**CLINICAL AUDIT STRUCTURED TEMPLATE**

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| **Title of Audit:** |
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| **Date of Audit:** |
| **Who was involved in the audit?**  |
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| **Background**  |
| This should include a brief description of the reason for selecting the topic |
| **Preparation and planning**  |
| How you intend to carry out the audit e.g. records search  |
| **Aim of the Audit**  |
| 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) |
| **Criteria**  |
| This section identifies the aspects of care which you are going to measure and should be clearly defined |
| **Initial standard setting**  |
| What are you aiming for 100%, 90% etc |
| **Analysis and Findings**  |
| 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? |
| **Conclusions and Reflections from the audit**  |
| 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? |
| **Re-audit findings**  |
| The re-audit report should include the date of second collection. The standard achieved and whether further action is required |