

PARTNERSHIP READINESS AUDIT TOOL

These questions are structured to help generate any key actions that your partnership needs to take to set up an ED data sharing scheme in accordance with the College of Emergency Medicine CEM guidelines. The actions are to be recorded on the **action planning template** provided.

Do you have the right level of SUPPORT from the right people to initiate the scheme?

1. Is violence prioritised both as a public health issue by the local public health service and as a community safety priority by the local CSP?
2. Is there at least one NHS ED consultant or senior nurse who is committed to injury prevention, and prepared to lead ED implementation?
3. Has the ED data sharing scheme been prioritised by the CSP, with senior police and local authority backing?

What extra DATA will you need to collect?

4. Have you reviewed with the relevant hospital staff (including the IT department) which elements of the CEM data set are collected routinely already?
5. Have you identified what additional data will need to be collected to meet CEM guidelines?
6. Has there been a discussion with the local Caldicott Guardian to pre-empt any concerns over the gathering of this additional patient information and sharing it with CSPs?

Is your IT system adaptable to collect the required data?

7. Have you explored with your IT department the options for incorporating assault questions within the ED IT system?
8. Have you explored with your IT department how any personal data might be anonymised automatically?
9. Have estimates been produced for the costs and timeline for any changes to the ED IT system (including user training)?

Have you identified who will be responsible for data COLLECTION?

10. Has a lead been identified who can oversee the collection of data by receptionists?
11. Has a champion been identified who can act as a liaison with partnerships and who can supply training and support to the ED receptionists?
12. Who will be responsible for ensuring completeness and quality of data collection? Does this person understand the reasons for completeness of data collection?

Who will be responsible for ANALYSIS of the data and acting upon the results?

13. Has the CSP analyst been involved in the discussions about data collection, quality control and data transfer?
14. Has the CSP's violence lead been involved in discussions over how the ED data will be used to inform operational and strategic action?
15. Is there a mechanism for regular communication between all those involved in the 'virtuous circle' of the data sharing scheme to help establish a constructive feedback loop?

Do you have IMPLEMENTATION and ONGOING ACTION plans?

16. Has an overall budget and timeline been agreed for the implementation (including pilot)?
17. Has thought been given as to how the success of the scheme might be monitored?
18. Has thought been given as to how staff motivation and engagement will be maintained?