

Primary 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 shaded in **orange**. Where an answer is assessed as 'needs attention', refer to the Detailed guidance on 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.

Name of staff survey participant:	
Date:	

Training

1. Have you received any training on how to collect or record ethnicity data in primary care?			
Ideal <input type="checkbox"/> Yes, in the last 12 months	Pass <input type="checkbox"/> Yes, but not in the last 12 months	Needs attention <input type="checkbox"/> No	<input type="checkbox"/> N/A
2. How often are you involved in collecting ethnicity data from patients or recording ethnicity data in the practice management system (PMS)?			
Highest priority <input type="checkbox"/> Frequently (on most days I am working)	<input type="checkbox"/> Occasionally (once a week)	<input type="checkbox"/> Infrequently (once a month or less)	<input type="checkbox"/> N/A
3. Do you consider that you understand why ethnicity data is collected in primary care?			
Ideal <input type="checkbox"/> Yes	Needs attention <input type="checkbox"/> No	Needs attention <input type="checkbox"/> Not sure	<input type="checkbox"/> N/A
4. Are you comfortable collecting ethnicity data from patients?			
Ideal <input type="checkbox"/> Yes	Needs attention <input type="checkbox"/> No	Needs attention <input type="checkbox"/> Not sure	<input type="checkbox"/> N/A

What do you do?

5. How often do you check patient ethnicity details for patients enrolled in your practice?

Pass <input type="checkbox"/> On initial patient enrolment/registration and regularly (at least three-yearly) thereafter	Needs attention <input type="checkbox"/> On initial patient enrolment/registration and irregularly thereafter, or at intervals greater than three-years apart	Needs attention <input type="checkbox"/> On initial patient enrolment/registration only or not sure	<input type="checkbox"/> N/A
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6. Are there times when you guess a patient's ethnicity rather than asking the patient to self-identify?

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

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

Needs attention <input type="checkbox"/> Yes	Ideal <input type="checkbox"/> No	Needs attention <input type="checkbox"/> Not sure	<input type="checkbox"/> N/A
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9. Which code would you record in your practice management system 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'	New Zealander	61118
Written-in response of 'Fijian-Indian'	Fijian Indian	43112
Written-in response of 'Cook Islander'	Cook Island Māori	32100
Blank (where patient not immediately contactable)	Not stated code	99999
Declined to provide ethnicity	Refused to answer	95555

10. Are you able to record up to six ethnicities for an individual in your PMS?

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 PMS? 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:

- the IT software we use reduces the number of ethnicities recorded to six based on the StatsNZ random reduction method
- removing codes that would be assigned to a level 1 residual code
- mapping all level 4 codes to level 1
- retaining responses that have only one level 4 ethnicity code mapping to a level 1 code
- where more than one ethnicity is assigned to the same level 1 code randomly selecting one of the level 1 categories having more than one level 4 ethnicity and then randomly selecting one of the level 4 codes from that category to retain. Continue doing this until only six level 4 codes remain.
- a minimum of six ethnicities being entered into the PMS 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 up to six they most strongly identify with
- a staff member choosing which ethnicities are entered based on anything other than the random method described above.

If **NO**, where a patient provides more ethnicities than you can record, how do you decide which ethnicities are recorded in the PMS? 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 to the following effect.

- 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 onto the PMS where the number of ethnicities identified by the patient is greater than three
- 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 Protocol priority list.