



Statement of Administrative Sources

Annex A: Information on administrative source

Enquiries	Please contact the Health and Social Care Information Centre (HSCIC) Contact centre Telephone: 0300 3035678 and email: enquiries@hscic.gov.uk
Name of Administrative Source	Organisation Patient Safety Workbook (NRLS official Statistics)
Section 1: Collection	<p><i>Please give a short explanation of the processes through which the system's underlying 'raw data' are captured.</i></p> <p>All NHS organisations in England and Wales must report all incidents that result in severe harm or death. NHS staff can report incidents directly to the NRLS using the NRLS web form, or they can report it to their local NHS organisation who will add it to their local risk management system, which can be uploaded to the NRLS.</p>

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<p>Section 2: Quality assurance</p>	<p><i>Please give details of any arrangements for auditing the quality of administrative data from this system which is used for statistical purposes</i></p> <p>Data quality notes for this data source can be found on pages 9-13 of the 'Data Handling Notes for NRLS'. These can be found here: http://www.nrls.npsa.nhs.uk/resources/?entryid45=135204</p>
<p>Section 3: Application</p>	<p><i>Please give a description of each of the main applications/uses to which the administrative or management data are put before they are transformed into official statistics</i></p> <p>The purpose of these reports is to provide NHS organisations with an easy-to- use summary of their current position on patient safety incidents reported to the National Reporting and Learning System, in terms of patient safety incident reporting and the characteristics of their incidents.</p>

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Section 4: Access and Dissemination	<p><i>Please provide a summary of the arrangements put in place for sharing and disseminating the administrative/management data during the period before they are converted into Official Statistics</i></p> <p>HSCIC Statistical Governance policy available from http://www.hscic.gov.uk/pubs/calendar (See Statistical Governance Policy under User Documents)</p> <p>HSCIC Freedom of Information process available from http://www.hscic.gov.uk/foi</p> <p>Link to National Statistician’s Guidance: Use of Administrative or Management Information http://www.statisticsauthority.gov.uk/national-statistician/guidance/index.html</p> <p>HSCIC Information Governance Statement of Compliance Policy available from http://systems.hscic.gov.uk/infogov/igsoc/background/index.html</p>	
Specify if shared Inside/Outside The HSCIC	Shared within the HSCIC and available publically	
Range	Everyone with access to the internet and the appropriate software	
Nature	The production of official statistics publications and indicators.	
Timing	Published twice annually with quarterly periods.	

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<p>Section 5: Non-statistical publication</p>	<p><i>Please provide a summary of any exceptional arrangements put in place for placing the administrative/management data in the public domain during the period before they are converted into official statistics. If none, please state None.</i></p> <p>None</p>
<p>Section 6: Statistical publication</p>	<p><i>Please provide a list of each of the ‘Official’ or ‘National’ statistics series derived from this system.</i></p> <p>HSCIC publications calendar: http://www.hscic.gov.uk/pubs/calendar</p> <p>Clinical Commissioning Group Outcomes Indicator Set (CCG OIS) – Publications</p>
<p>Section 7: Synergies</p>	<p><i>Please provide a mapping which explains the relationship between any public manifestations of the administrative/management data, and any subsequent statistical releases or publications.</i></p> <p>None prior to Publication</p>

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Section 8: Security/Data Protection arrangements	<p>Please explain any additional arrangements for ensuring the security of statistical processes that draw on administrative data other than those listed below</p> <p>Relevant IG policies:</p> <p>HSCIC Statistical Governance policy available from http://www.hscic.gov.uk/pubs/calendar(then click on “Statistical Governance Policy”)</p> <p>HSCIC Disclosure control Procedure available from http://www.hscic.gov.uk/pubs/calendar (then click on “Disclosure Control Procedure”)</p> <p>ONS Confidentiality Guidance and working papers http://www.ons.gov.uk/ons/guide-method/best-practice/disclosure-control-of-health-statistics/index.html</p> <p>HSCIC Freedom of Information process available from http://www.hscic.gov.uk/foi</p>
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