

Appendix 1: Data Request

A&E Mapping & Efficiency Project

Data Request

General:

Please provide electronic details of:

- Catchment population which the hospital serves
- Location Plan for hospital, showing all facilities
- Organisation Chart, showing organisational structure for the hospital
- Staffing profile – numbers and grades of all hospital staff for all specialities and departments, identifying A&E separately
- Specialties which the hospital provides.
- Number of Acute Beds
- Number of beds, if used, as part of the A&E
- Whether you are currently operating a Medical Assessment Unit. If so, please provide details when it was opened, numbers of beds and any operational policies and/or medical model relating to its operation
- Triage Coding system in place in A&E Department.

Timescale for all activity items below:

1. Full Year Data Set from 2003 – 2004
2. Most Recent Information for this year Jan 05 – May 05

(Please return as much of the following information as you have available in electronic format.¹⁷)

A&E Extract

Please provide electronic details of:

- Total A&E attendances (with triage and diagnostic codes where possible)
- Breakdown of attendances by referral routes – walk-in, GP referral, ambulance/999, clinic
- Average Waiting times in A&E for treatment by triage category
- Details on Trolley Waiting times in A&E for admission with triage codes and admission speciality – i.e. waiting time from point of decision to admit
- Admission rates: % of new A&E attendees admitted to the hospital
- Discharge rates: % of A&E attendees treated and discharged from A&E by triage category or type
- A&E follow-ups – those people re-attending A&E within one week of first attendance for the same episode (for dressings etc)

¹⁷ Preferred format of extract is .mdb but we can also accept .xls or .csv - if none of these are possible please call to agree best format. Please use winzip to compress files if necessary.

- Number of repeat attendances – i.e. numbers of people who have visited the A&E in one year more than once.
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Inpatient Extract

For the inpatient activity, where possible, please provide an extract in the HIPE data format containing all fields except the patient or consultant identifier¹⁸.

In addition to this please provide electronic details of:

- Discharges by DRG/specialty
- Lengths of stay for inpatient admissions by DRG category and specialty
- Delayed discharges, both young chronic sick and >65's – i.e. where an individual is medically fit for discharge, but unable to be discharged because of other reasons
- Number of admissions associated with long term conditions, if counted.

¹⁸ Alternatively provide details of inpatient activity, in a different format, that includes a breakdown of elective and non elective, public and private etc.