



Public Health  
England



# **NHS Breast Screening Programme**

## **Failsafe batch guidance**

February 2019

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Public Health England exists to protect and improve the nation's health and wellbeing, and reduce health inequalities. We do this through world-leading science, knowledge and intelligence, advocacy, partnerships and the delivery of specialist public health services. We are an executive agency of the Department of Health and Social Care, and a distinct delivery organisation with operational autonomy. We provide government, local government, the NHS, Parliament, industry and the public with evidence-based professional, scientific and delivery expertise and support.

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## About PHE screening

Screening identifies apparently healthy people who may be at increased risk of a disease or condition, enabling earlier treatment or informed decisions. National population screening programmes are implemented in the NHS on the advice of the UK National Screening Committee (UK NSC), which makes independent, evidence-based recommendations to ministers in the 4 UK countries. PHE advises the government and the NHS so England has safe, high quality screening programmes that reflect the best available evidence and the UK NSC recommendations. PHE also develops standards and provides specific services that help the local NHS implement and run screening services consistently across the country.

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## Purpose of document

This document gives detailed guidance on the specification and selection of failsafe batches in the NHS Breast Screening Programme (BSP). It is intended for use by screening office managers and screening office staff at breast screening services.

## Failsafe batches

The purpose of failsafe batches is to identify eligible women who have not been invited for screening. Clients will be included in a routine failsafe batch if they:

- are registered with a GP practice that matches the on-screen GP practice selection
- have a postcode outcode that matches the on-screen outcode selection
- are either part of call or recall

Clients will be included in a routine failsafe batch if they are aged:

- greater than or equal to 52 years and 11 months and less than or equal to 70 years and 11 months and have no next test due date (NTDD) set or NTDD is less than or equal to the failsafe end date, or
- less than 70 years and 11 months and greater than or equal to the younger clients cut-off date and have a NTDD earlier or equal to the failsafe end date

The age is calculated as at the date the batch is counted. BS Select will:

- only include non-male clients
- only include clients with no open episodes
- include all clients, including those with no outcodes, if user selects 'all outcodes'

All breast screening services must run routine failsafe batches monthly.

Failsafe procedures allow us to ensure that all women who are eligible for screening (currently aged between 49 years and 8 months and up until their 71<sup>st</sup> birthday) receive a screening invitation prior to their 53<sup>rd</sup> birthday for a first screen and within 36 months of their previous screening invitation.

# Screening office responsibilities

Routine failsafe batches must be specified and selected between day 13 and day 17 of every month.

## Age parameters

Failsafe will select women into a batch who have not been screened in the previous 36 months and who are aged 52 years and 11 months up to 70 years and 11 months. Where appropriate younger women will also be included in the batch. Breast screening services need to enter these age parameters onto the national breast screening system (NBSS).

## Capacity

Extra capacity to allow women to be screened as part of routine failsafe batches must be scheduled within each screening service's round plan. There must be resource made available to invite these women for screening when due on a monthly basis.

## Batch specification and parameters

Breast screening select (BS Select) produces a routine failsafe report which details the parameters which need to be used to identify women to be included in the routine failsafe batch specification.

## Deviation from routine practice

Where services are experiencing problems with round length slippage, specific GP practices/area codes may be excluded from the batch specification for an agreed time. This should be done in agreement with the screening quality assurance service (SQAS), responsible commissioning team and screening and immunisation team.

This ensures that the women who are overdue a screening invitation are not selected into the routine failsafe batch but are included in their regular standard batch.

A GP practice code/area code must not be removed for more than 3 consecutive months and only with agreement from SQAS and the screening and immunisation team.

This is non-compliant with national policy and any deviation from guidance will be monitored in the ongoing assurance process undertaken monthly by SQAS and discussed within programme boards with commissioners.

It is best practice that women overdue for a screening appointment due to programme slippage are screened in the correct location for the GP practice/area code identified within the breast screening office (BSO) screening round plan.

## Batch management running order

The batch management running order is as follows.

1. It is good practice to select the current month's routine batches (RISP or NTDD) before specifying the monthly routine failsafe batch.
2. View the failsafe report in BS Select so you can identify the number of women to be selected in the batch.
3. Review the GP practices/area codes detailed on the failsafe report in BS Select and investigate anomalies. It is important to investigate all anomalies. A large number of women identified within a particular GP practice code could signify:
  - that a practice may not have been called when it was due
  - the practice is due to be selected before the end date of the routine failsafe NTDD
  - that it could identify that the screening service is experiencing round length slippage
4. Specify the routine failsafe batch in NBSS using the BS Select routine failsafe report. This will generate the routine failsafe batch ID to be used in BS Select. Where round length has slipped, consideration should be given to exclude these GP practices/areas as per agreement previously detailed.
5. Specify and select the routine failsafe batch in BS Select using the batch ID number generated in NBSS.
6. It is good practice to run an ad-hoc failsafe report after the routine failsafe batch has been selected if the monthly routine failsafe batch is specified using parameters other than 'All GP practices' and 'All outcodes' This would identify if any women have been missed due to a combination of excluded outcode and GP practice code or due to incorrect removal of a code.

# NBSS

This guidance reflects current practice. Work is underway to remove duplication within NBSS and BS Select.

## Batch specification

To specify a routine failsafe batch on NBSS, select a new batch using the screening batch specification (SBS) screen, as shown in the screenshot below. Enter the details of the routine failsafe batch using the routine failsafe report parameters on BS Select within the 'batch management' menu.

Batch - XXX009240

Print Screen SBS Specify Batch What's This? Help Contents

**1 Basics**

Batch: XXX-009240F

NHAIS: BSS BS-SELECT

Mode: C - Create Batch Specification

Screening Start Date: 01-Feb-2019 End Date: 28-Feb-2019

Batch Title: Routine failsafe February 2019 XXX

Screening Location: BSS

Screening Period: February 2019

Run Type:  Standard  Failsafe  NTD Date

**2 Criteria (Standard/Failsafe)**

Selection Date: [ ]

Call/Recall: [ ]

Year of Birth From: [ ] Year of Birth To: [ ]

Month of Birth From: [ ] Month of Birth To: [ ]

Recall Interval: [ ]

Safety Period: [ ]

Save Quit

Title by which the batch is known

## Basics

Enter the proposed screening start date and screening end date (see above example) as identified from the service screening round plan.

Enter 'batch title' using the words 'routine failsafe' and then add the appropriate month and year with BSO cipher.

Document the screening location of the batch as free text.

Document the screening period as free text.

Run type: select next test due (NTD) date. Do not use failsafe run type.

The screenshot shows a software window titled "Batch Specification" with a menu bar containing "Print Screen", "SBS Specify Batch", "What's This?", and "Help Contents". The main area is divided into several sections:

- Safety Period:** Includes a checkbox for "Safety Period" and "For Randomisation", and a "Research Trial Code" dropdown menu.
- Criteria (NTD Date):** Features an "NTD End Date" field (set to 28-Feb-2019), a "Call/Recall" dropdown (set to B - Both), "Month/Yr of Birth From" (03 / 1948) and "Month/Year of Birth To" (03 / 1966) fields, and a checkbox for "Client must already have an NTD Date".
- Pre-Screen Events:** Contains three rows for "Invitation", "Reminder 1", and "Reminder 2". Each row has "Weeks" (dropdown), "Origin" (dropdown), and "Letter Code" (dropdown) fields.
- Post-Screen Events:** Includes a "Non-Responder 1" section with "Weeks", "Origin 1", "Destination 1", and "Copies 1" fields.

At the bottom right, there are "Save" and "Quit" buttons. A status bar at the bottom left reads "The date on which screening starts".

## Criteria

NTD end date – enter the end date (see example above).

Call/recall box – select 'both'.

Month and year of birth, from and to – enter dates according to the routine failsafe batch report in BS Select (see batch management running order on page 6).

Client must already have an NTD date box – leave unchecked (as shown above)

The screenshot shows a software window titled "Batch Specification". At the top, there is a menu bar with "Print Screen", "SBS Specify Batch", "What's This?", and "Help Contents". The main area is divided into two sections: "GPs" and "Areas".

**GPs Section:**

- Method: A - All codes (dropdown)
- Type: P - GP practice code (dropdown)
- GP Codes: [Empty text box with ellipsis button]
- GP Group Codes: [Empty text box with ellipsis button]
- GP Practice Codes: [Empty text box with ellipsis button]
- DHA Codes: [Empty text box with ellipsis button]

**Areas Section:**

- Method: A - All codes (dropdown)
- Type: A - Address code (dropdown)
- Area Codes: [Empty text box with ellipsis button]
- Address Codes: [Empty text box with ellipsis button]
- Address DHA Codes: [Empty text box with ellipsis button]

At the bottom right, there are "Save" and "Quit" buttons. At the bottom left, there is a text field with the label "List of GP codes for inclusion/exclusion, separated by spaces".

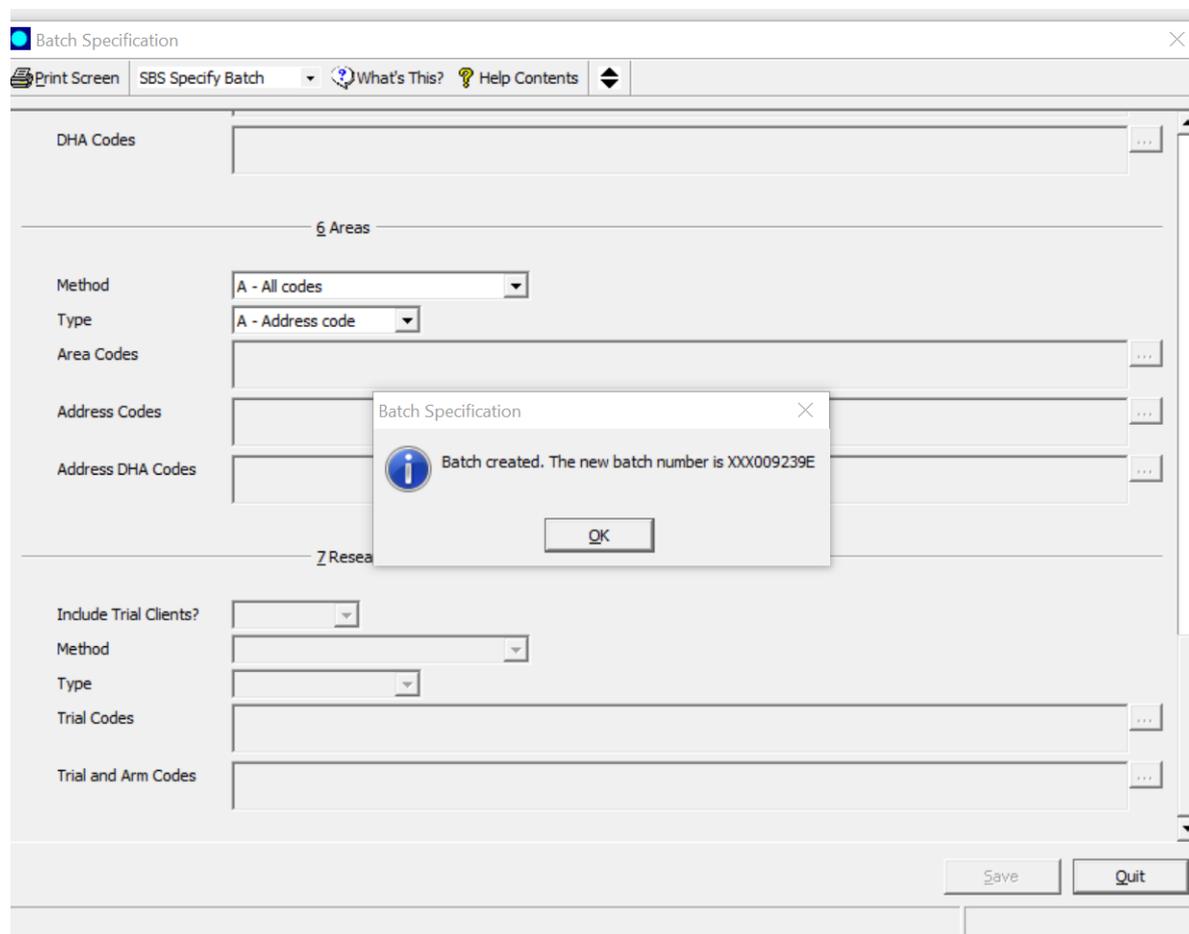
## GPs

1. Select 'all codes' or, with agreement, 'none but the following codes' in cases of round length slippage or local service decision and agreement to exclude from failsafe.
2. Select GP codes/practice codes/GP groups depending on method of working.

## Areas

1. Select 'all codes' or, with agreement, 'none but the following codes' in cases of round length slippage, or local service decision and agreement to exclude from failsafe.
2. Select 'area codes' or 'address codes', depending on the normal method of working.

Be aware of any round length slippage or late specification of recall interval safety period (RI/SP) batches when entering data in boxes and adjust accordingly if necessary as previously detailed in deviation from routine practice on page 5.



## Creation of batch ID number

Once all fields are completed press 'save'. This will generate the new routine failsafe batch ID number for use within BS Select (see example in image above).

# BS Select

## Batch specification

The routine failsafe batch specification process follows the sequence listed below.

1. Create a routine failsafe batch type from the dropdown menu in BS Select between day 13 and 17 of each month.
2. Enter the generated batch ID number from NBSS.
3. The following parameters will be set by BS Select, rather than the BSO:
  - age range (lower = 52 years and 11 months, upper = 70 years and 11 months)
  - call/recall equal = 'both'
  - automatically include younger women in the batch
  - set the end date equal to the end of next month (with option for end of this month)
4. The failsafe is defaulted by BS Select equal to the last day of the following month. For example, if the current month is February, then the failsafe end date is 31-March-YYYY.
5. The routine failsafe batch will allow BSOs to continue to exclude GP practices and/or outcodes (by agreement specific or by group).

Subject Search   Batch Management ▾   Outcome List   Parameters ▾   BSO Mapping ▾   BSO Contact List   Monitoring Reports ▾   Failsafe Reports ▾   Estimating ▾

A "Routine Failsafe Batch" includes all eligible screening subjects (including younger women) who will be overdue by the selected Failsafe End Date and those that have no NTDD (and are aged between 52y 11m and 70y 11m).

BSO Batch ID:

Batch Title:

---

Failsafe End Date:

Start Age (youngest): 52y 11m   Born in Apr-1966

End Age (eldest): 70y 11m   Born in Apr-1948

Include Younger Women:  Yes

Call or Recall:  Both *(includes all subjects regardless of previous history)*

GP Practices:  Include all GP Practices  
 Specify by GP Practice  
 Specify by GP Practice Group

Outcodes:  Include all Outcodes *(including screening subjects without an outcode)*  
 Specify by Outcode  
 Specify by Outcode Group

The BSO can still specify and run ad hoc failsafes as required.

'ZZZ GP code' is included automatically in the failsafe batch when specifying the batch by 'all' as part of the batch selection process. However, if you are deviating from the standard failsafe process make sure that 'ZZZ GP code' is included.

## Batch amendment

Amendments can be made on BS Select using the batch management screen.

You can amend:

- the title, using the format routine failsafe
- the month, year and BSO cipher
- the failsafe end date, either the end of this month or next
- GP practices, select 'include all' (or by agreement specific GP or by specific GP group)
- outcodes, select 'include all' (or by agreement specific outcodes or by outcodes group)

Breast Screening Select

Logged in as: BSS\_USER1 - BSS\_S01 (BSO User - LAV)

Amend Routine Failsafe Batch

Subject Search Batch Management Outcome List Parameters BSO Mapping BSO Contact List Monitoring Reports Failsafe Reports Estimating

BSO Batch ID LAV845277F

Count (of which are ceased) Zero (0) 01-Feb-2019 14:38

Show GP Practice Counts  
Show Outcode Counts

Batch Title Failsafe

Failsafe End Date 31-Mar-2019

Start Age (youngest) 52y 11m Born in Apr-1966

End Age (eldest) 70y 11m Born in Apr-1948

Include Younger Women Yes

Call or Recall Both (includes all subjects regardless of previous history)

GP Practices
 

- Include all GP Practices
- Specify by GP Practice
- Specify by GP Practice Group

Outcodes
 

- Include all Outcodes (including screening subjects without an outcode)
- Specify by Outcode
- Specify by Outcode Group

Counted Subjects					
NHS Number	Family Name	First Given Name	Born	GP Practice	
No matching records found					

Showing 0 entries

It is possible to select or delete the batch at this stage.

Selection of the batch must take place on the same day as the count, otherwise you will be asked to recount the batch.

On the summary screen, according to the batch parameters entered and within the system, BS Select will include clients that meet the selection criteria.

A client will be rejected from the routine failsafe if they meet any of the following criteria at the point the batch is 'selected':

- subject date of birth changed, no longer in range
- subject moved to a GP practice in another BSO
- subject moved to a GP practice not included in this batch
- subject has an episode for today
- subject has an open episode
- subject is now deceased
- subject no longer has an address within the specified outcodes
- subject removed from BSS
- subject is now male
- NTDD no longer in range

The selected clients will pass onto NBSS. For detailed information of the women contained within the routine failsafe batch, download the selected clients list.

**Breast Screening Select** **NHS**  
 Logged in as: BSS\_USER1 - BSS\_S01 (BSO User - LAV) Batch List  
 Home Page | Logout | Help

Subject Search Batch Management Outcome List Parameters BSO Mapping BSO Contact List Monitoring Reports Failsafe Reports Estimating

Show 10 entries

BSO Code	BSO Batch ID	Batch Type	Count Date	Count	Select Date	Selected	Rejected	Open Episodes	Failsafe Flag	Batch Title
LAV	LAV845277F	Routine Failsafe	01-Feb-2019	0				0	✓	Failsafe
LAV	LAV795769M	RISP AgeX	30-Jan-2019	10	30-Jan-2019	5	5	1		RISP AGEX July 2018
LAV	LAV404973H	RISP AgeX	11-Jan-2019	159	11-Jan-2019	158	1	153		RISP AGEX July 2018
LAV	LAV467318P	RISP AgeX	09-Jan-2019	26	09-Jan-2019	26	0	26		Agex batch for restricted months of birth
LAV	LAV836125M	Routine Failsafe	19-Dec-2018	38	19-Dec-2018	38	0	38	✓	Failsafe
LAV	LAV369761C	Routine Failsafe	03-Dec-2018	0				0	✓	Failsafe
LAV	LAV902855R	Routine Failsafe	30-Nov-2018	0				0	✓	Test 1
LAV	LAV955514E	NTDD	03-Jul-2018	0				0	✓	Failsafe 2
LAV	LAV155922P	NTDD	03-Jul-2018	1	03-Jul-2018	1	0	1	✓	Failsafe 1
LAV	LAV299951U	NTDD	20-Jun-2018	3	20-Jun-2018	3	0	2		NTDD Test

Showing 1 to 10 of 77 entries

Previous 1 2 3 4 5 ... 8 Next

When a routine failsafe batch is counted and/or selected, it will appear in the batch list. The batch list can be filtered for the routine failsafe batch type.

Breast screening services cannot delete the batch once it is selected. If necessary, raise a support call with the BS Select helpdesk at [exeter.helpdesk@nhs.net](mailto:exeter.helpdesk@nhs.net) and the NBSS helpdesk at [servicedesk@hitachiconsulting.com](mailto:servicedesk@hitachiconsulting.com) will be required to delete the batch.

The batch must be deleted in both NBSS and BS Select.

## NBSS batch completion

The batch is to be completed and appointed as per batch guidance (due for release spring 2019).

## NBSS completion of screening episode

Outcomes will be generated on completion and closure of the screening episodes. These episode closure codes can be seen in the individual client clinical records in the SS and SIP screens.

## BS Select subject (client) details and outcomes

When clients have been screened, their outcomes will transfer back into BS Select and are visible through the outcomes screen. The client details will also include the episode details from the routine failsafe batch.