# Tally sheet for registration of background data

Answer examples: yes=1, no=0, missing data=99, irrelevant=999. Data is registered by numbers in a tally sheet (in a blue box).

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| **Item**  | **Time**  | **Date**  | **Result** |
| Admission: time, data, unit |  |  |  |
| Transferred: time, date, unit |  |  |  |
| Discharged: time, date, unit |  |  |  |
| LOS  |  |  |  |
| Gender |  |  |  |
| Age |  |  |  |
| BMI |  |  |  |
| Smoker  |  |  |  |
| Penicillin allergy |  |  |  |
| CAS score |  |  |  |
| CCI score |  |  |  |
| CURB-65 score (assessed by authors) |  |  |  |
| Recent travel (≤2 weeks)  |  |  |  |
| Nutrition status  |  |  |  |
| In-hospital mortality |  |  |  |
| Readmission ≤1 month |  |  |  |
| Mortality ≤1 month |  |  |  |

# Tally sheet for registration of diagnostic procedures and medical treatment data

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| **Item**  | **Result** **Yes=1, No=0** | **Test result** | **Time** | **Time from admission**  |
| **DIACNOSTIC PROCEDURES** |  |  |  |  |
| Symptoms at admission  |  |  |  |  |
| Fever |  |  |  |  |
| Sputum production |  |  |  |  |
| Leukocytes |  |  |  |  |
| Dyspnoea |  |  |  |  |
| Chills |  |  |  |  |
| Pleuritic chest pain |  |  |  |  |
| Confusion |  |  |  |  |
| Puls rate |  |  |  |  |
| Respiratory rate |  |  |  |  |
| Cough |  |  |  |  |
| Other symptoms |  |  |  |  |
| Respiratory rate |  |  |  |  |
| Blood pressure |  |  |  |  |
| Pulse |  |  |  |  |
| Temperature |  |  |  |  |
| Oxygen saturation |  |  |  |  |
| Arterial oxygen tension |  |  |  |  |
| Total EWS score |  |  |  |  |
| Diagnostic tests performed at admission. Time  |  |  |  |  |
| Chest radiography |  |  |  |  |
| Sputum test for culture and sensitivity |  |  |  |  |
| Chest examination (auscultation/percussion) |  |  |  |  |
| Mini metal test |  |  |  |  |
| Travel exposure anamnesis |  |  |  |  |
| Blood tests |  |  |  |  |
| Blood cultures  |  |  |  |  |
| Full blood count |  |  |  |  |
| C-reactive protein  |  |  |  |  |
| Electrolytes |  |  |  |  |
| Liver function  |  |  |  |  |
| Arterial blood gases |  |  |  |  |
| Appliance of CURB-65 score to assess disease severity |  |  |  |  |
|  Test for non-responding patients |  |  |  |  |
| LUT |  |  |  |  |
| PUT |  |  |  |  |
| PCR |  |  |  |  |
| Sputum test for culture and sensitivity |  |  |  |  |
| C-reactive protein and white cell count |  |  |  |  |
| Chest radiography |  |  |  |  |
| Blood cultures |  |  |  |  |
| **MEDICAL TREATMENT** |  |  |  |  |
| Time (minutes) to AB prescription |  |  |  |  |
| Time (minutes) to AB administration  |  |  |  |  |
| Medication (AB) prescribed |  |  |  |  |
| Is AB prescribed correctly according to EBG |  |  |  |  |
| Is patient responding to treatment within 48 hours  |  |  |  |  |
| Adjustment of AB treatment ≤48 hours of admission |  |  |  |  |
| Which AB is prescribed after adjustment |  |  |  |  |
| Is switch from intravenous to oral AB treatment in accordance with EBG criteria.  |  |  |  |  |
| Reason for switch from intravenous to oral AB treatment in accordance with EBG criteria. |  |  |  |  |
| **DISCHARGE** |  |  |  |  |
| Prescription of 6 weeks polyclinical control |  |  |  |  |
| Prescription of control chest radiography ≤6weeks |  |  |  |  |

# Tally sheet for registration of general management data

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| **Sputum mobilisation** | **Day 1** | **Day 2** | **Day 3** |
| Is patient in need for sputum mobilisation?  |  |  |  |
| Has patient received sputum mobilisation by PEP, by correct technique? |  |  |  |

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| **Oral care**  |  | **Day 1** | **Day 2** | **Day 3** |
| Has patient received oral care during the daytime?  |  |  |  |  |
| Is performance of oral care registered in patient journal? |  |  |  |  |
| Has patient received oral care during the evening?  |  |  |  |  |
| Is performance of oral care registered in patient journal? |  |  |  |  |

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| **Fluid therapy** |  |  **Day 1** | **Day 2** | **Day 3** |
| Patient individual need for fluids (ml)?  |  |  |  |  |
| Is patient in need for fluid therapy? |  |  |  |  |
| Is fluid therapy plan developed? What is the plan (ml)? |  |  |  |  |
| Blood tests results (electrolytes): |  |  |  |  |
|  Potassium (K+)  |  |  |  |  |
|  Sodium (Na+) |  |  |  |  |
|  Albumin |  |  |  |  |
|  Creatinine |  |  |  |  |
|  Carbamide |  |  |  |  |
| Fluids received (ml) |  |  |  |  |
|  Intravenous fluids |  |  |  |  |
|  Oral intake |  |  |  |  |
|  In total |  |  |  |  |
| Has patient received fluids according to individual fluid therapy plan? |  |  |  |  |

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| **Nutrition support**  | **Date** | **Day 1** | **Day 2** | **Day 3** |
| Is patient screened for nutrition status? Date  |  |  |  |  |
| Is patient screened for nutrition status (≤24h at admission)  |  |  |  |  |
| Is patient in need for nutrition support?  |  |  |  |  |
| Is nutrition support plan developed (up to or during observation days? What is the plan? |  |  |  |  |
| Protein and kilojoule (kj) served at 7:30-11:30  |  |  |  |  |
| Protein and kj served at 11:30-17:00  |  |  |  |  |
| Protein and kj served at 17:00-24:00 |  |  |  |  |
| Intake of protein and kj at 7:30-11:30  |  |  |  |  |
| Intake of protein and kj at 11:30-17:00  |  |  |  |  |
| Intake of protein and kj at 17:00-24:00 |  |  |  |  |
| In total, has patient received nutrition support according to individual nutrition support plan?  |  |  |  |  |

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| **Mobilisation** |  | **Day 1** | **Day 2** | **Day 3** |
| Is patient mobilised to walk or sit out of bed ≥20 minutes |  |  |  |  |
| Is patient in need for mobilisation support? |  |  |  |  |
| Is plan for mobilisation developed? What is the plan?  |  |  |  |  |
| The duration of mobilisation (minutes) |  |  |  |  |
| Is patient mobilised according to mobilisation plan?  |  |  |  |  |

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| **Oxygen therapy** | **Day 1** | **Day 2** | **Day 3** |
| Arterial oxygen tension (PaO2) |  |  |  |
| Oxygen saturation (SpO2) |  |  |  |
| Does patient have COPD? |  |  |  |
| Is patient in need for oxygen therapy? |  |  |  |
| Oxygen therapy received in liters  |  |  |  |
| Has oxygen therapy initiated and monitored according to SpO2 level? |  |  |  |