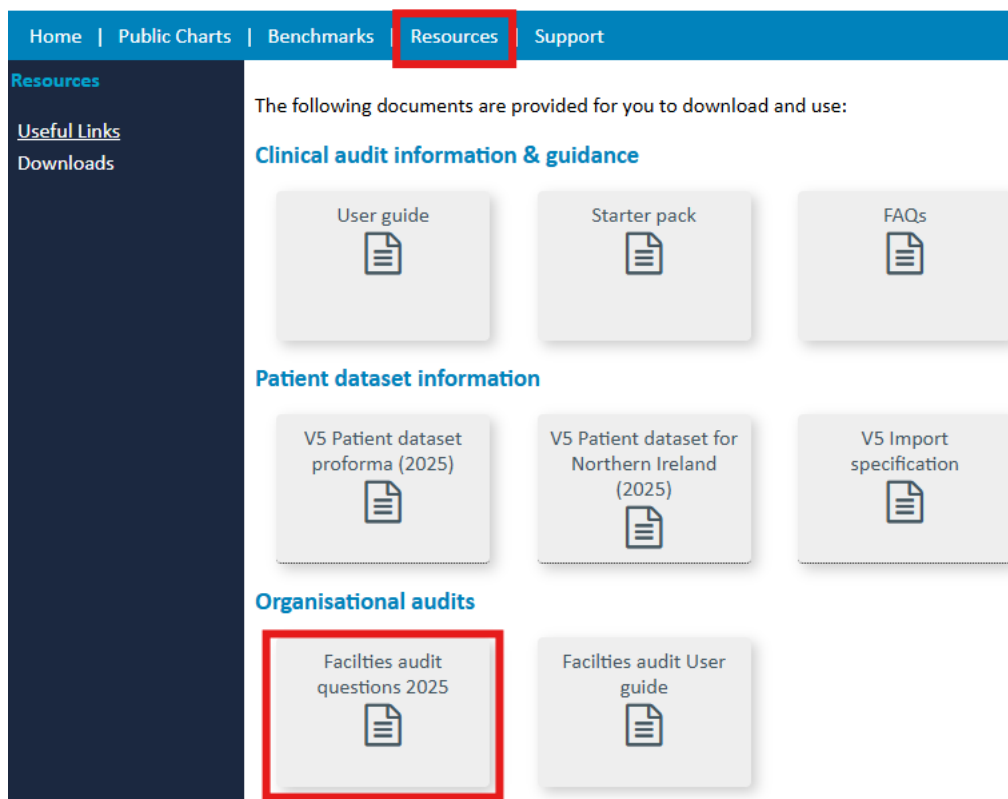


## 2025 Facilities audit user guide

### Facilities audit questions

To access the facilities audit proforma, please go to 'resources' and select 'Facilities audit 2025' under 'Organisational audits.' This document provides guidance on the questions.



Home | Public Charts | Benchmarks | **Resources** | Support

**Resources**

[Useful Links](#)  
[Downloads](#)

The following documents are provided for you to download and use:

**Clinical audit information & guidance**

- User guide
- Starter pack
- FAQs

**Patient dataset information**

- V5 Patient dataset proforma (2025)
- V5 Patient dataset for Northern Ireland (2025)
- V5 Import specification

**Organisational audits**

- Facilities audit questions 2025**
- Facilities audit User guide

### Accessing the facilities audit



Home | Patient Views | Charts | Benchmarks | Import Data | Export Data | Resources | Support

**Patient data**

- New Patient Record V5 diagnosed on & after 01/01/2024
- New Patient Record V4 diagnosed after 31/12/2021 & before 01/01/2024
- Facilities audit 2025 due by 30/05/2025**

**You've had a fracture; how can we pre**

The Fracture Liaison Service Database's 2025 annual report shows that patients who are at high risk of another broken bone within 16 weeks of their first broken bone.

[Download 2025 report](#)

Please log in and click on 'Facilities audit 2025' on the left panel. The form will open, please complete all tabs from 1 to 10

**Facilities Audit 2025 for [Unknown hospital code], due by 31/05/2025**

<b>1. Resources</b>	2. Scope	3. Case characteristics	4. Assessment/investigation	5. Fracture prevention	6. F
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**Resources**

Note: all 'please specify' fields are limited to 100 characters max

Fracture Liaison Service or site name:

1.1 Is your FLS delivered from:

1.2 Which NHFD hospital(s) do you provide the FLS to:

1.3 Which ICS are you part of:

1.4 When did you start the current form of FLS:

1.5 Which of the following best describes the current contract:

1.6 How many Consultant PAs (per week) are allocated to the FLS:

1.7 For each type of staff, please enter how much time is spent working within the FLS as the whole time equivalent (WTE):

1.8 Did you have any staff vacancies that lasted longer than 6 months in 2024:

1.8.1 If yes, is there a current vacancy

<Prev

**Important points to remember when entering data**

Please read through help notes in each question.

1.1 Is your FLS delivered from:

Another healthcare provider E.g. CCG, local health board, GP surgeries.

An acute hospital  
 A community care based service  
 A GP practice based service  
 Another healthcare provider

please specify

- Once you entered data, you can 'save as draft' and can it be reopened any time to amend until the facilities audit closing date (30 May 2025). One organisation is only required to complete one audit and all users in your organisation will be able to access the same form.
- Once all the data are entered, please select 'Mark as complete' to indicate that the data is correct and ready for analysis.

**Registering new colleagues**

To request a new account for a colleague please log in, go to 'support' at the top and then 'create user' on the left to follow the instructions. This will then send an email to your lead clinician who will then be able to log in and approve the access request.

Home | Patient Views | Charts | Benchmarks | Import Data | Export Data | Resources | **Support**

**Resources**

Useful Links

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FAQs

**Create User**

**FFFAP - Fracture Liaison Service Database - Support and Advice Help Desk**

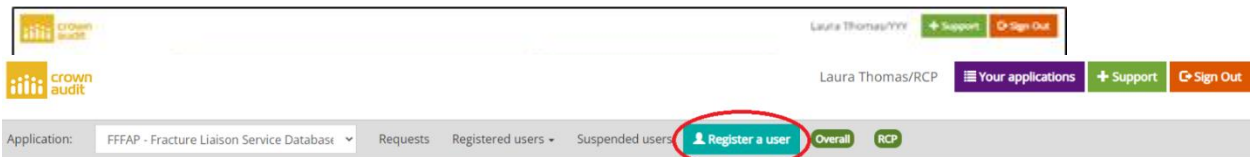
If you need help using the audit system or wish to discuss any aspect of its operation, please contact either:

 **Royal College**

**Clinical Support Help Desk**

For audit related queries contact the FFFAP team:

Any registered user for an organisation can request a login for their colleagues (subject to approval from the lead clinician). To access the user registration area, go to 'Account Manager'



Registered Users

Select All Clear Selection Suspend User Change Access Level Export All Export Type Default

Name	Organisation	Job Title	Email Address	Tel Number	Mobile Number	Access Level
A		Consultant				FLSDB-Lead Clinician
A		Falls Practitioner				FLSDB-Patient Data Inputter

You will be presented with a list of active users for your organisation, click 'Register a user': Complete all fields of the form following the guidance:

Register a user FFLAP - Fracture Liaison Service Database

Use this form to register a new user or update an existing user. Details entered here must be accurate.

Select which hospital/unit this person will be registered for. Choose from the list of units and/or enter your ODS code.

If you are unable to locate your hospital by name or ODS/Hospital code, use the 'new organisation' button.

Organisation / Hospital / Unit / Service

Enter a code, name, address or postcode

Official hospital ODS Code (NACS)  + New organisation

This is your official code assigned by the NHS ODS service or your local health board

Forename  \*do not use all capitals

Surname

Job title

Job type

Job speciality

Job role  Grade

Email Address  \*cannot be generic email address

Must be an NHS related address

Direct phone number  Ext

Other personal or mobile number

This is optional, please enter it if possible

User role / Access level  Facilities Audit Only  Patient Data Inputter  Lead Clinician

Facilities audit only	Patient data inputter	Lead clinician
- View and update facilities audit	- View and update facilities audit - Can create/read/edit patient records - Export own hospital data	- View and update facilities audit - Can create/read/edit patient records - Export own hospital data - Add and remove users

Please check these details carefully before submitting this form.

You may be held personally accountable if you submit an account request which grants inappropriate access to a person under the Data Protection Act. Do not grant access to anybody unless you are satisfied that the request is genuine and can be verified. Do not grant access to anybody by default or if there is any element of doubt. Your registration responsibilities

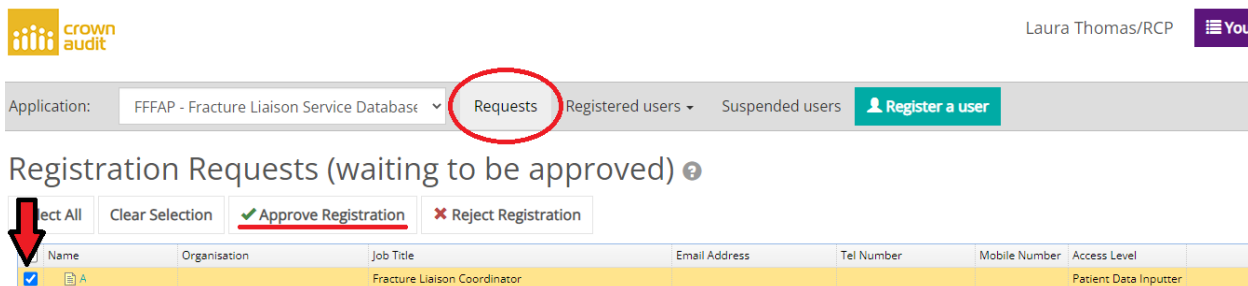
I have checked this user's details and wish to register this person.

Register User Cancel

Once complete, click 'register User'. If any errors are detected an error box will be presented – please amend as necessary and resubmit the registration request.

The lead clinician for the service needs to then approve the registration:

Click on 'Request's, then select the user you wish to approve and select 'Approve registration'



Application: FFFAP - Fracture Liaison Service Database **Requests** Registered users Suspended users [Register a user](#)

Registration Requests (waiting to be approved) ?

	Name	Organisation	Job Title	Email Address	Tel Number	Mobile Number	Access Level
<input checked="" type="checkbox"/>	A		Fracture Liaison Coordinator				Patient Data Inputter

- The newly registered user will be sent a link to activate their account and once activated, they will be able to login from [www.fffap.org.uk](http://www.fffap.org.uk)
- A username consists of the person's registered name, a hospital/service code and a programme name. For example: John Smith/ORG/NCASP
- Please note, the email address must be linked to the person who uses the account, it cannot be a generic email address. For example, [audit@hospital.nhs.net](mailto:audit@hospital.nhs.net) is not sufficient.