



## National Respiratory Audit Programme (NRAP)

### Pulmonary Rehabilitation audit – User guide

Version 4.0: April 2024

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*The following documents are also available to support you and can be downloaded from our website:*

<https://www.rcp.ac.uk/projects/outputs/support-service-teams-pulmonary-rehabilitation>

- *Clinical dataset (with validation and helpnotes)*
- *Data collection sheet*
- *PR Audit Frequently Asked Questions (FAQs)*
- *Information governance (IG) FAQs*
- *National Data Opt-Out (NDOO) FAQs*

## Contents

*This contents page is navigable. Please click on any of the below headings to take you to the relevant section of the user guide document.*

Overview of the audit.....	2
Navigating the PR audit homepage.....	5
Navigating the PR clinical audit pages.....	7
Colour key used on each patient record .....	7
Creating new users.....	10
Resetting your password.....	11
Exporting your local data .....	11



## Overview of the audit

[Back to contents](#)

### General information

- Data collection for the **pulmonary rehabilitation (PR) clinical audit** launched on **1 March 2019** and will run continuously until at least 31 May 2026.
- The PR audit expanded in November 2023 to include a wider patient age range (aged 18 years and over) and a range of respiratory conditions:
  - COPD
  - asthma
  - bronchiectasis
  - interstitial lung disease
  - long COVID
  - pre/post thoracic surgery (including lung cancer / LVR / lung transplant)
  - pulmonary hypertension
  - chronic heart failure
  - other chronic respiratory disease

### Accessing the PR web tool

- Every individual who enters data should have a unique login. If your service is registered, any registered user that already has login details can create new account requests for additional users. **Please note that the lead clinician at your service will be required to approve accounts for access to be granted.**
- Contact the team at [praudit@rcp.ac.uk](mailto:praudit@rcp.ac.uk) if you are unsure whether your service is registered.

### How to login to the web tool

- The web tool can be reached via [www.nrap.org.uk](http://www.nrap.org.uk). The home page looks like this:



Home Reports/QI Charts Patients Support

## National Respiratory Audit Programme

COPD secondary care  
▶ Visit  
▶ Reports/QI  
▶ Charts  
▶ Patients

Pulmonary rehabilitation  
▶ Visit  
▶ Reports/QI  
▶ Charts  
▶ Patients

Adult asthma  
▶ Visit  
▶ Reports/QI  
▶ Charts  
▶ Patients

Children & young people asthma  
▶ Visit  
▶ Reports/QI  
▶ Charts  
▶ Patients

The audit programme has been commissioned by the Healthcare Quality Improvement Partnership (HQIP) as part of the National Clinical Audit and Patient Outcomes Programme (NCAPOP) and currently covers England and Wales.

The programme is led by the Royal College of Physicians (RCP) and works closely with a broad range of organisations including Asthma + Lung UK, the British Thoracic Society, Primary Care Respiratory Society UK, Royal College of General Practitioners and the Royal College

Once you have reached the web page, please click 'Visit' to log into the web tool.

Sign in

Please enter your username and password

Username  [Forgot username?](#)

Password  [Forgot password?](#)

[Sign In](#) [Help](#)

Enter your own username here. **Do not** login using someone else's details.

Enter your password here. Please store your password securely, and make sure it is memorable but not guessable by somebody else.

Click here to sign in once you have inputted your details.



### Warning: Please Read

The 'NRAP - Pulmonary Rehabilitation Audit - UAT' audit application contains confidential medical information.

It is an offence to view this data if you are not authorised to do so or make use of this database other than for the purpose it was created.

Under no circumstances should users pass their login details or disclose their passwords to others. If users believe that their password has been compromised they should inform the helpdesk team immediately.

If a user detects what they believe is a breach of security or confidentiality, then it is their responsibility not to disseminate the information obtained and to report the event to the helpdesk team immediately.

*Note: You are subject to the confidentiality obligations in your NHS contract when using this database. Please protect patient data and system security at all times.*

I agree (Beverley Grannell, FY)

Cancel

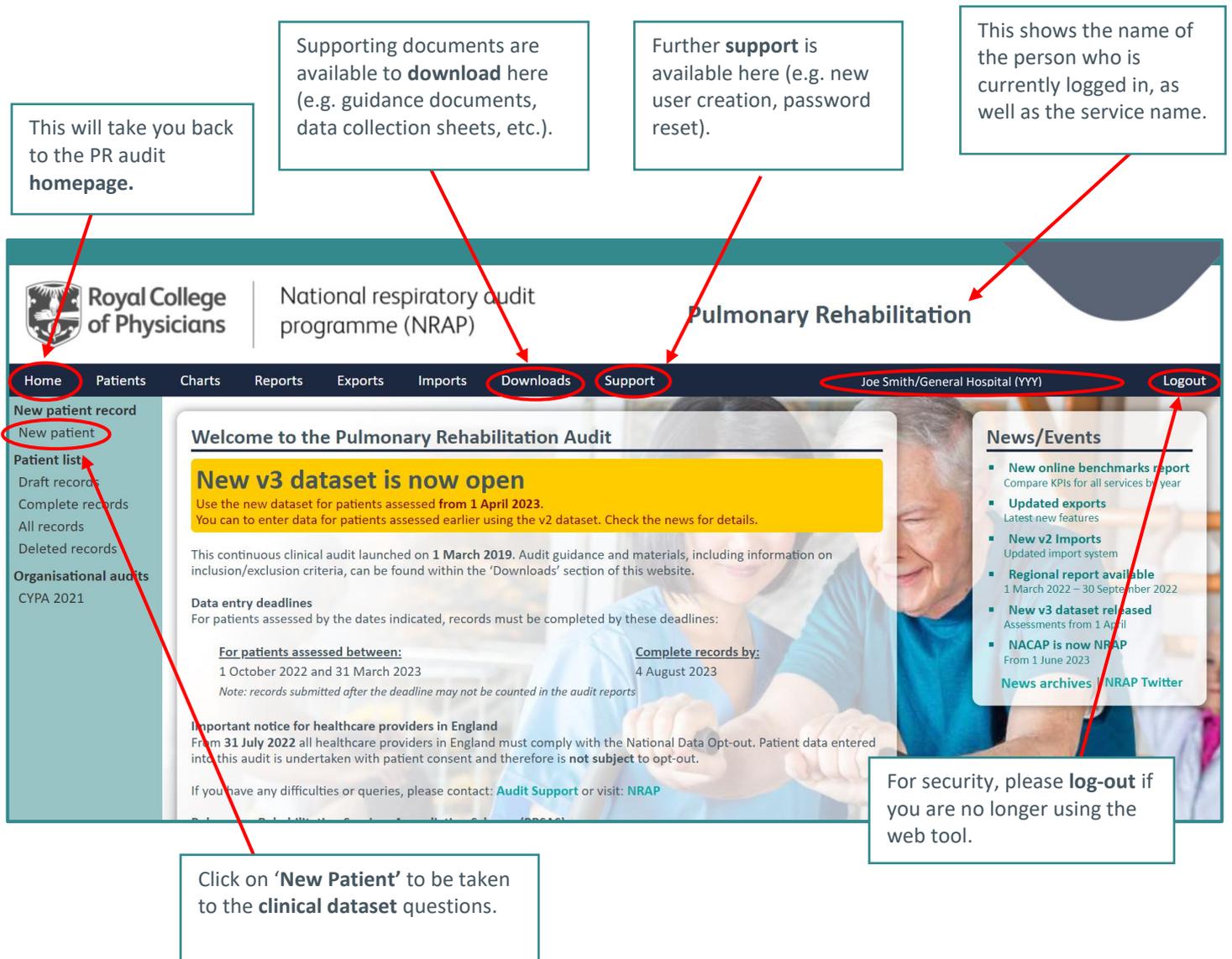
Once you have selected 'Sign In', the following pop-up will appear:

**Once you have read the text, please click 'I agree'.** This is an information governance procedure necessary for participating in the audit.

## Navigating the PR audit homepage

[Back to contents](#)

- The below images highlight the features that are available from the homepage of the web tool.



The screenshot shows the homepage of the Pulmonary Rehabilitation Audit tool. The navigation menu includes Home, Patients, Charts, Reports, Exports, Imports, Downloads, and Support. The user is logged in as Joe Smith/General Hospital (YYY). The main content area features a welcome message, a new v3 dataset announcement, data entry deadlines, and a news/events section. Callout boxes provide additional context for various elements on the page.

**Callout 1:** This will take you back to the PR audit homepage. (Points to the Home link in the navigation menu)

**Callout 2:** Supporting documents are available to **download** here (e.g. guidance documents, data collection sheets, etc.). (Points to the Downloads link in the navigation menu)

**Callout 3:** Further **support** is available here (e.g. new user creation, password reset). (Points to the Support link in the navigation menu)

**Callout 4:** This shows the name of the person who is currently logged in, as well as the service name. (Points to the user name 'Joe Smith/General Hospital (YYY)')

**Callout 5:** For security, please **log-out** if you are no longer using the web tool. (Points to the Logout link in the navigation menu)

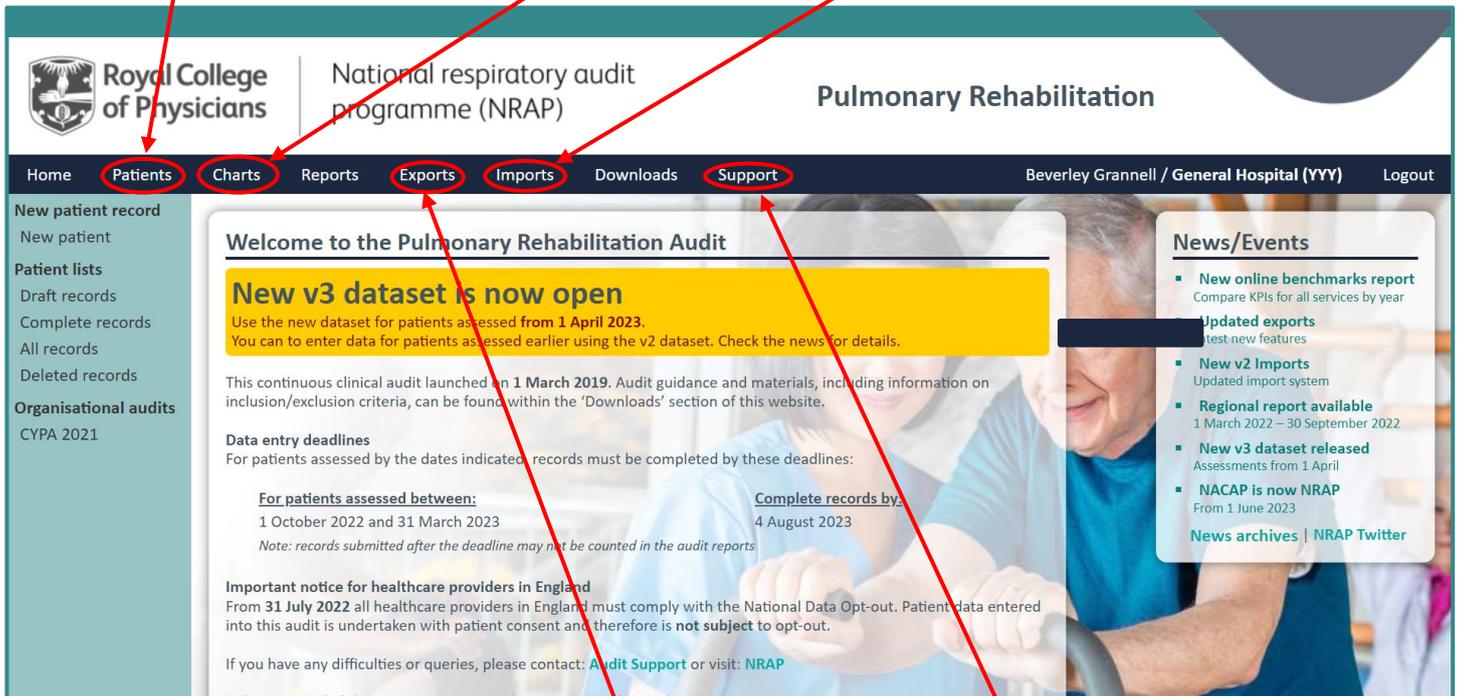
**Callout 6:** Click on '**New Patient**' to be taken to the **clinical dataset** questions. (Points to the 'New patient' link in the left sidebar)

[Back to contents](#)

This page will show you the list of **patients** that have been entered onto the web tool from your service.

This page will show you **run-charts** and reports based on the PR clinical audit data.

From here you can **upload** suitably formatted CSV files of **patient records in bulk**.



Home **Patients** **Charts** Reports **Exports** **Imports** Downloads **Support** Beverley Grannell / General Hospital (YYY) Logout

New patient record  
New patient

Patient lists  
Draft records  
Complete records  
All records  
Deleted records

Organisational audits  
CYPA 2021

## Welcome to the Pulmonary Rehabilitation Audit

### New v3 dataset is now open

Use the new dataset for patients assessed from **1 April 2023**.  
You can to enter data for patients assessed earlier using the v2 dataset. Check the news for details.

This continuous clinical audit launched on **1 March 2019**. Audit guidance and materials, including information on inclusion/exclusion criteria, can be found within the 'Downloads' section of this website.

**Data entry deadlines**  
For patients assessed by the dates indicated, records must be completed by these deadlines:

<b>For patients assessed between:</b> 1 October 2022 and 31 March 2023	<b>Complete records by:</b> 4 August 2023
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*Note: records submitted after the deadline may not be counted in the audit reports*

**Important notice for healthcare providers in England**  
From **31 July 2022** all healthcare providers in England must comply with the National Data Opt-out. Patient data entered into this audit is undertaken with patient consent and therefore is **not subject** to opt-out.

If you have any difficulties or queries, please contact: [Audit Support](#) or visit: [NRAP](#)

### News/Events

- New online benchmarks report**  
Compare KPIs for all services by year
- Updated exports**  
test new features
- New v2 Imports**  
Updated import system
- Regional report available**  
1 March 2022 – 30 September 2022
- New v3 dataset released**  
Assessments from 1 April
- NACAP is now NRAP**  
From 1 June 2023

[News archives](#) | [NRAP Twitter](#)

From here, you can **export** all the patient records entered onto the web tool into an **Excel spreadsheet**.

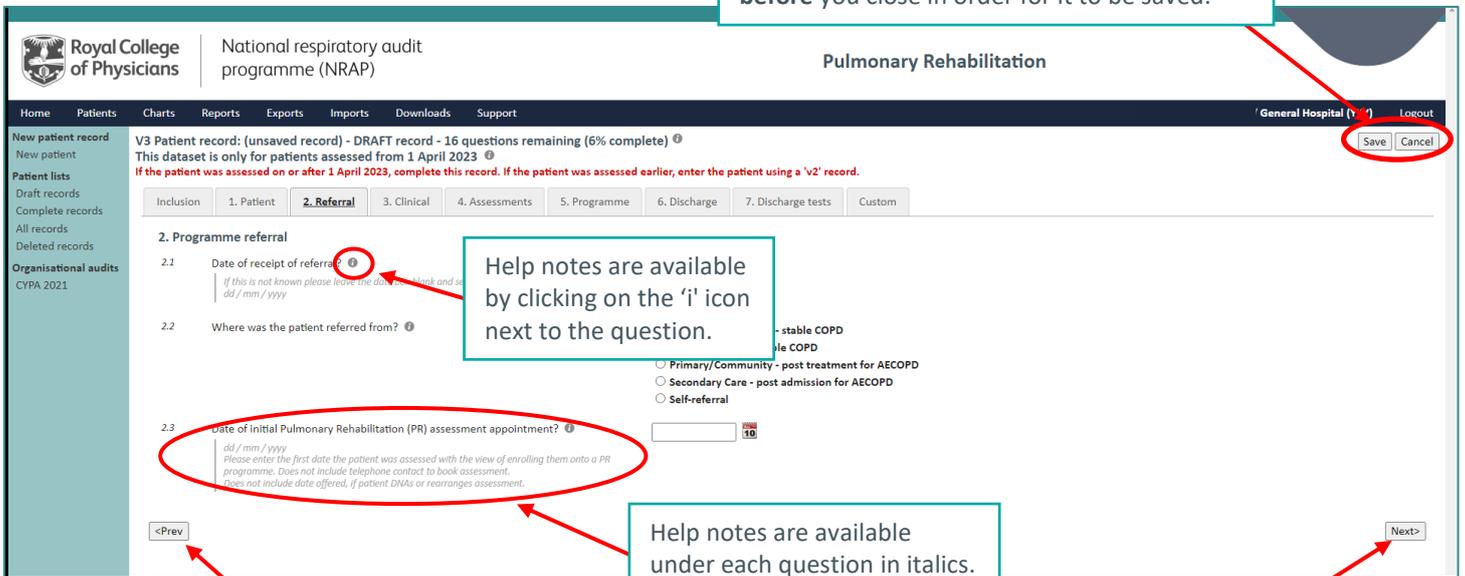
You are able to create **custom fields** for local use.

## Navigating the PR clinical audit pages

[Back to contents](#)

Use **'Save'** to save the current record. This will also validate the record, and if it does not comply with validation rules it will be saved as incomplete. Incomplete records can be returned to and completed at a later date. Incomplete records will not be included in any audit reporting.

Use **'Close'** to close the current record. You can return and edit a record at any point whilst the audit is open, provided it has been saved. Please note that you need to save the record **before** you close in order for it to be saved.



The screenshot shows the NRAP Pulmonary Rehabilitation form. The top navigation bar includes 'Home', 'Patients', 'Charts', 'Reports', 'Exports', 'Imports', 'Downloads', and 'Support'. The user is logged in as 'General Hospital'. The form title is 'V3 Patient record: (unsaved record) - DRAFT record - 16 questions remaining (6% complete)'. The current step is '2. Referral'. The form contains several questions, with annotations pointing to help icons and navigation buttons.

**Annotations:**

- A red circle highlights the 'Save' and 'Cancel' buttons in the top right corner.
- A red circle highlights the 'i' icon next to question 2.1, with a callout box stating: "Help notes are available by clicking on the 'i' icon next to the question."
- A red circle highlights the italicized help text for question 2.3, with a callout box stating: "Help notes are available under each question in italics."
- Red arrows point from the callout boxes to the '<Prev' and 'Next>' buttons at the bottom of the page.

Navigate through questions using tabs at the top of the page, or the **'Next'** and **'Prev'** buttons on the bottom of the page.



## Colour key used on each patient record

[Back to contents](#)

The web tool uses a colour key to highlight where areas of the patient record need to re-checked, amended, or skipped based on the answers inputted.

The screenshot shows the NRAP web tool interface. On the left is a sidebar with navigation options: 'New patient record', 'New patient', 'Patient lists', 'Draft records', 'Complete records', 'All records', 'Deleted records', 'Organisational audits', and 'CYPA 2021'. The main content area is titled 'V3 Patient record: (unsaved record) - DRAFT record - 16 questions remaining (6% complete)'. Below the title is a warning: 'This dataset is only for patients assessed from 1 April 2023. If the patient was assessed on or after 1 April 2023, complete this record. If the patient was assessed earlier, enter the patient using a 'v2' record.' A horizontal tab bar contains 'Inclusion', '1. Patient', '2. Referral', 'Clinical', '4. Assessments', '5. Programme', '6. Discharge', '7. Discharge tests', and 'Custom'. The '2. Referral' tab is highlighted in orange. Below the tabs, question 2.1 'Date of receipt of referral?' is shown with a date input field and a 'Not known' checkbox. A warning box on the right of the input field says 'This is a required field, please enter a value.' Question 2.2 'Where was the patient referred from?' has radio button options: 'Primary/Community - stable COPD', 'Secondary Care - stable COPD', 'Primary/Community - post treatment for AECOPD', 'Secondary Care - post admission for AECOPD', and 'Self-referral'. Question 2.3 'Date of initial Pulmonary Rehabilitation (PR) assessment appointment?' has a date input field. A red arrow points from the warning box to a text box below.

A tab will be highlighted orange and a warning box will appear if you attempt save a record **without providing an answer for a question**. Please remember that all audit questions are **mandatory** and require an answer to ensure a record is saved as complete.

The screenshot shows question 4.2 'Did you also record the endurance shuttle walk test (ESWT)?'. It has radio button options for 'Yes' and 'No', with 'No' selected. Below the question is a sub-question 'a) If 'Yes', what was the value in seconds?' with a text input field. The sub-question and its input field are greyed out. A red arrow points from the greyed-out area to a text box below.

If a question is greyed out, on the basis of a response to a related question, then **no answer is required** and you should move onto the next question.



[Back to contents](#)

Draft records  
Complete records  
All records  
Deleted records  
Organisational audits  
CYPA 2021

Inclusion 1. Patient **2. Referral** 3. Clinical 4. Assessments 5. Programme 6. Discharge 7. Discharge tests Custom

### 2. Programme referral

2.1 Date of receipt of referral?  10  
*If this is not known please leave the date box blank and select 'Not known'.*  
*dd / mm / yyyy*  
 Not known  
**This is a required field, please enter a value.**

2.2 Where was the patient referred from?  Primary/Community - stable COPD  
 Secondary Care - stable COPD  
 Primary/Community - post treatment for AECOPD  
 Secondary Care - post admission for AECOPD  
 Self-referral  
**This is a required field, please enter a value.**

2.3 Date of initial Pulmonary Rehabilitation (PR) assessment appointment?  10  
*dd / mm / yyyy*  
*Please enter the first date the patient was assessed with the view of enrolling them onto a PR programme. Does not include telephone contact to book assessment. Does not include date offered, if patient DNAs or rearranges assessment.*  
**This is an essential field, please enter a value.**

<Prev Next

If you enter a result for a question that does not comply with the validation rules or you have missed an essential field, a message will appear in red stating the validation rule and the question will be highlighted in red.



## Creating new users

[Back to contents](#)

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Home Patients Charts Reports Exports Imports Downloads **Support** / General Hospital (YYY) Logout

**Support and Advice Help Desk**

If you need help using the audit system or wish to discuss any aspect of its operation, please contact:

**RCP Clinical and technical support help desk**

Email: [rulmrehab@rcp.ac.uk](mailto:rulmrehab@rcp.ac.uk)

Phone: 020 3075 1526 - 9am-5pm, Monday to Friday

Website: [www.rcp.ac.uk/nacap](http://www.rcp.ac.uk/nacap)

Support menu items: New user, Password reset, System status, Change history, Browser requirements, Custom field options, Create new field, Your fields, Help, More Information, RCP NRAP website

Click on 'Support' from the home page, and once the page loads click on 'New user'.

Royal College of Physicians | National respiratory audit programme (NRAP) | Pulmonary Rehabilitation

Home Patients Charts Reports Exports Imports Downloads Support / General Hospital (YYY) Logout

**Create a new user**

Users already registered are able to create a new account request for a colleague. Please note unregistered users cannot request an account for themselves.

To create and submit a new user request please click the link below.

**Create User / Account Manager**

**Approval**

Each hospital will have an allocated 'Lead clinician' who has the ability to approve access for new users. Where a 'Lead clinician' is not allocated, a nominated deputy can be granted approval rights, or in the last instance the RCP may grant approval. Note: Approval should only be granted upon verification of the users identity and legal entitlement to access the data, according to NHS guidelines and other applicable local policies and requirements.

**Suspending Users**

Any registered user may request to suspend access for a colleagues account.

**Contact support**

For help registering users, requesting approval or suspending accounts please contact the RCP audit team.

Click here and follow all instructions to complete registration.

- Please note – it is the responsibility of the clinical lead to ensure that **only** individuals with the **right to see confidential patient information** should have access to the web tool!



## Resetting your password

[Back to contents](#)

The screenshot shows the NRAP Pulmonary Rehabilitation interface. The top navigation bar includes 'Home', 'Patients', 'Charts', 'Reports', 'Exports', 'Imports', 'Downloads', 'Support', and 'Logout'. The 'Support' menu is circled in red. Below the navigation bar, the 'Support' section is visible, with 'Password reset' circled in red. A callout box points to the 'Support' menu with the text: "Click on 'Support' within the home page, and then click on 'Password reset'. Follow all instructions to change password."

## Exporting your local data

[Back to contents](#)

The screenshot shows the NRAP Pulmonary Rehabilitation interface. The top navigation bar includes 'Home', 'Patients', 'Charts', 'Reports', 'Exports', 'Imports', 'Downloads', 'Support', and 'Logout'. The 'Exports' menu is circled in red. Below the navigation bar, the 'Exports' section is visible, with 'Recent exports' circled in red. A callout box points to the 'Exports' menu with the text: "Click on 'Exports' to be taken to the exports page." Another callout box points to the 'Recent exports' option with the text: "Click on 'Recent exports' to view up to the last 20 exports." A third callout box points to the 'Export' button with the text: "When you are ready, click on the 'Export' button." A fourth callout box points to the 'Select by date' checkbox with the text: "Select records by assessment date: tick this to view data from a given time period, based on patient assessment date."



[Back to contents](#)

The screenshot shows the 'Export data' interface. On the left is a sidebar with 'Exports', 'New Export', 'Recent exports', and 'Help'. The main area has tabs for 'Export', 'Options', and 'Notes'. The 'Export' tab is active, showing details for a dataset: 'Dataset v2 (PR Assessments from April 2021)', 'Records 2', 'Completed records only', 'Select by date Initially assessed other (from: 01/09/2022 to: 31/03/2023)', and 'Exported 14/06/2023 10:54 by: Rachael Andrews/YYYY/NCASP'. Below this is a 'Completed' section with a message: 'Click the file below to open or download the export file.' A file card is shown with the title 'Export Data - 2 records', the filename 'NACAP-PR-YYY-20230614-105350-GZFX.csv', 'File size: 1.5 Kb', and 'Runtime: 00:00:00'. A red circle highlights the file card, and a red arrow points from it to a callout box.

Your export will appear here, click to open the file. This should open in Excel if you have this installed on your machine.

## Importing your local data

[Back to contents](#)

- A general 'Import Guide' covers how to submit your data using the import function.
- The 'Importing technical guidance' document explains in detail the process involved to import your data.
- These documents are available from the [Import](#) tab of the webtool together with import dataset specifications and Import Labels (.csv files).
- These documents are accessible to logged-in webtool users only.