

## WELSH INFORMATION STANDARDS BOARD

<b>DSC Notice:</b>	DSCN 2018 / 05
<b>Date of Issue:</b>	17 <sup>th</sup> July 2018

<b>Welsh Health Circular / Official Letter:</b>	<b>Subject:</b> Addressograph Labels Standard
<b>Sponsor:</b> Janet Davies, Head of Healthcare Quality, Health and Social Services Group, Welsh Government	
<b>Implementation Date:</b> Compliance must be achieved within 12 months of the Date of Issue.	

### DATA STANDARD CHANGE NOTICE

A Data Standard Change Notice (DSCN) is an information mandate for a new or revised information standard.

This DSCN was approved by the Welsh Information Standards Board (WISB) at its meeting on 27<sup>th</sup> June 2018

**WISB Reference:** ISRN 2017 / 013

**Summary:**

The introduction of a national standard addressograph label to reduce variance across Wales and reduce the risk of patient harm through incorrect identification.

**Applies to:**

The standard applies to all organisations in NHS in Wales using NWIS national systems to print addressograph labels. The national systems currently in use are WPAS, WCP, WRIS and CaNISC.

Please address enquiries about this Data Standard Change Notice to the Data Standards Team in NHS Wales Informatics Service

E-mail: [data.standards@wales.nhs.uk](mailto:data.standards@wales.nhs.uk) / Tel: 029 2050 2539

The Welsh Information Standards Board is responsible for appraising information standards. Submission documents and WISB Outcomes relating to the approval of this standard can be found at:

<http://howis.wales.nhs.uk/sites3/page.cfm?orgid=742&pid=24632>

## DATA STANDARD CHANGE NOTICE

### Introduction

The Digital Health and Social Care Strategy for Wales emphasises the reduction of risk and the improvement of quality within health and social care settings. With the continual increase in movement of information and health professionals between hospital and community settings across multiple organisations, the need for clear identification of associated documentation has never been greater.

A scoping exercise was carried out in which the use of addressograph labels in the NHS in Wales was assessed. The exercise investigated whether a standard addressograph label could be developed for use across all NHS Wales organisations and systems, with the aim of reducing the risk of patient misidentification and variance in practice across health boards and healthcare sites.

The exercise surveyed the eight healthcare provider organisations in Wales to identify the uses of addressograph labels and identify any variation in the content or design. The results of the survey showed broadly that the usage of the addressograph label was identical across organisations but there were multiple designs which meant that there was variation in the way the information was presented.

In addition, a literature review was carried out to identify if there were any studies relating to the use of standardised addressograph labels. The literature review showed that other process such as blood transfusion and test requesting benefitted greatly from using standardised labels.

The conclusion of the exercise was that an all-Wales standard addressograph label design should be developed to reduce variance across Wales and reduce the risk of patient harm through incorrect identification. This approach was endorsed by the Welsh Clinical Informatics Council.

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### Scope

**Note that the scope is limited to addressograph labels used on patient notes included inside the casenotes. This does not apply to the tracking label on the front cover of the casenotes.**

The scope extends to all national systems supported by the NHS Wales Informatics Service (NWIS) that have the facility to print addressograph labels, as well as any local systems used for this purpose, namely:

- Welsh Patient Administration System (WPAS)
- Welsh Clinical Portal (WCP)
- Welsh Radiology Information System (WRIS)
- CaNISC and
- All local systems within health boards that have the ability to print addressograph labels.

## Actions

For NWIS:

- For the aforementioned national systems, update system functionality to comply with the standards set out in the Information Specification.

For health boards and Velindre NHS Trust:

- For applicable local systems, ensure that system functionality is updated to comply with the standards set out in the Information Specification.

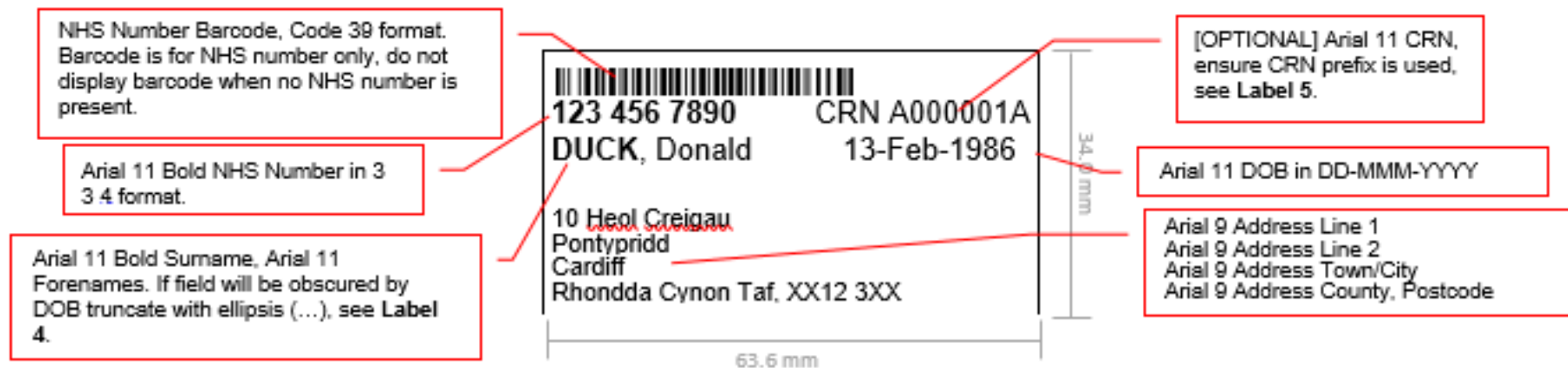
## Information Specification

The addressograph label MUST include all elements illustrated in the Standard Label (Label 2) and comply to the format specified in the Annotated Label. In addition, please note the following details:

- Although the NHS Number should be used to uniquely identify a patient, where necessary, the patient's hospital number may be incorporated in the top right corner of the label (Label 5).
- The patient's surname should be printed in uppercase so as to easily distinguish this from the forename(s).
- Where the patient's name and date of birth combined are too long to fit on a single line, the text may continue to a second line providing that the left and right justification is maintained, with the date of birth right-justified on the second line (Labels 3 and 4).

There are two label sizes currently in use. This specification has been designed to be compatible with both sizes to ensure that no costs associated with changing the size of the label are incurred.

### Annotated Label




**Note – The following are for illustrative purposes and are not intended as an exhaustive list of scenarios**




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Welsh Government

### Label 2 - Standard

  
**123 456 7890**  
**DUCK, Donald** 13-Feb-1986  
  
10 Heol Creigau  
Pontypridd  
Cardiff  
Rhondda Cynon Taf, XX12 3XX


### Label 3 - Long name

  
**123 456 7890**  
**DUCK, Donald has many many forenames** 13-Feb-1986  
  
10 Heol Creigau  
Pontypridd  
Cardiff  
Rhondda Cynon Taf, XX12 3XX

### Label 4 - Long name truncated at 44 characters

  
**123 456 7890**  
**DUCK, Donaldhasmanymanyfore nameswhicharelon...** 13-Feb-1986  
  
10 Heol Creigau  
Pontypridd  
Cardiff  
Rhondda Cynon Taf, XX12 3XX

### Label 5 - With CRN

  
**123 456 7890** CRN A000001A  
**DUCK, Donald** 13-Feb-1986  
  
10 Heol Creigau  
Pontypridd  
Cardiff  
Rhondda Cynon Taf, XX12 3XX