**Emergency (non-elective) procedures in children and young people - FAQs**

**Which organisations should be participating in the study?**

All hospital providers where patients might undergo emergency (non-elective) procedures should participate in the study.

**Which patients are included in the study?**

Children aged 0 to 18th birthday, undergoing an emergency (non-elective) procedure under anaesthetic or sedation. Patients who are 18 years old are not included in the study.

**What are the data sampling time frames?**

* Time frame 1: Monday 17th June 00:00 – Sunday 30th June 23:59 2024
* Time frame 2: Monday 12th February 00:00 – Sunday 25th February 23:59 2024

**Why are you collecting data over two study periods?**

We are collecting data on two time periods to account for seasonal variation.

**When do the spreadsheets need to be returned?**

* **Time frame 1**: The deadline for submission is **Friday the 12th July**, but we would be grateful if you could return the completed spreadsheet to NCEPOD as soon **as possible after the data sampling time frame closes**. **Please do not wait for spreadsheet 2 to be completed to return this spreadsheet.**
* **Time frame 2**:The deadline for submission is **Friday 9th August**.

**How many patients will be sampled from each hospital?**

A maximum of 20 patients will be sampled per hospital, and these will be split across the two data sampling time frames (i.e. 10 from time frame 1 and 10 from time frame 2). Questionnaires will be sent for completion to the clinician undertaking the procedure and the anaesthetist responsible for the patient at the time of procedure. Where applicable, a transfer questionnaire will be sent to the clinician responsible for the care of the patient prior to transfer to the hospital where the procedure was undertaken.

**When will questionnaires be sent?**

* + Patients identified in time frame 1 (June 2024) – dissemination to commence from July 2024 (as soon as spreadsheets are received)
  + Patients identified in time frame 2 (February 2024) – dissemination to commence from September 2024
  + Transfer questionnaires – as the transferring hospital details are identified
  + Organisational questionnaires – from October 2024

**Exclusions**

* CYP who die prior to arrival in theatre/procedure area
* CYP who have a procedure conducted outside of theatre without the involvement of an anaesthetist

**What is the ‘on the day survey’?**

This survey will collect information around potential delays to surgery that might not necessarily be available later in the case notes. It will be open to collect information on non-elective procedures undertaken between Monday 17th June 00:00 – Sunday 30th June 23:59 2024).

**Do I need to complete a survey for a patient who underwent a procedure during time frame 2 (February 2024)?**

No, the survey is just for completion on patients who undergo a non-elective procedure between Monday 17th June 00:00 – Sunday 30th June 23:59 2024.

**Does participation in the ‘Real-time survey’ count towards the organisation’s quality accounts?**

**This survey** **will not be linked to quality accounts**. We recognise that a survey will not be completed for every patient; the survey can be completed for as few or as many children and young people over the study period as the clinicians have capacity to do.

**Who should complete the survey and how do I access it?**

The survey can be completed by any member of the theatre team providing care to the patient – more than one member of the team can complete a survey on the same patient if they want to. A link and QR code to the on the day survey will be sent to Local Reporters who will be asked to share the information locally with all relevant staff (i.e. all staff who may be involved in non-elective procedures). A link will also be made available on the NCEPOD website: <https://www.ncepod.org.uk/Eps.html>.

**Are there any other ways of completing the survey?**

The survey will also be available as a Word document and as a PDF.

**Does the ‘Real-time survey need to be completed on the day of the non-elective procedure?**

The survey should be completed as close to the time of the procedure as possible, but it does not have to be completed during/immediately following surgery or on the day of the procedure.

**National data opt-out**

Clinical peer review process: National data opt-out applies as normal for patients identified to us via the patient identification spreadsheets.

On the day survey: National data opt-out applies; however, the onus is on the person completing the survey to check on the Electronic Patient Record (EPR) for the opt-out status of the patient. Local reporters do not need to run the patient details through their systems (the Spine) to check the opt-out status.

**How to log case notes**

Surgical and anaesthetic questionnaires are being sent for each patient. Please log case note returns on the surgical questionnaire section of the online system.

**Is the organisational questionnaire completed at a hospital or organisational level?**

The organisational questionnaire needs to be completed at a hospital level. This because the questionnaire has been designed to collect variation and standardisation across individual hospitals.