

WELSH INFORMATION STANDARDS BOARD

DSC Notice:	DSCN 2013 / 03
Date of Issue:	7 th February 2013

Ministerial / Official Letter:	Subject: Cancelled Admitted Procedures Data Set
Sponsor: Kevin Flynn, Director of Delivery and Deputy Chief Executive, NHS Wales Welsh Government	
Implementation Date: Pilot: 1 st February 2013 Full Implementation: 1 st April 2013	

DATA SET CHANGE NOTICE

A Data Set Change Notice (DSCN) is an information mandate for a new or revised information standard.

This DSCN was approved by the Welsh Information Standards Board (WISB) out of committee on the 4th February 2013.

WISB Reference: ISRN 2011 / 003

Summary:

To introduce the Cancelled Admitted Procedures Data Set and associated definitions.

Data sets / returns affected:

Cancelled Admitted Procedures Data Set

Please address enquiries about this Data Set Change Notice to the Data Standards Team in NHS Wales Informatics Service

E-mail: data.standards@wales.nhs.uk / Tel: 029 2050 2539

The Welsh Information Standards Board is responsible for appraising information standards. Submission documents and WISB Outcomes relating to the approval of this standard can be found at:

<http://howis.wales.nhs.uk/sites3/page.cfm?orgid=742&pid=24632>

DATA SET CHANGE NOTICE

Introduction

Information on cancelled operations has been collected since 2002, and was originally introduced to capture and understand the reasons why operations were being cancelled, following concerns raised by the then Minister for Health & Social Services and the Chief Executive of NHS Wales.

In the current Labour party manifesto, and the subsequent Programme for Government, which sets out the aims of the Government over the next five years, there is a commitment that if an operation is cancelled twice then the operation should be carried out within two weeks, or at the earliest convenience for the patient. It has subsequently been confirmed with the Minister that the commitment should cover those cancellations that are instigated by the hospital with less than eight days notice.

The original data collection related to cancelled operations. This covered only procedures performed in operating theatres. However, the business requirement for this new data collection more clearly targets improving the patient experience and has resulted in the scope of the collection being extended to cover all admitted inpatient and day case procedures.

Although the current data collection captures some of the data items, it was felt that the introduction of the new commitment to Welsh patients presented a suitable opportunity to review and redevelop the current reporting process so that it was consistent across Wales and could be used to monitor compliance with the manifesto commitment. The new data set will replace both the monthly 'cancelled operations' and 'operations carried out' submissions.

In developing the new data set, it was felt that there should be a general move towards the reporting of cancelled admitted procedures from administrative IT systems which are used to manage all elective admissions, such as the local Patient Administration System (PAS). As such, Local Health Boards should work towards ensuring that the appropriate details are entered onto an administrative IT system when an intended date of admission (often locally referred to as a 'To Come In' (TCI) Date) is confirmed with a patient.

The scope of the new data set is as follows:

- LHBs are required to submit data for **elective inpatient and day case** activity only via the submission of the cancelled intended admission.
 - Cancelled Regular Day / Night Attendance procedures are excluded.
 - Maternity activity (i.e. Admission Method '31' and '32') is excluded.
- Inpatient and day case patients who are admitted and discharged without having their elective procedure undertaken are included.
- Those procedures that are cancelled and brought forward are excluded.
- Procedures that are cancelled but are subsequently rescheduled and performed during the same admitted stay are excluded.
- Patients whose procedures were scheduled to take place outside Wales are excluded.

- Local Health Boards are required to submit data on Welsh residents whose procedures are intended to take place in their Local Health Board. For example, if a patient is on a waiting list in Cardiff University Health Board but are sent to Cwm Taf to have their procedure (waiting list initiative). Cwm Taf schedule the intended admission date and subsequently cancel the procedure, the cancellation should be submitted by Cwm Taf.
- Velindre NHS Trust are excluded.

Description of Change

To introduce the collection and submission of the Cancelled Admitted Procedures Data Set.

Data Dictionary Version

Where applicable, this DSCN reflects changes introduced by DSCN and/or DDCN since the release of version 4.1 of the NHS Wales Data Dictionary.

The changes introduced by such DSCNs will be published in version 4.2 of the NHS Wales Data Dictionary.

Actions Required

Actions for Local Health Boards

- Local Health Boards are required to submit on a monthly basis by the 28th calendar day of the month for the previous month.
- From May 2013 (data relating to April) all files should be sent in a fixed file format via the NHS Wales Data Switching Service (NWDSS) – <http://nwdss.hsw.wales.nhs.uk> (NHS Wales Users Only).
 - For the period February to March 2013, the submission of this data will be undertaken in pilot form and will not be used for national reporting.
 - NWIS will confirm the interim process for submitting pilot data in due course.
- A cancellation should be reported for the month that the cancellation occurred. For example, if a procedure was due to take place on the 19th June 2013 but was cancelled on the 17th April 2013, the cancellation in April 2013 should be included in April 2013 data submitted to NWIS in May 2013.
- Cease the submission of the current monthly 'cancelled operations' and 'ops carried out' returns.

Actions for the NHS Wales Informatics Service:

- Update the NHS Wales Data Switching Service (NWDSS) and relevant infrastructure to enable the collection, storage, onward distribution and analysis of the Cancelled Admitted Procedures Data Set in time for receipt of April 2013 data.

- During the period February to March 2013, NWIS will undertake quality assurance of the pilot data submitted by LHBs.
- From May 2013 onwards, provide a regular cancelled admitted procedures report to Welsh Government.
 - The specification for this report is still to be agreed and will be confirmed by Welsh Government in due course.

Actions for Welsh Government:

- Confirm the specification for the Sponsor's regular monthly report to be produced by NWIS and include this in published reports.
- Until it is mandatory for LHBs to submit the data item 'Procedure Date', undertake a manual review process with LHBs to monitor compliance with the Ministerial commitment.

Appendix A: Table reflecting areas that are impacted as a result of this DSCN

The following table shows all the data sets, data items, terms and other associated areas that are linked with the changes documented within this DSCN.

Each data definition type is listed in alphabetical order and is shown in the sequence in which it appears in this DSCN.

Data Definition Type	Name	New / Retired / Changed	Page
Patient Level Data Set	Cancelled Admitted Procedures Data Set	New	6
Data Item	Local Patient Identifier	Changed	8
Data Item	NHS Number	Changed	8
Data Item	Birth Date	Changed	10
Data Item	Organisation Code (Code of Provider)	Changed	11
Data Item	Procedure Date	Changed	12
Data Item	Site Code of Treatment	Changed	12
Data Item	Treatment Function Code	Changed	13
Data Item	Cancellation Date	New	14
Data Item	Pathway Identifier	New	14
Data Item	Intended Admission Date	New	14
Data Item	Reason for Cancellation	New	15
Term	Operative Procedure	Changed	17

Appendix B: Highlighted changes to be made to the NHS Wales Data Dictionary

Changes to the NHS Wales Data Dictionary are detailed below, with new text being highlighted in **blue** and deletions are shown with a ~~strikethrough~~. The text shaded in **grey** shows existing text copied from the NHS Wales Data Dictionary.

a) New Data Set to be added to 'Patient Level Data Sets'

Cancelled Admitted Procedures Data Set (CAP ds)

Return Submission Details

All returns are to be sent in a fixed file format.

The return should be sent via the secure upload mechanism located on the NHS Wales Data Switching Service (NWDSS) – <http://nwdss.hsw.wales.nhs.uk> (NHS Wales Users Only)

Returns should be submitted monthly and signed off in the NWDSS by the Local Health Boards (LHBs) by the 28th calendar day of the month. If the 28th falls on a weekend or bank holiday, the deadline for submissions is the next available working day.

A cancellation should be reported for the month that the cancellation occurred. For example, if a procedure was due to take place on the 19th June 2013 but was cancelled on the 17th April 2013, the cancellation in April 2013 should be reported in April 2013 data submitted in May 2013.

Scope

The scope of the new data set is as follows:

- LHBs are required to submit data for **elective inpatient and day case** activity only via the submission of the cancelled intended admission.
 - Cancelled Regular Day / Night Attendance procedures are excluded.
 - Maternity activity (i.e. Admission Method '31' and '32') is excluded.
- Inpatient and day case patients who are admitted and discharged without having their elective procedure undertaken are included.
- Those procedures that are cancelled and brought forward are excluded.
- Procedures that are cancelled but are subsequently rescheduled and performed during the same admitted stay are excluded.
- Patients whose procedures were scheduled to take place outside Wales are excluded.
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patient is on a waiting list in Cardiff University Health Board but are sent to Cwm Taf to have their procedure (waiting list initiative). Cwm Taf schedule the intended admission date and subsequently cancel the procedure, the cancellation should be submitted by Cwm Taf.

- Velindre NHS Trust are excluded.

Data Set Structure

Rating 1=mandatory 2=optional	Field Order	Format
1	NHS Number	10 digit numeric
1	Birth Date	8 digit numeric, CCYYMMDD
1	Organisation Code (Code of Provider)	3 alpha numeric characters
1	Site Code of Treatment	5 alpha numeric characters
1	Local Patient Identifier	10 alpha numeric characters
1	Pathway Identifier	20 alpha numeric characters
1	Treatment Function Code	3 digit numeric
1	Intended Admission Date	ccyymmdd
1	Cancellation Date	ccyymmdd
1	Reason for Cancellation	3 alpha numeric characters
2	Procedure Date	ccyymmdd

b) Changes to Existing Data Items

Local Patient Identifier

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
APC ds99	1 st April 1999	
EAL ds	1 st April 1999	
OP ds	1 st April 1999	
OPR ds	1 st July 2008	
EDDS	1 st April 2009	
CAP ds	1 st April 2013	

This is the case record number. It is a unique identifier for a patient within a health care provider.

Format: 10 character alpha-numeric

See [CASE RECORD NUMBER](#)

Where care for NHS patients is sub-commissioned in the independent sector or overseas, the NHS commissioner local patient identifier should be used. If no NHS local patient identifier has been assigned the independent sector or overseas provider identifier should be used.

NHS Number

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
APC ds99	1 st April 1999	
EAL ds	1 st April 1999	
OP ds	1 st April 1999	
OPR ds	1 st July 2008	
EDDS	1 st April 2009	
CAP ds	1 st April 2013	

It is mandatory to record the NHS Number for each patient registered with a GP practice in England and Wales. The NHS number is allocated to an individual, to enable unique identification for NHS health care purposes.

This NHS Number format was mandated for use effective 1st November 1997. Prior to this, the NHS Number was an alphanumeric code which ranges in size from 10 – 17 characters. If known, the patient's Health and Care Number should be used to populate this field for patients resident in Northern Ireland.

If known, the patient's Community Health Index (CHI) Number should be used to populate this field for patients resident in Scotland.

Format: 10 digit numeric

See [Health and Care Number](#)

See [Community Health Index \(CHI\) Number](#)

Check Digit Algorithm

(This algorithm applies to the Welsh and English NHS Number and the Northern Ireland Health & Care Number. The check digit algorithm for the Scottish CHI Number is available on request.)

Step 1 Multiply each of the first nine digits by a weighting factor as follows:

Digit Position (starting from the left)	Factor
1	10
2	9
3	8
4	7
5	6
6	5
7	4
8	3
9	2

Step 2 Add the results of each multiplication together

Step 3 Divide the total by 11 and establish the remainder

Step 4 Subtract the remainder from 11 to give the check digit

Step 5 Check the remainder matches the check digit. If it does not, the number is invalid.

If the result of Step 4 is 11 then a check digit of 0 is used

If the result of Step 4 is 10 then the number is invalid and not used

Birth Date

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
APC ds99	1 st April 1999	
EAL ds	1 st April 1999	
OP ds	1 st April 1999	
CC ds	1 st April 2007	
OPR ds	1 st July 2008	
EDDS	1 st April 2009	
CAP ds	1 st April 2013	

Date of birth of patient.

Format: 8 digit numeric, CCYMMDD

If the Date of Birth is unknown; use the date '11/11/1811' (that is 18111111)

[Birth Date Status](#) is associated with this data item and should be used to indicate whether Birth Date is supplied or is not applicable.

See [Date Format](#)

Value	Meaning	Valid From	Valid To
00000000	Date of Birth Unknown	1 st March 2006	31 st January 2007
18111111	Date of Birth Unknown	1 st February 2007	

(Non - Medical Staffing)

Date of birth of non - medical staff for demographic analyses of staff. This is only required as at 30th September.

Format: 8 digit numeric, CCYMMDD

(Psychiatric Census)

Date of birth of patient.

Format: 8 digit numeric, DDMMCCYY

(SBH50-59a)

Date of birth of medical or dental officer.

Format: 6 digit numeric, DDMMYY

Organisation Code (Code of Provider)

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
APC ds99	1 st April 1999	
EAL ds	1 st April 1999	
OP ds	1 st April 1999	
CC ds	1 st April 2007	
OPR ds	1 st July 2008	
DATS		
RTT	1 st April 2007	31 st August 2011
RTT-PTR	1 st September 2008	30 th September 2009
PP01W		
EDDS	1 st April 2009	
RTT (Combined)	1 st September 2011	
CAP ds	1 st April 2013	

This is the organisation code of the health care provider. The provider code identifies the health care provider who is responsible for managing the treatment of the patient.

Notes:

1. Healthcare providers may also act as commissioners when sub-contracting patient care services to other providers of health care.
2. Although the healthcare provider identified in this data item is responsible for managing the patient's treatment, it may not necessarily be where the treatment is actually conducted. For example, where the treatment has been sub-contracted to another healthcare provider.
3. For OPR ds, the Organisation Code (Code of Provider) is that of the organisation receiving the referral. If the provider is a Local Health Board/Trust, use the 3 character Local Health Board/Trust code with 2 zeros placed in the 4th and 5th character position.

Format:

For Patient Level Data Sets (APC, EAL, OP, CC, OPR):-
5 character alpha-numeric Local Health Board/Trust Code with 2 zeros placed in the 4th and 5th character position.

For Aggregate Data Collections (DATS, RTT, RTT-PTR, PP01W):-

3 character alpha numeric Local Health Board/Trust Code

Value	Meaning
XAABB	The organisation code for the provider

Default codes:

Value	Meaning
89997	Non-UK provider where no organisation code has been issued
89999	Non-NHS UK provider where no organisation code has been requested and issued

See [ORGANISATION CODE](#)

Procedure Date

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
APC ds99	1 st April 1999	
CAP ds	1 st April 2013	

This is the date of the start of a patient procedure.

Format: 8 digit numeric, CCYYMMDD.

Site Code of Treatment

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
APC ds99	1 st April 1999	
OP ds	1 st April 1999	
CC ds	1 st April 2007	
EDDS	1 st April 2009	
CAP ds	1 st April 2013	

The organisation code for the site where the patient will be or is treated.

Format: 5 character alpha-numeric

See [ORGANISATION CODE](#)

For outpatients:-

Activity may take place outside the hospital, such as in the patient's home; in such cases, raising a site code is impractical. The following default code ds should be used in the Outpatient when required:

Value	Meaning	Valid From	Valid To
R9998	Not a hospital site	21 st January 2002	
89999	Not applicable: Non-NHS providers where no site code has been requested and issued	1 st April 2002	
89997	Not applicable: Non-UK provider	21 st January 2002	

Where treatment for an NHS patient is sub-commissioned to an overseas provider the default code 89997 is applicable.

Treatment Function Code

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
APC ds99	1 st April 1999	
OP ds	1 st April 1999	
EAL ds	1 st April 1999	
CC ds	1 st April 2007	
OPR ds	1 st July 2008	
RTT (Combined)	1 st September 2011	
CAP ds	1 st April 2013	

This is the specialty under which the patient will be or is treated. This may either be the same as the specialty function recorded as the consultant's main specialty or a different specialty function which will be the consultant's interest specialty function. Note that both the main specialty function and the interest specialty function should be based on one of the Royal College specialties.

Note: For the Outpatient Referrals Data Set this is the specialty under which the patient is intended to be treated.

Format: 3 digit numeric

c) New Data Items

Cancellation Date

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
CAP ds	1 st April 2013	

This is the date that the Local Health Board / Trust cancelled the intended event **or** that the patient notified the Local Health Board / Trust that they did not want the event to occur on the intended date.

For the Cancelled Admitted Procedure Data Set an event is an elective inpatient or day case admitted procedure.

Format: 8 digit numeric, CCYYMMDD

Pathway Identifier

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
CAP ds	1 st April 2013	

An identifier which, together with the Organisation Code (Code of Provider), uniquely identifies a Patient Pathway.

20 character alpha numeric

Intended Admission Date

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
CAP ds	1 st April 2013	

This is the date of the intended admission.

Format: 8 digit numeric, CCYMMDD

Reason for Cancellation

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
CAP ds	1 st April 2013	

The reason for cancellation of an intended procedure.

Format: 3 digit numeric

Value	Meaning	Description	Valid From	Valid To
Cancellation - Clinical				
101	Pre-existing Medical condition	The patient has a pre-existing medical condition, such as high blood pressure and the clinician has indicated that it needs to be resolved before the procedure can take place.	1 st April 2013	
102	Unfit with Acute Illness	The clinician has decided that a patient is unfit due to a newly presented acute illness.	1 st April 2013	
103	Procedure No Longer Necessary	The clinician has decided that the procedure is no longer necessary. For example, this could be due to the condition resolving itself.	1 st April 2013	
104	Unsuitable for Day Case Procedure	The patient was originally listed to have their procedure as a day case. However, the clinician has decided that they need to be treated as an inpatient.	1 st April 2013	
105	Other -Clinical	All other clinical cancellation reasons.	1 st April 2013	
Cancellation - Non Clinical				
201	Intensive Care Unit / High Dependency Unit Beds Unavailable	No Intensive Care Unit /High Dependency Unit beds are available for patient recovery	1 st April 2013	
202	Ward Beds Unavailable	No ward beds are available for the patient admission.	1 st April 2013	
203	Emergency Admission	An emergency admission takes priority over the patient's elective procedure.	1 st April 2013	

Value	Meaning	Description	Valid From	Valid To
204	List Overrun	The previous procedure(s) takes longer than originally planned, meaning the procedure is cancelled due to insufficient session time.	1 st April 2013	
205	Clinical Staff Unavailable	A key member of clinical staff is unavailable.	1 st April 2013	
206	Equipment Unavailable	A key piece of equipment is unavailable.	1 st April 2013	
207	Administrative Error	An administrative error has occurred. For example, the patient has received the wrong date / time for their admission.	1 st April 2013	
208	Other -Non Clinical	All other non clinical cancellation reasons. For example, cancellations due to inclement weather.	1 st April 2013	
Patient Cancellation				
301	Pre-op Guidance Not Followed	Patient has not followed guidance given at pre-operative assessment.	1 st April 2013	
302	Appointment Inconvenient	The patient had a planned admission date but has notified the Local Health Board that it is inconvenient.	1 st April 2013	
303	Unfit for procedure	The patient declares themselves unfit for their procedure.	1 st April 2013	
304	Procedure Not Wanted	The patient decides they no longer want the procedure.	1 st April 2013	
305	Did Not Attend	The patient has not attended	1 st April 2013	
306	Other - Patient	All other patient cancellation reasons.	1 st April 2013	

d) Changes to Existing Terms

Operative Procedure

Operative Procedures are those carried out on patients undergoing treatment:

a)	For the prevention, diagnosis, care or relief of disease.
b)	For the correction of deformity or deficit, including those performed for cosmetic reasons.
c)	Associated with pregnancy, childbirth or procreative management.

They can be assigned a unique code (or codes) using the OPCS Classification of Interventions and Procedures 4th Revision.

and will normally involve:

a)	Performance in an operating theatre by a surgeon (in a training or career post).
b)	Aseptic measures.
e)	Anesthetic (e.g. general, spinal or epidural anesthetic or infiltration with local anesthetic) more elaborate than basal sedation administered on the ward or self administered inhalation.
d)	Techniques including incision, excision, or destruction of tissue, plastic repair or reconstruction, interventional radiology, puncture beyond skin and subcutaneous tissue, cautery, diathermy, cryosurgery, photocoagulation, endoscopy, dilation, removal of foreign bodies, catheterization or forced manipulation.