

# Hospital Care Ethnicity Data Audit Toolkit

Rapid assessment sheet for staff surveys

December 2021

This rapid assessment sheet can be used to mark completed staff surveys. Any answers that require follow-up actions are shaded in **orange**. Where an answer is assessed as 'needs attention' or 'highest priority', refer to the **Detailed guidance for staff survey responses** for corrective actions and useful resources.

Each staff survey should be marked separately to identify issues that relate to individual staff members. It may also be worth reviewing staff surveys collectively to identify issues that have arisen for more than one participant.

<b>Name of staff survey participant:</b>	
<b>Name of ward, service or department:</b>	
<b>Date:</b>	

1. Have you received any training on how to collect or record ethnicity data in hospital settings?				
<b>Ideal</b>	<b>Pass</b>	<b>Needs attention</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, in the last 12 months	Yes, but not in the last 12 months	No		N/A
2. How often are you involved in collecting ethnicity data from patients or recording ethnicity data on hospital systems/databases?				
<b>Highest priority</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequently (on most days I am working)	Occasionally (once a week)	Infrequently (once a month or less)		N/A
3. How often are you involved in confirming ethnicity data from patients or updating ethnicity data on hospital systems/databases?				
<b>Highest priority</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequently (on most days I am working)	Occasionally (once a week)	Infrequently (once a month or less)		N/A

4. Do you consider that you understand why ethnicity data is collected in hospital settings?

<b>Ideal</b> <input type="checkbox"/> Yes	<b>Needs attention</b> <input type="checkbox"/> No		<b>Needs attention</b> <input type="checkbox"/> Not sure	<input type="checkbox"/> N/A
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5. Are you comfortable collecting ethnicity data from patients/consumers?

<b>Ideal</b> <input type="checkbox"/> Yes	<b>Needs attention</b> <input type="checkbox"/> No		<b>Needs attention</b> <input type="checkbox"/> Not sure	<input type="checkbox"/> N/A
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6. For patients already listed with ethnicity data on your hospital system/database, how often do you check your patient ethnicity data?

<b>Pass</b> <input type="checkbox"/> On the first encounter with our hospital ward, service or department	<b>Needs attention</b> <input type="checkbox"/> Only if ethnicity data is missing or appears incorrect		<b>Needs attention</b> <input type="checkbox"/> Not sure	<input type="checkbox"/> N/A
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7. Are there times when you guess a patient's ethnicity rather than asking the patient to self-identify?

<b>Needs attention</b> <input type="checkbox"/> Yes	<b>Ideal</b> <input type="checkbox"/> No	<input type="checkbox"/> N/A
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8. Do you have a list of codes or search engine available to help you record a patient's ethnicity?

<b>Ideal</b> <input type="checkbox"/> Yes	<b>Needs attention</b> <input type="checkbox"/> No		<b>Needs attention</b> <input type="checkbox"/> Not sure	<input type="checkbox"/> N/A
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9. Do you ever make up a new code to record an ethnicity?

<b>Needs attention</b> <input type="checkbox"/> Yes	<b>Ideal</b> <input type="checkbox"/> No	<b>Needs attention</b> <input type="checkbox"/> Not sure	<input type="checkbox"/> N/A
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10. Which code would you record in your system/database where a patient provided each of the following responses to the ethnicity question?

Patient provided response	Short description	Code
Written-in response of 'New Zealander' code	New Zealander	61118
Written-in response of 'Fijian-Indian' code	Fijian Indian	43112
Written-in response of 'Rarotongan' code	Cook Island Māori	32100
Blank (where patient not immediately contactable) code	Not stated code	99999
Declined to provide ethnicity code	Refused to answer	95555

11. Are you able to record up to six ethnicities for a patient in your system/database?

**Ideal**

Yes

**Needs attention**

No

If **YES**, where a patient provides more than six ethnicities, how do you decide which six are recorded in the system/database? Please explain.

**A correct response must include a statement that covers the following points.**

Where more than six ethnicities are provided by the patient, those selected to be recorded are to be based on the random manual reduction method outlined in the **HISO 10001:2017 Ethnicity Data Protocols**, Appendix A.

The response may also include reference to:

- representing every level 1 ethnic group category that is represented by patient's ethnicities.
- removing responses that would be coded to a residual category
- retaining the responses from the level 1 categories that have just one ethnicity response belonging to them
- only applying the random method to reduce the number of responses to those level 1 categories that have more than one ethnicity response belonging to them
- a minimum of six ethnicities being entered into the IT system where the number of ethnicities identified by the patient is greater than six.

**An incorrect response may refer to:**

- asking the patient to rank their own ethnicities, or picking which they most strongly identify with
- a staff member choosing which ethnicities are entered based upon anything other than the Ethnicity Data Protocols random reduction method.

If **NO**, where a patient provides more ethnicities than you can record, how do you decide which ethnicities are recorded in the system/database? Please explain.

Where six ethnicities cannot be collected, the prioritisation method outlined in the Ethnicity Data Protocols should be used rather than the Stats NZ random reduction method. If, in their response to this question, a staff member indicates that they made a decision according to some other process, their answer may need attention.

**A correct response must include a statement that covers the following points:**

- Prioritisation of level 2 ethnicity is based upon the priority list provided in the Ethnicity Data Protocols.

The response may also include reference to:

- prioritisation occurring at code levels 1 or 2
- a minimum of three ethnicities being entered into the PAS when the patient has identified more than three ethnicities
- prioritisation of level 2 ethnicity being based upon the priority list provided in the Ethnicity Data Protocols.

**An incorrect response may refer to:**

- asking the patient to rank their own ethnicities, or picking the one, two or three they most strongly identify with
- a staff member choosing which ethnicities are entered based upon anything other than the Ethnicity Data Protocols priority list.