

SUPPLEMENTARY FILE – CENSUS QUESTIONS**April 2019 JAG services census****Service profile**

Organisation	Pre populated read only
Number of sites in the organisation	Dropdown box (1-50)
Site(s)	Pre-populated read only – list sites in service – contact us if incorrect
Catchment population served by service	Drop-down in 50,000 increments + n/a Not applicable for the independent sector
Is this a linked service return?	
If yes please verify names of linked sites	
Do you run a common waiting list across all sites in the linked service?	
Do you have the same core staff across all sites? Are the clinical lead, nurse lead and management lead for the sites the same person?	
Are all policies, procedures and audits common across all sites within the GI endoscopy service?	

Section 1: Activity

How many procedure rooms are there in your service?	Numerical (1- 30)
In the month of March 2019, how many endoscopy lists were delivered at your service? Please include BCSP and activity undertaken outside of endoscopy e.g. transnasal endoscopy clinics/theatre endoscopy. Please exclude insourced or outsourced activity, and any waiting list initiatives (WLI).	Numerical (1- 500)
In the month of March 2019, how many additional endoscopy lists were delivered at your service? <ul style="list-style-type: none"> • Insourced • Standard activity during weekend by own team • WLI paid activity by own team Please only include insourced activity or waiting lists initiatives (WLI)	Numerical (1- 250) for each category Definitions: Insourcing: commissioned service from an independent provider to operate contracted endoscopy lists on site Outsourcing: commissioned service from an independent provider to operate contracted endoscopy lists off site (at the independent provider's premises) Standard activity: 7 day working, ie. Normal team at the weekend as part of the working week. This may be planned outpatient work and/or inpatient emergencies.
From 1 January to 31 December 2018, did your service 'outsource' any activity to an external provider?	Yes/No
If yes, is this: <ul style="list-style-type: none"> • An ongoing contract for regular activity? • A contract to reduce long waits? • An ad-hoc arrangement? 	Yes/No Yes/No Yes/No
If yes, on average how many lists per month were outsourced?	(1 – 250) Don't know
From 1 January to 31 December 2018, did your service commission an external provider to provide additional procedures in your own facilities ('insourcing')?	Yes/No
If yes, is this:	

<ul style="list-style-type: none">• An ongoing contract for regular activity?• A contract to reduce long waits?• An ad-hoc arrangement?	Yes/No Yes/No Yes/No
If yes, on average how many lists per month were insured?	(1 – 250) Don't know

Please provide numbers to record your endoscopy activity for the calendar year of 2018. Include all activity completed including in theatres and out of hours, except outsourced procedures.	
Upper GI (including therapeutic procedures)	Numerical (1 – 30,000), NA or don't know
Colonoscopy – standard	Numerical (1 – 30,000), NA or don't know
Flexible sigmoidoscopy – standard	Numerical (1 – 30,000), NA or don't know
Colonoscopy – bowel cancer screening	Numerical (1 – 30,000), NA or don't know
Flexible sigmoidoscopy – bowel cancer screening	Numerical (1 – 30,000), NA or don't know
Trans nasal endoscopy (TNE)	Numerical (1 – 30,000), NA or don't know
Capsule endoscopy	Numerical (1 – 30,000), NA or don't know
Enteroscopy (including single or double balloon)	Numerical (1 – 30,000), NA or don't know
ERCP	Numerical (1 – 30,000), NA or don't know
EUS	Numerical (1 – 30,000), NA or don't know
Total number of GI procedures	Calculated from above (ideally – check with Weblogik)
Number of GI endoscopies for patient <16 yo	Numerical (1 – 30,000), NA or don't know
Other non-GI procedures performed within the endoscopy service facilities eg bronchoscopy, colposcopy or cystoscopy	Numerical (1 – 30,000), NA or don't know

Considering the use of endoscopy to support patient flow:	
During 2018, was any area at any site within your service used to support flow in the emergency department? For example, as a temporary escalation area for patients pending discharge home or awaiting a bed	<ul style="list-style-type: none"> • Yes • No • We do not have an emergency dept
If yes, on approximately how many days has this happened?	Numerical (0 – 365) or NA
If yes, how many of these occasions were in response to a major internal or external trust incident?	Numerical (0 – 365) or NA

Section 2: Workforce

Please provide the number of endoscopists per grade. Please include medical, nurse and clinical endoscopists.		
Grade	Total number of individuals	Total annual planned sessions in endoscopy in 2018 Definition: a session is typically one endoscopy list, half a day/four hours
Consultant gastroenterologists	Number (1-50)	Number (1-1000)
Consultant colorectal surgeons	Number (1-50)	Number (1-1000)
Consultant upper GI or HPB surgeon	Number (1-50)	Number (1-1000)
Other consultants (e.g. radiologist)	Number (1-50)	Number (1-1000)
Nurse endoscopists	Number (1-50)	Number (1-1000)
Other non-medical endoscopists and clinical endoscopists	Number (1-50)	Number (1-1000)
Primary care endoscopists	Number (1-50)	Number (1-1000)
Non-consultant grade medical endoscopists	Number (1-50)	Number (1-1000)
	Service lists (per week)	Training lists (per week) Definition: A dedicated training list is defined as a list where a trainee in an aspect of endoscopy is accompanied in the room by a more experienced endoscopist who provides guidance and feedback. Typically the number of procedures is reduced on the list.
Gastroenterology SpR trainees	Number (1-50)	Number (1-1000)
Surgical SpR trainees	Number (1-50)	Number (1-1000)
Other medical trainees (eg. radiology, research fellows, non-consultant trainees)	Number (1-50)	Number (1-1000)
Non-medical trainees inc. trainee nurse endoscopists	Number (1-50)	Number (1-1000)

Please provide the whole time equivalent (WTE) for each band of nursing staff and allied health care professionals working at your service. Where individuals work a portion of their time outside of endoscopy, please only include their time that is dedicated to the endoscopy service

Each band is defined as:

- Band 8 – nurse lead over large service/ multiple sites
- Band 7 – nurse lead/senior sister/charge nurse
- Band 6 – senior nurse/odp/ nurse lead/ sister
- Band 5 – registered nurses, operating department practitioners
- Band 4 – assistant practitioners, senior health care assistants with expanded roles
- Band 2-3 – decontamination staff, health care assistants

Please do not include clinical endoscopists (CEs, also known as NMEs) or clinical nurse specialists unless they have a dual role.

Band	Total WTE currently employed	WTE vacancies
8 a-d	Numbers to one decimal place (0 – 50)	Numbers to one decimal place (0 – 50)
7	Numbers to one decimal place (0 – 50)	Numbers to one decimal place (0 – 50)
6	Numbers to one decimal place (0 – 50)	Numbers to one decimal place (0 – 50)
5	Numbers to one decimal place (0 – 50)	Numbers to one decimal place (0 – 50)
4	Numbers to one decimal place (0 – 50)	Numbers to one decimal place (0 – 50)
3	Numbers to one decimal place (0 – 50)	Numbers to one decimal place (0 – 50)
2	Numbers to one decimal place (0 – 50)	Numbers to one decimal place (0 – 50)

Please provide percentages of absence through sickness for each band of nursing staff and allied health care professionals working at your service for the month from 1 to 31 March 2019. This might be based on days lost as a percentage.

Each band is defined as:

- Band 8 – nurse lead over large service/ multiple sites.
- Band 7 – nurse lead/sister
- Band 6 – senior nurse/odp/ nurse lead/ sister
- Band 5 – registered nurses, operating department practitioners.
- Band 4 – assistant practitioners, senior health care assistants with expanded roles.
- Band 2-3 – decontamination staff, health care assistants

Please do not include clinical endoscopists (CEs, also known as NMEs) or clinical nurse specialists unless they have a dual role.

Band	Percentage absence through sickness
8 a-d	
7	
6	
5	
4	
3	
2	

Please provide the whole time equivalent (WTE) for each band of administration and clerical staff who support core endoscopy work for the service ie waiting list management, booking and scheduling, backfilling and capacity planning, notes preparation etc. It is appreciated that there are different admin operation models and we are trying to establish the amount of funded time allocated for the service; Where individuals work a portion of their time outside of endoscopy, please only include their time that is dedicated to the endoscopy service.

Each band is defined as:

- Band 6 – senior administrator/manager
- Band 5 – administrator/supervisor
- Band 4 – admin team leader
- Band 3 – admin booker scheduler
- Band 2 – admin support/ receptionist

Band	Total WTE currently employed	WTE vacancies
8a-d	Numbers to one decimal place (0 – 50)	Numbers to one decimal place (0 – 50)
7	Numbers to one decimal place (0 – 50)	Numbers to one decimal place (0 – 50)
6	Numbers to one decimal place (0 – 50)	Numbers to one decimal place (0 – 50)
5	Numbers to one decimal place (0 – 50)	Numbers to one decimal place (0 – 50)
4	Numbers to one decimal place (0 – 50)	Numbers to one decimal place (0 – 50)
3	Numbers to one decimal place (0 – 50)	Numbers to one decimal place (0 – 50)
2	Numbers to one decimal place (0 – 50)	Numbers to one decimal place (0 – 50)

Section 3: Waiting times

<p>From January – March 2019, has your service met the relevant national waiting times and JAG criteria targets for the following categories?</p> <ul style="list-style-type: none"> • Urgent cancer waits • Routine waits • Surveillance waits <p>Please do not consider the JAG breach tolerance of 2% when answering this question. The national waiting times and JAG targets (non-cancer urgent and surveillance) are:</p> <ul style="list-style-type: none"> • England and Scotland: two weeks for cancer and six weeks for routine procedures; surveillance procedures are no more than six weeks beyond the planned date. • Wales: two weeks for cancer and eight weeks for routine procedures; surveillance procedures are no more than eight weeks beyond the planned date. • Northern Ireland: two weeks for cancer and nine weeks for routine procedures; surveillance procedures are no more than nine weeks beyond the planned date. 	<p>Select one for each category:</p> <ul style="list-style-type: none"> • Yes – have met target • No – have not met target • Not applicable • Don't know
<p>Where your service has had problems with meeting waiting times, which of the following have been the reason:</p>	<p>Select multiple:</p> <ul style="list-style-type: none"> • Endoscopist capacity • Endoscopist recruitment • Endoscopist job planning • Nursing capacity • Nursing recruitment • Nursing skill mix • Admin capacity • Admin recruitment • Physical capacity • Unplanned demand • Lack of approved business plan or capacity plan • Decontamination issues • Availability of General Anaesthetics lists • Other (free text option):

Does your service have an agreed business/capacity plan to meet demand?	<p>Select one</p> <ul style="list-style-type: none"> • No • Yes – plan for 1yr • Yes – plan for 3yrs • Yes – plan for 5yrs or more
<p>Does your service routinely collect data for:</p> <ul style="list-style-type: none"> • Demand and capacity • Utilisation of lists • Utilisation of points 	<p>Select one per category</p> <ul style="list-style-type: none"> • Yes – per service • Yes – per individual endoscopist (only applies to utilisation of lists and points) • No
<p>In March 2019 what was your DNA rate for GI endoscopy procedures?</p> <ul style="list-style-type: none"> • Standard lists • Bowel cancer screening lists <p>In the UK, DNA is an abbreviation for a patient who "did not attend" on the day of their appointment and did not notify the service.</p>	<ul style="list-style-type: none"> • Percentage up to 2 decimal places (0 - 20) • Don't know
<p>In March 2019 what number of GI endoscopy procedures were cancelled?</p> <ul style="list-style-type: none"> • Standard lists • Bowel cancer screening lists <p>In the UK NHS data dictionary cancellations are defined as the procedure or operation being cancelled at short notice for non-clinical reasons.</p>	<ul style="list-style-type: none"> • Percentage up to 2 decimal places (0 - 20) • We do not undertake bowel cancer screening • Don't know
<p>What number of OGDs are typically booked on a service list?</p> <p>When answering this question, please consider a list length of 4 hours.</p>	<ul style="list-style-type: none"> • Numbers to 1000 • Don't know
<p>What number of colonoscopies are typically booked on a service list?</p>	<ul style="list-style-type: none"> • Numbers to 1000 • We do not undertake bowel cancer screening • Don't know
<p>What number of OGDs are typically booked on a training list?</p> <p>When answering this question, please consider a list length of 4 hours. A training list is defined as a</p>	<ul style="list-style-type: none"> • Numerical (1-20) • We do not undertake training lists • Don't know

list where a trainee in an aspect of endoscopy is accompanied in the room by a more experienced endoscopist who provides guidance and feedback.	
What number of colonoscopies are typically booked on a training list?	<ul style="list-style-type: none">• Numerical (1-20)• We do not undertake training lists• Don't know