

Sampling guidance

PART ONE – PROSPECTIVE IDENTIFICATION OF PATIENTS

Overview

Between 19 September 2022 and 14 October 2022 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

If you are carrying out all data entry (target 80) in the mandatory period:

The first 80 patients in consecutive order of admission are the patients whose details will be entered into part 2 and part 3 of the audit tool. You will need to retain your spreadsheet identifying data collection until all part 3 data has been completed.

Part 2 data entry takes place between 17 October 2022 and 3 January 2023.

Part 3 data entry takes place between 3 February 2023 and 17 March 2023.

If you are splitting your data collection between the mandatory period, and the flex period in Spring:

At least the first 40 (or up to 60) patients in consecutive order of admission are the patients whose details will be entered into part 2 and part 3 of the audit tool. You will need to retain your spreadsheet identifying data collection until all part 3 data has been completed.

Part 2 data entry takes place between 17 October 2022 and 3 January 2023.

Part 3 data entry takes place between 3 February 2023 and 17 March 2023.

Flex Period in Spring 2023

In 2023, you will then identify **all** patients admitted between 6 March and 5 April and order them by date of admission, as above.

Part 2 data entry for this part of your sample (20-40, depending on your Autumn entry) runs until 29 May.

Part 3 data entry is from 1 June -14 July.