

Upload schedule

Outline of Programme Requirements with Data Upload Schedule - Data Upload/Sign-Off Deadlines

Each laboratory should extract, encrypt and upload local QI data to NQAIS-Histopathology every month. It is recommended that local data is uploaded after a lag of **2 months** and the upload includes at least the previous 12 months of data. For example: In early Oct 2023 laboratories should upload QI data from the 1 Aug 2022 to 31 July 2023. In early Nov 2023 laboratories should upload their QI data from 1 Sept 2022 to 31 Aug 2023. The data should be signed off by the Clinical Lead shortly after. The deadlines in 2023/24 are as follows:

At the start of each following month	Uploads to NQAIS Histopathology -should include up to the following
September 2023	30 th June 2023
October 2023	31 st July 2023
November 2023	31 st August 2023
December 2023	30 th September 2023
January 2024	31 st October 2023
February 2024	30 th November 2023
March 2024** Deadline for inclusion in NDR	31 st December 2023
April 2024	31 st January 2024
May 2024	29 th February 2024
June 2024	31 st March 2024
July 2024	30 th April 2024
August 2024	31 st May 2024

Quarterly reports* - [Creating a quarterly report](#)

The programme advises that each site runs a quarterly report to share with colleagues and senior management to highlight areas of improvement achieved by yours and your colleagues' efforts, and areas that require greater attention when compared against the national aggregate data.

*There is no need to upload them as you do for the monthly report, these are solely for in-house use only.

At the start of each following month	Run quarterly report for period:
April 2023	Jan-March 2023
July 2023	April-June 2023
October 2023	July-September 2023
January 2024	October-December 2023