

# **Date and Time Display**

## **Quick Implementation Guide**

**Edition 1**  
**22<sup>nd</sup> April 2010**

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This document was prepared for NHS Connecting for Health which ceased to exist on 31 March 2013. It may contain references to organisations, projects and other initiatives which also no longer exist. If you have any questions relating to any such references, or to any other aspect of the content, please contact [cui stakeholder.mailbox@hscic.gov.uk](mailto:cui stakeholder.mailbox@hscic.gov.uk)

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### Introduction

Checking a date, time or duration is a small but vital and extremely frequent aspect of clinical care. Health care professionals may encounter a variety of formats for displaying those values. Such ambiguities can lead to misinterpretation, with clear implications for patient safety.

Therefore, it is essential to implement a consistent format for the display of dates, times and duration across clinical systems.

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### Important

Although it contains all of the guidance points, this document omits supporting information and is therefore not intended as a substitute for the full NHS CUI documents *Date Display*<sup>1</sup> and *Time Display*<sup>2</sup>. Refer to those documents for the definitive statement of the design guidance in this area.

The visual representations used to display the guidance are illustrative only. Stylistic choices (for example, display font used), unless otherwise specified, are not part of the guidance and are therefore not mandatory requirements.

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<sup>1</sup> Design Guide Entry – Date Display (v5.0.0.0)

<sup>2</sup> Design Guide Entry – Time Display (v4.0.0.0)

## Date Display



D+Ta-0002

Display the month textually, not numerically

**Mandatory**

D+Ta-0003

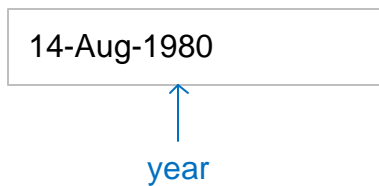
Display the month with only the first letter in capitals

**Mandatory**

D+Ta-0008

When displaying the month, do not include any punctuation, such as a full stop

**Mandatory**



D+Ta-0004

Display the year value numerically using four digits

**Mandatory**

01-Jan-1994
06-Jan-1997
21-Feb-1997
28-Mar-1999
14-Aug-2001

D+Ta-0005

Align dates when displaying dates in a vertical column, as in a table

**Recommended**

## Date Display

Mon	Monday
Tue	Tuesday
Wed	Wednesday
Thu	Thursday
Fri	Friday
Sat	Saturday
Sun	Sunday

D+Ta-0016

When displaying the day of the week of the week, use one of the illustrated abbreviations

*Recommended*

Tue 05-Jan-2009

↑  
day of the week

D+Ta-0017

Displaying the day of the week is optional but when displayed, it must be placed immediately before the day value, with a single space separating the permitted abbreviated form of the day, from the day value

*Recommended*

Unknown

Not recorded

D+Ta-0022

Display null date using an appropriate value (for example 'Unknown' or 'Not recorded')

**Mandatory**

## Date Display

### Short Date Format

01-Jan-1999
Tue 05-Jan-2009
14-Aug-1980
<i>DD-Mmm-YYYY</i>

↑   ↑  
hyphens

D+Ta-0006

Display dates using the short date format in all instances of clinical usage affecting patient treatment, including patient identification

**Mandatory**

D+Ta-0009

Use a single hyphen to separate the day and month, and the month and year

**Mandatory**

D+Ta-0010

When using the short date format, ignore the user's regional settings

**Mandatory**

14-Aug-1980
-------------

↑  
day

D+Ta-0018

Display the day value using two digits (values less than 10 should appear with a zero in the first position)

**Mandatory**

Jan	January	Jul	July
Feb	February	Aug	August
Mar	March	Sep	September
Apr	April	Oct	October
May	May	Nov	November
Jun	June	Dec	December

D+Ta-0007

Display the month as a three letter abbreviation, as illustrated, with May being displayed in full

**Mandatory**

## Date Display

### Long Date Format

01 January 1999
5 <sup>th</sup> January 2009
14 August 1980
<i>DD Month YYYY</i>

D+Ta-0011

Use the long date format when communicating with the patient

**Mandatory**

D+Ta-0014

When using the long date format, follow the user's default regional settings ignoring any changes made by the user to these default settings

**Mandatory**

D+Ta-0015

Use the long date format when interacting with screen readers

**Recommended**

01 January 1999
↑ day
1 <sup>st</sup> January 1999
↑ day

D+Ta-0019

Display the day value using two digits (values less than 10 should appear with a zero in the first position, unless the day value is displayed in ordinal form)

**Mandatory**

## Date Display

### Long Date Format

st	1 <sup>st</sup>	rd	3 <sup>rd</sup>
nd	2 <sup>nd</sup>	th	4 <sup>th</sup>

D+Ta-0020

When displaying the day value as an ordinal number, the suffix used must be one of those illustrated

[Mandatory](#)

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ordinal number

↓  
1<sup>st</sup> January 1999

D+Ta-0021

When displaying the day value as an ordinal number, the two-letter suffix must be displayed in lower case and as a superscript immediately after the number

[Mandatory](#)

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01 January 1999

↑  
month

D+Ta-0012

Display the month name in full

[Mandatory](#)

---

01 January 1999

↑     ↑  
space   space

D+Ta-0013

Use a single whitespace to separate the day and month, and the month and year

[Mandatory](#)

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## Time Display

23:54

D+Tb-0001

Display time using the 24-hour clock only

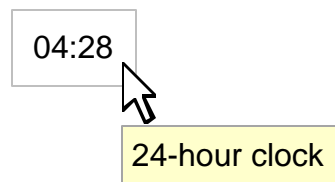
**Mandatory**

04:28

D+Tb-0002

Display an exact time as HH:mm

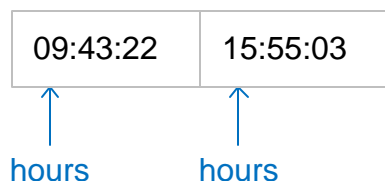
**Mandatory**

04:28  

 24-hour clock

D+Tb-0032

Provide indication to the user that the 24-hour clock is in use

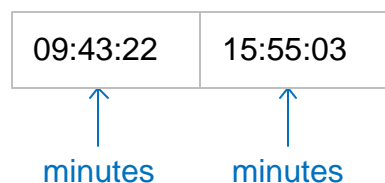
**Mandatory**

09:43:22    15:55:03  

 hours            hours

D+Tb-0003

Display hours using two digits (values less than 10 should appear with a zero in the first position)

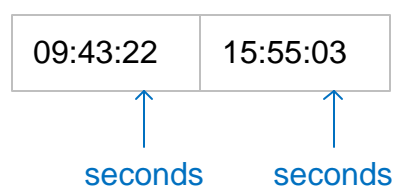
**Mandatory**

09:43:22    15:55:03  

 minutes            minutes

D+Tb-0004

Display minutes using two digits (values less than 10 should appear with a zero in the first position)

**Mandatory**

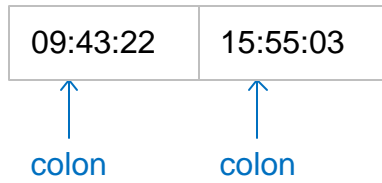
09:43:22    15:55:03  

 seconds            seconds

D+Tb-0005

Display seconds as two digits (values less than 10 should appear with a zero in the first position)

**Mandatory**

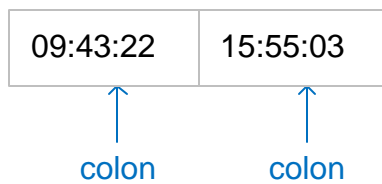
## Time Display



D+Tb-0006

Separate the hours and minutes with a colon

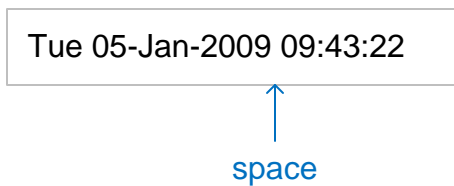
**Mandatory**



D+Tb-0007

Separate the minutes and seconds with a colon

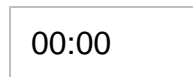
**Mandatory**



D+Tb-0008

Separate date and time values with a white space

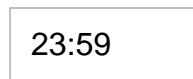
**Mandatory**



D+Tb-0009

Display midnight as 00:00

**Mandatory**



D+Tb-0010

Display the last minute in the day as 23:59

**Mandatory**



D+Tb-0011

Display null times using an appropriate value, for example, 'Unknown' and 'Not recorded'

**Mandatory**

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## Time Display

15:55:03

D+Tb-0012

Display seconds only if required

*Recommended*

From 06:23 to 08:23

D+Tb-0013

Display time ranges as two adjacent time displays, each identified by a contextually appropriate label, such as, 'From' and 'To'

*Recommended*

Approx 02:00

D+Tb-0014

Precede the display of an approximate time value with the word 'Approx'

**Mandatory**

D+Tb-0015

Display the time value using the guidance for exact time

**Mandatory**

Approx 13:00

↑  
space

D+Tb-0016

Leave a space between the 'Approx' and the HH element of the time display

**Mandatory**

### Duration Display

y	years	hr	hours
m	months	min	minutes
w	weeks	sec	seconds
d	days		

D+Tb-0017

Display durations using the illustrated values, as appropriate

**Mandatory**

D+Tb-0033

Ensure the illustrated minimal set of abbreviations is supported

**Mandatory**

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4hr 32min 16sec

D+Tb-0018

Use whole numbers for time duration, for example, 1, 5, 60. Do not use decimals or fractions, for example, 0.5, 1.5,  $\frac{3}{4}$

**Mandatory**

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8hrs 5mins

D+Tb-0034

Allow the set of duration unit abbreviations to be extended appropriately, for example, 'hrs' as well as 'hr'. Ensure that any additions are unique within the entire set

**Recommended**

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8hr 10sec

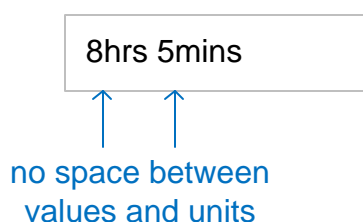
D+Tb-0026

Omit zero-valued units from the display

**Mandatory**

**Above** for a duration of eight hours and ten seconds, the minutes are omitted

## Duration Display



D+Tb-0027

Display duration values and their respective units as pairs, with no intervening whitespace between

**Mandatory**



D+Tb-0028

Use a white space as the separator when displaying a duration composed of more than one unit

**Mandatory**

5y 5m 5d 5min 55sec

*Years, months, days, minutes, seconds*

D+Tb-0029

Display time duration units in decreasing order of significance

**Mandatory**

Approx 2hr 40min

D+Tb-0030

Precede the display of an approximate duration value with the word 'Approx'

**Mandatory**

Approx 2hr 40min



D+Tb-0031

Leave a white space between the 'Approx' and the first element of an approximate duration value

**Mandatory**