

# NCEPOD Community Acquired Pneumonia

## Frequently Asked Questions

### **Which hospitals should be participating in this study?**

Data will be collected from all hospitals in England, Wales, and Northern Ireland, which admitted patients with community acquired pneumonia (CAP) within the study period.

### **What is the study period for this study?**

The study period for the NCEPOD Community Acquired Pneumonia study, for patient identification, is the **1st October 2021** to the **31st December 2021**.

### **How can we identify patients for this study?**

All patients aged 18 or over, who presented to hospital between the **1st October 2021 and 31st December 2021** with a primary admission diagnosis of CAP. This is excluding patients presenting to hospital within 10 days of being discharged from hospital, where the discharge diagnosis of the previous admission was not CAP.

### **What is the deadline for returning the data collection spreadsheet?**

The data collection spreadsheet must be returned to NCEPOD, following the instructions, by the **17<sup>th</sup> June 2022**. If there are any issues or queries regarding the deadline, please contact the NCEPOD office as soon as possible.

### **I am unable to complete all the fields on the case identification spreadsheet – will it still be accepted?**

All of the columns on the CAP data collection spreadsheets are considered to be 'KEY FIELDS.' NCEPOD requires information to be populated in these columns to proceed with our selection process. If you or your colleagues are experiencing any issues with populating the spreadsheet fields, please contact the NCEPOD team as soon as possible.

### **What will happen once we have submitted our data collection spreadsheet?**

NCEPOD will import the information you have sent into our study database; we will then randomly select several patients per hospital to be looked at in more detail. For each of these selected patients we will upload a clinician questionnaire to our online system and ask

the Local Reporter to invite the clinician who was involved in the patient's care to complete this. We will also request for case notes relating to the patient's admission to be sent to us for peer-review.

### **How do I send case notes to NCEPOD?**

The scanned/photocopied extracts should be returned to NCEPOD in secure freepost envelopes (provided on request), or scanned and sent by email (in a password protected file) to [ncepod@nhs.net](mailto:ncepod@nhs.net). Please **do not** send passwords by email, instead call our offices to provide the password for any files you send.

### **When is the deadline for case reviewer applications?**

If you would be interested in acting as a case note reviewer for this study, please send a copy of your CV (short version) via email to [cap@ncepod.org.uk](mailto:cap@ncepod.org.uk). The deadline for applications is **17th June 2022**.