Days to Diagnosis Chart V2: Instruction Sheet
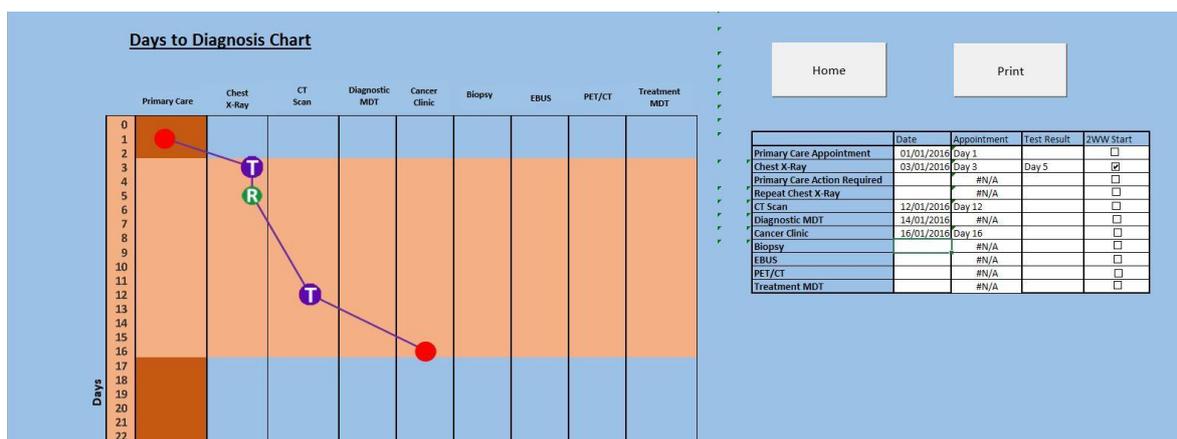
1. Creating a New File

When opening the document it is important to:

- Save the file with a <u>new name</u>, so that you always have the original version to come back to when a new dataset is required

- If any messages appear asking you to enable features, or trust the document make sure to say yes to allow the programme to work effectively.
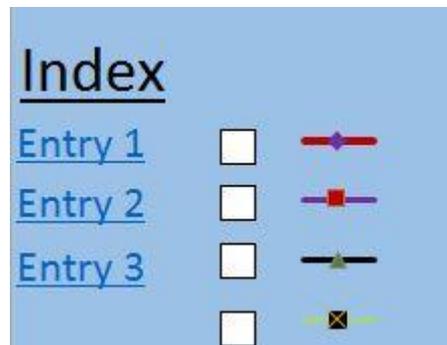
2. Creating a New Chart

When creating a new chart:

- Enter a name which will be recognisable later

- It is possible to enter a date *or* to select the day on the pathway from the drop down menu

- For now it is necessary to select a day from the drop down menu for a test result

- Select the point at which the 2WW clock starts by selecting the relevant box. This will shade in a two week window.

- This should all result in a graph like the one shown below

- Individual charts can be printed by pressing the print button (File → Print **<u>will not</u>** print the chart correctly.)

- The step of creating a new chart can be repeated again from the Home screen.

3. Home Screen

- The left hand side of the home screen will show a list of each of the charts created underneath the ''Index'' heading. Clicking on these will take you back to those charts.

- The top right hand corner of the home screen contains the button ''Update Summary Data''. Pressing this will tell the spreadsheet to search through all of the charts created and collate the information. This is a data-heavy process, so be patient and give the programme a little time to bring all of the information together.

- Once this has completed, the Summary Data shown below will be returned, containing a summary of the data in all the charts created.
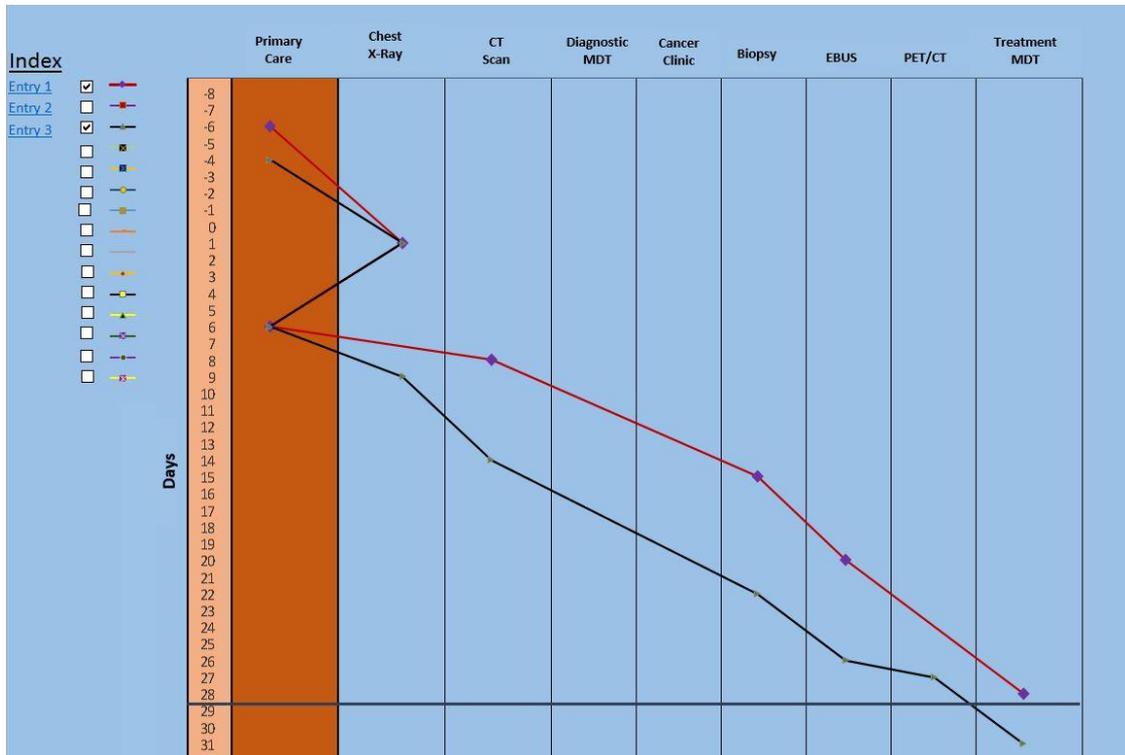
Summary Data For All Charts

Point in Pathway		Average Day	Frequency
Primary Care Appointment		-5.0	100.00%
Chest X-Ray		1.0	100.00%
Primary Care Action Required		6.0	66.67%
CT Scan		10.3	100.00%
Repeat Chest X-Ray		9.0	33.33%
Diagnostic MDT		6.0	100.00%
Cancer Clinic		20.0	33.33%
Biopsy		18.5	66.67%
EBUS		23.0	66.67%
PET/CT		26.5	66.67%
Treatment MDT		31.3	100.00%

- The data in this chart shows the average day on which each event happened on the pathway, and also the frequency with which each event occurs (In this example, a repeat chest x-ray occurred in 33% of cases, and was on average on the 9th day of those entries.)

4. Summary Graph

Once the summary data is calculated the chart on the home screen is able to overlay each of the different charts for comparison.

Ticking the box next to the name of the chart in the index list will plot that graph on the home screen – giving a graph something like the one below.