

Clinical Audit Design

This questionnaire is designed to capture the key information needed when setting up any clinical audit. Its purpose is to keep track of the resources, methodology, audit issues and scoring mechanisms for each audit proposed. It can be added to, each time an audit takes place providing a record.

Q1. Title of audit

Q2. Focus/Department/Ward/Speciality

Q3. Principal Contact (Name and Profession)

Q4. Contact Address

Q5. Contact Number

Q6. Lead for this clinical audit

Q7. Bleep number

Q8. Email address

Q9. Please tick the boxes that apply to the audit you are proposing.

- | | |
|---|--|
| <input type="checkbox"/> Medical | <input type="checkbox"/> Public Health |
| <input type="checkbox"/> Surgical | <input type="checkbox"/> Commissioned |
| <input type="checkbox"/> Community Health | <input type="checkbox"/> Trust Issue |
| <input type="checkbox"/> Mental Health | <input type="checkbox"/> Risk |
| <input type="checkbox"/> GP | <input type="checkbox"/> Complaint |
| <input type="checkbox"/> Social Services | |

Q10. What is the quality of evidence on which the criteria/standards are based? Please tick the boxes that apply.

- | | |
|--|---|
| <input type="checkbox"/> Meta analysis of random control trials (RCT) | <input type="checkbox"/> Comparative or case studies |
| <input type="checkbox"/> At least one RCT | <input type="checkbox"/> Expert committee reports |
| <input type="checkbox"/> At least one well designed controlled study - no randomisation | <input type="checkbox"/> Respected authorities clinical experiences |
| <input type="checkbox"/> At least one other type of well designed quasi-experimental study | <input type="checkbox"/> Other |

Main aim of the audit

Q11. What do you hope to achieve?

Q12. Do you have specific statements supported by evidence that will be used in the audit?

Yes

No

Q13. Where did you find the evidence? Please tick the boxes that apply.

Literature search/research findings

NICE

National guidelines

NSF

Local guidelines

Professional body

Other

Methodology

Q14. Does your audit include the following:

	Yes	No
Q14.1. Target group	<input type="checkbox"/>	<input type="checkbox"/>
Q14.2. Method of sample selection e.g. random	<input type="checkbox"/>	<input type="checkbox"/>
Q14.3. Estimate of sample size	<input type="checkbox"/>	<input type="checkbox"/>
Q14.4. Level of confidence/convenience sample	<input type="checkbox"/>	<input type="checkbox"/>
Q14.5. Examination of clinical records	<input type="checkbox"/>	<input type="checkbox"/>
Q14.6. Observation practice	<input type="checkbox"/>	<input type="checkbox"/>
Q14.7. Questionnaire	<input type="checkbox"/>	<input type="checkbox"/>
Q14.8. retrospective/concurrent/prospective collection	<input type="checkbox"/>	<input type="checkbox"/>
Q14.9. Is your audit tool signed off as satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>

Q15. Please outline the resources you will need to make the audit successful?

	Yes	No
Q15.1. Case note retrieval	<input type="checkbox"/>	<input type="checkbox"/>
Q15.2. X-ray retrieval	<input type="checkbox"/>	<input type="checkbox"/>
Q15.3. Patient identification and information	<input type="checkbox"/>	<input type="checkbox"/>
Q15.4. Advice on literature review	<input type="checkbox"/>	<input type="checkbox"/>
Q15.5. Developing criteria & standards	<input type="checkbox"/>	<input type="checkbox"/>
Q15.6. Action planning	<input type="checkbox"/>	<input type="checkbox"/>
Q15.7. Advice on report writing	<input type="checkbox"/>	<input type="checkbox"/>
Q15.8. Presentation support	<input type="checkbox"/>	<input type="checkbox"/>
Q15.9. Management of change	<input type="checkbox"/>	<input type="checkbox"/>

Q16. Other Clinical audit issues:

	Discussed	Relevant
Q16.1. Funding for the audit process	<input type="checkbox"/>	<input type="checkbox"/>
Q16.2. Confidentiality	<input type="checkbox"/>	<input type="checkbox"/>
Q16.3. Access to data	<input type="checkbox"/>	<input type="checkbox"/>
Q16.4. Agreed disclosure of audit results - internal	<input type="checkbox"/>	<input type="checkbox"/>
Q16.5. Disclosure of audit results - external	<input type="checkbox"/>	<input type="checkbox"/>
Q16.6. Patient involvement in planning the audit process	<input type="checkbox"/>	<input type="checkbox"/>
Q16.7. Patient participation in the audit process e.g. patient questionnaire	<input type="checkbox"/>	<input type="checkbox"/>
Q16.8. Approval for dealing with sensitive issues	<input type="checkbox"/>	<input type="checkbox"/>
Q16.9. Re-audit	<input type="checkbox"/>	<input type="checkbox"/>