

**DSC Notice: 01/05 (W)**  
**English DSCN Equivalent: n/a**  
**Date of Issue: January 2005**

<b>IRSS</b> <b>Information Requirements and</b> <b>Standards Sub Committee</b>	<b>Subject:</b> Guide to Good Practices - Amendment to the definition 'Did Not Attend'
	<b>Implementation date:</b> Immediately

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**DATA SET CHANGE CONTROL PROCEDURE**

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**Summary of change:**

To amend the Waiting Times guidance definition of DNA (Did Not Attend).

This change will be applied to version 2.7 of the NHS Wales Data Dictionary.

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<b><i>Change Proposal Reference No:</i></b> <b><i>IRSS 20050311//01/OOC</i></b>
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The Information Requirements and Standards Sub Committee (IRSS), is responsible for approving information standards.

*Please address enquiries about data set change proposals to the Data Standards and Information Quality Team, HSW, Brunel House, 2 Fitzalan Road, Cardiff CF24 0HA Tel: 029 20502539 or E-mail [Data.Standards@hsw.wales.nhs.uk](mailto:Data.Standards@hsw.wales.nhs.uk)*

*Data Set Change Notices are available via the Intranet Service HOWIS <http://howis.wales.nhs.uk/> or by contacting the above address.*

**DSCN numbering format** = sequence number/year of issue, (W) for Welsh DSCN's.

**Change Proposal Reference No. format** = year/month/sequence number (relates to when IRSS approved change)

## **DATA SET CHANGE NOTICE 01/05 (W)**

**Reference:** IRSS 20050311/02/OOC

**Subject:** Guide to Good Practices - Amendment to the definition 'Did Not Attend'

**Reason for Change:** To revise the definition of 'Did Not Attend' to make more suitable for local working practices.

**Effective Date:** Immediately

### **Background:**

WHC (2004) 41 'Information Support for New Ways of Working: (1) "Waiting Times"' was issued on 7<sup>th</sup> June 2004. This WHC provided guidelines to operational procedures to support the new ways of working as issued in the Welsh Assembly Government's policy 'Innovations in Care "Good Practice Guide"'.

In particular, this WHC covered the introduction of a new chapter in the NHS Wales Data Dictionary called 'Operational Guidelines' which would provide guidance to new working practices being adopted to improve the delivery of healthcare. The first set of guidelines to be introduced related to the management of waiting lists, and included a set of new definitions to assist in the recording of waiting time information, one of which is 'Did Not Attend'.

During a recent review with the Trusts in the use of the Good Practice principles, the definition of 'Did Not Attend' (DNA) was questioned. The current definition states that a patient should not be removed from the waiting list without a clinical 'sign-off'. In practice it has become apparent that this statement is not appropriate in some instances. At a local level, where knowledge of a patient is extensive, authorisation to remove a patient from a waiting list can be made by a person authorised by the Trust to do so. It will be the responsibility of the Trust to determine who is authorised for which clinics.

It has therefore, been agreed by the 'Innovations in Care' team that this statement is no longer applicable, and can removed from the NHS Wales Data Dictionary.

### **Effect on the Data Dictionary:**

Appendix A shows the proposed change to the dictionary and will be released in version 2.7 of the NHS Wales Data Dictionary.

As this is a textual change to the Dictionary, no impact to systems has been reported (Appendix B).

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**Additional Information:**

*Please address enquiries about this DSCN to: -*

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## Appendix A – Change to the NHS Wales Data Dictionary

Text which will be deleted is shown as ~~strikethrough~~.

Under the Chapter, 'Operational Guidelines'; 'Waiting Times – Definitional Guidelines'; 'New Waiting Times Definitions': -

<b>DEFINITION REPORTING GUIDELINES</b>	
<b>Did Not Attend (DNA)</b>	<p>The definition of a DNA is a patient who does not attend for appointment or admission and fails to notify the Trust (applied to Inpatients, Outpatients and Day-cases).</p> <p><del>The patient should not be removed from the waiting list without a clinical 'sign-off'.</del></p>

**Appendix B – Impact of Change**

*Data Standards & Information Quality*



**Impact Assessment of Changes**

This form will assess the impact of a proposed change across all sections of the Information Products Unit.

<i>DSCN Ref.</i>	<i>Originating Change</i>	<i>Title</i>
01/05(W)	-	<b>Guide to Good Practices - Amendment to definition 'Did Not Attend'</b>
<b><i>Impact of Change:</i></b>		
To amend the Waiting Times guidance definition of DNA (Did Not Attend).		

**Systems Impacted:-**

<b>Application</b>	<b>Team **</b>	<b>Impact</b>	<b>Estimated Effort (Days)</b>	<b>Init.</b>
<b>No impact to any systems as this is a textual change to the definition 'Did Not Attend'</b>				

**\*\* Team Abbreviations:-**

**DA – Data Acquisition**  
**DP – Data Publishing**  
**CC – Clinical Coding**

**CS – Client Services**  
**SS – Server Services**