

NCEPOD Epilepsy Study

NCEPOD is examining the process of care of adult patients (≥ 18 years old) who presented to hospital following a seizure between 1st January 2020 - 31st December 2020 and had a pre-existing epilepsy disorder or were undiagnosed at the time of the seizure and subsequently diagnosed with epilepsy.

We have now selected up to 6 patients per hospital from the patient identifier spreadsheet submitted from your Trust/Health board. Details of the selected cases have been uploaded to the online system for dissemination to the relevant clinicians.

To enable this case to be included in our peer review process, we would be grateful for your help in arranging for the case note extracts to be sent to NCEPOD by **10th September 2021**. **Please use the checklist overleaf**. The photocopied extracts should be returned to NCEPOD by email (in a password protected file) to ncepod@nhs.net

<p><u>Please check with the clinician or other suitable person that each selected patient meets the study criteria before copying the case notes</u>. If you/the clinician think that they do not meet these criteria or should be excluded from the study for another reason, please contact the NCEPOD team, as below.</p>

We would like to take this opportunity to thank you for your help and time with our study. If you need any help or have questions regarding the study please contact us on **020 7251 9060** or by e-mail at epilepsy@ncepod.org.uk

Photocopied case note extracts

We request that case notes be copied for the **entire attendance/admission** relating to the date the patient was identified for (see online questionnaire system for the details of each patient/attendance included):

- Ambulance notes/Ambulance Service Patient Report Form (PRF)
- Emergency Department clerking proforma/Emergency Department records
- All inpatient annotations/medical notes
- Nursing notes
- ICU/HDU notes, ICU charts (these may be filed separately) and any other ICU documents
- Operation/procedure notes
- CT/MRI scans, imaging tests
- Anaesthetic charts
- Observation charts
- Fluid balance charts
- Haematology/biochemistry results
- Microbiology reports
- Drug charts
- Anti-epileptic drug screen
- Consent forms
- Datix or other incident reports
- Post Mortem report if applicable
- Discharge letter/summary
- Out-patient follow up clinic notes and letters

We will accept **print outs** directly from your hospital systems for blood/pathology/radiology results etc., but we would still need copies of the case notes where there are **annotations**.

NCEPOD can readily accept scanned case notes, please email them (in chronological order) to ncepod@nhs.net

Please remember to always:

- **Password protect scanned case notes**
- **Phone us with the password (never email through a password)**
- **Please use a randomly generated password ideally with numbers and letters/characters**