

Hospital Care Ethnicity Data Audit Toolkit

Ethnicity data – collection compliance checklist

December 2021

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|---|--|
| Name of ward, service or department: | |
| Date compliance checklist was completed: | |
| IT system being used: | |

| Compliance question | | Response | |
|---|--|---------------------------------|--------------------------------|
| Is your hospital ward, service or department policy for collecting ethnicity data compliant with the current Ethnicity Data Protocols for the health sector? | Does your hospital ward, service or department collect ethnicity data from all patients or consumers (for example, all age groups)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Does your patient information/admission form contain the current standard ethnicity question, ethnicity response list (in order) and ability to collect multiple other ethnicities* as outlined in the current Ethnicity Data Protocols? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Does your hospital ward, service or department allow all respondents to self-identify their ethnicity, regardless of how ethnicity is collected (for example, face to face, on a paper form, electronically, by telephone)? (Note: This excludes situations where ethnicity must be collected from next of kin.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | When collecting ethnicity data for children (including for newborns), does your hospital ward, service or department provide the parent or caregiver with the standard ethnicity question** to complete for the child until the child is of an age to complete it themselves? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | When a patient or consumer is unable to complete the ethnicity question through incapacity, does your hospital ward, service or department provide their next of kin with the standard ethnicity question to complete, or, if no next of kin is available, do you wait until the respondent is able to self-identify their ethnicity? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | In cases where ethnicity data is collected by asking the patient/consumer verbally (for example, over the phone), does your ward, service or department require staff to: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | <ul style="list-style-type: none"> • state to the patient/consumer that they would like to collect ethnicity • explain that the patient/consumer may choose more than one ethnicity • read out to the patient/consumer all the categories, in the order they appear in the standard ethnicity question outlined in the current ethnicity data protocols • record all the patient's/consumer's responses? | | |

* The standard ethnicity question for the health and disability sector is the Stats NZ ethnicity question used in the most recent census. See **HISO 10001:2017 Ethnicity Data Protocols**, 3.2: Standard ethnicity question (Ministry of Health 2017) for the standard question, categories, formatting and layout requirements.

** See **HISO 10001:2017 Ethnicity Data Protocols**, 3.3.4 c) Proxy response in the Ethnicity Data Protocols for information on collecting ethnicity details for children/newborns.

Collection compliance score

/6

Each correct answer is assigned a score of 1. If the combined score is less than 6, action is required.

Action(s) required:
