



# Pulmonary Rehabilitation Welcome Pack

Version 0.9



Royal College  
of Physicians

National respiratory audit  
programme (NRAP)

# Pulmonary rehabilitation

## Lead Clinician Introduction

Sally Singh is Professor of Pulmonary and Cardiac Rehabilitation at the University of Leicester. She is also Head of Pulmonary and Cardiac Rehabilitation at the University Hospitals of Leicester NHS Trust and Director of the Centre for Exercise and Rehabilitation Science, a multidisciplinary group of researchers conducting a range of research projects in the field of exercise and rehabilitation. She has been involved in the clinical delivery of pulmonary rehabilitation for a number of years and has co-chaired the recent update of the British Thoracic Society Clinical Statement on Pulmonary Rehabilitation. She is the clinical lead for pulmonary rehabilitation as part of National Respiratory Audit Programme (NRAP) and is the lead clinician for the Pulmonary Rehabilitation Service Accreditation Scheme run by the RCP.



*Sally Singh*



National respiratory audit  
programme (NRAP)

## Audit inclusion criteria

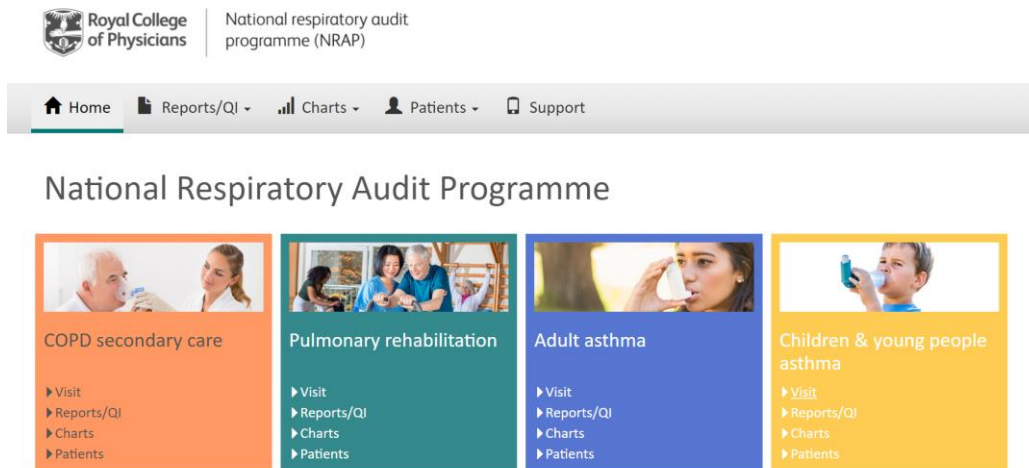
Include patients in the audit:

- > who are 18 years or over on the date of assessment
- > have been screened for data opt-out preferences (National Data Opt-Out scheme applies to patients in England; local opt out procedures apply for patients in Wales)
- > with a primary diagnosis of one of the following respiratory conditions:
  - COPD
  - Asthma
  - Bronchiectasis
  - Interstitial lung disease
  - Long COVID
  - Pre/post thoracic surgery (including lung volume reduction)
  - Pulmonary hypertension
  - Chronic heart failure
  - Other chronic respiratory disease

# Pulmonary rehabilitation

## Webtool

NRAP data is inputted via a system referred to as the 'webtool'. The webtool is accessed using a unique login which is provided when your account is approved for the audit.



The screenshot shows the NRAP webtool interface. At the top left is the Royal College of Physicians logo and the text "National respiratory audit programme (NRAP)". Below this is a navigation bar with the following items: Home (with a house icon), Reports/QI (with a document icon), Charts (with a bar chart icon), Patients (with a person icon), and Support (with a question mark icon). The main content area is titled "National Respiratory Audit Programme" and features four colored tiles, each representing a different respiratory condition:

- COPD secondary care** (orange tile): Includes links for Visit, Reports/QI, Charts, and Patients.
- Pulmonary rehabilitation** (teal tile): Includes links for Visit, Reports/QI, Charts, and Patients.
- Adult asthma** (blue tile): Includes links for Visit, Reports/QI, Charts, and Patients.
- Children & young people asthma** (yellow tile): Includes links for Visit, Reports/QI, Charts, and Patients.

## Audit user role / access level

Each user is assigned a 'user role' related to their use of the system they are accessing.

Assigning appropriate user roles is an important part of the system security model.

For National Respiratory Audit Programme (NRAP) audits there are two audit user roles / access levels:

- > Lead clinician
- > Data inputter

Different user roles have different responsibilities and functions.

## Audit user role Lead clinician

A **lead clinician** is a member of the service audit team who:

- > Has overall service/hospital responsibility for the organisation and delivery of the Pulmonary Rehabilitation (PR) audit. Including:
  - > Ensuring appropriate staff are registered to the audit in the correct role.
  - > Authorising new staff/team account request.
  - > Completing housekeeping of current authorised audit team members (i.e. deleting leavers, etc.).
  - > Quality assurance of the data entered into the audit.
  - > Ensuring the lead clinician role is passed on to another member of staff if they are unable to continue (i.e. change in workload, change in job role, etc.).
- > Able to carry out the responsibilities of a data inputter (as agreed by the service)

## Audit user role Data Inputter

- > A **data inputter** is a member of the service audit team who:
  - > Inputs patient data into the audit.
  - > Can edit/delete patient records entered into the audit.
  - > Collects patient information ready to input.
  - > Communicates with the NRAP team:
    - > Project manager
    - > Helpdesk team
  - > Can request new user accounts for the services NRAP audit team. *Requests can only be approved by the lead clinician.*

## People you should know

- > Within your service, there are various members of staff who support you in your submission of data. These include:
  - > The coder for respiratory patients
    - > Help to accurately identify patients who are eligible for the audit.
  - > Analysts
    - > Help you to understand the local data.
  - > BI / Information Governance team
    - > Can advise of local procedures for screening data opt-out preferences.
  - > Medical director
    - > Responsible for developing policies and strategies which could support services.



# Pulmonary rehabilitation

## Audit guidance

To support new users, the following audit guidance documents can be found on the [NRAP support for service teams webpage](#).



The **user guide** provides technical guidance on using the webtool



The **audit FAQs** answers some of the most common questions NRAP receives

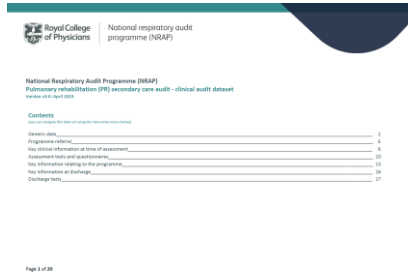


The **PR NDOO FAQs** answers questions relating to the application of NDOO for the PR audit from 1 April 2024

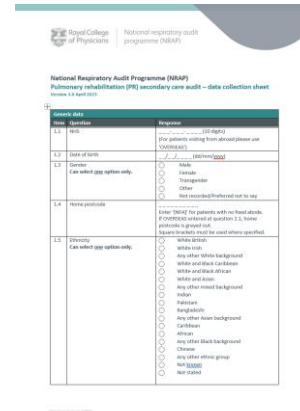
# Pulmonary rehabilitation

## Data collection

To support the inputting of data, there is a data collection sheet and full clinical audit dataset, including help notes, available. Both documents correspond with the questions asked on the webtool. For a patient's data to be included in the PR audit, the service must confirm the patient's data opt out preference before submitting data.



The **clinical audit dataset** can be accessed on the NRAP PR support webpage



The **data collection sheet** is available on the webtool

# Pulmonary rehabilitation

## Import function

You can import audit data from a 'CSV' ('Comma Separated Value') spreadsheet data file. These files can be created by patient administration systems (PAS), MS Excel or other software. To support in the importing of audit data, there is import guidance available below:



### PR v3 Import Dataset

Import dataset specifications  
v3.00 (Aug 2023) PDF 119Kb



### PR v3 Import Labels

Data file column labels/headings  
v3.00 (Aug 2023) CSV 1Kb



### PR v2 Import Dataset

Import dataset specifications  
v2.01 (Aug 2023) PDF 135Kb



### PR-v2-Import-Labels.csv

Data file column labels/headings  
v2.01 (Aug 2023) CSV 1Kb

# Pulmonary rehabilitation

# Information governance

The documents below provide information on how NRAP collects, uses and shares data. They can also be found on the [NRAP support for service teams webpage](#).

Royal College of Physicians National respiratory audit programme (NRAP)

**National Respiratory Audit Programme (NRAP)**  
Pulmonary Rehabilitation audit - Frequently asked questions (FAQs): Information governance version 4.0 (March 2024)

1. **General (FAQ) available documents**

2. **What is involved in creating the audit?**

- The National Respiratory Audit Programme (NRAP) Pulmonary Rehabilitation (PR) audit is managed and operated by the Royal College of Physicians, London (RCGP) in collaboration with:
  - Healthcare Quality Improvement Partnership (HQIP) - who coordinate the audit and are also responsible for the NRAP audit goals
  - Craven Informatics - who provide the audit web tool and data management (DM) system
  - Imperial College London - who provide statistical data analysis services.
- The RCP, Craven Informatics and Imperial College London are data processors.

3. **How do we get approval to take part in the audit?**

- Once the completion has ended the patient consent according to the audit and the consent process for the audit. The PR audit will require using a consent model. The information will be used to provide a specific clinical context for the information for the audit data to the audit.
  - Consent forms and patient information sheets are available for the audit on the audit and the RCP website.
  - Regional and local:
    - Approved from the Confidentiality Advisory Group (CAG) to assess the the data. Once approved, the Confidentiality Advisory Group (CAG) will review and give approval for that service to be part of the audit. For more information for a copy of the CAG approval form please contact the audit team.

4. **What are the services required to join?**

- Services will need to manage a process of informed consent. The guidance for patient consent is available on the audit team.

**Team roles**

The audit team needs those who are able and responsible to provide the patient consent. The audit team has to be able to:

- Recruit the patient consent to an appropriate location
- Provide patients with the patient information sheet
- Obtain patient consent to participate in the audit (patient consent)
- Keep complete forms in accordance with GDPR principles.

NRAP Information Governance Team  
 100, Broad Street, London W1A 2PC  
 Tel: 020 7611 2222  
 Email: [audit@rcgp.org.uk](mailto:audit@rcgp.org.uk)

Royal College of Physicians National respiratory audit programme (NRAP)

**National Respiratory Audit Programme (NRAP)**  
Pulmonary Rehabilitation audit - Fair processing information (summary version 4.0, May 2024)

The Healthcare Quality Improvement Partnership (HQIP) and the data controller for all data collected and managed by the National Respiratory Audit Programme (NRAP) Pulmonary Rehabilitation audit. We are writing to you to explain HQIP (Craven Informatics) and consulting the contact form on the website for details. Information, including our 2024 Privacy Policy, is available on our website.

Details collected by the audit programme is processed to ensure patient confidentiality is maintained. Data processors include:

- Craven Informatics - who provide the audit web tool, data management and reporting system
- Imperial College London - who provide statistical data analysis services
- Royal College of Physicians - who run the audit and collect, control and local reporting system

The information below may change in the future and data controller will always be provided on our website.

**Purpose of NRAP pulmonary rehabilitation (PR) audit**

The audit aims to improve the quality of care for patients with chronic obstructive pulmonary disease (COPD) in primary care settings. The audit will focus on the following areas:
 

- Assess the current practice of primary care settings in terms of patient identification, assessment and referral to pulmonary rehabilitation.
- Identify areas for improvement in terms of patient identification, assessment and referral to pulmonary rehabilitation.
- Develop a plan to improve the quality of care for patients with COPD in primary care settings.

 The information collected by the audit will be used to:
 

- Identify areas for improvement in terms of patient identification, assessment and referral to pulmonary rehabilitation.
- Develop a plan to improve the quality of care for patients with COPD in primary care settings.

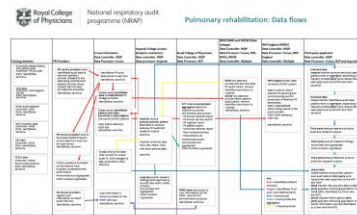
**Information we collect**

Information we collect includes:

- Personal data: Name, address, contact details, date of birth, gender, ethnicity, and other demographic information.
- Medical history: Current and past medical conditions, medications, and other health-related information.
- Service use: Details of hospital admissions, GP consultations, and other healthcare services used.
- Referral information: Details of referrals to pulmonary rehabilitation, including the date of referral and the outcome of the referral.
- Outcome data: Details of patient outcomes, including quality of life, functional status, and other health-related information.

Further details about the audit data flow can be found below and the full version is available on the support for service teams page. Patient information sheets and consent forms are available on the 'Downloads' page of the audit web tool.

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Royal College of Physicians National respiratory audit programme (NRAP)

**National Respiratory Audit Programme (NRAP)**  
Further sharing of identifiable data for research, audit, and evaluation purposes (October 2024, last 2024)

Data collected as part of NRAP is processed to ensure patient confidentiality is maintained, as well as identifiable information (e.g. NHS numbers, dates of birth, etc.). This data is processed to ensure patient confidentiality is maintained, as well as identifiable information (e.g. NHS numbers, dates of birth, etc.). This data is processed to ensure patient confidentiality is maintained, as well as identifiable information (e.g. NHS numbers, dates of birth, etc.).

The table below shows the reasons in which NRAP has shared identifiable data outside of the usual data flows. It also details the purpose of the data sharing. This data will only be shared where appropriate.

Recipient organisation	Identifiable data	Purpose of data sharing	Additional data required for sharing	Recipient organisation
RCGP (in line with the Data Protection Act 2018)	CRP audit data (including patient identifiers)	CRP audit data (including patient identifiers)	CRP audit data (including patient identifiers)	RCGP (in line with the Data Protection Act 2018)
Imperial College London (ICL)	ICL audit data (including patient identifiers)	ICL audit data (including patient identifiers)	ICL audit data (including patient identifiers)	Imperial College London (ICL)
Craven Informatics	Craven Informatics audit data (including patient identifiers)	Craven Informatics audit data (including patient identifiers)	Craven Informatics audit data (including patient identifiers)	Craven Informatics
Regional/Local	Regional/Local audit data (including patient identifiers)	Regional/Local audit data (including patient identifiers)	Regional/Local audit data (including patient identifiers)	Regional/Local

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 100, Broad Street, London W1A 2PC  
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Information Governance FAQs

Fair processing information

Data flow

Sharing identifiable data

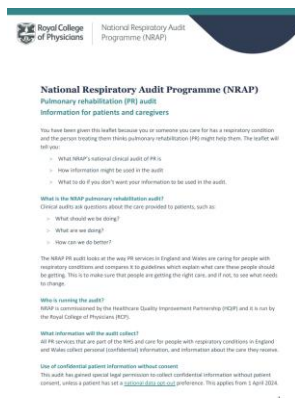


National respiratory audit programme (NRAP)

# Pulmonary rehabilitation

## Patient resources

Patients are at the heart of NRAP's work, and a number of PR resources are available for hospitals and patients/carers to access on the [NRAP patient support page](#).



PR patient information leaflet

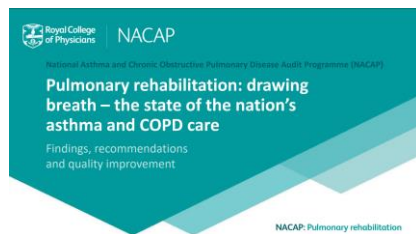


PR patient poster

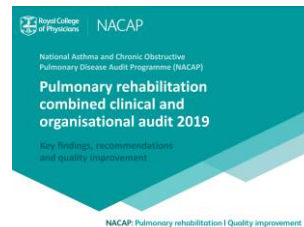
# Pulmonary rehabilitation

## Healthcare improvement

The next iteration of the healthcare improvement programme (2023 – 2026) is currently in development and more information will follow. Previous report key findings and recommendations can be found below.



Drawing breath: Findings, recommendations and quality improvement



PR combined clinical and organisational audit 2019

# Pulmonary rehabilitation

## Healthcare improvement

NRAP is committed to creating a sustainable framework and set of resources that empower and enable stakeholders to use data to facilitate improvements in the quality of PR. The below templates can be found on the website to support this.

The driver diagram template features a header with the Royal College of Physicians logo and 'National respiratory audit programme (NRAP)'. Below the header, there is a 'Team name:' field. The main body of the diagram consists of a large 'Aim' box on the left, followed by two columns of 'Primary drivers' and 'Secondary drivers' boxes. Arrows point from the secondary drivers to the primary drivers, and from the primary drivers to the aim.

Driver diagram template

The SMART aims template has a header with the Royal College of Physicians logo and 'National respiratory audit programme (NRAP)'. It includes a 'Team name:' field. The template is structured as a vertical list of five boxes, each representing a SMART criterion: **S** (Specific), **M** (Measurable), **A** (Achievable), **R** (Realistic), and **T** (Time-bound). Each box contains a set of questions to guide the user in defining their aim.

SMART aims template

The PDSA cycle template features a header with the Royal College of Physicians logo and 'National respiratory audit programme (NRAP)'. It includes a 'Team name:' field and a circular PDSA cycle diagram with arrows indicating the flow from Plan to Do, Do to Study, Study to Act, and Act back to Plan. Below the diagram is a table with two columns: 'What you want to test (aim)' and 'Practical considerations'. The table has three rows, with the first row containing the text 'What are you want to test (aim)?' and 'What practical considerations need to be covered?'. The second and third rows have headers 'What will the test take place?' and 'Where will the test take place?'.

PDSA cycle template

## Good practice repositories

NRAP has collated a series of case studies that highlight good practices in audit data collection and provision of PR. The case studies aim to provide teams with ideas to implement best practices and improve local practice.



Elements of good practice



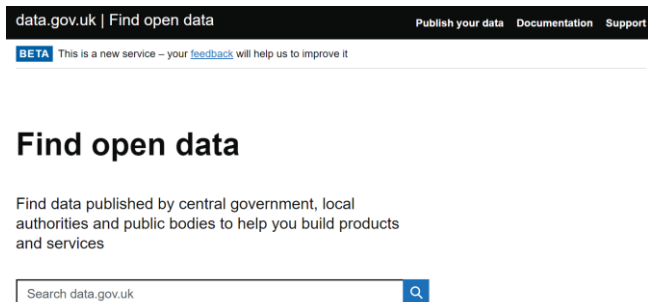
Data collection and entry





## Transparent data

NRAP publishes full data files for all reports that are published, including COPD. These can be found at the link below.



The screenshot shows the top navigation bar of data.gov.uk with links for 'Publish your data', 'Documentation', and 'Support'. Below the navigation bar is a 'BETA' notice: 'This is a new service -- your [feedback](#) will help us to improve it'. The main heading is 'Find open data', followed by a description: 'Find data published by central government, local authorities and public bodies to help you build products and services'. At the bottom is a search bar with the placeholder text 'Search data.gov.uk' and a magnifying glass icon.

[data.gov.uk](https://data.gov.uk)

# Pulmonary rehabilitation

## Reports



### Regional reports

The final regional report for PR was published in September 2023 and has now been replaced by benchmarking tables. Previous reports can still be found at this link.

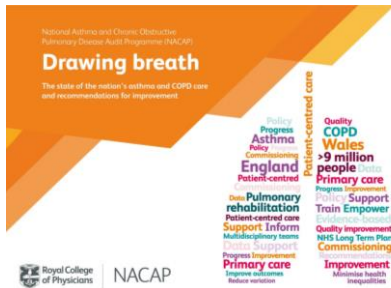


### Outcomes

The Outcomes report presents information submitted on the 30- and 90-day outcomes of people admitted to hospitals in England and Wales for asthma or COPD. The next report will be published October 2025.

# Pulmonary rehabilitation

## Reports

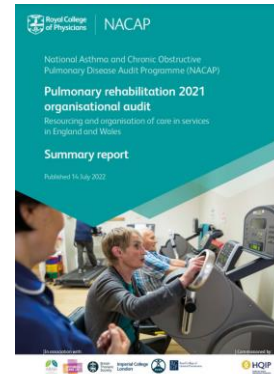


### State of the nation

The state of the nation report is a single view of the care of people with asthma and COPD in England and Wales. The reports are published on a yearly basis, next due June 2024.



National respiratory audit programme (NRAP)



### Organisational report

This organisational report presents information on the structure and resourcing of the hospital services that are involved in the audit in England and Wales. The next organisational report will be published November 2024.

## Data deadlines

Deadline date	Patients assessed
3 May 2024	1 October 2023 – 31 December 2023
2 August 2024	1 January 2024 – 31 March 2024
1 November 2024	1 April 2024 – 30 June 2024
7 February 2025	1 July 2024 – 30 September 2024
9 May 2025	1 October 2024 – 31 December 2024
8 August 2025	1 January 2025 – 31 March 2025
7 November 2025	1 April 2025 – 30 June 2025
6 February 2026	1 July 2025 – 30 September 2025
7 August 2026	1 October 2025 – 31 March 2026

Please note, from February 2024 NRAP has introduced quarterly data deadlines. This is to encourage continuous data entry to ensure that real-time data charts are as up-to-date as possible



## Webtool new user support session

On the last Wednesday of every month, NRAP runs a support session for new users to help them understand the webtool. All new users will be contacted with information on how to register for one of these sessions.

If you'd like to join a session, please contact [NRAPinbox@rcp.ac.uk](mailto:NRAPinbox@rcp.ac.uk) for more information.



# Pulmonary rehabilitation

## Contact details

- > For queries relating to the audit, please email us at [praudit@rcp.ac.uk](mailto:praudit@rcp.ac.uk) or [nrapinbox@rcp.ac.uk](mailto:nrapinbox@rcp.ac.uk) or phone [+44 \(0\)20 3075 1526](tel:+442030751526).
- > For technical queries, such as account access, please email [helpdesk@Crownaudit.org](mailto:helpdesk@Crownaudit.org).



## Patient identifiable information

The National Respiratory Audit Programme (NRAP) is unable to receive patient identifiable information due to our granted data permissions. If you sending a query to us, **please do not include any of the following patient identifiable information:**

- > Patient name
- > Patient DOB
- > Patient NHS number
- > Patient address (this includes postcode)
- > Patient ethnicity
- > Patient gender
- > Patient mental health status



# Thank you



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