



NAP4
**The 4th National Audit Project of
the Royal College of Anaesthetists**

**Major Complications of Airway
Management in the United Kingdom**



Dear Local Reporter

Welcome, to NAP4. Many of you, or your departments, will have been inundated with letters from me asking for nominations for local reporters for this project. Firstly I would like to thank each of you for agreeing to act as local reporters. We now have a network covering the whole of the UK. Without the network of local reporters this project cannot work. Please do everything you can to promote awareness of the project in your department and so ensure that returns are as accurate and complete as possible.

I am pleased to enclose the 'audit pack' for this project.

- **The paperwork for the 'snapshot phase'**: collecting data on how many general and regional anaesthetics are performed in your hospital. **SAE** for returns.
 - **hospital data submission form** (to return snapshot data)
 - **individual anaesthetists data collection form** for use if you chose
- **An explanatory letter**: feel free to reproduce this as often as you wish, perhaps making a copy for all members of your department. Includes further details on the 'prospective phase': reporting data to the DAS website, when complications are detected.
- A document explaining **inclusion and exclusion criteria**
- A document suggesting **sources of support** that might be useful for doctors involved in these difficult cases, who may need support.

This pack is being sent to you by email and post, allowing you to file returns however suits you best.

(Also in the postal audit pack)

- **Departmental poster** which I hope you will find space for in your anaesthetic department
- **2 Additional posters** for placement in Intensive Care and the Emergency Department. Some of you may have local reporters specifically for ICU and the ED. If you do, please involve them. If not, please discuss the project with ICU and the ED, seek their approval to placing the posters and if possible arrange a local reporter. The project is supported by the Intensive Care Society and the College of Emergency Medicine!

- **A5 Flyers** to be distributed as you see fit

(Also in the electronic audit pack)

- **PDF of poster and flyers**: feel free to distribute by email or reprint these and distribute as necessary. Further copies of the flyer may be requested from the College, but also feel free to ask Medical Illustration to print the poster or flyers.

Once again I am very grateful for your agreement to contribute to this project. I do hope that your involvement is not too arduous. Do feel free to contact me if there are queries that arise.

Best wishes

Tim Cook (tcook@rcoa.ac.uk).
Consultant Anaesthetist, Royal United Hospital, Bath
Co-Lead for the 4th National Anaesthesia Audit

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