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	Prog. Director	<i>Ken Lunn</i>		
	Owner	<i>Lynn Bracewell</i>	Version	<i>2.0</i>
	Author	<i>Ruth Toner</i>		
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Submission Guidelines for enhancements to OPCS-4

Amendment History:

Version	Date	Amendment History
0.1	20/09/2007	First draft for comment. Includes formatting, sub-editing and template placement.
0.2	21/09/2007	Second draft for comment
1.1	20/02/2009	Replaced deadline date for requests with reference
2.0	19/11/2009	Removal of references to Chemotherapy regimens because the DH will be launching a collection service

Forecast Changes:

Anticipated Change	When

Reviewers:

This document must be reviewed by the following. Indicate any delegation for sign off.

Name	Signature	Title / Responsibility	Date	Version
Lynn Bracewell		NHS Classifications Service		
Ruth Toner		Development & QA Mgr		

Approvals:

This document requires the following approvals:

Name	Signature	Title / Responsibility	Date	Version
Lynn Bracewell		NHS Classifications Service		

Distribution:

All stakeholders

Document Status:

This is a controlled document.

This document version is only valid at the time it is retrieved from controlled filestore, after which a new approved version will replace it.

On receipt of a new issue, please destroy all previous issues (unless a specified earlier issue is baselined for use throughout the programme).

Related Documents:

These documents will provide additional information.

Ref no	Doc Reference Number	Title	Version
1		OPCS-4 Requests Portal User Guide	
2		OPCS-4 Requests Portal User Guide Q&A	
3			

Glossary of Terms:

List any new terms created in this document.

Term	Acronym	Definition
OPCS		Office of Population Census and Surveys

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Purpose of this Submission Guidelines document

The purpose of this document is to give guidelines for stakeholders to submit requests for change in the correct manner to be considered as part of the OPCS-4 classification annual review by the NHS Classifications Service.

The guidance below sets out the OPCS-4 editorial policy. It explains the different types of requests, the information required from you to make a successful submission, and how to follow the progress of your request.

The principles of the OPCS-4 editorial policy are set out in this document to give guidance to you in making any requests for change. Please be advised that all requests are considered within these perimeters to maintain the integrity of the classification and associated data standards.

Requests for change can be submitted online via the OPCS-4 Requests Portal. www.connectingforhealth.nhs.uk/opcs4requestsportal

Introduction

The OPCS-4 Requests Portal allows requests for change for interventions and procedures to be submitted from the NHS and other interested stakeholders all year round directly to the authors of the classification - the NHS Classifications Service. The portal includes a tracking facility so the status of requests can be followed:

OPCS-4 classification is reviewed annually by the NHS Classifications Service of NHS Connecting for Health to ensure it continues to reflect current clinical practice in the NHS. Every review improves the accuracy of NHS coded clinical detail, the quality of NHS coded data and supports the needs of all NHS users to improve planning and delivery of patient care.

Amends are made within the scope of the classification's editorial principles to further improve;

- the classification's ability to record coded clinical detail,
- the quality of NHS clinical coded data and;
- support the needs of all users - such as local planning of patient care and the Governments reform of NHS funding, Payment by Results (PbR).

The recommendations from the annual review are ratified by the OPCS-4 Editorial Board.

Please refer to the OPCS-4 Requests Portal User Guide for more detailed explanation on using the portal.

Background

A statistical classification of surgical operations was introduced in the UK in 1944. Over subsequent decades it was periodically revised, culminating in the introduction of the OPCS-4.2 classification, which was fully implemented across the NHS in 1990. This has formed the basis for the recording of clinical procedures since, but no significant changes had been made to the classification. As a result it has not kept pace with changing clinical practice or the new clinical interventions that have been developed since its original release until the enhancement to create OPCS-4.3 released in April 2006.

It was recognised that there has been a longstanding requirement to update or replace the OPCS classification to reflect current clinical practice and to better meet the needs of the user. It also supports the requirements of the Financial Reforms programme of Payments by Results (PbR) which requires revised HRGs, which in turn rely on an up-to-date intervention classification.

OPCS-4 is reviewed annually to ensure that it continues to reflect current clinical practice and updates are made within the scope of the classification. This will improve the ability to record coded clinical detail; the quality of NHS coded data and support the needs of local and central users ultimately improving the delivery of patient care.

The NHS Classifications Service

The NHS Classifications Service (NCS) of NHS Connecting for Health is responsible for the development and maintenance of the OPCS Classification of Interventions and Procedures, Version 4.

The NCS is the definitive source of clinical coding guidance and determine the national standards to be followed by all members of the NHS coding and clinical classifications community. We also provide national guidelines on training, distribution and licensing of the clinical classifications in use in the NHS.

The Submission Process

Submission Categories

There are three submission categories and you will need to identify which category your proposal fits into.

Minor change

Includes:

- Need to correct a typographical, punctuation error in the OPCS-4 Tabular and/or OPCS-4 Alphabetical Index
- Need to create, delete or correct an OPCS-4 Alphabetical Index entry.

Major change

Includes:

- Need to identify a new procedure / intervention.
- Need to reflect a change in clinical knowledge or practice.
- Need to reflect a change in clinical terminology.
- Need for change in rules, guidelines or conventions.
- Need to improve clarity or reduce ambiguity in the tabular list.
- Need for greater or less specificity.

Editorial Rules for producing OPCS-4.5

The editorial rules currently in place for producing OPCS-4 updates remain until further notice. Future editorial rules will be determined by the OPCS-4 Editorial Board under the direction of the NHS Classifications Service.

The current editorial policy regarding annual enhancements excludes the following actions:

- Deletion of a code
- Retirement of a code
- Re-use of a code.

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- Change of meaning of a code.

What to consider when preparing a submission

When developing a submission, you must consider the following points – please refer to the appendices for full requirement.

- a) What actions are performed that are part and parcel of the intervention/procedure?
- b) Is your submission due to a specific need for information in a unique situation?
- c) Do you have evidence this is part of mainstream NHS activity?
- d) Does your submitted enhancement require definition to ensure correct usage?
- e) Does your submitted enhancement apply to any specific setting?
- f) Is the problem experienced with the classification a result of existing data collection methods?

Appendices 1 and 2 lists all the questions that require consideration and completion for minor and major change requests.

Tip: Use templates at appendices to collate research in readiness for making online submission via the OPCS-4 Requests Portal.

Structured details

Where appropriate include some structured details of the clinical intervention to support your request. Some examples are attached:

Anatomy: e.g. external auditory canal
Action performed: e.g. excision, biopsy, drainage
Extent: e.g. total, partial, radical
Priority: e.g. emergency, urgent, routine
Revision status: e.g. primary, revision
Approach: e.g. open, endoscopic a

Pathology: i.e. diagnosis/indication

Supporting documentation

Please provide any references used in support of your submission. Examples of these are web page addresses (URL) from the internet or references to articles, making sure you cite the author, title, journal, text, volume, page and years, as necessary. If the supporting references you provide are incomplete, your submission will be returned with a request for more information to be supplied.

What will happen with your submission?

Your submission will be evaluated by OPCS-4 Review Team for comprehensiveness and compliance with criteria. Requests may be reviewed by the OPCS-4 Editorial Board and other specialist groups where appropriate. If your submission meets the criteria it will be incorporated into the next scheduled enhancement of OPCS-4.

How to follow the progress of your submission

You can review the progress of your submission by accessing the OPCS-4 Requests Portal and following the instructions within the OPCS-4 Requests Portal User Guide available for download from the portal:

www.connectingforhealth.nhs.uk/opcs4requestportal

Deadline for submissions

The deadline for receipt of enhancement requests to be included into the next release of OPCS-4 is available on the Portal – New Request form.

NB: Requests received after this deadline will be carried forward for consideration in future revisions.

For more information

Please contact us with your questions via the National Clinical Classifications Helpdesk

- Email: datastandards@nhs.net

<http://www.connectingforhealth.nhs.uk/interventionclassification>

Appendix 1 Major request

Please supply the following information:

1. Summary
Please provide a brief description of the actual change requested.
2. Please specify why the request for change is required i.e. business justification/case for change Submit any supporting documentation to **opcssubmissions@nhs.net**. Please quote the request unique identifier number (UID) when supplying any documentation via email. This number would have been issued when making your submission via the portal.
3. If the request is for a new intervention or procedure, or a change in clinical practice, please provide structured details of the intervention as part of the submission.
4. Please describe the intervention/operation fully as specified in the submission guidance e.g. Anatomy, action performed, extent, priority, revision status, approach and pathology. See information on Structured Details above.
5. What other actions are performed that are part and parcel of this intervention/procedure?
6. Is the request due to a need for information specific only to a unique situation? Please clarify.
7. Do you have evidence this request is part of mainstream NHS activity?
8. Does this request for an update require understanding of a definition to ensure correct usage? If yes, please provide details of the definition and evidence of source.

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9. Does this request for update apply to any specific setting? If yes, please provide further information on this.

 10. Is the request based on a problem experienced with the classification or as a result of data collection methods? Please clarify

 11. Please provide any other references used such as internet addresses URL or references to copies of articles and cite the author, title, journal, text, volume, page and year as necessary.
Submissions lacking supporting evidence may not be accepted and progressed to the next stage

Appendix 2 Minor Request

Please supply the following information:

1. Summary

Please provide a brief description of the actual change requested

2. Detail

Such as page number reference, indication of error, suggested alternative etc.