

## Running 'Missing Data' Reports

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<b>Key Documents Owner:</b>	Emma Duggan	Bowel Cancer & Bowel Scope Screening Manager
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### Key Amendments

Date	Amendment	Approved by
19 <sup>th</sup> June 2019	Documents extended for 6 months whilst reviewed	Emma Duggan
11 <sup>th</sup> Feb 2020	Documents extended for 6 months whilst review and approval is processed	Emma Duggan
27 <sup>th</sup> July 2020	Documents extended for 6 months during COVID-19 period	QGC/Gold Meeting
1 <sup>st</sup> March 2021	Document extended for 6 months as per Trust agreement 11/02/2021	
16 <sup>th</sup> July 2021	Documents extended for 6 months whilst review and approval is processed	Emma Duggan/ Mr Stephen Lake
November 2022	Document approved with no amendments	SCSD Governance Meeting

## Introduction

The Bowel Cancer Screening System (BCSS) is the dedicated national IT system for administration of and data capture for the Bowel Cancer Screening Programme (BCSP).

Datasets for each step of the pathway form part of the BCSS record for any patient with an abnormal FOBt (Faecal Occult Blood test). These datasets are required to be completed in real time, clearly, accurately and completely.

It is therefore necessary to be able to identify datasets which are not complete and ensure this is rectified as quickly as possible.

## Scope of This Document

This document applies to all staff within the Herefordshire & Worcestershire Bowel Cancer Screening Centre.

## Use of BCSS to identify "missing data"

The 'Patients Incomplete Datasets' report within the Operational Reports on BCSS details all the patients who have one or more missing datasets. This report should be used to identify datasets which should have been completed.

## Frequency of Running Report

This report should be run by the Lead Nurse, once per week, to monitor completeness of datasets.

Feedback of outstanding incomplete datasets should be provided to individual SSPs. Information of all incomplete datasets should be feedback to the Screening Director and Programme Manager at weekly catch up meetings with the Lead Nurse.

### Action Required

Each dataset listed should be investigated as to why it remains incomplete. If a dataset is identified to be able to be completed it should be returned to the SSP responsible for this part of the patient pathway for completion. Should they be unable to complete the dataset due to missing information.

Where it will not be possible to complete a dataset in full episode notes should be created that explains which aspects are incomplete, and why.

### Exceptions

There are some circumstances which may prevent datasets being completed, listed below are some occasions in which it is acceptable for datasets to remain incomplete, although these datasets should be reviewed regularly and completed at the first possible opportunity.

#### Colonoscopy Assessment Datasets

Every screening and surveillance patient has an open Colonoscopy Assessment Dataset. Should a patient DNA or opt out of screening prior to being seen in clinic, their dataset remains open because no assessment has taken place. Where a dataset is not able to be completed because an assessment did not take place (i.e. when screening episode was closed by patient or following DNA of two appointments) the dataset can be marked as complete with an episode note to explain why no data has been entered. Where the assessment is yet to take place (i.e. future clinic appointment, response to surveillance questionnaire awaited) the dataset must remain open.

#### Investigation Dataset

An investigation dataset, specifically for Endoscopy procedures, will remain open whilst histology from specimens taken is awaited. This means that at any given time a small number of recent Investigation datasets will be incomplete. These datasets should be incomplete for no more than two weeks, although in exceptional cases, for example where a specimen is referred to the BCSP expert panel, histology results can take slightly longer.

#### Cancer Audit Dataset

Cancer Audit Datasets may be listed as incomplete for some time as these can only be completed once all treatment has been completed. The status of completion of these datasets will need to be considered on an individual basis, dependent upon the treatment modalities the patient undergoes.

#### 30 Day Questionnaire Dataset

The 30 day questionnaire dataset will remain open for a period of 6 weeks, until the completed form is received or the dataset is closed marked as 'no response'. For further details see Guideline for BCSP 30-day Questionnaires.