

## Fact Sheet

# Checklist for new NAUSP contributors

To join NAUSP, please ensure the following steps have been completed.

### Before data can be submitted

Before data can be submitted to the NAUSP Portal, all contributor hospitals should:

- Download *NAUSP Data principles and definitions* document.
- Download the *NAUSP Portal User Guide* and data templates (antimicrobial usage and denominators).
- Register for external user access to the NAUSP Portal and submit details of new hospital. NAUSP will contact you to confirm details and finalise registration.
- Complete *Willingness to Participate* form, signed by hospital executive/manager (this will be emailed to you by NAUSP).
- Complete initial datasets for assessment by NAUSP to ensure compliance with data requirements (as outlined in *Data principles and definitions* document). This also helps contributors to refine processes for collecting necessary data.
  - Sample numerator dataset (antimicrobial usage)
  - Sample denominator dataset (occupied bed days, theatre cases, ED presentations)

Please send to: [Health.NAUSPhelp@sa.gov.au](mailto:Health.NAUSPhelp@sa.gov.au)

### Useful Information

Please access via “related resources” on the NAUSP [website](#) :

- > [Data principles and definitions](#)
- > [NAUSP Portal user guide](#)
- > [NAUSP Portal FAQs](#)
- > [Data upload template](#)
- > [Denominator recording template](#)

The Australian Government Department of Health provides funding for the development and coordination of NAUSP, analysis of data, and the production of related reports for the AURA Surveillance System. NAUSP is conducted by the Communicable Disease Control Branch, Department for Health and Wellbeing, South Australia.

### For more information

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