

Hospital Care Ethnicity Data Audit Toolkit

Ethnicity data – recording compliance checklist

December 2021

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 recording ethnicity data compliant with the current Ethnicity Data Protocols for the health sector?	Does your hospital ward, service or department input and store ethnicity data in the IT system at level 4 of the standard classification? (See Resources for links to level 4 classifications.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Is your hospital ward, service or department restricted to only using the Stats NZ Ethnicity Classification level 4 standard codes for recording ethnicity? (See Resources for links to level 4 classifications.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	For ethnicities that are written on the form by respondents, does your hospital ward, service or department match the response with the level 4 ethnicity codes and then record the response in your IT system at level 4?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Is your ward, service or department able to record and store up to six ethnicities for an individual?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Where a patient supplies more responses than can be recorded in your IT system, does your hospital ward, service or department use: <ul style="list-style-type: none"> the method determined by Stats NZ (HISO 10001:2017 Ethnicity Data Protocols, Appendix A) to reduce the number of ethnicities where six may be recorded or <ul style="list-style-type: none"> where systems are not able to record six ethnicities, do you prioritise responses according to the standard list provided in the current Ethnicity Data Protocols and record these at level 4? (See HISO 10001:2017 Ethnicity Data Protocols section, 5.5.2 Prioritised output for more information.) 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Are less than 1 percent of your records coded as having missing or 'not stated' ethnicity response fields on your IT system (this will require you to run a query)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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

Action(s) required:	
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