



## National Asthma and COPD Audit Programme (NACAP)

### Technical guidance for the pulmonary rehabilitation (PR) organisational audit

Version 2.0 June 2019

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*Frequently Asked Questions (FAQs) are also available for the organisational audit.*

#### Contents

*This contents page is navigable. Please click on any of the below headings and subheadings to take you to the relevant section of the technical guidance document.*

General Information.....	2
Overview of the audit .....	2
Access to the organisational audit .....	2
How to log in to the audit web tool .....	2
Creating a new user account request .....	3
Approving a new user account request .....	4
Navigating the organisational audit pro forma.....	5

## General Information

[Back to contents](#)

### Overview of the audit

- Data collection will take place over a 12-week period between **Friday 5 July and Monday 30 September 2019**.
- The deadline to complete the organisational audit dataset is **Monday 30 September 2019 at 6pm**.
- Please note that all data must be submitted by this deadline via the online audit web tool in order to be included in the organisation audit report in Spring 2020.

## Access to the organisational audit

[Back to contents](#)

### How to log in to the audit web tool

- The organisational audit is accessible via your existing PR audit login.
- The organisational audit web tool can be reached via [www.nacap.org.uk](http://www.nacap.org.uk). You should be directed to a sign-in page where you must enter your web tool credentials.

Enter your own username here. Please **do not** log in using someone else's details.

Enter your password here. Please store your password securely, and make sure it is memorable but not guessable by somebody else.

- You will be able to access the organisational audit data entry area from the ribbon on the left hand side of the web tool homepage.



NACAP

Home | Patients | Reports | Imports | Exports | Downloads | Custom fields | Support

**Audit Data**  
 New patient record  
**2019 organisational audit**  
 Draft records  
 Complete records  
 All records  
 Deleted records

### Welcome to the NACAP Pulmonary Rehabilitation Audit

**Clinical audit**  
 This continuous clinical audit is now open. It launched on **1 March 2019**. Audit guidance and materials, including information on inclusion/exclusion criteria, can be found within the 'Downloads' section of this website.

**Data entry deadlines**  
 For patients discharged by the dates indicated, records must be completed by these deadlines:

<b>Patients:</b>	<b>Records completed by:</b>
Assessed from 1 March 2019 and discharged by 31 August 2019	11 October 2019 – Midday (12pm)
Discharged by 30 November 2019	10 January 2020 – Midday (12pm)
Discharged by 29 February 2020	10 April 2020 – Midday (12pm)
Discharged by 31 August 2020	9 October 2020 – Midday (12pm)

An initial 6-month data entry period has been proposed to enable teams time to embed the audit. Deadlines will be quarterly following that.

**Organisational audit**  
 Launches July 2019, more details to follow.

If you have any difficulties or queries, please contact: [Audit Support](#) or visit the: [NACAP webpages](#)

**Pulmonary Rehabilitation Services Accreditation Scheme (PRSAS):** The audit is an essential part of the PR accreditation programme, which supports services to undertake a process of quality improvement aimed at reducing variation, increasing quality and improving patient care. For more information visit [www.prsas.org](http://www.prsas.org) or email us at [pulmrehab@rcplondon.ac.uk](mailto:pulmrehab@rcplondon.ac.uk)

The Pulmonary Rehabilitation Accreditation Scheme is being hosted by the British Lung Foundation and the British Thoracic Society. The RCP is part of the National Asthma and COPD Audit Programme Improvement Partnership (HQIP). The two programmes are designed to improve their quality and outcomes for patients.

Select '2019 organisational audit' from the left hand ribbon of the menu to access the organisational audit web tool pro forma.

### Creating a new user account request

- All existing registered web tool contacts can create an account request for a new user.
- Only colleagues who have appropriate organisational rights to view patient level information should be granted access to the web tool.
- Follow the steps below to create an account request for a member of your team to support data entry for the organisational audit:
  - Log in to the NACAP adult PR audit web tool at <https://www.nacap.org.uk/>
  - Go to 'Support' available on the web tool homepage.
  - Select 'New user' in the left hand ribbon.
  - Select 'Create User /Account Manager'.
  - Select 'Register a user' and complete the relevant details for your colleague(s).

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[pulmrehab@rcplondon.ac.uk](mailto:pulmrehab@rcplondon.ac.uk) | 020 3075 1526  
[www.rcplondon.ac.uk/nacap](http://www.rcplondon.ac.uk/nacap)

### Approving a new user account request

- Only clinical leads can approve new user account requests. Follow the steps below to approve a new user account:
  1. Requests enter a 'pending' list. Lead clinicians can access this 'pending list' by following steps 1-4 as above.
  2. Select the 'Requests' list.
  3. The lead clinician can select each name they wish to approve and press the 'approve' button above the user account. An automated email with instructions on how to finalise the account will be sent to the new user.
- Please contact the NACAP team at [pulmrehab@rcplondon.ac.uk](mailto:pulmrehab@rcplondon.ac.uk) if you are unsure whether you or your service is registered for the PR audit.

## Navigating the organisational audit pro forma

### Back to contents

- Once you have selected the '2019 organisational audit' link, the below pro forma will appear.
- Any user can open and edit the pro forma until it is complete.

The screenshot shows the NACAP Pulmonary Rehabilitation interface. At the top left is the Royal College of Physicians logo and the NACAP logo. The title 'Pulmonary Rehabilitation' is displayed in large teal letters. A teal navigation bar contains links for Home, Patients, Reports, Imports, Exports, Downloads, Custom fields, Support, and Logout. Below the navigation bar is a tabbed interface with the following tabs: Referrals/assessments (selected), Audit participation, Patient intake, Assessment information, Exercise, Education, Provison, Staffing, and Record keeping. The 'Referrals/assessments' tab is active, showing a form with the following questions:

**Referrals and assessments**

1.1 How many referrals did your service receive in the financial year 1 April 2018 to 31 March 2019?

a) How many patients attended an initial assessment with a view to enrolling onto a PR programme in the financial year 1 April 2018 to 31 March 2019?

b) How many patients started a PR programme in the financial year 1 April 2018 to 31 March 2019?

c) How many patients completed a discharge assessment in the financial year 1 April 2018 to 31 March 2019?

1.2 Where do the referrals noted in 1.1 come from?

Primary care:

Community care:

Secondary care:

Self-referral:

Other:

An arrow points from a text box to the 'Edit' button in the top right corner of the form area. The 'Edit' button is circled in red.

Select the 'edit' function in order to enter and amend data within the organisational audit pro forma.

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[nacap@rcplondon.ac.uk](mailto:nacap@rcplondon.ac.uk) | 020 3075 1526

[www.rcplondon.ac.uk/nacap](http://www.rcplondon.ac.uk/nacap)

- Once the edit function has been selected, answer option fields will be shown for each dataset question:

**Royal College of Physicians | NACAP**

**Pulmonary Rehabilitation**

Home | Patients | Reports | Imports | Exports | Downloads | Custom fields | Support | Logout

Referrals/assessments | Audit participation | **Patient intake** | Assessment information | Exercise | Education | Provison | Staffing | Record keeping | ?

**Patient intake**

3.1 To which self-reported Medical Research Council (MRC) graded COPD patients do you offer PR?  Grade 1  Grade 2  Grade 3  Grade 4  Grade 5  Not recorded

3.2 Do you offer PR to patients who are current smokers?  Yes  No

3.3 Do you offer PR to COPD patients who have previously completed a PR programme?  Yes – if within a year  Yes – if completed over one year ago  Yes – if completed over three years ago  No

3.4 Do you offer PR for patients discharged from hospital with a diagnosis of acute exacerbation of COPD (AECOPD)?

**Do you offer PR to COPD patients who have previously completed a PR programme**

If you re-offer PR to patients at variable time periods post completion e.g. within one year for post AECOPD or after three years for non-AECOPD, please choose the option that applies to the majority of your patients.

It will be assumed that if patients are offered PR within a year of completing, they will also be offered PR if completed over a year and over three years ago. Therefore, please select the shortest time that must have passed before patients are able to re-enrol.

Mark as complete | Cancel | **Save** | **Close**

You can save and come back to the pro forma at any point during the snapshot audit period.

Please save the pro forma before closing. Select 'Close' to then return to your PR audit web tool homepage.

Click on the **icon** beside questions for additional help notes. The additional help notes will appear as a pop-up on the pro forma page.

- Once the pro forma has been completed in full, you must mark this as complete. When you select the 'Mark as complete' button in the top right hand corner of the pro forma the blank or wrong fields on any tab will be flagged in yellow as per the below example:

The screenshot shows the NACAP Pulmonary Rehabilitation form interface. At the top, the Royal College of Physicians logo and 'NACAP' are on the left, and 'Pulmonary Rehabilitation' is on the right. The user 'Eloya Incedemine / General Hospital' is logged in. A 'Mark as complete' button is circled in red in the top right corner. Below the header, a yellow banner states: 'You are unable to mark as complete at this time due to missing data items. Review each tab to see which items need to be entered.' The 'Assessment Information', 'Exercise', and 'Provision' tabs are highlighted in yellow. The 'Provision' tab is active, showing questions 5.1, 5.2, 5.3, and 5.3a. Question 5.1 asks for the Clinical Commissioning Group (CCG) and has a blank text field. Question 5.2 asks for the type of organisation and has a list of options with checkboxes. Question 5.3 asks for the type of funding and has checkboxes for 'Fixed-term' and 'Non fixed-term'. Question 5.3a asks for the number of years of future funding and has a text field with the value '1'. A note at the bottom states: 'Note: Values will be updated or disabled or invalid values cleared when this record is saved.' A callout box points to the 'Mark as complete' button with the text: 'Click 'Mark as complete' once you have completed the pro forma in full. This button will then function to check that there are no blank answer fields. If there are no blank fields you will be asked to confirm that you wish to mark the pro forma as complete.'

- If you have marked the form as complete and no data is missing, then a pop-up dialogue box will appear asking you to confirm that the pro forma is complete. Once confirmed, the pro forma will then be locked and no further editing can take place. If you wish to re-edit the pro forma, you will need to contact the NACAP team at [pulmrehab@rcplondon.ac.uk](mailto:pulmrehab@rcplondon.ac.uk) to have this unlocked.

The screenshot displays the NACAP web application interface. At the top, the Royal College of Physicians logo and 'NACAP' branding are visible. A navigation bar includes links for Home, Patients, Reports, Imports, Exports, and Downloads. The main content area is titled 'Record keeping' and contains a form with the following sections:

- 7.1 Do you have a Standard Operating Procedure (SOP) detailing local policies?**
  - These can include trust policies if appropriate and if incorporated into the departmental SOP.
  - This maps to BTS quality statement 10.
  - Options:  Yes,  No
- a) What does the Standard Operating Procedure cover?**
  - The information relates specifically to the SOP's that are developed and held within the PR department.
  - This maps to BTS quality statement 10.
  - Tick all that apply.
  - Checklist of items:
    - Accessibility
    - Capacity
    - DNA management
    - Environment: facilities, kit and equipment
    - Maintaining dignity and respect
    - Managing waiting times
    - Measurement of exercise outcomes
    - Medication management
    - Minimum staffing levels
    - Patient and carer experience/satisfaction/feedback
    - Patients needing oxygen
    - Patient safety
    - Patient security
    - Risk assessments
    - Staff training, development and well-being
    - Transition care
    - Use of IT equipment
    - Whistle blowing

A pop-up dialog box is overlaid on the form, containing the following text:

web3.crownaudit.org says  
Do you want to complete this 2019 Facilities Audit?  
Note: You will be unable to edit this record once you mark it as complete!  
(You can contact support if you need to re-open this record for editing in the future.)

The dialog box has two buttons: 'OK' (highlighted with a red circle) and 'Cancel'. An arrow points from a text box to the 'OK' button.

The text box contains the instruction: "Click 'OK' to mark the organisational audit as complete and lock the pro forma."

At the bottom of the form, there is a note: "Note: Values will be updated or disabled or invalid values cleared when this record is saved." Navigation buttons '<Prev' and 'Next>' are also present.