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

National Respiratory Audit Programme (NRAP)

Pulmonary Rehabilitation audit – User guide

Version 4.0: April 2024

The following documents are also available to support you and can be downloaded from our website:

https://www.rcp.ac.uk/projects/outputs/support-service-teams-pulmonary-rehabilitation

- *Clinical dataset (with validation and helpnotes)*
- *Data collection sheet*
- *PR Audit Frequently Asked Questions (FAQs)*
- *Information governance (IG) FAQs*
- *National Data Opt-Out (NDOO) FAQs*

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www.rcp.ac.uk/nrap

Overview of the audit

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General information

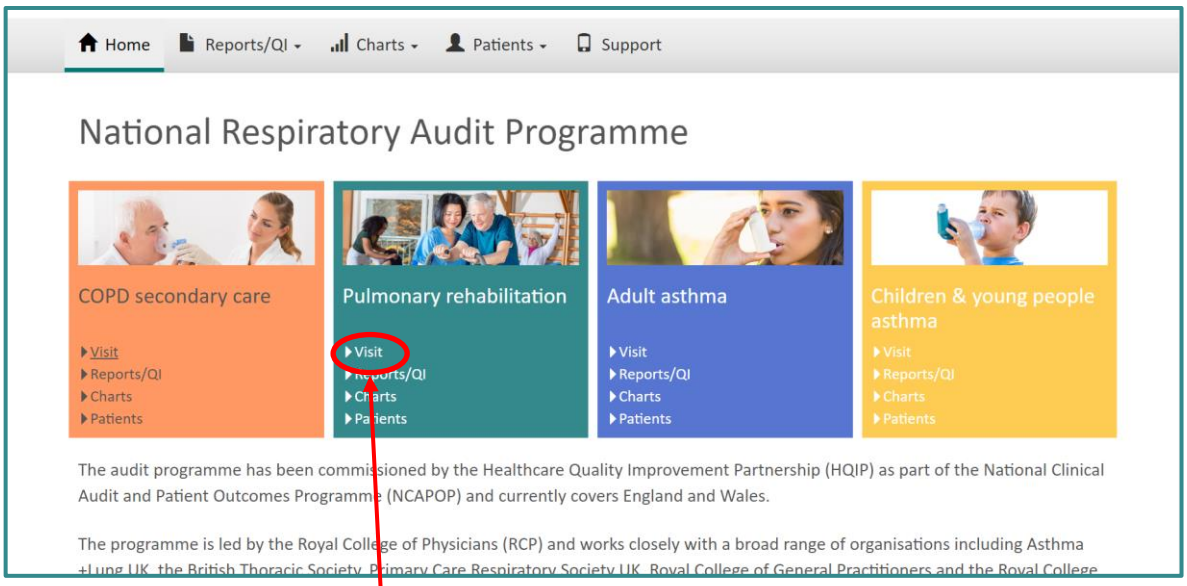
- Data collection for the **pulmonary rehabilitation (PR) clinical audit** launched on **1 March 2019** and will run continuously until at least 31 May 2026.
- The PR audit expanded in November 2023 to include a wider patient age range (aged 18 years and over) and a range of respiratory conditions:
  - COPD
  - asthma
  - bronchiectasis
  - interstitial lung disease
  - long COVID
  - pre/post thoracic surgery (including lung cancer / LVR / lung transplant)
  - pulmonary hypertension
  - chronic heart failure
  - other chronic respiratory disease

Accessing the PR web tool

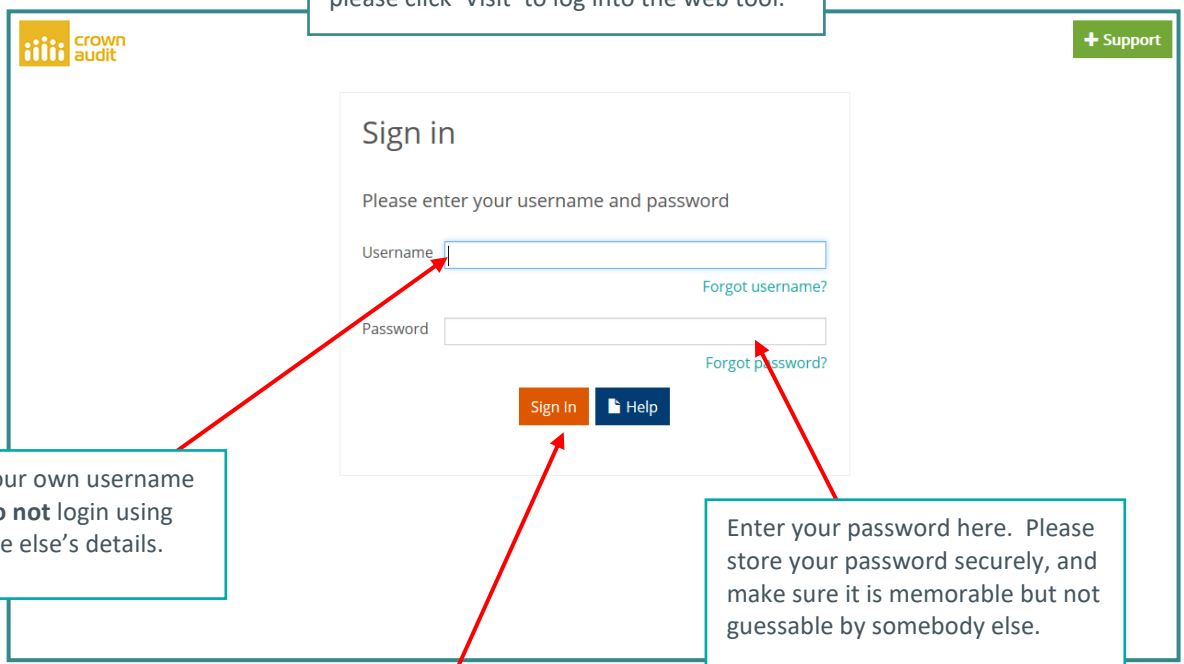
- Every individual who enters data should have a unique login. If your service is registered, any registered user that already has login details can create new account requests for additional users. **Please note that the lead clinician at your service will be required to approve accounts for access to be granted.**
- Contact the team at praudit@rcp.ac.uk if you are unsure whether your service is registered.

How to login to the web tool

- The web tool can be reached via www.nrap.org.uk. The home page looks like this:



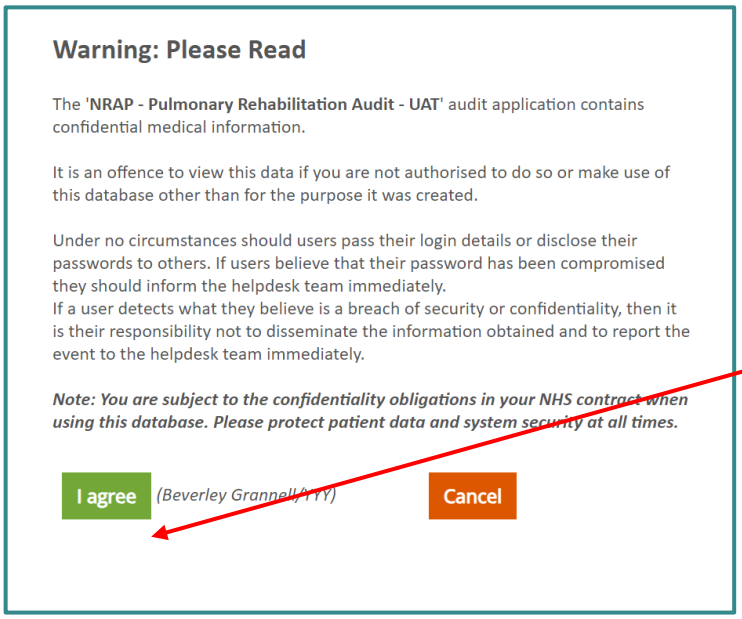
Once you have reached the web page, please click 'Visit' to log into the web tool.



Enter your own username here. **Do not** login using someone else's details.

Enter your password here. Please store your password securely, and make sure it is memorable but not guessable by somebody else.

Click here to sign in once you have inputted your details.



Once you have selected 'Sign In', the following pop-up will appear:

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

Navigating the PR audit homepage

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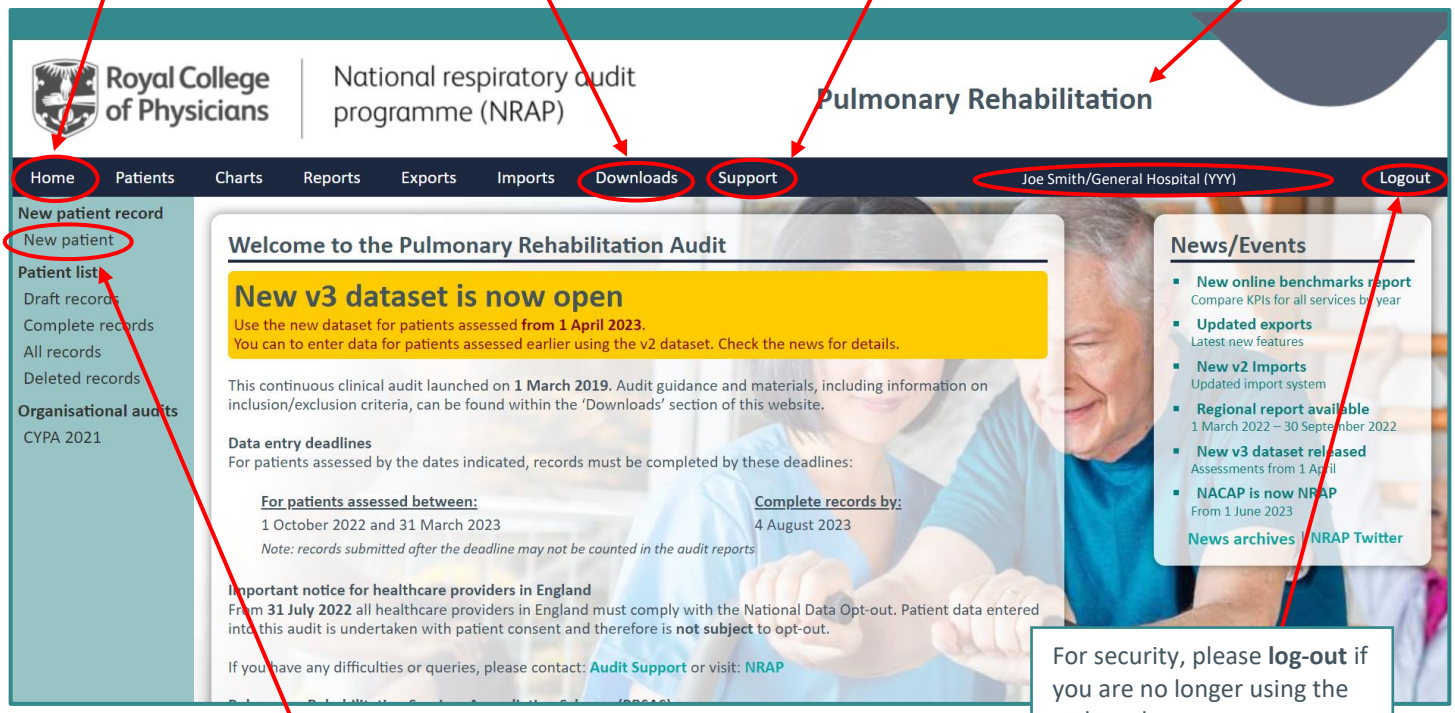
- The below images highlight the features that are available from the homepage of the web tool.

This will take you back to the PR audit **homepage.**

Supporting documents are available to **download** here (e.g. guidance documents, data collection sheets, etc.).

Further **support** is available here (e.g. new user creation, password reset).

This shows the name of the person who is currently logged in, as well as the service name.



For security, please **log-out** if you are no longer using the web tool.

Click on '**New Patient'** to be taken to the **clinical dataset** questions.

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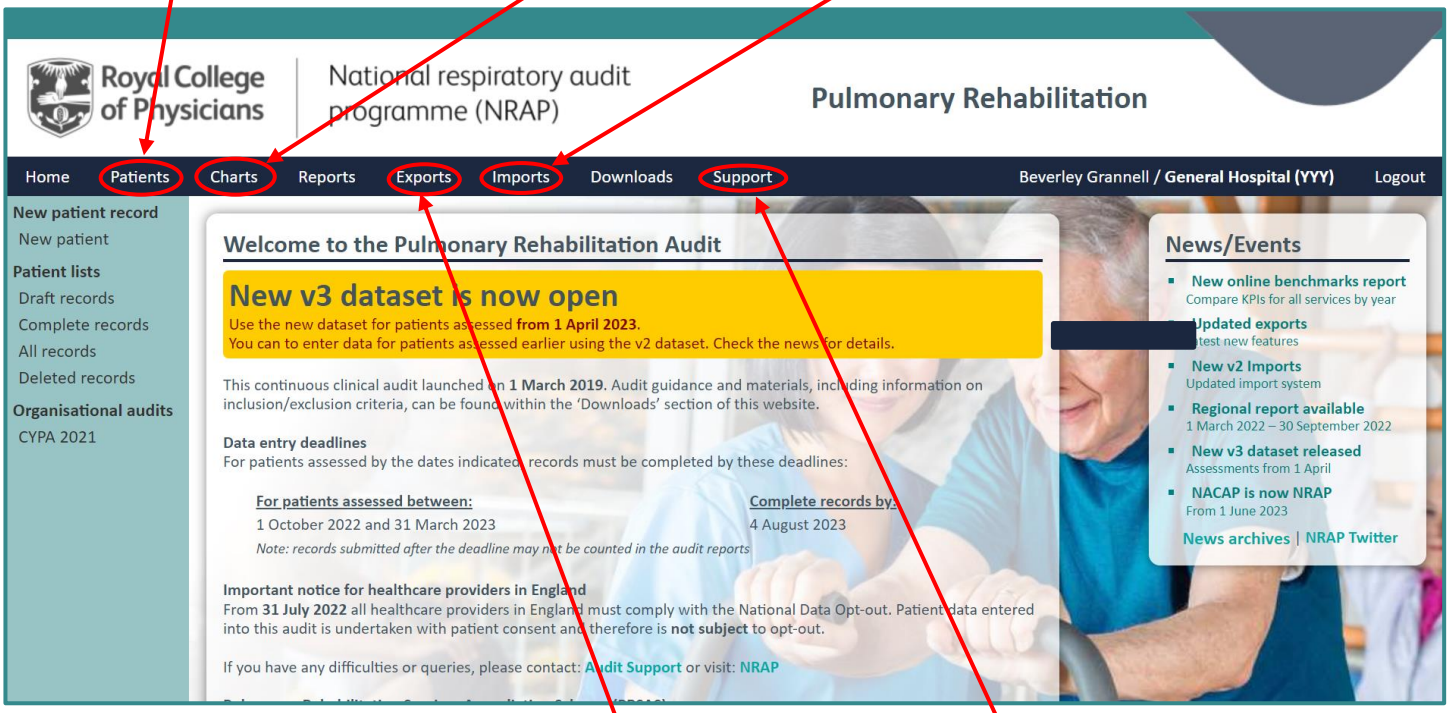
This page will show you the list of **patients** that have been entered onto the web tool from your service.

This page will show you **run-charts** and reports based on the PR clinical audit data.

From here you can **upload** suitably formatted CSV files of **patient records in bulk.**



From here, you can **export** all the patient records entered onto the web tool into an **Excel spreadsheet.**

You are able to create **custom fields** for local use.

Navigating the PR clinical audit pages

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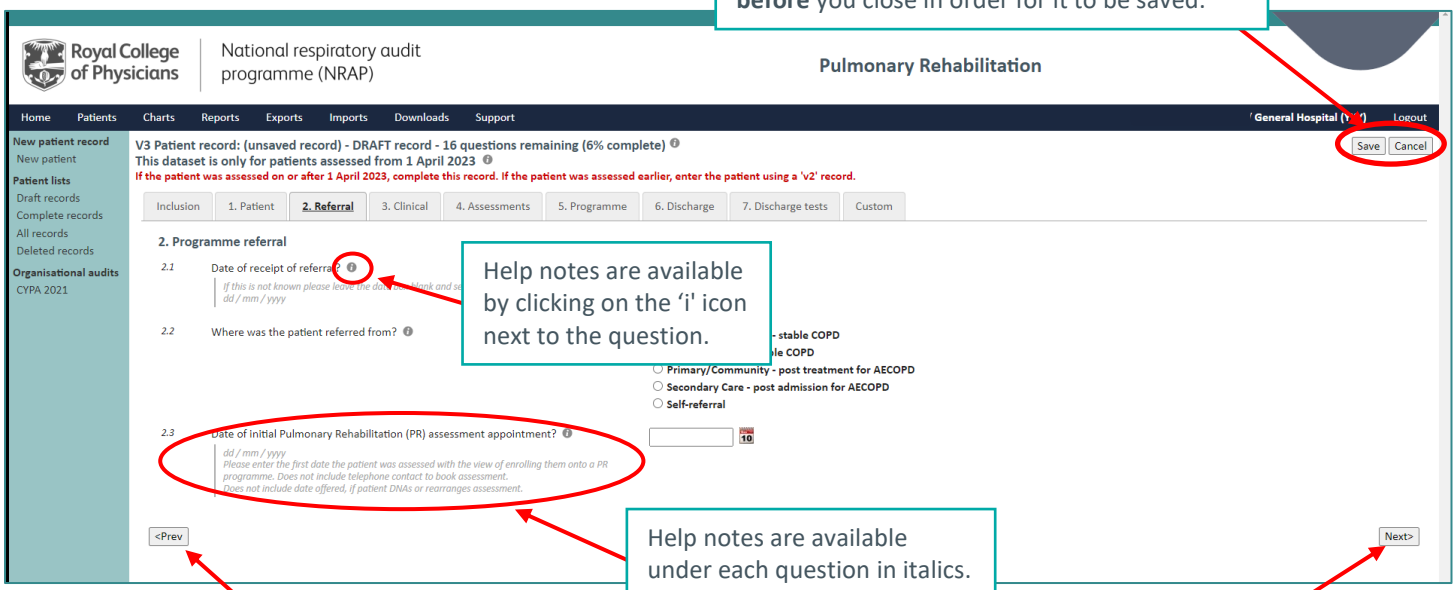
Use '**Save**' to save the current record. This will also validate the record, and if it does not comply with validation rules it will be saved as incomplete. Incomplete records can be returned to and completed at a later date. Incomplete records will not be included in any audit reporting.

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. Please note that you need to save the record **before** you close in order for it to be saved.



Help notes are available by clicking on the 'i' icon next to the question.

Help notes are available under each question in italics.

Navigate through questions using tabs at the top of the page, or the '**Next**' and '**Prev**' buttons on the bottom of the page.

Colour key used on each patient record

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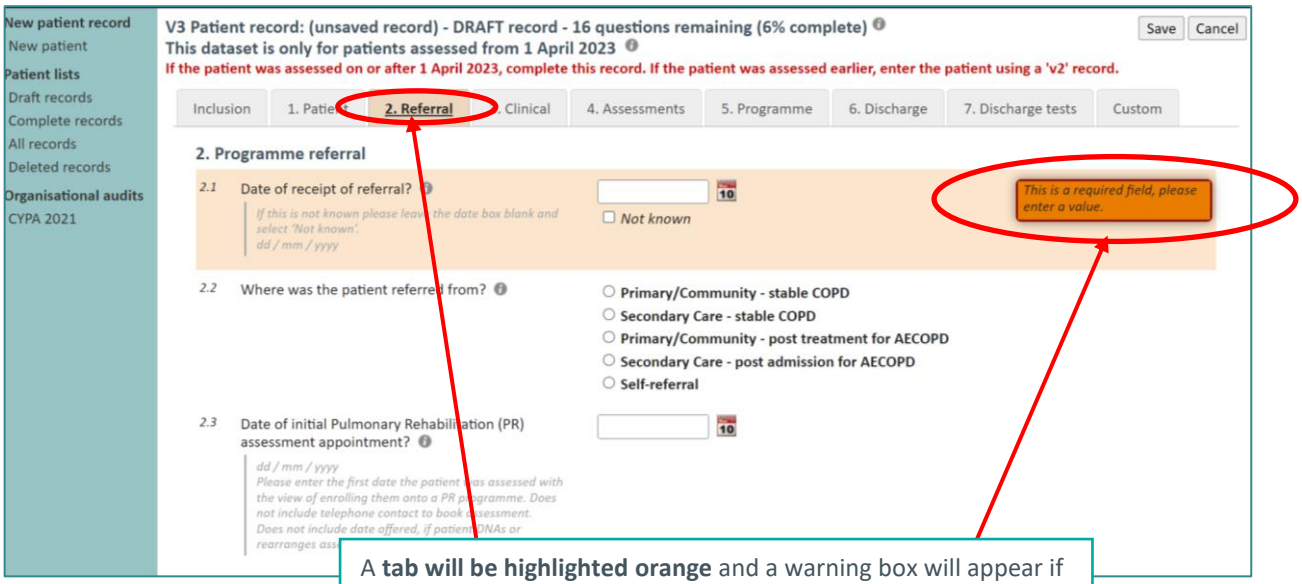
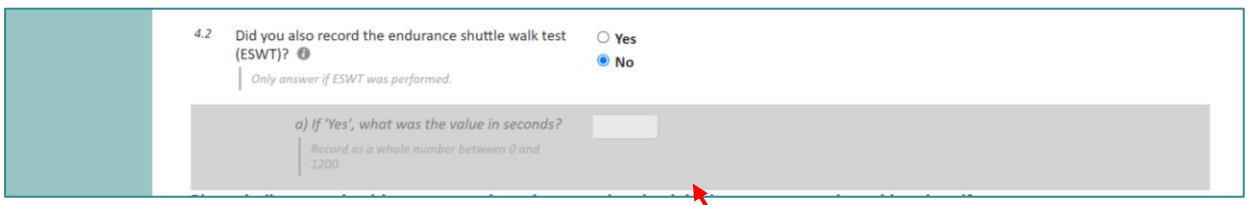
The web tool uses a colour key to highlight where areas of the patient record need to re-checked, amended, or skipped based on the answers inputted.



A **tab will be highlighted orange** and a warning box will appear if you attempt save a record **without providing an answer for a question.** Please remember that all audit questions are **mandatory** and require an answer to ensure a record is saved as complete.



If a **question is greyed out**, on the basis of a response to a related question, then **no answer is required** and you should move onto the next question.

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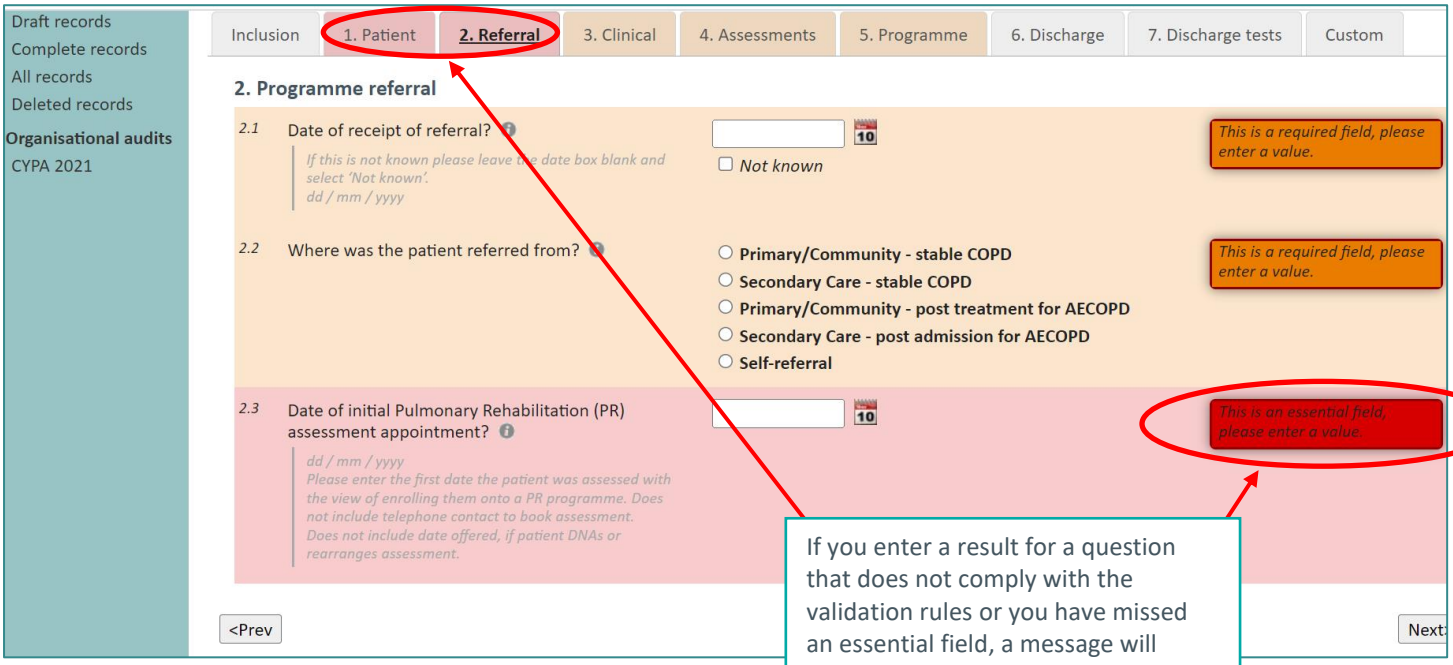

If you enter a result for a question that does not comply with the validation rules or you have missed an essential field, a message will appear in red stating the validation rule and the question will be highlighted in red.

Creating new users

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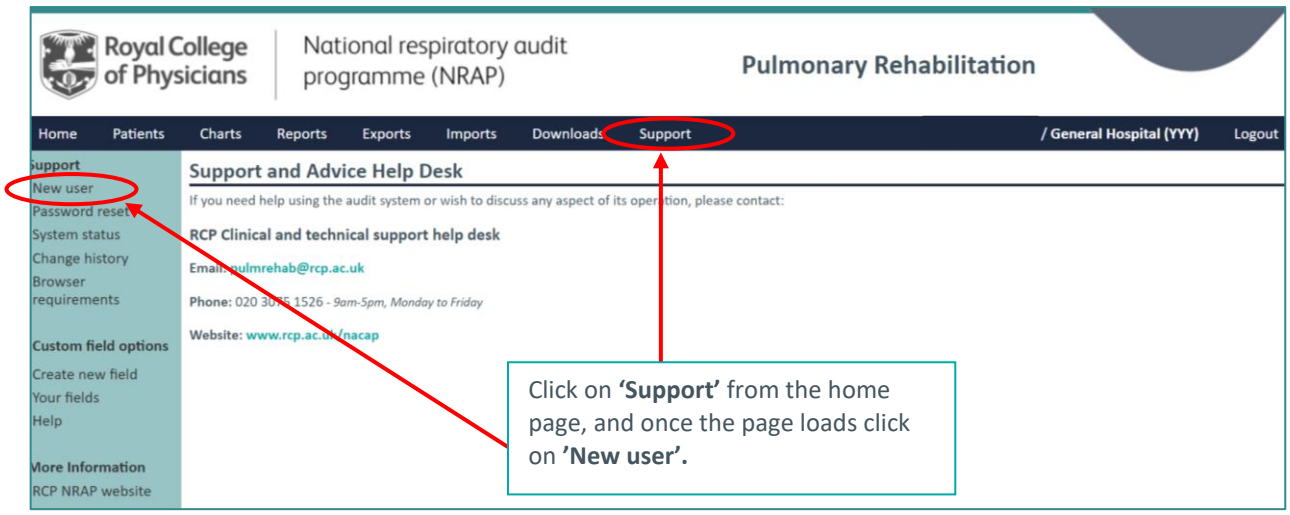

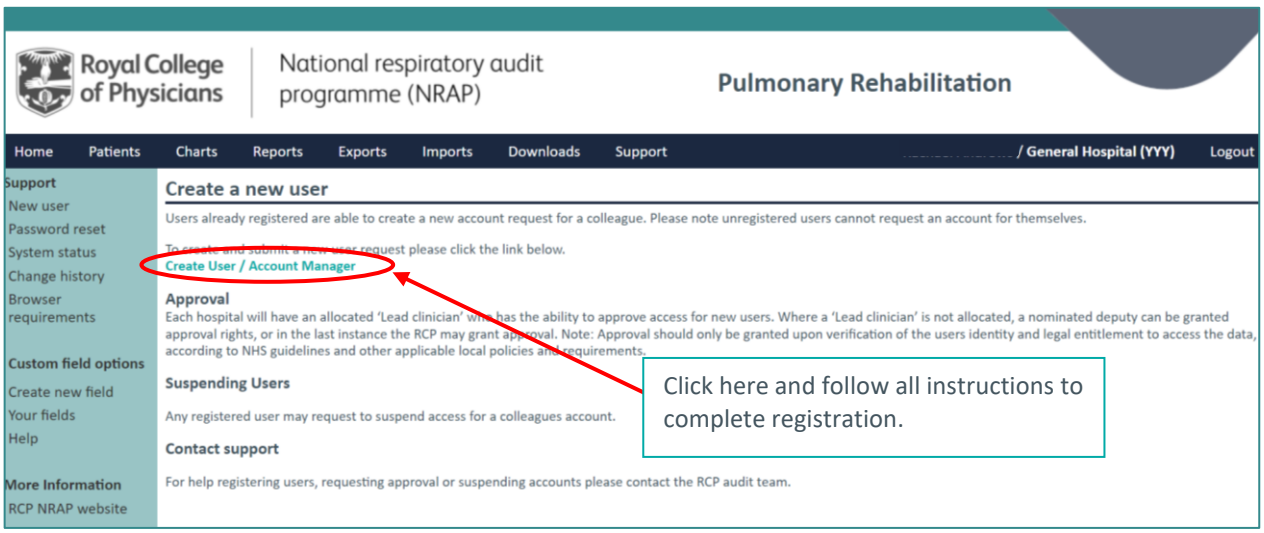

- Please note – it is the responsibility of the clinical lead to ensure that **only** individuals with the **right to see confidential patient information** should have access to the web tool!

Resetting your password

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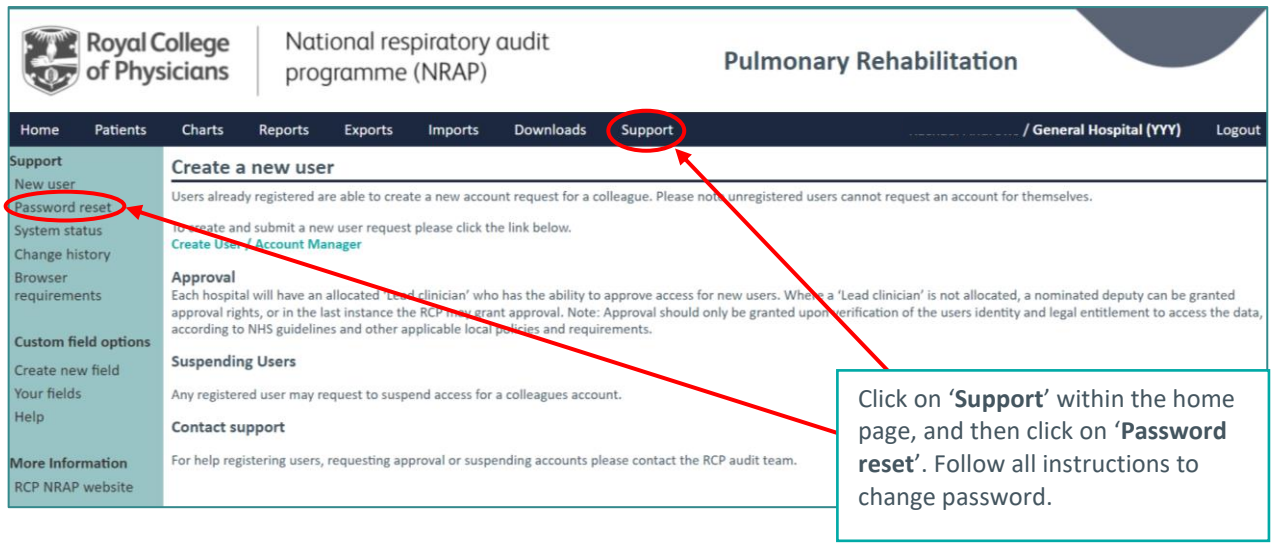

Exporting your local data

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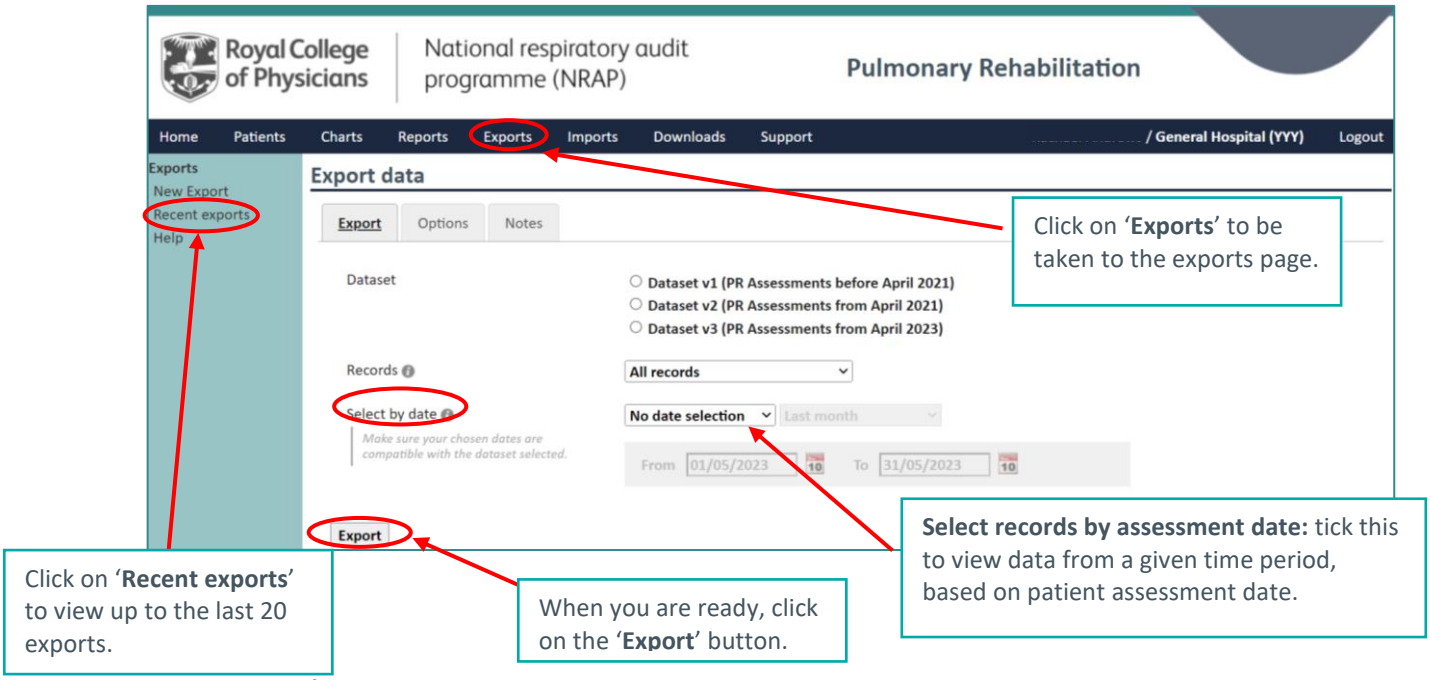

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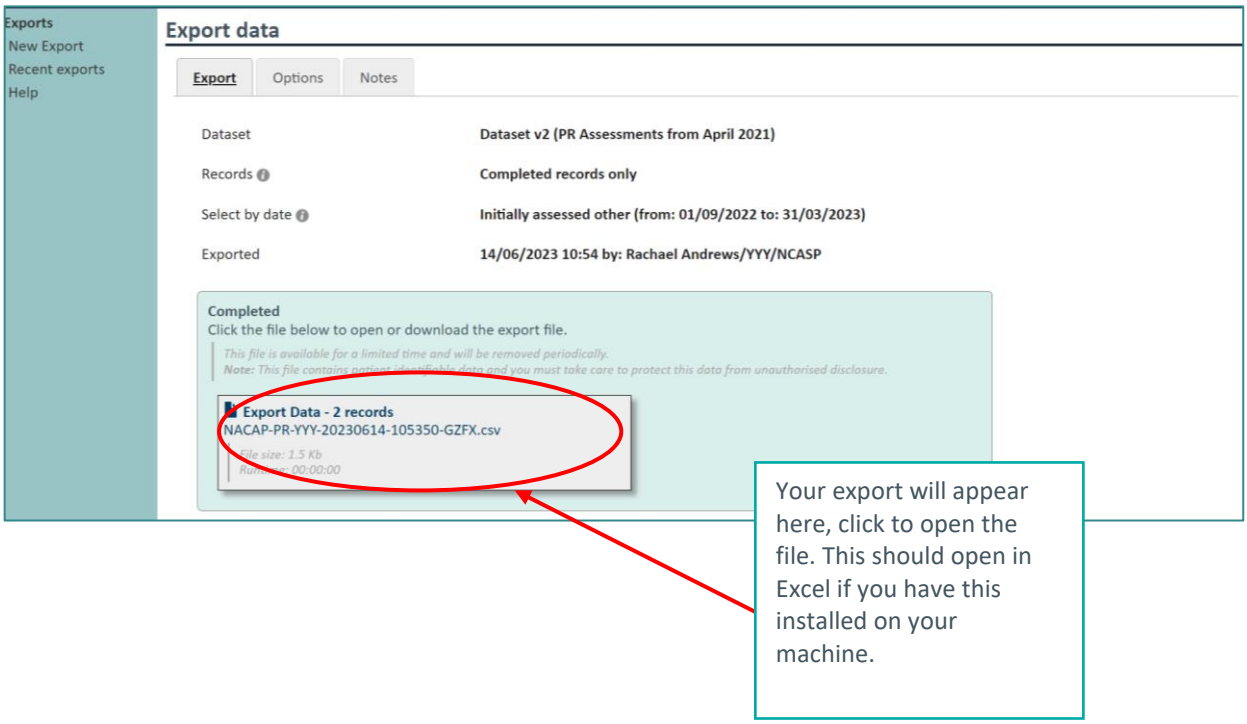

Importing your local data

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- A general 'Import Guide' covers how to submit your data using the import function.
- The 'Importing technical guidance' document explains in detail the process involved to import your data.
- These documents are available from the Import tab of the webtool together with import dataset specifications and Import Labels (.csv files).
- These documents are accessible to logged-in webtool users only.