HQIP
Healthcare Quality
Improvement Partnership

Accessing National Clinical Audit and Patient Outcomes Programme (NCAPOP) data: Quick guide

March 2017
Version 1

HQIP Healthcare Quality
Improvement Partnership

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Contents

About this quick guide

The guidance below is intended to complement the guidance for applicants and data providers, data access request forms and other documents available on the HQIP website at _www.hqip.org.uk/national-programmes/a-z-of-nca/audits-and-data-gov-uk/_.

What data does HQIP hold?

HQIP does not itself hold data but commissions approximately 40 National Clinical Audits and Clinical Outcome Review Programmes which comprise the National Clinical Audit and Patient Outcomes Programme (NCAPOP). These projects collect data on the quality and outcomes of care in England and Wales. In the majority of instances, HQIP is the data controller for these data. Many of these projects link with third party data sets such as Hospital Episode Statistics (HES) and Office for National Statistics (ONS) data, which are managed by NHS Digital (formerly the Health and Social Care Information Centre). Some projects also collect data on the quality and outcomes of care in Scotland, Northern Ireland, Isle of Man, Guernsey, and Jersey, either under contract to HQIP or separately. HQIP can only authorise the release of data for which it is the data controller.

Details of each _national clinical audit_ and _clinical outcome review programme_ are available on the _HQIP website_.

How to access the data

Data from NCAPOP projects are routinely reported and made available on each audit or clinical outcome review programme provider website, as well as on the HQIP website. The reported data are also placed on the data.gov.uk website. Outcome data for some projects are available on the _MyNHS_ and _NHS Choices_ websites. These data are publically available.

Some data collected by NCAPOP projects are not placed in the public domain (such as personal data) and can only be accessed via HQIP's Data Access Request Group (DARG) if appropriate permissions are in place. Details of the application process are listed below and should be considered along with

HQIP's Data Access Request Form (DARF) and accompanying guidance _Accessing National Clinical Audit and Patient Outcomes Programme Data: Guidance for Applicants and Data Providers_, available on the HQIP website at _www.hqip.org.uk/national-programmes/a-z-of-nca/audits-and-data-gov-uk/_.

If you do not wish to access data but wish to reproduce tables, text or other information that is included in an NCAPOP project report or output under HQIP copyright, please contact HQIP directly.

Timelines for review

HQIP is committed to reviewing requests for data in a timely manner. DARG meets on a monthly basis and applications that are submitted more than one week prior to a DARG meeting which do not require clarifications will usually be discussed at that month's DARG meeting, depending upon the number of applications submitted that month. Applicants will be notified if there is any delay to the review of their application or if it is referred to the following meeting.

HQIP will inform applicants of the outcome of a DARG meeting within one week of the meeting. Following approval, data will be released within a reasonable timeframe agreed with the data processor. This may vary depending upon the complexity of the data requested and the scope of core audit activity being undertaken at that time. HQIP would expect data to be released within a number of weeks. Details of future DARG meetings, the submission deadlines, and outcome notification dates are available _on the HQIP website_.

Costs of data access

HQIP authorises individual projects which advise, support and release the data to recoup reasonable costs, following DARG approval. These costs may vary depending upon the specific request. To discuss costs involved in a data access request, please contact the individual national clinical audit or clinical outcome review programme in the first instance using the contact details listed _on the HQIP website_.

Special requests

If you wish to access 'pre-publication' data, i.e. data that has been collected by an NCAPOP project but has not to date been reported by that audit, please contact HQIP directly. These requests may not require the completion of a Data Access Request Form.

Data Sharing Agreement

Unless advised to the contrary, all applicants are required to sign a Data Sharing Agreement (DSA) with HQIP before HQIP will authorise its data processor to release data. The DSA outlines the clauses by which data will be handled and processed.

Submission of outputs or reports

All applicants are required to send a copy of any articles, publications or other outputs to both HQIP and the data processor for information, within one week of publication.

Who to contact

To discuss your requirements, please contact the individual national clinical audit or clinical outcome review programme in the first instance using the contact details listed on the HQIP website. HQIP can be contacted by email at: *datasharing@hqip.org.uk*.
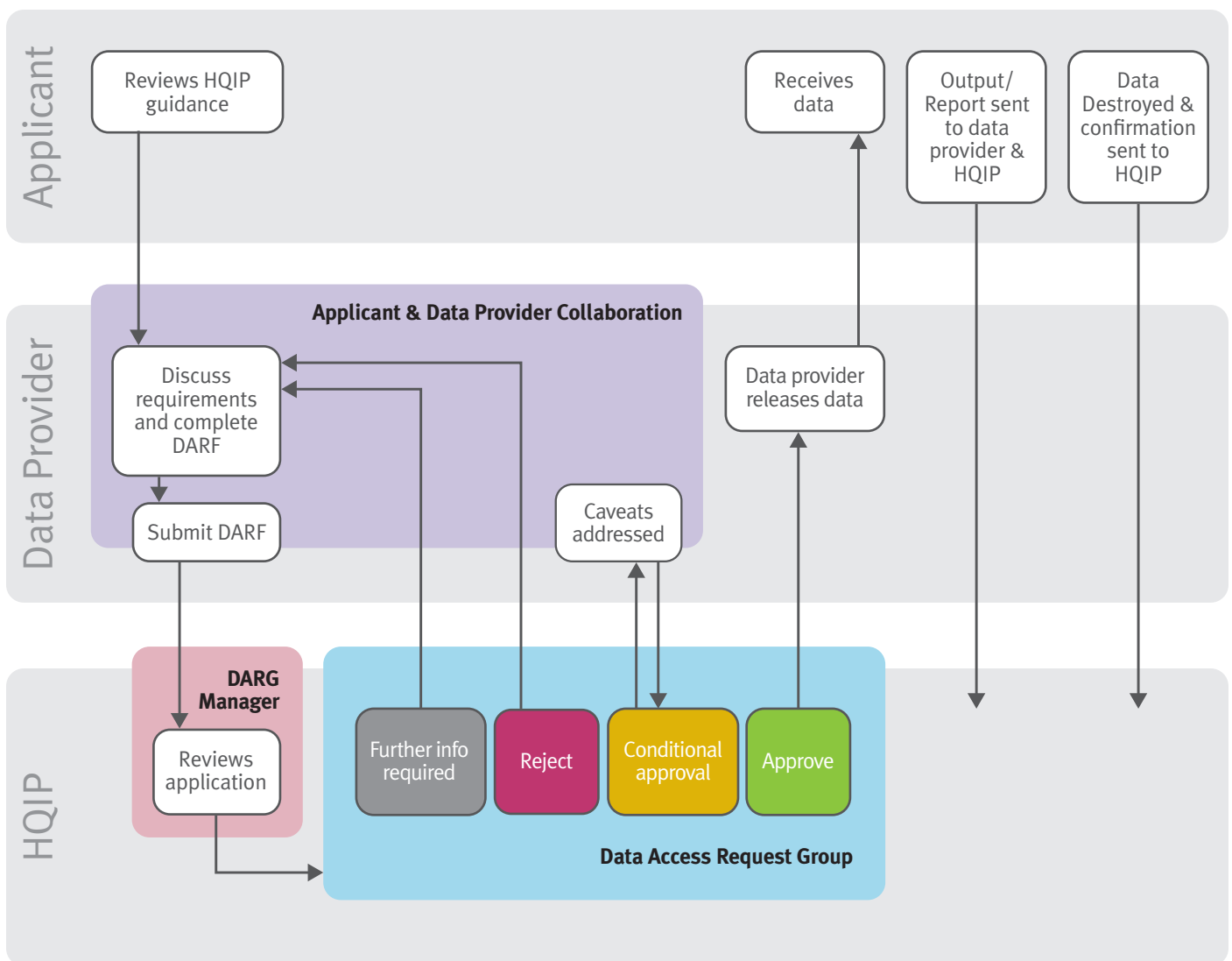
HQIP Data Access Request Process

Application Stage	Review Stage (30 working days)	Approvals Stage (14 working days)	Release Stage	Project Completion

Applicant

Reviews HQIP guidance

Receives data

Output/ Report sent to data provider & HQIP

Data Destroyed & confirmation sent to HQIP

Data Provider

Applicant & Data Provider Collaboration

Discuss requirements and complete DARF

Submit DARF

Caveats addressed

Data provider releases data

HQIP

DARG Manager

Reviews application

Data Access Request Group

Further info required

Reject

Conditional approval

Approve

March 2017. Next review date: March 2018