

FGM Enhanced Dataset Implementation Summary for GP Practices

1 Introduction

By October 2015, all GP Practices in England will be required to submit information to the Health and Social Care Information Centre when they have identified that a patient has FGM through the standard delivery of care, or if she has disclosed this. This is known as the FGM Enhanced Dataset.

All GP practices must take steps to prepare for this new requirement. This summary guidance provides an overview of:

- the FGM Enhanced dataset
- the implementation approach for GPs
- process overview

This document should be read in conjunction with the following FGM Enhanced Dataset documents, which provide greater detail with regards to implementation:

Document	Location	Status
Information Standard <i>(incl. Requirements and Implementation Guidance)</i>	www.hscic.gov.uk/isce/publication/scci2026	Approved: available 1 st April 2015
CAP Operational Guidance <i>(walkthrough of CAP)</i>	www.hscic.gov.uk/fgm	Approved: available 1 st April 2015
CAP FAQs	www.hscic.gov.uk/fgm	Approved: available 1 st April 2015
CAP Registration Form	www.hscic.gov.uk/fgm	Approved: available now

The document may lead to GP practices to consider more widely their awareness and approach to treating women who have FGM, and safeguarding women and girls who are identified as being at risk.

2 Overview

The FGM Enhanced dataset focusses on two specific elements:

- the recording and sharing of FGM information locally, specifically for the provision of care
- the central submission of FGM information when it has been identified and ultimately recorded within the Clinical Audit Platform (CAP)

2.1 Recording FGM for the provision of care

The table below provides an overview of the requirements of the FGM information that needs to be recorded and shared when FGM has been identified. Further details of the specific content is included within the Implementation Guidance document

Requirement
Updating new-born's healthcare record on receipt of FGM information
Updating mother's healthcare record on receipt of FGM information
Including FGM information when referring a woman/ girl with FGM to an applicable clinical setting
Updating the Personal Child Health Record (Red Book) when applicable to do so
Updating sister/s healthcare record with Family History of FGM

Local Safeguarding procedures should always be considered when FGM has been identified

2.2 Central submissions

Outlined below are the three options available to collect the relevant FGM Enhanced Dataset items:

- 1) Directly record FGM information in the Clinical Audit Platform (CAP)
- 2) Use of local collection tools, mapped to the FGM Upload files for bulk patient upload
- 3) Development of existing clinical systems, mapped to the FGM Upload files for bulk patient upload

This document does not include the introduction through the Serious Crime Act 2014 of a professional duty to report all cases of FGM in under 18s, which is separate to the requirements to submit FGM information centrally. This duty is not yet enacted; further information will be released when this changes.

*Further information on Mandatory Reporting of FGM is available at:
<https://www.gov.uk/government/consultations/introducing-mandatory-reporting-for-fgm>*

Submitting FGM information is only required when it has been identified. There is no requirement to submit 'nil' returns

3 Pre-Implementation Steps

It is recommended that the steps below are undertaken prior to implementation:

- Communicate the requirements to all relevant workers, i.e. clinicians and information teams, within your organisation
- Agree and communicate the appropriate collecting mechanisms that best suit your organisation, e.g. directly recording FGM information into CAP
- Determine who will require access to CAP (direct entry and/ or to bulk upload)
- Register relevant users for CAP: www.hscic.gov.uk/fgm
- Set up a Single Sign On (SSO) per user <https://login.hscic.gov.uk/>
- Ensure access to local collection tools / guidance documents
- Order a stock of patient information leaflets
- Ensure that all relevant referral documents include the capability to include the required FGM information.

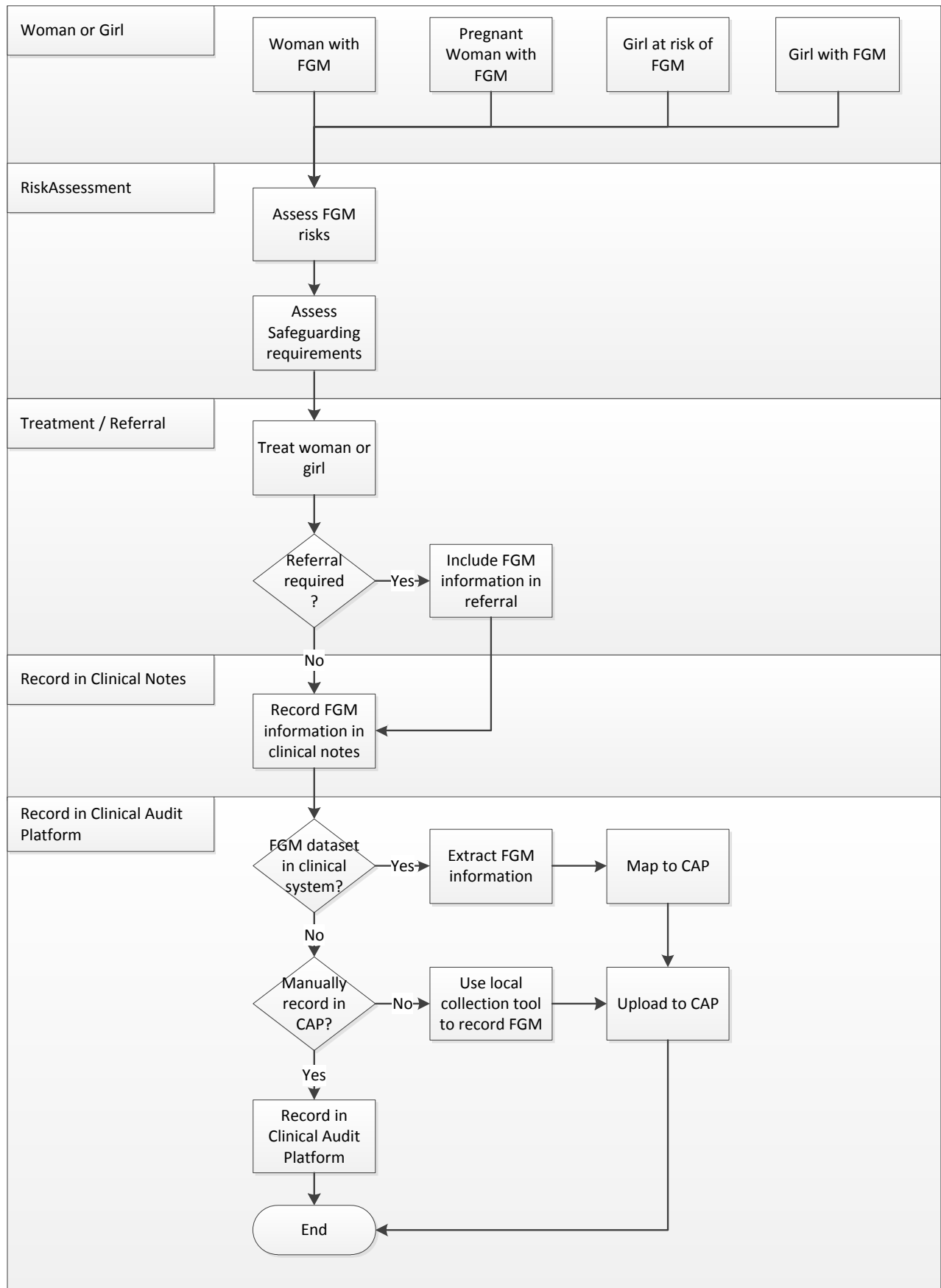
If you choose to use existing systems to collect the information (option 2), ensure that prior to any collecting of FGM information:

- the existing system can record the relevant FGM information
- the FGM information can be extracted from the existing system
- the extracted FGM information can be mapped to the CAP Upload file
- it is understood locally who will undertake the role of uploading the FGM information

If you choose to use a local collection tool to collect the information (option 3), ensure that prior to any collecting of FGM

- the collection tool can record the relevant FGM information
- it is understood where the collection tools can be obtained from locally
- the FGM information can be mapped to the CAP Upload file
- it is understood locally who will undertake the role of uploading the FGM information

4 Process Overview



5 Process Steps

5.1 Directly record in CAP

The following are outlined further within the Operational Guidance document:

Requirement	Role Anticipated
Assess FGM risks associated: woman with FGM, pregnant woman with FGM, girl with FGM, girl at risk of FGM	Clinician
Assess local safeguarding requirements	Clinician
Treat woman or girl, refer to FGM services as required	Clinician
Record all FGM information in patient records as applicable	Clinician
Assess FGM risks; woman, pregnant woman, girl with FGM, girl at risk of FGM	Clinician
Access FGM collection in CAP: https://clinicalaudit.hscic.gov.uk/fgm	Clinician
Record Patient Information: <ul style="list-style-type: none">• If a new patient (not in CAP already): Record as much FGM information is available within CAP• If an existing patient: Update or add to existing information	Clinician
Record Attendance Information: <ul style="list-style-type: none">• If patient informs they've been cut, record as "Self Report"• If patient is examined, record as "On examination"• If patient is referred, record as "Other clinician"	Clinician
Record FGM information:	Clinician
Submit	Clinician

This is an example process. Some GP Practices may also consider setting up a local template on their health records system, meaning that clinicians can enter the information within the existing system. Some practices may then have another team member inputting this to the Clinical Audit Platform, although not using the upload tool.

5.2 Existing clinical systems

Requirement	Role Anticipated
Assess FGM risks associated: woman with FGM, pregnant woman with FGM, girl with FGM, girl at risk of FGM	Clinician
Assess local safeguarding requirements	Clinician
Treat woman or girl, refer to FGM services as required	Clinician
Record all FGM information in patient records as applicable	Clinician
Extract relevant FGM Enhanced dataset items from clinical system	IT Team
Map FGM extract from clinical system to CAP Upload file	IT Team
Access FGM collection in CAP: https://clinicalaudit.hscic.gov.uk/fgm	IT Team
Access File Submission Dashboard	IT Team
Upload Patient, Attendance and FGM files	IT Team
Update records if errors identified	IT Team
Submit	IT Team

5.3 Local collection tools

Requirement	Role Anticipated
Assess FGM risks associated: woman with FGM, pregnant woman with FGM, girl with FGM, girl at risk of FGM	Clinician
Assess local safeguarding requirements	Clinician
Treat woman or girl, refer to FGM services as required	Clinician
Record all FGM information in patient records as applicable	Clinician
Record FGM information in collection tool	Clinician
Map FGM collection tool to CAP Upload file	IT Team
Access FGM collection in CAP: https://clinicalaudit.hscic.gov.uk/fgm	IT Team
Access File Submission Dashboard	IT Team
Upload Patient, Attendance and FGM files	IT Team
Update records if errors identified	IT Team
Submit	IT Team

6 Implementation Checklist

GP Practices may wish to consider the following checklist as part of the implementation

- Are the clinical team suitably trained to identify FGM and to consider risks?
 - Do we have suitable multi-agency safeguarding
 - [eLearning for Healthcare eFGM sessions](#)
 - All GP practices in England will receive via post an FGM training DVD in April 15
 - DH Safeguarding against FGM Guidance for professionals
<https://www.gov.uk/government/publications/safeguarding-women-and-girls-at-risk-of-fgm>
 - [HM Government Multi-Agency Practice Guidelines](#)

- Do we have an agreed process to collect and submit the information when required?
 - Does everyone know where and what to write down?
 - Has there been consideration of the process if a patient raises a concern about the use of their information?

- Do we have stocks of patients leaflets to give to a patient for whom a record will be submitted on CAP?
 - FGM Patient Information leaflets available on <https://www.orderline.dh.gov.uk/>
 - Health passport leaflets available on <https://www.orderline.dh.gov.uk/>

- Is there a timetable for implementation?
 - It is mandatory from October 2015 but organisations may wish to comply at an earlier date, or to run a pilot prior to this date. A plan is required to take into account any other needs (for example training) which introduction of this data collection have highlighted.