National Respiratory Programme (NRAP)

Pulmonary Rehabilitation (PR) audit – service registration form

Version 1.1: July 2023

To register your service to participate in the PR audit, please complete all the information required below and submit the completed form to [praudit@rcp.ac.uk](mailto:praudit@rcp.ac.uk). You cannot register your service via the NRAP web-tool or telephone helpdesk.

This form asks for a service address and location. If PR happens over multiple sites, the service address is the address where the majority of PR takes place and not the head office address.

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.rcp.ac.uk/projects/outputs/support-service-teams-pulmonary-rehabilitation). 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.rcp.ac.uk/projects/outputs/support-service-teams-pulmonary-rehabilitation).

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

Registration

*Those fields marked with \* must be completed in order for this registration to be processed. The email address must be for the person listed (not a generic address).*

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| --- | --- |
| **Service details** | |
| Trust/Health board name\* |  |
| Trust Organisation Data Service (ODS) code\* |  |
| Service name\* |  |
| Service address and postcode\* |  |
| **Lead clinician details (who will be responsible for delivering this audit at your unit)** | |
| Name (including title) |  |
| Job title |  |
| Email address (not generic) \* |  |
| Contact number\* |  |

If you have any questions regarding this registration process, the PR audit or NRAP in general, please email [praudit@rcp.ac.uk](mailto:praudit@rcp.ac.uk) or call 020 3075 1526.

\*Would you like to be contacted and kept up to date with the Pulmonary Rehabilitation Services Accreditation Scheme (PRSAS)? More information can be found at <https://www.prsas.org/>.

**Yes**  **No**

*The Pulmonary Rehabilitation Accreditation Scheme is being hosted by the Royal College of Physicians (RCP) in association with the Asthma and Lung UK and the British Thoracic Society (BTS).*

*The Pulmonary Rehabilitation Clinical Audit, also hosted by the RCP, is part of the National Respiratory Audit Programme (NRAP) and is commissioned by the Healthcare Quality Improvement Partnership (HQIP).*

*The two programmes are designed to align with each other to support PR services to measure and improve their quality and outcomes for patients.*

***Privacy Notice***

*The information you provide on this form will not be used for any other purpose than to register your service to the pulmonary rehabilitation audit and communicate with you about the audit and the PRSAS, if you have ticked the ‘yes’ check box. Your details will not be passed on to any other organisations or third parties outside of the audit and accreditation teams and their subcontractors. Forms are stored in password protected files within a secure server at the RCP. If at any point you wish for your details to be removed from the audit web-tool, mailing-list or the PR Accreditation mailing list then please contact the team on* [*praudit@rcp.ac.uk*](mailto:praudit@rcp.ac.uk)*.*