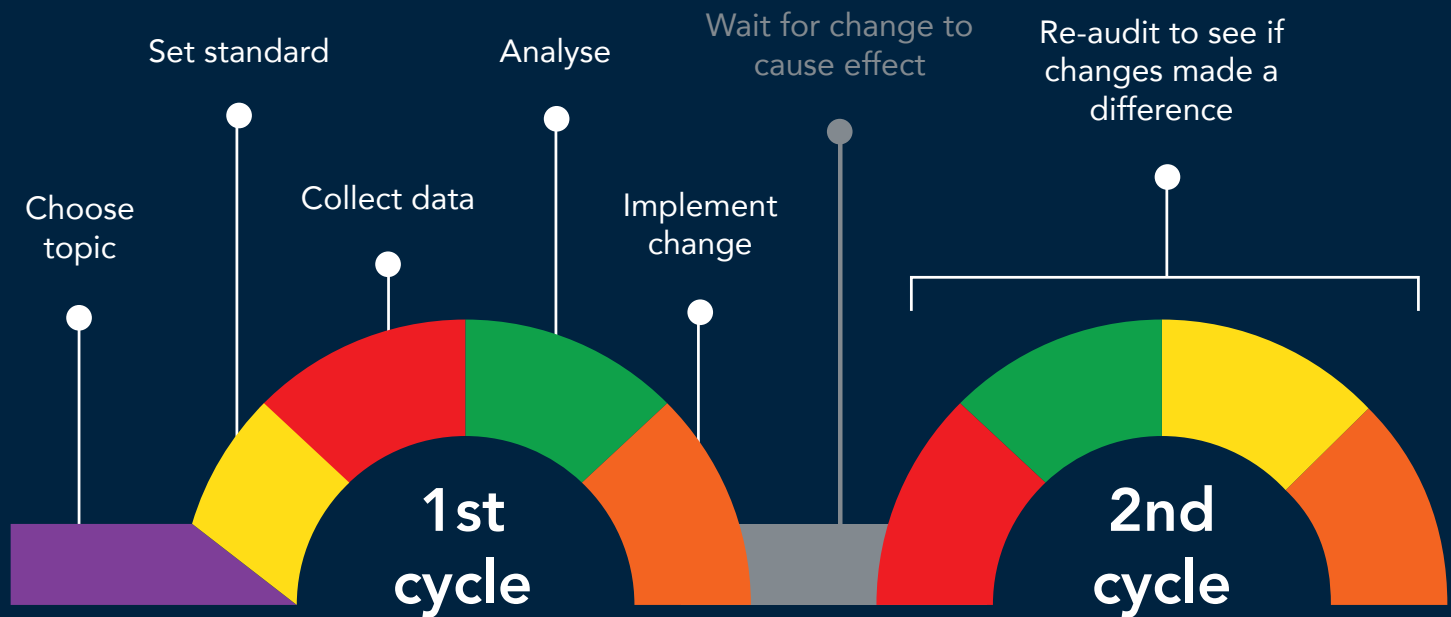


# Clinical Audit



## Is the question relevant?

- Choose a topic relevant to your practice or organisation. Have your colleagues or patients recently raised any concerns?
- Identify available resources

## What are the quality goals?

- Set standard and define criteria. Refer to literature indicating current guidelines (e.g. NICE, SIGN, RCGP)

## What information do we need?

- Identify who needs to collect what data, in what form, and how
- Only collect information that is absolutely essential

## Was the standard met?

- Compare data with set standard
- If standards were not met, note down known reasons

## How can we meet our set standard?

- Develop an action plan: what has to be done, how and by when?



## Top tips

- Choose a topic with high priority, where adherence to recommended practice could be improved
- Enlist support from your organisation and involve all relevant staff, ensuring adequate training and support
- Ensure good data collection and/or IT systems are available
- Agree confidentiality of findings and a 'no blame' culture
- Set realistic standards (optimum rather than ideal) that are agreed by the team
- Allow sufficient time - protected time is helpful