

Post Go-Live Statistical Reports Overview

The CRIS Post Go-Live Statistical Reports session provides an in depth look at the CRIS Statistical Reports Module using detailed practical exercises which are specifically designed to demonstrate all key 'system' concepts to demonstrate how to use the module and go on to write your own reports. The session also provides an overview of the CRIS Standard Stats Templates which are designed to satisfy national returns concentrating primarily on Diagnostic Waiting Times.

COURSE NOTES / GUIDANCE

✓ COURSE OBJECTIVES

This course is intended to prepare delegates new to CRIS Statistical Reports to make comprehensive use of Statistical Reports functionality. The session does however require delegates to go on to undertake personal consolidation following the standard session to ensure they can in future create and run their own stats successfully. Failure to undertake this consolidation would negate any long-term success following the course.

Please note: The session cannot be tailored to individual requirements since a training session is not the correct platform to error check existing reports built by delegates prior to training, or to build new reports on the spot. If Statistical Reports Consultancy is required, this is available as a separate course detailed via [RIS_CGD305_Stats_Consultancy_Overview.doc](#)

✓ COURSE LEAD-TIMES

This course can only be delivered when it is felt that the 'key users' and RIS System Manager(s) are adept in the basic use of the system, and once the system has been installed for a sufficient period of time to ensure that this advanced session is as beneficial as possible to those attending.

From experience this proves most successful 2-3 weeks post go-live, as prior to this 'Key Users' are still unavoidably committed to the demands of the RIS system go-live fully and familiarising themselves sufficiently with new processes ahead of being able to allocate the necessary time, or concentration to such advanced CRIS Training courses.

✓ MAXIMUM NO. OF DELEGATES PER SESSION

There is a **maximum of 6 delegates** for the Post Go-Live Statistical Reports Training Session.

✓ TARGET AUDIENCE

The Standard Statistical Reports session is a foundation course aimed at the following audience:

- Delegates who have never used the Stats Module.
- Delegates who have previously attended formal training but have not been able to dedicate time to consolidate following the session or use the module in any real depth.
- Delegates who have used the module, but not attended formal training and would not therefore describe themselves as proficient stats users.

✓ COURSE ELIGIBILITY

Anyone attending these sessions must have undertaken Basic CRIS Training in order to be eligible to join the course. New users should therefore be provided with a CRIS System Overview in-house prior to attending this module.

IMPORTANT PLEASE NOTE

Delegates who have no previous CRIS System experience WILL NOT BE ELIGIBLE to attend this course and Wellbeing Software reserve the right to refuse attendance to anyone who does not meet this pre-requisite.

COURSE OVERVIEW / TIMETABLE

09:00 – 10:00	Overview of how to use the CRIS Statistical Reports Module to amend existing Statistical Report Templates or write your own reports from scratch. EXERCISE ONE: This exercise looks at amending a CRIS System Template to generate Total Activity, Modality Activity, Room Based Activity and Private Patient Activity and demonstrate general statistical reports functionality including amending templates, creating joins between tables, exporting results and saving and scheduling Stats Templates.
10:00 – 10:30	BREAK
10:30 – 12:30	EXERCISE ONE (CONT'D)
12:30 – 13:00	LUNCH
13:00 – 15:00	EXERCISE TWO: This exercise looks at writing a Stat report from scratch to generate the Total Number of (Clinical) Reports for each Reporting Clinician (i.e. Radiologist Reporting) broken down by Modality and Examination. This exercise is specifically designed to reiterate concepts from the first exercise and introduce advanced concepts such as Total Lines and Sub Totalling via the CRIS System.
15:00 – 15:30	BREAK
15:30 – 17:00	FINAL EXERCISE: Overview of CRIS Standard Stats Templates designed to satisfy national returns and concentrating primarily on Diagnostic Waiting Times.

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TRAINING PRE-REQUISITES / ACTIONS

COMPLETE AND RETURN RIS_CGD297_POST_GOLIVE_STATS.DOC AT LEAST 5 WORKING DAYS PRIOR TO THE SESSION

IMPORTANT PLEASE NOTE

Wellbeing Software reserve the right to cancel any training if the Trust does not return the completed CRIS_TCL295b_Training Checklist_Statistical_Reports.doc at least 5 working days prior to the date of Training.

Once Wellbeing Software and the Trust have formally agreed on the date of CRIS training course, the Trust will be liable for the whole fee / equivalent training days unless we receive written notification of cancellation.

For bookings cancelled two or more weeks before a course is due to start, 100% per cent of course fees paid will be refunded to the applicant.

No refund will be made for bookings cancelled less than two weeks before the event, except in exceptional circumstances and then only at the discretion of the Training Manager.

Wellbeing Software also reserve the right to cancel and charge for any training where the Trust does not formally confirm that the above actions have been undertaken by the training deadline, or in the event it transpires that despite formal confirmation the set-up is not as required upon arrival.

Document Control

Title		CRIS Post Go-Live Statistical Reports Course Overview	
Owner		Wellbeing Training Manager	Date Created14/11/2008
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CRIS Version		2.09.10 onwards	
Change History			
Issue	Date	Author / Editor	Details of Change
V1.0	14/11/2008	Emma Savage-Mady	First Issue
V2.0	30/12/2013	Emma Savage-Mady	2.0 issue due to significant training documentation format review in line with ISO 13485.
V3.0	23/02/2014	Emma Savage-Mady	3.0 issue due to change the Healthcare Software Solutions.
V4.0	18/10/2016	Emma Savage-Mady	4.0 issue to clarify target audience.
V5.0	28/03/2019	Emma Savage-Mady	Rebranding issue.
Review Date		28/03/2021	