

NHS Maternity Survey 2015 e-bulletin 5

This is the fifth Maternity Survey e-bulletin from the Coordination Centre. **This contains important updates on sampling and sample checking, as well as the other survey documents which have been published today.** Previous e-bulletins and other information can be found on our website at: www.nhssurveys.org/surveys/825.

Sample checking begins today (8th April)

The Co-ordination Centre have now received final Section 251 approval, so trusts using a contractor are now able to transfer their samples to contractors according to the instruction manuals, and in-house trusts can submit their samples to the Co-ordination Centre from today.

The Co-ordination Centre's sample checking period runs from **8th April to 1st May**, and we would strongly encourage you to submit your samples as early as possible to ensure you can make full use of the fieldwork period to obtain good response rates.

Please remember that the **sample declaration form** must be completed by trusts and submitted to approved contractors (or the Co-ordination Centre, for in-house trusts) before submitting your sample file. The sample declaration form can be found on our website (www.nhssurveys.org/surveys/825).

Instruction manuals, questionnaire and other documents published

We have now uploaded all survey documents to the website (www.nhssurveys.org/surveys/825), including:

- Instruction manuals
- Sampling instructions
- Sample construction spreadsheet
- Questionnaire
- Covering letters
- Sample declaration forms
- Declaration of compliance with data protection (for in-house trusts)
- Ethics approval
- Section 251 approval

Please note, **there have been a few small changes to the survey instructions** since the original draft was published (including a change to the sample declaration form, and a clarification of the coding requirements for the 'NHS Site Code' sample variable). Please ensure you double check that your sample meets all requirements before submitting it.

Important reminder

It is very important that you **ensure that your sample information is split appropriately into a mailing file and a sample file**, as per the sampling instructions. If data is sent to contractors in a single file, this constitutes a breach of the survey's Section 251 approval. You should never send any patient name or address data (except postcode sector) to the Co-ordination Centre, this would also be a breach of Section 251. Information about the ramifications of breaching Section 251 is available in the survey information manuals.

Key dates

- Sample checking: 8th April – 1st May
- Fieldwork: 27th April – 28th August
- Submission of antenatal and postnatal attribution data: 29th May (details to follow)
- Data deadline: 4th September

For further information, please see our website: www.nhssurveys.org/surveys/825, or contact us at mat.cc@pickereurope.ac.uk or on 01865 208127.