



## National Respiratory Audit Programme (NRAP)

Chronic Obstructive Pulmonary Disease (COPD) Audit: User guide  
Secondary Care  
Version 0.6 April 2024

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## Introduction to NRAP

More than 9 million people are living with a diagnosis of asthma or COPD in the UK.

The National Asthma and COPD Audit Programme (NRAP) is run by the Royal College of Physicians (RCP) and aims to improve the quality of their care, services, and clinical outcomes.

We do this by supporting and training clinicians, informing policy, and empowering people living with asthma and COPD, as well as their carers.

We have a track record of delivery and are critical to assessing progress against the NHS Long Term Plan. Visit our website to find out more about the Programme and its four audit workstreams.

## Overview of the COPD audit

The COPD continuous clinical audit collects information on all people admitted to hospital in England and Wales with exacerbations of COPD.

All hospitals in England and Wales that provide acute COPD care can participate in the audit by entering admission data from patient care case notes into a secure and bespoke [audit web tool](#). The data collection period for the COPD clinical audit started on 1 February 2017 and runs continuously.

## How this document will support you

This document is a resource for COPD secondary care teams submitting data to the NRAP webtool. All headings in the contents page are linked to the appropriate chapter for ease of navigation. It is advised that users take the time to read through the whole document to gain a better understanding of the process of data submission to improve the quality of the data submitted and to become familiar with the tools and documents available on the website to help improve respiratory services.

***“Data are fundamental to informing services, both in terms of understanding where we are now and monitoring quality improvement (QI) going forward. Paramount to this is accurate data entry”*** (Professor Jenni Quint, respiratory consultant and professor of respiratory epidemiology).

## Registering for the audit

All hospitals in England and Wales who admit people with COPD exacerbations are eligible to participate. Visit the [workstream's resources page](#) to download a copy of the registration form.

## Accessing the audit webtool

The COPD audit web-tool can be reached via [www.NRAP.org.uk](http://www.NRAP.org.uk):

Royal College of Physicians | National respiratory audit programme (NRAP)

Home Reports/QI Charts Patients Support

### National Respiratory Audit Programme

**COPD secondary care**

- Visit
- Reports/QI
- Charts
- Patients

**Pulmonary rehabilitation**

- Visit
- Reports/QI
- Charts
- Patients

**Adult asthma**

- Visit
- Reports/QI
- Charts
- Patients

**Children & young people asthma**

- Visit
- Reports/QI
- Charts
- Patients

The audit programme has been commissioned by the Healthcare Quality Improvement Partnership (HQIP) as part of the National Clinical Audit and Patient Outcomes Programme (NCAPOP) and currently covers England and Wales.

The programme is led by the Royal College of Physicians (RCP) and works closely with a broad range of organisations including Asthma +Lung UK, the British Thoracic Society, Primary Care Respiratory Society UK, Royal College of General Practitioners and the Royal College of Paediatrics and Child Health.

For more information on the National Respiratory Audit Programme please visit: [www.rcp.ac.uk/projects/nrap](http://www.rcp.ac.uk/projects/nrap)

#### Support and Advice

National Respiratory Audit Programme Team

020 3075 1526

9am to 5pm, Monday to Friday (Calls are charged at your standard landline national rate).

[NRAPinbox@rcp.ac.uk](mailto:NRAPinbox@rcp.ac.uk)

Audit reports and quality improvement (QI) support are publicly available. To submit and review your service's data, you must log in to the webtool.

Every individual that enters data to the audit should have a unique login.

## Logging into the database

Once you have reached the webpage, please click '**Visit**' to log into the web tool. Enter your own username and secure password. **Do not** use someone else's details. A pop-up box will appear as follows:

### **Warning: Please Read**

The 'NRAP - COPD Audit' audit application contains confidential medical information.

It is an offence to view this data if you are not authorised to do so or make use of this database other than for the purpose it was created.

Under no circumstances should users pass their login details or disclose their passwords to others. If users believe that their password has been compromised they should inform the helpdesk team immediately.

If a user detects what they believe is a breach of security or confidentiality, then it is their responsibility not to disseminate the information obtained and to report the event to the helpdesk team immediately.

*Note: You are subject to the confidentiality obligations in your NHS contract when using this database. Please protect patient data and system security at all times.*

Once you have read the text, click **'I agree'**. This is an information governance procedure necessary for participating in the audit.

## Creating new users

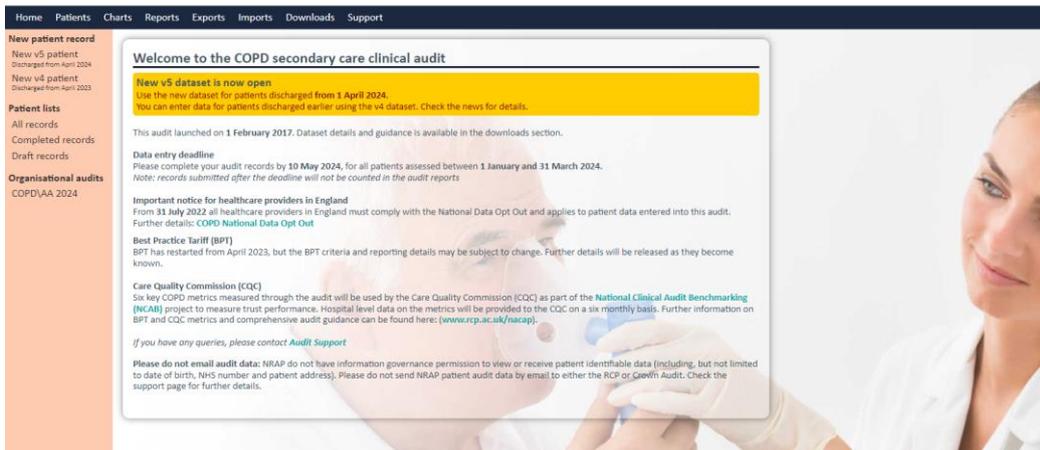
Any registered user that already has login details can create new logins for additional users. Click on **'Support'** from the home page, and once the page loads click **'New user'** on the left-hand side. Click **'Create user'** and follow all instructions to complete registration.

## Forgotten password

You can also reset your password via the support tab.

Click on **'Support'** within the home page, and then click on **'Password reset'**. Follow all instructions to change your password.

## Navigating the COPD audit homepage



The following features are available from the homepage of the COPD audit web tool:

- **'New patient (v4)'** - Here is where to enter a patient who was discharged before 1 April 2024.
- **'New patient (v5)'** - Here is where to enter a new patient who was discharged on or after 1 April 2024.
- **'Home'** - This will take you back to the COPD audit homepage.
- **'Downloads'** - Supporting documents are available to download here (e.g. guidance documents, data collection sheets, etc.).
- **'Support'** - Further support is available here (e.g. new user creation, password reset).
- **'Patients'** - This page shows you the list of patients from your hospital/service that have been entered onto the web-tool.
- **'Charts and Reports'** - This page will show you run-charts and reports based on the COPD clinical audit data.
- **'Imports'** - From here you can upload suitably formatted CSV files of patient records in bulk.
- **'Exports'** - From here, you can export all the patient records entered onto the web-tool into an Excel spreadsheet.
- **'Custom fields'** - You can create custom fields for local use.
- **'News/Events'** - Here you will find key workstream updates to support you and your team take part in the audit.

## Entering data

Home Patients Charts Reports Exports Imports Downloads Support

This dataset is only for patients discharged from 1 April 2024. Please use the V4 dataset for patients discharged earlier. [?](#)

**V5 Patient record: (unsaved record) - DRAFT record - 32 questions remaining (0% complete) ⓘ**

Inclusion	Arrival	Patient	NEWS2	Admission	Review	Oxygen	NIV	Spirometry	Discharge	Custom
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**Inclusion and exclusion criteria ⓘ**

**Include patients:**

- who are 35 years and over on the date of admission
- who have been admitted\* to hospital adult services
- who have a primary diagnosis of COPD exacerbation
- where an initial, or unclear, diagnosis is revised to an acute exacerbation of chronic obstructive pulmonary disease (AECOPD)

**Exclude patients:**

- in whom an initial diagnosis of an AECOPD is revised to an alternative at a later stage
- who have had a stay in hospital of less than 4 hours (who would be classed as a non-admission)
- with COPD who are being managed for pneumonia, not AECOPD

\* Where admission is an episode in which a patient with an AECOPD is admitted to a ward and stayed in hospital for 4 hours or more. This includes Emergency Medicine Centres, Acute Medical Units, Clinical Decision Units, short stay wards or similar, but excludes patients treated transiently before discharge from the Emergency Department (ED).

- Navigate through questions using the tabs at the top of the page or the **‘Next’** and **‘Prev’** buttons at the bottom of the page.
- Help notes are available by clicking on the **‘i’** icon next to the question.
- Use **‘Save’** to save the current record. This will also validate the record and if it does not comply with validation rules it will be highlighted in red and saved as incomplete. Incomplete records can be returned to and completed at a later date. Incomplete records will not be included in any audit reporting.
- Use **‘Close’** to close the current record. You can return and edit a record at any point whilst the audit is open, provided it has been saved **before** closing.

## Custom fields

Please note that this feature is only available to hospitals using the webtool to submit data on a patient-by-patient basis. It is not available for hospitals that undertake bulk uploads of data in CSV format.

We are aware that individual hospitals may wish to collect additional data for local analysis and as such we have provided the facility to create custom fields to append the dataset.

A maximum of 20 additional fields are available and each additional field created will appear under the **‘Other’** tab in the patient record.

### How to create a new custom field

1. From the main home page, click on the **‘Custom fields’** tab at the top of the screen.

2. Click on **'Create new field'** on the left-hand menu, which opens a new page.
3. Enter the field label, which is the description of what data you wish to record in this field.
4. Choose field name from the dropdown box, e.g. *Userfield 1*.
5. Enter field type - the options are text, number, date, or drop-down list. Choose the option most preferable to your service. Customs are for local use only and are not used by NRAP.

If you select drop down list, enter the options you wish to be available. The field will default to the first answer in this list, so you are advised to have a blank option at the top of the list to avoid confusion and ensure that users have to choose the correct option. Use the space bar for the first option, hit the return key to move to the next line and type the second option in. Enter all the options like this.

6. Specify whether you want this field included in your records.
7. For the field order, choose the appropriate number from the drop-down menu that corresponds with the field name, i.e. *Userfield 1* should have field number 1.

**'Field help, comments or notes'** is a free text box to help users fill in the custom field (this can be left blank).

8. Click **'save'** and **'close'**.

The additional custom field will now appear in each new record created. In addition, when you export data, you will have the option to include the custom field in your export. More information about exports is available later in this guide.

If at any time you turn off a custom field (by selecting 'no' to 'Include this field in your records?'), the information will remain on records already submitted whilst that custom field was active.

Please note that once a custom field has been created it cannot be changed. If you wish to delete a custom field, you will need to contact the Crown helpdesk ([helpdesk@crownaudit.org](mailto:helpdesk@crownaudit.org)). If a custom field is removed completely, all data recorded in that field while it was active will be lost.

## Importing data

You can bulk upload data in a suitably formatted .csv file. Guidance on how to format these files is available on the web tool's **'Downloads'** page once you are logged in.

## Exporting data

1. Click on **'Exports'** in the top bar of the homepage to be taken to the exports page. Then select 'new export' from the bar on the left-hand side

Royal College of Physicians | National Respiratory Audit Programme (NRAP) | Chronic Obstructive Pulmonary Disease (COPD)

Home Patients Charts Reports Exports Imports Downloads Support

**Exports**  
New export  
Recent exports  
Help

### Export data

Export audit data for your unit. Files contain patient identifiable data and you must take care to protect this data from unauthorised disclosure.

Export Options Notes

Dataset

- Dataset v1 (Discharged on or before September 2018)
- Dataset v2 (Discharged from October 2018 to March 2021)
- Dataset v3 (Discharged from April 2021 to March 2023)
- Dataset v4 (Discharged from April 2023 to March 2024)
- Dataset v5 (Discharged from April 2024)

Records

Select by date

From  To

Export

## Viewing patient records

It is possible to view the patient records already entered by selecting **'Patients'** from the menu bar. You will be able to view which patients have been entered onto the web tool.

Every patient entered on the web tool is assigned an *'Artemis ID'*, which serves to anonymise the data. It is presented as a long sequence of letters and numbers such as 5C920511992C579832C378DF34B8AFBB. Please use this if you wish to discuss particular patient records with the helpdesks.

**Please do not, under any circumstances, send patient identifiable information including names, NHS or hospital numbers, dates of birth or postcodes to any member of the NRAP audit team.**

For more information about NRAP's information governance framework, please see the information governance section of this guide.

It is not currently possible to search through the patient record list by NHS number. However, your web browser search function (hit 'Ctrl' and 'F', and then enter in the text you are searching for) will work on this page. It is likely that you will see the same NHS number multiple times as patient readmissions are entered as separate records. Duplicates are automatically captured by the web tool using a combination of patient's NHS number, date of birth, admission date, and postcode.

## Deleting patient records



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National Respiratory Audit  
Programme (NRAP)

Chronic Obstructive Pulmonary Disease (COPD)

Home Patients Charts Reports Exports Imports Downloads Support

**New patient record**  
New v5 patient  
Discharged from April 2024  
New v4 patient  
Discharged from April 2023

**Patient lists**  
All records  
Completed records  
Draft records

**Organisational audits**  
COPDAA 2024

### Welcome to the COPD secondary care clinical audit

**New v5 dataset is now open**  
Use the new dataset for patients discharged from **1 April 2024**.  
You can enter data for patients discharged earlier using the v4 dataset. Check the news for details.

This audit launched on **1 February 2017**. Dataset details and guidance is available in the downloads section.

**Data entry deadline**  
Please complete your audit records by **10 May 2024**, for all patients assessed between **1 January and 31 March 2024**.  
*Note: records submitted after the deadline will not be counted in the audit reports*

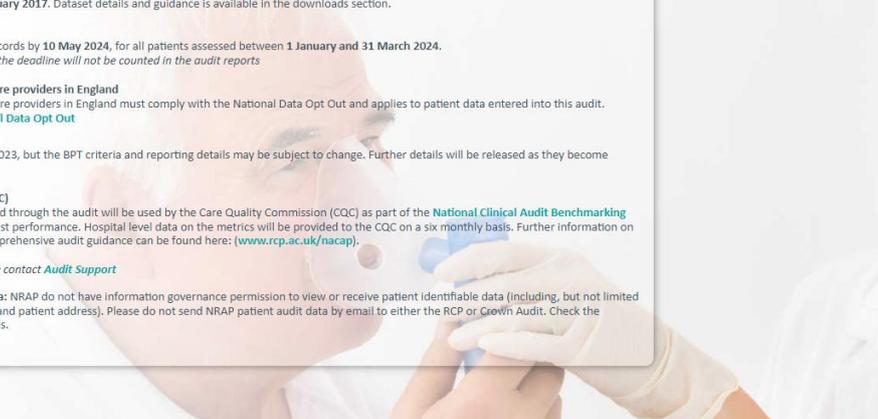
**Important notice for healthcare providers in England**  
From **31 July 2022** all healthcare providers in England must comply with the National Data Opt Out and applies to patient data entered into this audit.  
Further details: [COPD National Data Opt Out](#)

**Best Practice Tariff (BPT)**  
BPT has restarted from April 2023, but the BPT criteria and reporting details may be subject to change. Further details will be released as they become known.

**Care Quality Commission (CQC)**  
Six key COPD metrics measured through the audit will be used by the Care Quality Commission (CQC) as part of the [National Clinical Audit Benchmarking \(NCAB\)](#) project to measure trust performance. Hospital level data on the metrics will be provided to the CQC on a six monthly basis. Further information on BPT and CQC metrics and comprehensive audit guidance can be found here: ([www.rcp.ac.uk/nacap](http://www.rcp.ac.uk/nacap)).

*If you have any queries, please contact [Audit Support](#)*

**Please do not email audit data:** NRAP do not have information governance permission to view or receive patient identifiable data (including, but not limited to date of birth, NHS number and patient address). Please do not send NRAP patient audit data by email to either the RCP or Crown Audit. Check the support page for further details.



In order to delete a record log, click either '**complete records**', '**draft records**' or '**all records**' from the left-hand bar. Now select the NHS number you wish to delete.

You will be taken to a screen which has a delete button near the top right. This will remove the entry from your records.

## Online run charts



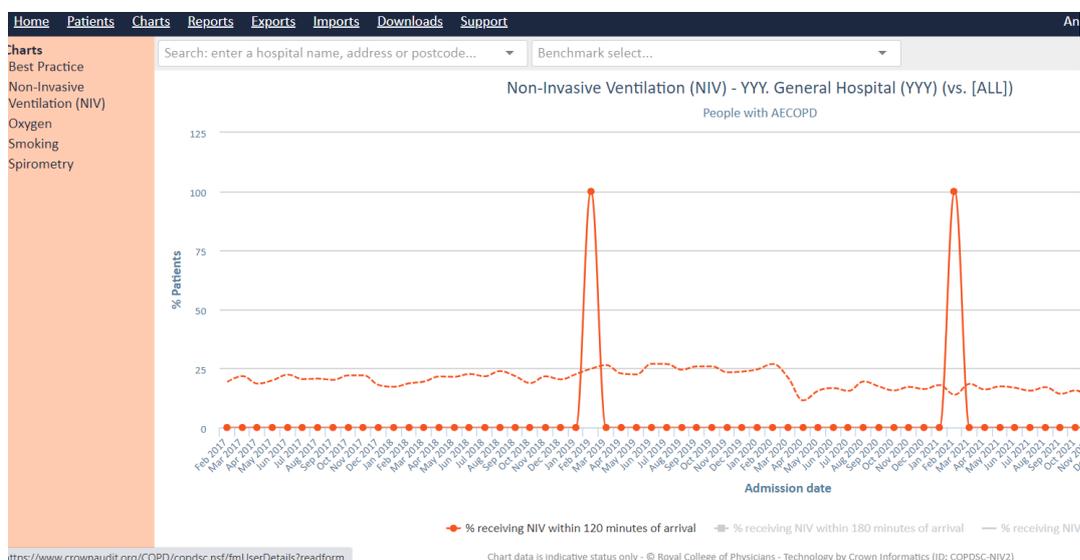
National Respiratory Audit Programme (NRAP)

Chronic Obstructive Pulmonary Disease (COPD)

Click on the 'Charts & Reports' tab on the homepage to access your service's charts. On the menu on the left of the screen, click on each chart to view.

Use the 'About this chart' option to see what each chart shows, what data are used, and definitions of all the lines.

If you hold your mouse over any point on a line on the chart, a yellow box will appear, giving the numbers shown at that point in time.



## How to customise charts

1. Toggle each line on or off by clicking on the line's label underneath the chart
2. Zoom in on a particular time period by clicking and dragging your mouse on the chart, across the time you would like to view. To revert to the original view, click 'Reset zoom' in the top right corner.

### How to download charts

Click on the menu button in the top right corner and select the format you want to export it in.

### How often are the charts updated?

The run charts are updated every hour so when you add or amend a record, it will be included as the charts are refreshed. They update based on the date of patient contact with the service, **NOT** when the data was entered. The charts show data with a one-month delay to give time for data checking by inputters and to avoid displaying small numbers. The national percentile lines are updated every six months.

## Reporting

**Annual:** NRAP state of the nation (SOTN) reports are available on the [NRAP website](#) and you do not need to log in to access them. SOTN reports are combined reports for the COPD, adult asthma, children and young people asthma, pulmonary rehabilitation and primary care workstreams. These reports are published yearly and will include key data and recommendations for improving respiratory care.

The reports are aimed primarily at commissioners, integrated care boards, educators, patient organisations, clinicians, managers, chief executives and policymakers and present analysis of participating sites' performance against NICE guidelines and quality standards whilst providing recommendations for clinicians.

**Regional:** In the past, NRAP also produced 6-monthly regional reports. The regional reports have been replaced by benchmarking tables which can be found here: [ADD LINK](#). All data is reported at national, regional, Integrated Care Service (ICS)/Local Health Board and individual hospital level for the COPD key performance indicators.

**Care Quality Commission (CQC):** Six key COPD metrics measured through the audit will be used by the Care Quality Commission (CQC) as part of the [National Clinical Audit Benchmarking \(NCAB\)](#)

**National Clinical Audit Benchmarking (NCAB)** project to measure trust performance. Hospital level data on the metrics will be provided to the CQC on a six-monthly basis.

**Best Practice Tariff (BPT):** The NHS response to COVID-19 included suspension of the national tariff payment system from 1 April 2020, with all providers and commissioners moving to a block contract arrangement for this period. Best Practice Tariff reports resumed with effect from 1<sup>st</sup> April 2023. *Further updates will be provided at [NRAP.org.uk](http://NRAP.org.uk) as the situation evolves.*

## Information Governance

This audit has Section 251 Approval from the Health Research Authority Confidentiality Advisory Group (reference number: 23/CAG/0045). This allows identifiable data to be collected and processed without patient consent. If a patient has applied for National Data Opt-out **do not enter their data** into the audit.

Personal confidential data items for this audit are processed by Crown Informatics under section 251 approval prior to anonymisation and transfer to Imperial College London for analysis. Reported data and data files released under government transparency guidance are managed in line with UK statistics authority guidance on the handling of small numbers to prevent the identification of individuals. Data included in COPD reporting outputs can be found at [data.gov.uk](http://data.gov.uk)

For more information, please see our information governance FAQs in the **'Downloads'** tab on the website homepage when you log in.

## Information for patients

Information for patients is available from the **'Downloads'** tab on the homepage when you log in. This should be displayed in all areas where COPD patients may be treated.

## COPD inclusion and exclusion criteria

When entering data to the audit webtool, you should only include patients that were **originally** admitted due to an AECOPD. Please discount patients that develop an exacerbation whilst already admitted for an alternative issue.

**Include patients:**

- who are 35 years and over on the date of admission,
- who have been admitted\* to hospital adult services,
- who have a primary diagnosis of COPD exacerbation,
- where an initial, or unclear, diagnosis is revised to an acute exacerbation of chronic obstructive pulmonary disease (AECOPD).

*\*Where admission is an episode in which a patient with an AECOPD is admitted to a ward and stayed in hospital for 4 hours or more (this includes Emergency Medicine Centres, Medical Admission Units, Clinical Decision Units, short stay wards or similar, but excludes patients treated transiently before discharge from the Emergency Department (ED)).*

- **Please refer to the quick guide below for specific ICD-10\* codes and positions eligible for inclusion in the COPD clinical audit.**

<b>1st position</b>	<b>2nd position</b>
J44.0 – COPD with acute lower respiratory infection	Any code
J44.1 – COPD with acute exacerbation	Any code
J44.8 – other specified COPD	Any code
J44.9 – COPD unspecified	Any code
J43.9 - emphysema	Any code
J22 – unspecified acute lower respiratory infection	J44.0 or J44.1 or J44.8 or J44.9 or J43.9
R06.0 – dyspnoea (shortness of breath)	J44.0 or J44.1 or J44.8 or J44.9 or J43.9
J96.0 – acute respiratory failure	J44.0 or J44.1 or J44.8 or J44.9 or J43.9
J96.1 – chronic respiratory failure	J44.0 or J44.1 or J44.8 or J44.9 or J43.9
J96.9 – respiratory failure	J44.0 or J44.1 or J44.8 or J44.9 or J43.9
J10.1 – influenza due to other identified influenza virus with other respiratory manifestations	J44.0 or J44.1 or J44.8 or J44.9 or J43.9

### **Retrospectively identifying patients who have been miscoded**

To ensure that all eligible patients are included in the audit, NRAP recommends that if resources allow, clinical leads should periodically review patients lists. If any patients have been miscoded, and

their correct code is shown in fig. 1 in the necessary first or second position, they should retrospectively be included in the audit.

\*More information on how inclusion criteria were determined available [here](#).

#### **Exclude patients:**

Exclude patients:

- In whom an initial diagnosis of an AECOPD is revised to an alternative at a later stage.
- Who have had a stay in hospital of less than 4 hours (who would be classed as a non-admission).
- With COPD who are being managed for pneumonia, not AECOPD.

\*This would usually mean the presence of consolidation on a chest x-ray.

### **Dataset review**

The COPD dataset is reviewed annually to ensure that only data pertinent to patient care at each service are collected. Each field in the dataset is important to help hospitals evaluate the service they provide, discover any shortfalls and monitor improvements in care. Most fields have help buttons beside them to provide further information. This guide and the help buttons are designed to enable the submission of high-quality data.

### **Contact us**

You can contact us at 020 3075 1526, or [copd@rcp.ac.uk](mailto:copd@rcp.ac.uk).

Our help desk is open from 9am – 5pm, from Monday to Friday.

**Twitter:** @NRAPaudit