	2	8	0	0	0	14:25 +1	Professor Ha
Dandenong	9	8	0	0	6	0	0	2	6	1	2	0	14:41 +1	Dr B Pa
Frankston	8	4	2	2	3	0	0	3	14	0	2	2	14:42 +1	Professor By
Geelong	11	7	1	0	6	0	0	6	6	0	1	1	14:42 +1	Mrs Bell
Maroondah	5	6	3	0	2	0	0	1	0	0	0	0	14:43 +1	Ms Weigh
Monash Medical Centre	17	20	0	0	0	0	0	0	22	0	1	1	14:44 +1	Miss Michael
Northern	6	2	1	0	0	4	1	1	3	1	0	0	14:44 +1	Miss Pola Rexpress
Peter Mac	2	2	0	0	0	0	0	0	0	0	0	0	14:44 +1	Mrs Peta Mack
Royal Children's	17	10	8	6	4	0	0	0	0	0	0	0	14:45 +1	Professor Ronald McDonald
Royal Melbourne	21	22	0	2	1	2	0	2	6	0	2	0	14:47 +1	Associate Professor Melissa Stewart
St Vincent's	12	8	4	4	2	0	0	0	6	0	1	1	14:48 +1	Dr Vincent Godly
Western	10	2	2	0	0	7	0	5	22	0	0	0	14:50 +1	Ms Wayout There
TOTALS	175	145	25	16	11	35	1	3	21	106	2	9	5	

**Messages - important notices set in the system by the Critical Care System Administrator.**

**Occupancy - this section summarises all the bed occupancy data in the system into four main categories detailing both current occupancy levels and average levels for the preceding week.**

**Beds Data - this is the main section on the dashboards and details the current bed occupancy data for each hospital in the system, as well as when the data was last updated by the Hospital. It also displays the Hospital Executive that was on call at the time of the last update.**

**Login - hospitals are required to login to update hospital information**

**ARV Cases - previous day's and previous week's ARV Cases as entered by the Critical Care Access Website Administrator in the system.**

## Managing Hospital Bed Information

### How To

1. Select the Login icon and enter your hospitals user name and password (username will be an email address).
2. Once logged in a number of different tabs will become available which will enable you to update your hospitals information (see diagram page 5).
3. Select the Manage Hospital Info tab to update your current bed status.
4. Enter the current bed status data for all of the units displayed (all fields mandatory).
5. Select the Executive On Call from the Executive On Call drop down list (mandatory).
6. If the number of beds entered is below the Minimum Number of ICU Beds (a number agreed upon by the Hospital and the Department of Health) a reason must be selected from the Reason drop down list before this information can be updated. There is the option to enter any additional comments into the Comments box provided. Comments can also be entered when bed numbers are equal to or above the minimum number.
7. Click Update to submit the updated data to the system.
8. A confirmation dialog, confirming a successful update should appear on screen.
9. If your bed status remains unchanged from the last time you updated, simply select the UPDATE icon to reflect this.

## Logged In User Change Password

### How To

1. Enter your existing password.
2. Enter your new password.
3. Enter your new password for confirmation.
4. Click Change to change your password in the system.
5. A confirmation dialog, confirming a successful password change should appear on screen.

## Manage Executives

### How To

1. Select Manage Executives tab.
2. To add a new executive, enter all requested information under the Add an Executive section (all fields mandatory).
3. Select Add to update this information in the system.
4. A confirmation dialog, confirming a successful save should appear on screen.
5. To edit an executive, select the edit tab next to the executive you wish to edit and update the required information. Select update to update the system.
6. A confirmation dialog, confirming a successful change should appear on screen.

Tabs used to update hospital information, executive information and to change your current password

**Victorian Critical Care Access Website**  
 You are logged in as Austin. [Logout](#)

Adult Retrieval Victoria **ARV**  
 1300 368 661  
 adult critical care - retrieval services - 24 hours - statewide

Metro Dashboard | Regional Dashboard | **Manage Hospital Info** | Manage Executives | Change Password

**HOSPITAL**  
 Austin

**MINIMUM NUMBER OF ICU BEDS**  
 Minimum Number of ICU Beds (equivalents)\*: 17

**EXECUTIVE ON CALL**  
 Dr One One

**ICU**  
 Beds Occupied\*: 12  
 Beds Empty/Available\*: 2  
 Reserved Beds\* (IP/OR/Inbound): 2  
 Beds occupied by patients waiting for ward transfer\*: 2

**HDU**  
 Beds Occupied\*: 4  
 Beds Empty/Available\*: 0  
 Reserved Beds\* (IP/OR/Inbound): 0  
 Beds occupied by patients waiting for ward transfer\*: 0

**CCU**  
 Beds Occupied\*: 10  
 Beds Empty/Available\*: 2  
 Reserved Beds\* (IP/OR/Inbound): 0  
 Beds occupied by patients waiting for ward transfer\*: 0

**REASON BELOW MINIMUM ICU EQUIVALENTS?**  
 Select Reason... required  
 Comments:  
 UPDATE

**For all Units**  
*Beds Occupied* = Number of beds containing a patient  
*Beds Empty* = Number of empty beds that are staffed  
*Reserved* = Number of empty beds reserved for patients currently in ED/OR/Inbound.  
*Occupied by patients awaiting ward t'sfer* = Number of patients assessed as clinically ready to be transferred to the ward

*Reason Below Minimum ICU Equivalents* -  
 Select a reason from the drop down menu. There is an option to provide additional comments