

Instructions

Welcome to the National Maternity and Perinatal Audit organisational survey! The survey aims to provide an overview of the organisation of maternity and perinatal care by NHS maternity services in all settings across England, Wales and Scotland, covering midwife-led and consultant-led maternity units, neonatal units, community midwifery and homebirths. Its findings will give an insight into service provision and will provide context to the NMPA clinical audit. The survey report will be published in summer 2017. More information can be found on the NMPA website (www.maternityaudit.org.uk).

It is strongly recommended to complete this survey on a desktop or laptop computer, not on a mobile phone or tablet.

Please complete and submit all survey sections by Friday 17 February 2017

Survey sections

To facilitate completion of the survey, it has been divided into sections with a suggested respondent likely to be best placed to complete it. One person may have several sections to complete.

The NMPA organisational survey consists of the following sections:

- **A general Trust/Board level section** about the maternity services; there will be **one** of these to complete for the Trust/Board
- **Site-specific sections** for each of the separate sites where intrapartum care is provided; these have been subdivided so that they can be easily accessed and completed by the people likely to be best placed to answer the specific questions in each section. The suggested respondents (midwifery, obstetric or neonatal lead) are listed along with the sections on the overview page (the first page after logging in)

Links to all sections relevant to your maternity services are provided on the survey overview page. A status indicator shows if a section has been started or completed. Once a section has been submitted it is no longer accessible. **The sections can be started and completed in any order and can be saved at any point for yourself or a colleague to resume.**

The links on the overview page should cover **all individual sites** at which you provide intrapartum care (obstetric and/or midwife-led), and any neonatal units. If there is a site missing or incorrect, please contact us as soon as possible via nmpa@rcog.org.uk

Respondents and log in

The Head/Director of Midwifery of your Trust/Board who was sent the Trust/Board log in details will normally be the lead survey respondent. The lead survey respondent is responsible for ensuring that all sections of the organisational survey are completed on behalf of the Trust/Board for all sites which provide intrapartum care within the Trust/Board. We would be very grateful if the lead respondent could ensure the entire survey is completed and submitted by **Friday 17 February 2017**.



The lead respondent may wish to involve colleagues such as obstetric and neonatal lead clinicians in the completion of some sections of the survey as suggested on the overview page, but this decision is up to you.

The survey link and log in details can be shared with colleagues to complete relevant sections.

A PDF version of the survey and the instructions can be downloaded from the NMPA website to give an overview of the information asked (from www.maternityaudit.org.uk/Resources) but the survey can be completed online only. You can also find frequently asked questions on the website (www.maternityaudit.org.uk/ResourcesOrganiseSurveyFAQs).

Navigation and saving

Please use the **survey Back button** where visible at the bottom of each page if you need to; **do not use the Back button of your browser**, as this may lose your responses. Clicking '**Next**' will automatically save your answers; clicking '**Save**' will save your answers and log you out.

Hovering over this icon  will provide clarification and over this icon  the rationale for a question.

Your answers are automatically saved when you click 'Next'. Clicking 'Save' saves a partially completed page and takes you back to the log in page but does not submit the questionnaire. Please do not click 'Submit' until a questionnaire is fully completed. Once submitted, the questionnaire will show as 'completed' on the overview page and will no longer be accessible so please ensure all relevant questions have been answered before submitting.

Completing the questions

All questions are mandatory (except free text and 'other' boxes) but you can save your answers and come back to a section later. Most mandatory questions have **red** question numbers. A few questions for which information may not be immediately to hand are not mandatory until the point of submission so that you are not prevented from progressing through the section. These 'delayed mandatory' questions have been grouped towards the end of the relevant sections and have **blue** question numbers.

Depending on the set up of your Trust/Board and of individual sites, there are a maximum of 25 questions in the Trust/Board general section and a maximum of between 7 and 21 questions in the different sections about each site. Each section will take about 5 minutes or less to complete if the required information is at hand. To facilitate gathering this information, a PDF version of the survey is available on the NMPA website as well. Please note this contains ALL questions for all sections; the online survey is tailored to your Trust/Board so not all questions will be asked.

Please enter responses about the maternity service as of the 1st of January 2017 unless requested otherwise for specific questions. If there have been major organisational changes in the past 3 years, please indicate this in the comments boxes at the end of each survey section. Here you can also elaborate on anything you feel was not captured adequately by the answer options available or any other relevant information. If staffing is shared between units, this can be indicated in the relevant questions with a further comment in the comments section if necessary.

Contact

When referring to a specific question in your comments or when contacting us for help, please include the question number. You may notice that the questions are not always numbered consecutively; this is because some questions may be skipped based on your answers or pre-loaded information.

If you experience any difficulties completing the survey or have other questions, please contact us via nmpa@rcog.org.uk (email is usually the fastest method) or by telephone on 020 7772 6206.

Thank you very much for your help with the National Maternity and Perinatal Audit organisational survey!