

Message from the Patient Survey Co-ordination Centre

Adult Inpatient Survey 2017

Dear trust leads,

You are receiving this message because you are, or were, a named contact for the Care Quality Commission's Adult inpatient Survey. If you are no longer involved in the Inpatient Survey, we would be very grateful if you could forward this message to the appropriate person at your trust and let us know about the change in details.

Subject to receiving ethical approval and approval under section 251 of the NHS Act 2006, the 2017 Inpatient Survey will be starting in August, with fieldwork running from September 2017 to January 2018 and CQC reporting likely to take place in May 2018.

As in 2016, we will be using a standard sample month of July and a sample of 1,250 patients. We will confirm further details about the 2017 survey as soon as we are able to.

Key input from your trust is required in August 2017

- Your [Caldicott Guardian](#) will be required to sign off your sample in August. Samples must be signed off by the Caldicott Guardian before being submitted to the Co-ordination Centre.
- [Staff who draw the sample](#) will also need to be available for several weeks after the sample has been drawn, to answer queries about the sample and amend any errors.

Publicising the inpatient survey in your trust – poster available

The survey poster must be displayed in all relevant areas of your trust to ensure that patients eligible for the survey have an opportunity to opt out of the survey – this is a requirement to comply with Data Protection Act responsibilities. The poster alerts patients who are attending during the sample period in July that they may be sent a survey, and that they can prevent this from happening if they don't want their information used in this way. The [opt-out poster is already available](#) on our website.

- Please add your trust's contact details to the bottom of the poster after the text "If you do not wish to take part, or have any questions about the survey, please contact: ..."
Please do not amend the poster in any other way, as this could invalidate the section 251 approval secured by CQC.
- It is essential that your trust keeps a log recording the details of any patients who asked to be excluded from the survey, and they then should be removed from your sample when drawn.

If you have any questions please contact us on ip.cc@pickereurope.ac.uk or 01865 208127, and a member of the team will be happy to help.

Kind regards,

The Patient Survey Co-ordination Centre