

## Where can I find the webinar slides?

A copy of the slides is available [here](#). Please note there are two sets of slides on our website – one for contractors and one for trusts, so make sure you download the trust version.

## Where can I find the instruction manuals?

The instruction manuals are available [here](#). If you're a survey lead you'll need the [Survey Handbook](#), and if you're a sample drawer you'll need the [Sampling Instructions](#) and the [Attribution Instructions](#).

## When will the Sample Declaration Form be available?

We expect to publish this on our website [here](#) by 9<sup>th</sup> March.

## For the new checklist item on the Sample Declaration Form, should I enter total births or total deliveries?

Thank you to those that pointed out the distinction between births and deliveries. Please enter the total number of **deliveries** you had in your sampling period. So if a woman had twins or multiple births, this will only count as **one** delivery.

You **should not** apply any exclusions to this total deliveries figure.

Please also remember that the total deliveries figure should relate to the period you sampled from. For example, if you sampled back until 15<sup>th</sup> January, then enter the total number of deliveries that occurred from 15<sup>th</sup> January to 28<sup>th</sup> February.

## Did we need to display posters and give out leaflets?

Yes, as part of the Section 251 requirements of the survey you needed to have:

- 1) Displayed the [standard dissent poster](#) in relevant areas of your trust during the sampling months. The poster informs women that the survey is coming up and that they might be selected to take part. You should have added your trust's contact details so that women could get in touch to opt out if they wished.
- 2) Handed out the [standard information leaflet](#) to women aged 16 and 17 at the time of delivery. Like the poster, the leaflet explains the Maternity Survey and provides details on how to opt out.

**The posters and leaflets needed to be displayed/distributed during February, and also January for smaller trusts that will need to sample back into January.**

## What if we didn't display the posters and/or give out the leaflets?

If you believe your trust didn't display the posters and/or give out the leaflets to 16 and 17 year olds during some or all of the sampling period, then you'll need to obtain written confirmation from your Caldicott Guardian that they're happy for you to transfer patient data outside of the trust, despite not meeting the requirements related to the posters/leaflets. Please send this confirmation to your contractor alongside your Sample Declaration Form (or to the Coordination Centre if you're conducting the survey in-house).

## What if we didn't display posters in every single maternity area at the trust?

This isn't a problem. As long as you displayed them in the main maternity units/wards you will have fulfilled the Section 251 requirements of the survey.

## Is there a separate file for the antenatal and postnatal data?

Yes, we'll be publishing an Attribution Spreadsheet in April or early May. You'll submit this file directly to the Coordination Centre's FTP rather than your contractor's FTP. Full details on filling out and submitting the spreadsheet are available in the [Attribution Instructions](#).

## If a woman is staying in hospital in the 6 weeks after giving birth, how should I record this in the attribution file?

For the purposes of the Maternity Survey we're only interested in postnatal care received **in the community**. There are three separate codes for recording postnatal care in the Attribution Spreadsheet, which indicate whether a woman received all, some, or none of her community postnatal care from the trust. Full details on how to determine which code to enter for each woman in your sample are available in the [Attribution Instructions](#).

## How do I find out who my Caldicott Guardian is?

We would suggest getting in touch with the Maternity Survey lead or patient surveys lead at your trust to find this out.

## What is a DBS check?

DBS stands for Demographics Batch Service. It's a service used for checking for deceased patients. You'll upload a file of women and their babies to the service which will then be checked against the NHS Spine for any deaths. You'll then receive a response file in which any deceased women or babies will be flagged. Any women who've died or whose baby has died will then need to be removed from your sample file.

Full details on conducting a DBS check are available in the [Sampling Instructions](#).

## What is an FTP?

FTP stands for File Transfer Protocol. Essentially it's a platform that allows you to upload and download files securely. If you're using a contractor to administer your survey, you'll upload your sample file to your contractor's FTP. They'll provide login details and instructions on how to upload your file. Your attribution file will be submitted to the Coordination Centre's FTP, not your contractor's.

**Remember, data files should never be sent via email** – they always need to be submitted via the appropriate FTP.

## Can I contact you if I have any questions?

Of course! Our contact details are [maternity@surveycoordination.com](mailto:maternity@surveycoordination.com) or 01865 208 127.