

Staff authorisation for using the MBRRACE-UK reporting system



I authorise the following staff member to register with MBRRACE-UK to view or provide data on behalf of the named Trust/Health Board

Trust/Health Board name:
Unit name (in full, without abbreviations):
Name of staff member:
Job title:
Email address:
Telephone number:
Will this staff member be a Lead Reporter for your Trust/Health Board? <i>See page 2 for full details of a lead reporter's roles and responsibilities</i> ☐ Yes ☐ No
If yes, complete section 1, 2 and 3 If no, complete section 2 and 3 only

Section 1: Lead reporters ONLY

This person will be: *(Tick all that apply)*

- | | |
|---|---|
| ☐ Maternity service lead for perinatal reporting | ☐ Lead for maternal deaths/morbidity |
| ☐ Neonatal lead for perinatal reporting | |

Section 2: ALL users

This person will: *(Tick all that apply)*

- | | |
|--|---|
| ☐ Report perinatal deaths | OR
☐ Access real-time data monitoring (RTDM) only |
| ☐ Report maternal deaths | |

Section 3: Authorisation

All registrations must be authorised by someone at or above the level of Head of Midwifery or Lead Consultant

Name of senior member of staff authorising this request:

Designation:

Email address:

Telephone no:

Signature:

Please email completed forms to: mbrrace@npeu.ox.ac.uk

The role of the Lead Reporter

Lead Reporters play a crucial role in the MBRRACE-UK programme. They serve as our primary contact, facilitating communication between local reporters and the MBRRACE-UK team, and ensuring information flows down to clinical teams within each Unit.

We advise that **at least one MBRRACE Lead Reporter be nominated from both maternity and neonatal services** in each Unit within your Trust or Health Board.

The responsibilities of the Lead Reporter are vital and include:

- **Facilitating data accuracy and completeness:** Lead Reporters are key in ensuring the data provided is accurate and complete.
- **Reviewing Trust/Health Board-specific data:** MBRRACE-UK provides each Trust and Health Board with a facility to check their submitted data before it is analysed for the annual Perinatal Mortality Surveillance Report. Lead Reporters are responsible for ensuring this data is complete and correct before the end of each data-checking period. If they can't do it themselves, they must nominate an appropriate team member for this task.
- **Assisting with national confidential enquiries:** Lead Reporters help their Unit participate in annual national confidential enquiries by assisting with (or nominating appropriate colleagues to help with) the identification and retrieval of case notes selected for review.