NCEPOD Local Reporter Guidelines

What is NCEPOD?

NCEPOD aims to review medical clinical practice and to make recommendations to improve the quality of the delivery of care. We do this by undertaking confidential surveys covering many different aspects of medical care and making recommendations for clinicians and management to implement.

What is the role of the NCEPOD Local Reporter?

Your role will be to act as a link between the non-clinical staff at NCEPOD and the hospitals you report for. The two main areas of involvement that will be required of you are: compiling and sending datasets that are requested by NCEPOD and identifying suitable sample cases for specific studies. For some studies we will also require your assistance in distributing questionnaires to clinicians, but you will be made aware of this in advance of the data collection period for the study. It is hoped that by providing Local Reporters with information about the studies in advance they will have the opportunity to contact the relevant clinicians to inform them about the study and what will be required of them. Any support you may be able to offer these clinicians, such as assistance with the retrieval of medical records, would be much appreciated although it is not an essential part of your role as Local Reporter. NCEPOD will keep you informed of up-and-coming studies by means of a newsletter.

Frequently Asked Questions

Q. Is participation in the work of NCEPOD mandatory?

A. Yes, participation in NCEPOD studies has been commissioned by HQIP, on behalf of NHS England, the Welsh Government, the Northern Ireland Government and the State of Jersey.

Q. Do clinicians receive CPD points for completing questionnaire?

A. Completing an NCEPOD questionnaire requires the clinician to review patient notes and answer a series of questions related a patient under their care. This process gives them an opportunity to reflect on various aspects of patient care. This activity has continuing medical and professional developmental merit. Consequently, NCEPOD recommends that any clinician who completes an NCEPOD questionnaire should keep a record of this activity which can be included as evidence of internal/self-directed continuous professional development in their appraisal portfolio.

Q. Does NCEPOD require patient consent?

A. No, In England and Wales we have approval from the Health Research Authority Confidentiality Advisory Group under section 251 which permits the common law duty of confidentiality to be set aside in specific circumstances for medical purposes to use patient data without consent. In Northern Ireland and Jersey there is no equivalent system so only pseudonymised/anonymous data are provided to NCEPOD, which also means that consent is not required.

Q. What about National Data Opt-Out? (England only)

A. To identify patients who do not want their identifiable data used in studies covered by Section 251 approvals, NHS numbers have to be checked against the spine.

- Please check NHS numbers ahead of sending a case spreadsheet back to us and remove any patients who have opted out
- Please check again at the point of sending us case notes for included patients
- Once data has been submitted to us NHS numbers do not need to be re-checked

Q. What happens if I no longer feel able to do this role?

A. Please notify us if you are not able to carry on this role and, if possible, provide us with an alternative contact. If you cannot provide us with an alternative contact, we will contact the Medical Director to nominate someone else.

Further Information

More information can be found on the NCEPOD website.
If you have any queries, please do not hesitate to contact the NCEPOD office on:

Tel: 020 7251 9060 | Email: info@ncepod.org.uk | Website: www.ncepod.org.uk