

Statistics at NHSBSA
**Prescribing Costs in Hospitals and the
Community – England.**

User Engagement Strategy

Document Release Note

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About this document

This is the NHS Business Services Authority's (NHSBSA) policy and procedure on user engagement in relation to the production of the Prescribing Costs in Hospitals and the Community - England publications, in this document referred to as PCHC.

This document will be reviewed and refreshed annually to ensure that it remains current and relevant. Additional updates will be made following significant developments of relevance to the PCHC statistics, including following public consultations, amendments to relevant internal and external guidance, or regulations.

Information in this document has been organised as follows:

Chapters:

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Section 1: Introduction

In line with the United Kingdom Statistics Authority (UKSA) Code of Practice for Statistics the NHSBSA strives to provide accurate, timely, relevant and easily accessible statistics to all our users. The statistical publications we release will be of high quality, worthy of trust, and of value to support understanding of the important issues.

We recognise the importance of engaging with our customers/users to ensure that our statistical publications meet their needs. Our customer service commitment and customer engagement procedures for all our Statistics publications are set out in the Statistics at NHSBSA Customer Service and User Engagement Policy.

This document details our engagement strategy for publication of the Prescribing Costs in Hospitals and the Community (PCHC) in England Statistical publications.

PCHC is an annual publication. The annual release has previously been published in November each year, which will cover up to the preceding financial year. This may be subject to change in future releases. As of the publication in 2021, this is now being published by the NHSBSA and uses data available from April 2016 onwards. To provide consistency in this publication, PCHC now looks at a smaller timescale rather than the previously published timescale of financial year 2014/15 onwards. This is due to a change in the data source for secondary care data from IQVIA to the RX-Info Define database. As data is continuously added to the RX-Info Define database and the NHSBSA Data Warehouse, this timescale will be expanded upon each year until a full 10-year timescale is available.

Section 2: Our Customers

Our Statistics at the NHSBSA Customer Service and User Engagement policy identifies broad customer/user groups of our statistics. The PCHC statistical publication specifically relates to individuals in the following groups:

- Ministers and officials in Government departments including the Department for Health and Social Care (DHSC), and NHS England & Improvement
- Policy advisors for Primary Care and Secondary Care
- Analysts in Government Departments and Arm's-Length Bodies
- Primary Care and Community Pharmacy Commissioners
- Commissioning Support Units (CSUs)
- The media and external commentators
- Academics and Applied researchers in the fields of health and social care research including pharmacy and pharmaceuticals
- The pharmaceutical industry including business analysts and strategists in manufacturing and sales
- Businesses offering data analytics and business intelligence solutions for the healthcare and pharmaceutical sectors
- Non-profit organisations providing data analytics and business intelligence solutions for the healthcare sector and the public
- Members of the public.

We recognise that this list is neither exhaustive nor fixed and that there are potential users of the PCHC statistics not captured here. As part of our customer engagement activities we will continue to develop our understanding of who our customers/users and potential customers/users of the PCHC statistics are and the customers/users of NHSBSA statistics more widely. We will also seek to enhance our understanding of how customers/users use the PCHC statistics so that we can ensure the publication continues to meet their needs.

Given the diverse nature of our customer base we recognise that it will include several distinct customer types each with their own goals, behaviours and motivators. Just as we build our statistics products to ensure they are responsive to different customer needs we also communicate and engage with our customers/users in a variety of ways. This helps us to ensure that all our customers/users can receive updates from us and share their views with us and thus that we meet our commitment to securing a breadth of interaction across the full spectrum of our customer base. The specific

mechanisms and communication channels are set out in the next section of this document.

Section 3: PCHC Customer Engagement Plan

Engaging with our Existing Customers

As detailed in our Customer Service and User Engagement policy we recognise that our customers/users will have different needs and we therefore use a range of methods to communicate and engage with them. In line with this, we use the following methods specifically:

- Communicate with external customers/users via our website and social media channels
- Customers/users can contact us by email and mail
- Meet regularly with internal customers/users
- Hold regular engagement sessions for the public, think tanks, professional associations and charities in the pharmaceutical and prescribing sector, and the media and commentators

Details of these methods and what we do in response to communications from users are provided below.

Regular communication with our external PCHC statistics customers/users will be via the NHSBSA website and social media channels. These communications will notify customers/users of the latest PCHC statistics releases, upcoming engagement events, public consultations and any other news.

PCHC statistics customers/users can contact the NHSBSA Statistics team at any time with questions or queries, to request support or just to let us know who they are and how they use the PCHC statistics. Contact can be made via:

- Email to the NHSBSA Statistics mailbox (nhsbsa.statistics@nhs.net)

- Postal Mail: Lead Official for Statistics, NHS Business Services Authority, Stella House, Goldcrest Way, Newburn Riverside, Newcastle upon Tyne, NE15 8NY
- Social Media Channels including twitter.

These contact details are available on the NHSBSA statistics webpage and are included in the Customer Service and User Engagement Policy document.

Alternatively, customers/users can contact the responsible statistician for the PCHC publication, these contact details can be found on the PCHC publication itself.

Communication channels (including email, mail, and social media) will be checked regularly (at least every 48 hours) and where appropriate an NHSBSA statistician will respond to customers/users on an individual basis.

We recognise that many customers/users may not come directly to the NHSBSA to access PCHC statistics but rather are presented with them via third parties such as the news media, charitable organisations and other commentators. For this reason, we invest time in engaging with these groups that disseminate statistics to wide audiences. We maintain a register of media contacts and commentators in the areas of statistics, prescribing, health and pharmaceuticals as well as key think tanks, professional associations and charities with interests in primary and secondary care and prescribing.

All feedback, queries and requests received will be documented and recorded in a secure manner¹. These records will be reviewed and consolidated periodically, at a minimum this will be done bi-annually prior to the bi-annual user groups taking place, so that any emergent themes or issues which would benefit from further exploration can be discussed during the user groups.

Members of the NHSBSA Statistics team will then meet to discuss the feedback received via both the user groups and other communication channels, and use it to guide any planned amendments or improvements to the PCHC statistics methodology, format of the publication and wider service provision.

¹ Individual records will be stored in line with internal data governance policies and General Data Protection Regulation

A summary of the feedback received, and subsequent actions taken or planned will be published on the NHSBSA website.

Feedback that includes information regarding who our customers/users are, what they use the PCHC statistics for and any user needs, or pain points will be used to help develop, update and maintain a customer map and a series of user profiles. These will be used as tools to help support and enhance business understanding of our customers/users.

Engaging New and Potential Customers

The mechanisms described above should ensure that existing, known customers/users are able to receive communication from, and reach out to, the NHSBSA Statistics team in a way and at a time that suits them. Additional activities will be conducted in order to continue to identify existing and potential customers/users of the PCHC statistics. These include:

- Review of FOIs, data requests and data analytics initiatives
- Google alerts
- Meetings with NHSBSA colleagues
- Meetings with colleagues in NHS organisations and DHSC

We will regularly review Freedom of Information (FOI) requests, chargeable and non-chargeable Data Requests and Data Analytics Initiatives to look for common trends and individuals making repeat requests in order to identify individuals who may be interested in the PCHC statistics. Where these individuals have provided consent for the NHSBSA to contact them we will then reach out to them to explore their needs and requirements and how these might be addressed by the PCHC publication or the wider NHSBSA statistics service.

Google alerts will be set up to facilitate monitoring of media publications relating to the PCHC statistics and prescribing data. This will allow us to identify commentators drawing on the PCHC statistics and/or writing about prescribing. Where contact details

are available, we will reach out to the individuals identified to explore their needs and requirements.

We will regularly collaborate with colleagues in the NHSBSA Insight directorate and Prescriptions Services teams to identify additional potential users that may emerge through their on-going work including User Research, Customer Insight and Stakeholder Engagement.

The knowledge gained from these activities will be used to update our customer/user map and personas.

Section 4: Contact Us

Feedback is important to us; we welcome any questions and comments relating to this document.

Please quote 'Prescribing Costs in Hospitals and the Community User Engagement Policy' in the subject title of any correspondence.

You can contact us by:

Email: nhsbsa.statistics@nhs.net

You can also write to us at:

NHSBSA - Statistics
NHS Business Services Authority
Stella House
Goldcrest Way
Newburn Riverside
Newcastle upon Tyne
NE15 8NY

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