NPDA Data submission workshop

Following the NPDA Data Capture workshop that took place on 16 June 2017, the delegates who were in attendance were asked to discuss and feedback on the challenges they faced with internal processes and systems that are used to collect their data in preparation to be submitted to the audit.

This resulted in an agreed list of top tips to help all participant units with the process of data collection prior to submission:

1. Data extraction is only as good as the data that has been input initially
2. Acquire administration support where possible
3. Retinal Screening – is a shared problem with obtaining results from patient appointments, units should share their practices were this works well
4. Some clinics may benefit from limiting the number of users entering clinic data
5. Use BPT reports to compare with CSV
6. Create reports on the report builder for a specific dataset
7. Units should practice close engagement between staff submitting the data and the clinical lead
8. Submit your data as early as possible to allow time to work through errors
9. Use clinic templates and proformas with all the requirements for annual review and interim review
10. Units should use internal newsletters to disseminate info regarding immunisations day rules
11. Arrange patient blood and urine appointments to take place within clinic instead of during GP clinics
12. Unit staff collecting the data that is used to submit via CSV should maintain and take ownership of the spreadsheet or ask internal IT departments to extract the relevant data from an in-house databases
13. Arrange for senior member of staff to also check the data
14. Always check blank spaces carefully within your CSV
15. Units should be encouraged to liaise with each other within and across networks regarding data collection challenges and systems