National Audit of Dementia Audit of Casenotes 2023
Sampling guidance

PART ONE – PROSPECTIVE IDENTIFICATION OF PATIENTS

Overview
Between 14 August-10 September 2023 inclusive, you will identify **all** patients with dementia or probable dementia admitted to your hospital for 24 hours or more, prospectively as they are admitted. Part One collects demographic and admitting data for these patients.

How to Identify Patients Prospectively
Local methods for identification vary according to what systems are in place within your service. You will need to determine what local flows of information you have and establish a method of keeping track. This is an example identification spreadsheet developed by a pilot site: NAD Sample Spreadsheet.xlsx (live.com)

Patient Allocation Numbers
The audit does not collect identifiable information so you will need to list your patients by date of admission and allocate a number, in the format NAD1, NAD2 etc.

This is the number you will enter on the audit tool for the question "What is the audit number allocated for this patient?" Hospital or NHS numbers should **not** be entered and any tracking spreadsheet or list that you keep should **not** be returned to us.

If you find after you have numbered your patients that one is not eligible (e.g. was admitted for less than 24 hours, or does not have any dementia or probable dementia), skip that patient and go on to the next number in the sequence, and strikethrough or remove the ineligible patient.

PLEASE NOTE that the web platform CaseCapture by Netsolving will also allocate a unique case ID for each record you enter. We recommend that you **note this** in your list alongside the number you have allocated for audit.

PART TWO AND THREE – SAMPLE FOR AUDIT

Mandatory period (all hospitals) and flex period (optional, larger hospitals)

There will be **two** data collection periods for the casenote audit in this round, the first mandatory for all sites (August 2023-January 2024) and the second optional (January-May 2024). Hospitals with **larger samples** can split the sample and data entry between the two periods.

Variation in sample size requirement

Hospital size	Total Number Identified (all eligible patients, Part 1 of audit)	Full sample requirement (Parts 2 and 3 of audit)
If your hospital has 520 beds and under **OR** has mostly paper records	Begin to identify patients admitted from 14 August **for 4 weeks or extended until you have at least 40 identified as consecutive admissions**	40 minimum, with a target of 50+
If your hospital has 521 -734 beds	Begin to identify patients admitted from 14 August **for 4 weeks or extended until you have at least 50 identified as consecutive admissions**	50 minimum, with a target of 60 +
If your hospital has 735 beds +	Begin to identify patients admitted from 14 August **for 4 weeks or extended until you have at least 80 identified as consecutive admissions**	80 minimum, with a target of 100

NB A minimum of 40 cases must be submitted in the mandatory period.

Background, content and guidance can be viewed here.

If you are carrying out all data entry in the mandatory period:
The first 40-100 patients in consecutive order of admission are the patients whose details will be entered into part Two and part Three of the audit tool. You will need to retain your spreadsheet identifying data collection until all part Three data has been completed.

Part Two data entry takes place between 14 August and 13 November 2023 – this is the final deadline for both parts One and Two.

Part Three data entry takes place up to 12 January 2024, which is the final data entry deadline. **Please note** that part Three can be submitted at the same time as part Two data if the patient has already been discharged, which will be the majority of patients.

If you are splitting your data collection between the mandatory period, and the flex period in Spring 2024:
At least the first 40 patients in consecutive order of admission are the patients whose details will be entered into part Two and part Three of the audit tool during the mandatory period. You will need to retain your spreadsheet identifying data collection until all part Three data has been completed.

Participation in the Flex Period in Spring 2024
You will then identify **all** patients admitted between 29 January-25 February and order them by date of admission, as above.

Part Two data entry for this part of your sample (number depending on your Autumn entry) runs until 11 April, deadline for all parts One and Two.

Part Three data entry is until 31 May, the final deadline.