National Respiratory Audit Programme (NRAP)

NRAP pulmonary rehabilitation (PR) audit service merger

Dear Colleague,

Thank you for informing us that your service is merging with another. For us to implement this change on the audit webtool, we ask you please to complete and return the attached form, alongside the provided Caldicott Guardian form at your earliest convenience.

Please note, once the merger has taken place, any new audit users will need to be approved by the assigned lead clinician for the new service. We can move across any users already registered on the webtool and will deactivate any accounts no longer needed.

Ideally, the date you decide for the merger to take effect on the webtool will align with a reporting cohort. This will ensure that reports for your services (historic and new) are not impacted by the merger and can reflect the reconfiguration accurately. Please note that if your services have merged during a reporting cohort period, be mindful that its results will not be comparable with other services, and you may have difficulty interpreting them.

If you require any further information, please do not hesitate to contact us by emailing [praudit@rcp.ac.uk](mailto:praudit@rcp.ac.uk) or calling 020 3075 1526.

Kind regards,

The National Respiratory Audit Programme

Service merger data collection form

(If you are merging more than two services, please copy and paste this table as required.)

|  |  |  |
| --- | --- | --- |
| **Existing service 1\*** |  | **Existing service 2\*** |
| Name\*: |  | Name\*: |
| Address\*: |  | Address\*: |
| Lead clinician\*: |  | Lead clinician\*: |
| Name\*: |  | Name\*: |
| Email\*: |  | Email\*: |
| Existing users\*: |  | Existing users\*: |

Date of merger\*: / /

|  |  |
| --- | --- |
| **New service (these details may be the same as one of the existing services but please complete all mandatory fields)** | |
| Service name\* |  |
| Trust/Health board\* |  |
| Trust Organisation Data Service (ODS) Code\* |  |
| Department/Unit name |  |
| Service address and postcode\* |  |
| **England only** | |
| Region\* |  |
| Integrated care system\* |  |
| **Lead clinician+** | |
| Name\* |  |
| Job title\* |  |
| Email (not generic)\* |  |
| Telephone number\* |  |
| **New service users (please include any existing users that you would like to move across)** | |
|  |  |

**Privacy notice**

The information you provide on this form will not be used for any other purpose than to register your service to the NRAP audit and communicate with you about the audit. Your details will not be passed on to any other organisations or third parties outside of the audit team and their subcontractors. Forms are stored in password protected files within a secure server at the RCP. If at any point you wish for your details to be removed from the audit web-tool or mailing-list, then please contact the team on [praudit@rcp.ac.uk](mailto:praudit@rcp.ac.uk).

\*Mandatory fields

+ The lead clinician is responsible for ensuring that user access is kept up to date and that all data inputters are trained to use the webtool. Lead clinicians should promote consistent and accurate data entry.