

## CLINICAL AUDIT STRUCTURED TEMPLATE

<b>Title of Audit:</b>
<b>Date of Audit:</b>
<b>Who was involved in the audit?</b>
<b>Background</b>
This should include a brief description of the reason for selecting the topic
<b>Preparation and planning</b>
How you intend to carry out the audit e.g. records search
<b>Aim of the Audit</b>
This should identify what you need the audit to tell you e.g. is current practice compliant with a particular piece of guidance i.e. NICE guidance/ local PCO)
<b>Criteria</b>
This section identifies the aspects of care which you are going to measure and should be clearly defined
<b>Initial standard setting</b>
What are you aiming for 100%, 90% etc
<b>Analysis and Findings</b>
This section should outline the level of compliance achieved against the audit standard and if full compliance not achieved an explanation of why. What was learnt from the data collection?
<b>Conclusions and Reflections from the audit</b>
What changes are needed? How will the changes be implemented and who will do this and when? How was this communicated to the team? When will the re-audit occur?
<b>Re-audit findings</b>
The re-audit report should include the date of second collection. The standard achieved and whether further action is required