

# Hospital Care Ethnicity Data Audit Toolkit

## Ethnicity data – output compliance checklist

December 2021

<b>Name of ward, service or department:</b>	
<b>Date compliance checklist was completed:</b>	
<b>IT system being used:</b>	

	<b>Compliance question</b>	<b>Response</b>	
Is your hospital ward, service or department policy for the <b>output</b> of ethnicity data compliant with the current Ethnicity Data Protocols for the health sector?	Where your hospital outputs data to national collections, are you able to report up to six ethnicities per patient where required?	<input type="checkbox"/>	<input type="checkbox"/>
		Yes	No
	Where the patient identifies with more than six ethnicities, do you prioritise or use the recommended reduction method for reporting into national collections according to the standard process (see Appendix A of the <b>HISO 10001:2017 Ethnicity Data Protocols</b> )?	<input type="checkbox"/>	<input type="checkbox"/>
		Yes	No
	Where your hospital outputs data to national collections and only three ethnicities are required, do you use the reduction method recommended by national collections to meet reporting requirements for the specific collection?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	
	In the analysis and reporting of ethnicity data at levels 1, 2 or 3, does your hospital ward, service or department use one of the recommended methods (total response (overlapping), prioritised or sole/combination) for the output of multiple ethnicities?*	<input type="checkbox"/>	<input type="checkbox"/>
		Yes	No
	In the analysis and reporting of ethnicity data, does your hospital ward, service or department describe the method it uses for the output of multiple ethnicities (for example, total response (overlapping), prioritised or sole/combination)?*	<input type="checkbox"/>	<input type="checkbox"/>
		Yes	No

\*\* Total response, prioritised and sole/combination are different methods for outputting multiple ethnicities.

- Total response counts each person once in each ethnic group they identify with.
- Prioritisation assigns a person who identifies with more than one ethnic group to a single mutually exclusive category based on an established priority order.
- Sole/combination assigns individuals to either a sole ethnicity group (if they only identify with one ethnicity) or a combination category (for example, European/Māori) if they identify with more than one ethnic group.

<b>Output compliance score</b>	/5
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Each correct answer is assigned a score of 1. If the combined score is less than 5, action is required.

<b>Action(s) required:</b>	
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