**Data Pathway data collection**

Collecting accurate information about the pathways in your service will help inform how they are being used and how you can maximise capacity to meet demand

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| **Steps** | **Tips** |
| **Step 1:** Identify a pathway in your practice you want to explore (your two main categories). Think about the most common sub-categories within it. (In the table overleaf these are the sub-categories). The sub-categories might be the same for each of your main categories, or they may be different. |  |
| **Step 2:** Agree who will collect the data about the demand on these pathways.  |  |
| **Step 3:** Agree the timescale to collect the data. The longer the time period that it covered, the more it will reflect your true situation and the more useful the information will be. | Ideally, this would be all day, every day for a week and avoiding atypical time periods such as weeks with public holidays.When that isn’t possible, try a regular pattern to sample demand that covers high and low demand periods. Such as 90 minutes in the morning and 90 minutes in the afternoon. |
| **Step 4:** Print out a large number of Data Pathway data collection sheets and distribute to all relevant staff. Start using the collection sheet by adding a tally mark against the relevant pathway on the collection sheet every time the pathway is usedWhen starting a new sheet, please add the:* **Date** – used to segment the week
* **Time** – can be a block of time, such as AM/PM or an hourly time slot
* **Name** – who is completing the sheet

When a sheet is complete, set it aside until it can be counted. |  |
| **Step 5:** Download the[Data Pathway Tool](https://ihub.scot/media/8971/20220203-gp-message-tool-v1.xlsx) from the GP Access Tools page on the ihub website | The Data Pathway tool will populate a pareto chart and a stacked bar chart in the worksheet for you to analyse and interpret your data |

**Data Pathway Data Collection Sheet**

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| **Date:** |  | **Time:** | **AM or PM?** | **Name:** | *Name of person completing* |

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| **Main category 1** |
| **Sub category 1** | **Sub category 2** | **Sub category 3** | **Sub category 4** | **Sub category 5** |
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|  |  |  |  |  |
| **Main category 2** |
| **Sub category 1** | **Sub category 2** | **Sub category 3** | **Sub category 4** | **Sub category 5** |
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