



National Audit of Dementia (NAD) 2020 Pilot Prospective Audit

PILOT SAMPLING

Guidance for online data submission GROUP A

Group A: First pilot sampling

Thank you for participating in the pilot.

The first part of the pilot is looking at sampling. This is so that we can examine whether the methods hospitals use to identify people with dementia on admission or during admission to the hospital will produce samples which are comparable. Patients for this exercise should be identified by the means that you normally use. Please read the guidance below and please retain a list of the patients for whom you have submitted this information.

On a weekly basis for a period of 8 weeks, starting on **13th October 2020** please identify your sample for audit.

1. Identify all patients who meet all the following eligibility criteria:
 - Known or suspected dementia
 - Admitted to hospital for 24 hours or more
 - Admitted to hospital on dates specified in table 1
2. Your sample will be the **first 10** patients admitted on the specified dates in table 1 (*'Admission date for sample'*), please be advised all dates fall on a Wednesday.
 - If you have less than 10 patients admitted on the specified dates, please use all patients for your sample
 - There is a time lag of **one week** after admission before data should be entered (e.g. data entry for week 1 will be completed on 13th October based on the sample of 10 eligible admissions identified on 7th October 2020). This will allow time for patients to be identified and requisite information to be available
 - Please note that data cannot be entered any earlier than the date specified in the *'data entry dates'* column in table 1 however, can be entered after this date ensuring that all data is submitted prior to the final deadline

3. You will need to assign each of these patients a **number**, so that their information is pseudonymised, and keep a **record locally** of the patients and the number that you have assigned to them. At the end of this exercise you will have a list numbered from 1, up to the **total** number of patients identified.

4. On the '*data entry dates*' specified in table 1, enter the following contextual information in the form provided (this will be sent once pilot participation is confirmed) for **each** patient in your sample:
 - Age
 - Gender
 - Known/ suspected dementia
 - Ward
 - Whether the patient is outlying (not on 'base ward')
 - Admitting condition
 - Time to identify patients and return the contextual data
 - Number/role of members of staff involved
 - Type of record: electronic/paper/mixed

5. Repeat this process on a weekly basis for a total of 8 weeks throughout October and November 2020, as specified in table 1. All data should be submitted to the NAD project team by **4th December 2020**. If there are any problems with this deadline, please contact the project team.

6. We will also be asking you to tell us the **total overall number of all patients** identified on each sampling day. We will send you a separate form for this.

Table 1 Dates for group A sampling

Week	Admission date for sample	Data entry dates
1	7 th October	13 th October
2	14 th October	20 th October
3	21 st October	27 th October
4	28 th October	3 rd November
5	4 th November	10 th November
6	11 th November	17 th November
7	18 th November	24 th November
8	25 th November	1 st December

The online data entry form

The NAD audit lead for your hospital will be mailed (separately) your **username and password**.

Your username is unique to your hospital. Please note that if you are entering data for more than one hospital in a trust, you will have to login into each hospital's individual login to do this.

Please contact your local audit lead in the first instance for your hospital username, password and hospital code. For further support or information please contact a member of the NAD team.

How to access the data collection form online

Link for the online data collection form is:

<https://wh1.snapsurveys.com/s.asp?k=160216914480>

At the bottom of the page are options to '**reset**', or '**submit**' your data. (Reset will clear the data you have entered).

There is also a "**save**" function. Please note this will only save the form you are currently updating (if you have to close briefly for any reason) - it will **not** allow you to save a partially completed form and open another, then come back to it. Please have all your information to hand when entering data.

The NAD team is available to provide support Monday to Friday during office hours **(9.00 – 17.00)**.

NAD team contact information

For queries about online data submission please contact: NAD@rcpsych.ac.uk