Preparing for the Audit

1. What is the National Diabetes Inpatient Audit?
The National Diabetes Inpatient Audit (NaDIA) is a snapshot audit of diabetes inpatient care in England, which is open to participation from hospitals with medical, surgical, gynaecology wards and/or intensive care units. NaDIA is part of the National Diabetes Audit (NDA) and is commissioned by the Healthcare Quality Improvement Partnership (HQIP) and delivered through NHS Digital working with Diabetes UK.

2. What does it measure?
The audit aims to answer the following questions:
- Did diabetes management minimise the risk of avoidable complications?
- Did harm result from the inpatient stay?
- Was patient experience of the inpatient stay favourable?
- Has the quality of care and patient feedback changed since the audit began?

3. Has ethical approval been sought?
Ethical approval is not required as there are no patient identifiable questions.

4. When will the audit take place?
The audit must take place on ONE day during the audit week of 23 - 27 September 2019. You will need to decide the one day within this week when you will carry out the audit and communicate this to your staff.

5. Should I register at Trust or Hospital level?
You should register at hospital level. This will allow the audit results (and local level feedback) to show hospital level data. The NaDIA hospital level reports will assist your hospital in preparing for CQC inspections and will provide evidence of national audit compliance and service improvement.

6. Should the audit day be the same at each hospital within my Trust?
The audit day can be different at different hospitals within the same trust. It is up to the audit lead at each hospital to decide on which day to conduct the audit.

7. Does each hospital need to have a different audit lead?
The audit lead will be responsible for receiving the audit pack and coordinating the distribution and return of the completed questionnaires. You may wish to have a separate contact for each hospital. However, if you would prefer, you can have one contact to coordinate the audit within your Trust. You MUST ensure that the correct questionnaires (pre-printed with the hospital name and code) are used in the correct hospital.
8. What audit documentation will I receive?
NOTE: An audit pack will be sent to the named audit lead week commencing 2 September 2019.

The audit pack will contain:
- Cover Letter
- Frequently Asked Questions sheet
- Guidance Notes
- Bedside Audit Questionnaires
- Patient Experience Questionnaires
- Large freepost envelopes for the completed questionnaires
- Small freepost envelopes for completed patient experience questionnaires (in case patients choose to complete their questionnaire at a later stage or with the help of friends or relatives)

You will also receive login details for the Hospital Characteristics Questionnaire via e-mail. This questionnaire is to be completed and submitted electronically. The login details will be emailed to the named audit lead week commencing 2 September 2019.

The email will contain:
- Login details and link to the electronic questionnaire
- Guidance Notes

9. What counts as an ‘inpatient’ for this audit?
A patient should be included in the inpatient audit if they have been admitted to a bed for 24 hours or more.

10. Which patients / wards should be included?
- General Medical and Surgical wards
- Admissions units
- Gynaecology wards
- ITU/HDU
- CCU
- Short stay (if patients have been admitted for more than 24 hours)
- Observation ward (if patients have been admitted for more than 24 hours)
- Surgical short stay unit (if patients have been admitted for more than 24 hours)

11. Which patients / wards should be excluded?
- Patients who are hyperglycaemic but not yet formally diagnosed with diabetes
- Paediatric
- Obstetric
- A&E
- Day case ward
- Day surgery unit patients
- Observation ward (if patients have been admitted for less than 24 hours)
- Surgical short stay unit (if patients have been admitted for less than 24 hours)
- Palliative care centres
- Community Hospitals
- Mental Health Hospitals
12. Can I share the questionnaires with other hospitals in my Trust?  
You MUST NOT share questionnaires between hospitals. Each questionnaire is pre-printed with a unique code that relates to that hospital. Sharing questionnaires would have an impact upon the analysis and final reports, preventing you from gaining a full understanding of diabetes inpatient care at your hospital.

All questionnaires are pre-printed with your hospital name and a unique code – you do not need to write the name of the hospital on any forms.

13. But what if I need more questionnaires?  
Please check that the hospital name on your forms is correct. If it is incorrect or if you do not have enough questionnaires please email nadia@nhs.net as soon as possible to arrange for more questionnaires to be distributed with the correct hospital name and code pre-printed on them.

DO NOT photocopy your blank questionnaires or print copies from the website. Photocopied questionnaires cannot be included in the analysis as they will not have a unique code. This will also mean the original questionnaire no longer has a unique code, which will have an impact upon the analysis and final reports for your hospital.

**During the audit week**

14. Can I record patient details on the Bedside Audit or Patient Experience questionnaires?  
No. You should not write the patient’s name or other patient identifiable information on any of the forms. The Bedside Audit only collects age, gender and ethnicity of the patient.

Please also remind patients to NOT write their name or any other patient identifiable information on their Patient Experience questionnaire.

15. What if the patient does not want to or is not able to complete their Patient Experience questionnaire?  
Please encourage patients to complete their questionnaires, even if they are only able to do so partially – some data is better than none. However, we appreciate that some patients may not want to or may not be able to complete the questionnaire, in which case, please just dispose of the blank questionnaire.

If patients would prefer to complete their Patient Experience Questionnaire at a later stage or with the help of friends or relatives, small freepost envelopes have been provided in the audit pack for this use. Please remind them to post the questionnaire by **Friday 4 October 2019**.

**After the audit**

16. Can I photocopy completed bedside audit and patient experience questionnaires for local use?  
Patients have been informed on the bedside audit and patient experience questionnaires that responses to the questionnaires may be held at the hospital to allow for local analysis and service improvement. Therefore, you are now able to photocopy the completed questionnaires for local analysis.

Please ensure all original questionnaires are collated and returned in the large freepost envelopes by **Friday 3 October 2019**.
17. How do I return the completed questionnaires?
All Bedside Audit and Patient Experience questionnaires should be returned together in the large pre-paid envelopes provided and posted by Friday 3 October 2019.

Some patients may have requested a small freepost envelope (as provided in the audit pack) and will return their completed Patient Experience questionnaire themselves.

The Hospital Characteristics Form should be returned by Friday 3 October 2019.

18. Should I return questionnaires even if not every question has been answered?
Yes, please return any partially completed questionnaires – some data is better than none.

19. Should I return unused / blank questionnaires?
No. Please do not return any blank questionnaires. These should be shredded or recycled at your hospital.

20. When is the deadline to return completed questionnaires?
Bedside Audit and Patient Experience Questionnaires should be returned as soon as possible after the audit day in your hospital. Large freepost envelopes have been provided in the audit pack. All questionnaires must be posted by 3 October 2019.

The electronic Hospital Characteristics questionnaire should be completed by Friday 11 October 2019.

These deadlines must be met due to strict analysis and reporting timescales.

21. When will we see the results?
We will keep all contacts updated on the exact publication dates. All previous audit results can be accessed on the NaDIA website. If you would like to be added to our mailing lists to receive information about the audit, please contact the team at nadia@nhs.net.

22. Will we receive hospital/Trust level analysis?
Yes. Each year the NaDIA team publish Hospital Level Reports providing a comparison of results since 2010. All previous audit results can be accessed from: http://digital.nhs.uk/diabetesinpatientaudit

23. Will my hospital be issued a certificate for taking part in the audit?
Yes. The NaDIA team will send both hospital and individual NaDIA certificates in December 2019.

We hope these FAQs will help prepare you for the National Diabetes Inpatient Audit.

If you have any further questions, please contact the NaDIA team on NaDIA@nhs.net or 0300 303 5678