Quick Start Guide
NAUSP Portal

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 any returns) as negative numbers. Any antimicrobials supplied for patient discharge, or prepacked antimicrobials, should be annotated as such (e.g. 'prepack', 'PP', 'ED pack'.

> Transfer monthly usage into the NAUSP data upload template (available [here](#)).

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

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

> Save file using correct hospital 3 or 4 letter code, and year / month (XXXX_20XX_XX). The expected file name is also displayed on the upload screen, copy and paste if needed.

> Obtain occupied bed days for month (midnight census) and number of presentations (ED/OT) from local source. Maintain Denominator Record file, by ward/location where possible.

> 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 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 **NAUSP ward/location** and sub-menus for Unknown Antimicrobials, Discarded Antimicrobials, Usage Warnings and Submission Summary. Work through these tabs, for each NAUSP ward/location, addressing any errors discovered.

   > Any drug lines requiring aliasing by NAUSP will appear under **Unknown Antimicrobials**. These will be addressed, and upload finalised by the NAUSP team. Please check drug lines that appear here for missing details (e.g. pack size missing from topical/extemporaneous products, strength).

   > Review any Usage Warnings (<50% or >200% average) for antimicrobials or denominators. Liquid quantities > 20 units may indicate product is displaying millilitres, not number of bottles. If necessary, amend and resubmit file.

   > Records may be discarded automatically (e.g. non-antimicrobials or antimicrobial-adjacent lines (monoclonal antibodies, vaccines) sneaking into raw data extract) and can be reviewed from the Discarded Antimicrobials tab.

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

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

Generate reports

1. Log into NAUSP Portal, select **Generate Reports > DDD Reports** under Data Analysis menu.
2. Select facility and enter date range for report.
3. Report Template should display *Standard NAUSP Report* (and *Ward/Location Report* if your facility contributes granular ward/location data). **Ward/location Reports will only appear when the start date is 01/2021 or later**
4. Select a Report. Options will reflect which Report Template was selected and what kind of data your site submits.
5. Selection of Ward/Location Report will trigger a third drop-down menu to select source of data for populating charts.
6. Select one comparator. Available options are displayed in a table. Only blue check boxes may be selected. Hover over check box to view availability of comparator data (calculated over date range selected). **Benchmarking is not available for ED or theatre reports**
7. Click **Schedule** – you should receive a confirmation message, and report emailed to you within 24hrs (normally about 10 minutes)

Basic Report options*:

Dropdown selections			Output
Report Template	Report	Ward/Location	
Standard NAUSP Report	Standard NAUSP Report (TOTAL acute-care)	N/A	**ALL ROUTES** • 3rd/4th cephs, • glycopeptides, • carbapenems • fluoroquinolones • aminoglycosides • penicillin/β-lactam inhibitor
Standard NAUSP Report	Standard NAUSP Report (with Critical care)	N/A	
Ward/Location Report	NAUSP Location Report – Theatre/ Recovery	Theatre/ Recovery	• All antibacterials oral • All antibacterials IV • IV cefazolin • IV gentamicin • IV vancomycin • IV metronidazole • IV clindamycin • Topical chloramphenicol (4g oint)
Ward/Location Report	NAUSP Location Report – Emergency Department	Emergency Department	• All antibacterials oral • All antibacterials IV • IV cephalosporins • IV penicillin/β-lactam inhibitors • ORAL macrolides • ORAL fluoroquinolones • ORAL amox, amox-clav, cefalexin • ORAL cotrimox, cefuroxime, doxy

*A more detailed description of all report options available from the Portal (including sub-acute options) can be found [here.](#)

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 **Save or Cancel** if content is correct
   > Edit and click **Save** if content requires change
3. Click on the **Run** ✈ icon to run a summary rate calculation. You should receive a confirmation message, and Excel file emailed to you.

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. It is advisable to select from only one level of the WHO hierarchy.
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 ✈ **icon** to run the Rate Calculation – you should receive a confirmation message, and Excel file emailed.

> The generated rate calculations will be email to you within 24 hours (normally about 10 minutes) in Excel format

References

Document quick links:

Denominator recording template

Data upload template

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For more information

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