



## National Audit of Dementia (NAD) 2020 Pilot Prospective Audit

### PILOT SAMPLING

### Guidance for online data submission GROUP C

#### Group C: 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 daily basis for a period of 10 days, 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 between 7<sup>th</sup> and 16<sup>th</sup> October 2020
2. Your sample will be the **ALL** patients admitted on the specified dates in table 1 ('*Admission date for sample*'). *NB. We know this total will vary across hospitals – if you have queries re feasibility please get in touch.*
  - 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 13<sup>th</sup> October at the earliest based on all eligible admissions identified on 7<sup>th</sup> 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 data 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. After the '*sample identification 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:
  1. Age
  2. Gender
  3. Known/ suspected dementia
  4. Ward
  5. Whether the patient is outlying (not on 'base ward')
  6. Admitting condition
  7. Time to identify patients and return the contextual data
  8. Number/role of members of staff involved
  9. Type of record: electronic/paper/mixed
  
5. All data should be submitted to the NAD project team by **2<sup>nd</sup> November 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 C sampling

Day	Admission date for sample	Earliest data entry dates
1	7 <sup>th</sup> October	13 <sup>th</sup> October
2	8 <sup>th</sup> October	14 <sup>th</sup> October
3	9 <sup>th</sup> October	15 <sup>th</sup> October
4	10 <sup>th</sup> October	16 <sup>th</sup> October
5	11 <sup>th</sup> October	17 <sup>th</sup> October
6	12 <sup>th</sup> October	18 <sup>th</sup> October
7	13 <sup>th</sup> October	19 <sup>th</sup> October
8	14 <sup>th</sup> October	20 <sup>th</sup> October
9	15 <sup>th</sup> October	21 <sup>st</sup> October
10	16 <sup>th</sup> October	22 <sup>nd</sup> October

## 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 in to 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

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For queries about online data submission please contact: [NAD@rcpsych.ac.uk](mailto:NAD@rcpsych.ac.uk)