National Respiratory Audit Programme (NRAP)

COPD secondary care audit – service registration form

Version 2.0: July 2023

To register your service to participate in the COPD audit, complete all the information required below and submit the completed form to [copd@rcp.ac.uk](mailto:copd@rcp.ac.uk). You cannot register your service via the NRAP webtool or via the telephone helpdesk.

Following the submission of this form, the NRAP team will enter the details onto the audit web-tool and the lead clinician (identified in the form below) will be sent a holding email. Caldicott guardian approval is needed before registrations can be approved and access to the web-tool granted. This form is available to download [here](https://www.rcplondon.ac.uk/projects/outputs/support-service-teams-copd). Once Caldicott Guardian approval has been received, your registration will be approved by the NRAP team, and the lead clinician will receive a confirmation email with a username and password.

The lead clinician may now add users as required. It is also the lead clinician’s responsibility to suspend users according to staff turnover. Guidance on how to add and suspend users is available in the user guide available [here](https://www.rcplondon.ac.uk/projects/outputs/support-service-teams-copd).

To change the lead clinician, approval must be given by the existing clinical lead. If this is not possible, approval must come from the Caldicott Guardian.

Registration

*Fields marked with \* must be completed in order for this registration to be processed. If information is missing, the form will be returned.*

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| **Hospital details (which hospital/unit are you registering)** | |
| Trust/Health Board name\* |  |
| Trust Organisation\* |  |
| Hospital name\* |  |
| Department/Unit name |  |
| Hospital address and postcode\* |  |
|  | |
| **Clinical lead details (who will be responsible for delivering this audit at your unit)** | |
| Name (including title) |  |
| Job title |  |
| Email address\* |  |
| Contact number\* |  |

If you have any questions regarding this registration process, the COPD audit or about NRAP in general, please email [copd@rcp.ac.uk](mailto:copd@rcp.ac.uk) or call 020 3075 1526.