NAUSP Portal Quick Start Guide

This is an abbreviated reference guide. For further information, refer to the User Guide available on the [NAUSP Portal website](#).

Prepare monthly data

> Extract **all** antimicrobial usage (inpatient and imprest supply) for areas included in NAUSP reporting. Show returns (and antimicrobials supplied for patient discharge if these items cannot otherwise be excluded) as negative numbers.

> Transfer into NAUSP template

> Ensure your facility name in cell B1 matches exactly your hospital name in the NAUSP Portal (includes your state/territory). Copy and paste from the Portal screen if need be.

> Ensure NAUSP-defined ward/location names appear in Column B. Apply "other/unspecified acute" (or "other/unspecified subacute" to subacute areas if you have them) to everything else, or "Total" if origin of data unknown.

> Save file using correct hospital 3 or 4 letter code, and year / month (XXXX_20XX_XX).

> Obtain occupied bed days for month (midnight census) and number of presentations (ED/OT). , Record in spreadsheet/OBD file.

> Cross check denominator wards/locations and drug usage file (included areas should match).

Upload data

1. Log into NAUSP Portal, select **Submit Data** under Data Submission menu. Select period and click **Upload.**

2. Transfer denominator figures from your personal worksheet into relevant denominator field/s.

3. Click **Browse** to locate and select drug usage file from your local drive and click the **Upload File** button.

4. Review upload for any lines with red text (indicates entry of either antimicrobial or quantity is missing, or in incorrect format). Ensure you scroll to end to view any warnings about missing wards/locations. Correct (or uncheck) lines with red text in original file and re-upload if necessary.

5. Click **Upload Data**.

6. In the **Submit Data** screen you will see tabs for each area and sub-menus for Unknown Antimicrobials, Discarded Antimicrobials, Usage Warnings and Submission Summary:

   > Submission Summary provides a summary of antimicrobials to be uploaded.

   > Review any Usage Warnings (for example >200% or < 50% average use), correct if necessary and resubmit file, or proceed. Acknowledge liquid quantities > 20 units.

   > Records may be discarded automatically and can be reviewed from the Discarded Antimicrobials tab.

   > Any drug lines requiring attention by NAUSP will appear in the tab Unknown Antimicrobials – these will be addressed and upload finalised by the NAUSP team. Please check drug lines for missing details, e.g. pack size missing from topical products.

7. Review tabs for **each** ward/location and then click **Submit Data** button.

Generate reports

1. Log into NAUSP Portal, select **Generate Reports** under Data Analysis menu.
2. Select facility and enter date range for report.
3. Report Template should display "Standard NAUSP Report" (and "Location Report" if your facility contributes granular ward/location data).
4. Select a Report. Options depend on which Report Template was selected.
5. Select one comparator. Available options are displayed in a table. Only blue check boxes may be selected.
6. Click **Schedule** – you should receive a confirmation message, and report emailed to you within 24hrs (normally about 10 minutes).

Reports (new content available from April 2021):

Name	Output	Extra Information
Standard NAUSP report (TOTAL)	Standard set of charts	
Standard NAUSP report (with Critical Care)	Standard set of charts for both Critical Care and non-critical care areas	
Standard Location Contributor report	Standard set of charts	Data pulled from any ward/location data you are registered for
Standard Intra-hospital Location report	Standard set of charts	Ward/location within hospital benchmarked against total-hospital usage. No other facility's data included.
NAUSP Location-specific report	Tailored charts for ward/location	Agents have been selected to better represent each ward/location eligible for granular reporting.

Extract rate calculations (data mining)

Existing rate calculation

1. Log into NAUSP Portal, select **Rate Calculations** from the Data Analysis menu.
2. Locate desired rate calculation and click **Edit** button to view parameters
   - > Click **Cancel** if content is correct
   - > Edit and click **Save** if content requires change
3. Click on the **Run** paper plane icon to run a summary rate calculation. You should receive a confirmation message, and Excel file emailed to you within 24hrs (normally about 10 minutes).

Create new rate calculation

1. Log into NAUSP Portal, select **Rate Calculations** from the Data Analysis menu.
2. Click on blue **Create New Rate Calculation** button
3. Set parameters for the Rate Calculation (name of rate calculation, ward/location of interest), date range and hospital).
   - ED and OT can only be extracted individually
   - Acute and subacute wards/locations cannot be combined (aggregated)
   - Total will extract all acute areas **except** ED and OT as an aggregate (i.e. total-hospital acute usage)
4. Comparators applicable to your facility will become available. Check any (or none) of these boxes.
5. Antimicrobials of interest – select which WHO ATC, classes, agents or formulations you wish to look at. Please ensure you click the **Add** button after selecting your agent/s and that your selection is added to the list below the drop-down boxes.
6. **Antimicrobials Report Separately** – check or uncheck for individual or combined rates for the agents selected.
7. Select **Route of Administration** (default is all).
8. Period type – options include monthly, quarterly, half yearly, yearly, or financial year.
9. Periods (for moving average (MA) output) – options include 3- or 5-month moving average.
10. Click the **Save** button.
11. Click on the **paper plane icon** to run the Rate Calculation – you should receive a confirmation message, and Excel file emailed to you within 24hrs (normally about 10 minutes).

Resources

Document quick links:

NAUSP Portal User Guide

Denominator recording template

Data upload template

NAUSP Helpdesk contacts:

Email: Health.nausphelp@sa.gov.au   Telephone: (08) 7425 7169

For more information

National Antimicrobial Utilisation Surveillance Program
Communicable Disease Control Branch
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Adelaide SA 5000
Telephone: 1300 232 272
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www.sahealth.sa.gov.au/nausp

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