National Respiratory Audit Programme

Children and young people asthma secondary care audit: service registration form

Version 1.2: July 2023

To register your service to participate in the children and young people asthma audit, complete all the information required below and submit the completed form to asthma@rcp.ac.uk. You cannot register your service via the NRAP web tool or telephone helpdesk.

Following the submission of this form, the NRAP team will enter the details onto the audit web-tool and the lead clinician (identified in the form below) will be sent a holding email. Caldicott guardian approval is needed before registrations can be approved and access to the web-tool granted. This form is available to download [here](https://www.rcplondon.ac.uk/projects/outputs/support-service-teams-children-and-young-people-s-asthma). Once Caldicott Guardian approval has been received, your registration will be approved by the NRAP team, and the clinical lead will receive a confirmation email with a username and password.

The lead clinician may now add users as required. It is also the lead clinician’s responsibility to suspend users according to staff turnover. Guidance on how to add and suspend users is available in the user guide available [here](https://www.rcplondon.ac.uk/projects/outputs/support-service-teams-children-and-young-people-s-asthma).

To change the lead clinician, approval must be given by the existing clinical lead. If this is not possible, approval must come from the Caldicott Guardian.

Registration

*Those fields marked with a \* must be completed in order for this registration to be processed. Where information is missing, the form will be returned. The email address must be for the person listed (not a generic address).*

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| **Hospital details (which hospital/unit are you registering)** |
| Trust/Health board name\* |       |
| Trust Organisation Data Service (ODS) code\* |       |
| Hospital name\* |       |
| Department/unit name |       |
| Hospital address and postcode\* |       |

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| **Clinical lead details (who will be responsible for delivering this audit at your unit)** |
| Name (including title) |       |
| Job title |       |
| Email address (not generic)\* |       |
| Contact number (landline)\* |       |

If you have any questions regarding this registration process, the children and young people asthma audit or NRAP in general, please email asthma@rcp.ac.uk or call 020 3075 1526.