



BNF Change Procedure and Submission Form¹

Title of Submission

Ref No

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Please return completed forms to Izabela.Sikora@hpo.ie

Aim:

The National Perinatal Reporting System (NPRS) is a perinatal information system designed to collect demographic, clinical and administrative information on births and perinatal deaths from maternity hospitals and independent midwives nationally. NPRS currently collects 73 variables on each birth in Ireland. See www.hpo.ie for more information.

NPRS is the only source of perinatal statistics available nationally. All maternity hospitals and independent midwives participate in NPRS reporting on about 60,000 records annually.

Any proposed changes to the NPRS needs to be requested using the form below before it can be considered by the NPRS Governance Group for a decision.

Objectives:

- To safeguard the integrity and validity of the NPRS
- To establish a transparent procedure for the selection of new, retention or de-selection of NPRS Variables using a standard form.
- To establish a transparent procedure submission of any change to NPRS procedures or policies

Procedure for submission:

Please use this form to formally raise queries regarding the NPRS system which after review may be presented to the NPRS Governance Group for approval or otherwise. Any requests for changes to the national system or any changes affecting the operation of the NPRS system

¹ The HPO adhere to the GDPR regulations when processing any personal information contained on this form. By submitting this form, you are agreeing to have your data processed for this application. You may contact the HPO at any stage and ask for your data to be amended, or the application terminated and your data removed. Anonymised information on all requests will be retained. The HPO data protection statement can be found here:

http://www.hpo.ie/data_protection/HPO_Data_Protection_Statement_Version_1.0_13March2019.pdf



should be documented using this form, including change to data variables and changes to the scope of NPRS.

1. The form must be completed by the individual/group proposing a change
2. The NPRS Governance Group will review the proposed change based on the completed form
3. The NPRS Governance Group will make the final decision on any changes.

Before submitting this form, please consider the following

- NPRS is a national system and all changes made for variables will apply for all parts of the BNF.
- Any changes to the data will be assessed in terms of appropriateness to the NPRS system and the national BNF system.
- A key consideration regarding any change is whether it is possible for it to be implemented.
- NPRS data is based on the medical chart and the Patient Administration System. If the information being requested is not available in either, it cannot be recorded.
- The GDPR (General Data Protection Regulations) will be considered as part of all evaluations of the changes.

Name

Email & Telephone

Organisation

please include the section of the organisation and address

Date

Title of Query

Summary of Query

Detail of Query

Information to consider (if applicable)

- What change is being considered?
- What is the purpose of the change?
- Is the information available to make the change (and where is it)?
- Is the information available to coders via an electronic system?
- How will the national system benefit from the change?
- What data quality issues may arise?
- Who is involved in the change? Who provides the data?
- Who will use this data and for what?

INTERNAL ONLY

Date Received

Date Reviewed

NPRS Governance Group response

Document History

Date	Person	Details