



Beaumont Hospital including St Josephs Raheny

CLINICAL AUDIT REGISTRATION FORM

Audits, which have a **patient focus** and measure **multi-professional practice** across services, are encouraged.

AUDIT TITLE:

REASONS FOR CHOICE OF AUDIT:

National Priority –

Local Priority –

AUDIT OBJECTIVE(S)

AUDIT STANDARDS:

(Continue on separate sheet if necessary)

Standard of Care

Exception

CONSULTATION:

Will the audit involve patients?

Will the audit involve other health professionals?

Will the audit involve other organisations?

If yes to any of the above , has their agreement been obtained to carry out the audit ?

AUDIT METHOD:

Data collection Proforma
Integrated pathway of care
Questionnaire
Interview
Other

Data Source:

Healthcare Records
Computer held information
Patient experience
Consumer group
Other

Data Source: Prospective
 Retrospective

Proposed Sample Size:

Proposed Start Date: _____

Proposed End Date: _____

How do you intend to share the audit results?

PROJECT LEAD: _____

Directorate/Dept: _____

Post: _____

Tel.Ext/Bleep No: _____

Signature of project lead: _____

Date : _____

Please return the completed form to:

Helen Ryan
Clinical Governance/Audit Manager
Office 27
St Raphaels Portacabins
Ext No – 4772
helenryan@beaumont.ie

OFFICE USE ONLY

CLINICAL GOVERNANCE/ AUDIT MANAGER

Date Received: _____

Signed By: _____

GUIDANCE NOTES FOR THE COMPLETION OF THE CLINICAL AUDIT PROPOSAL FORM

Please use these notes to help you complete the form. If you require any further assistance, contact your Clinical Governance/Audit Manager.

Audit Title: Describe the subject of the audit as completely as possible.

Reason for Audit: Explain why the audit subject was selected. Is it a National or Local priority? Do the reasons for undertaking the audit project include the high volume, cost or risk associated with the topic area; the existence of evidence of a serious quality problem in the topic area; evidence on effectiveness; or the likelihood of a significant and achievable quality improvement in the topic area.

Audit Objectives: These must be measurable and specific i.e. what are you trying to achieve by undertaking this audit. Clear objectives will enable you to focus project activity ("To ensure that...." To determine if...")

Audit Standards: A standard is the basis for measurement by which the accuracy or quality of something is judged. Please list the standards of care along with any exceptions. These are used to evaluate your care.

N.B. A **standard** of care is a statement describing what should be done or what should be happening. An **exception** is any clinically acceptable reason why the standard of care will not be met

Audit Support: The Clinical Governance /Audit Manager is available to assist with planning audits and facilitating the completion of the audit cycle.

Consultation: Indicate whether the audit involves patients or other professionals. You should **not** audit other people's work without their consent. Please indicate whether the agreement of other professionals has been obtained to carry out this audit. Audits have a greater chance of success if all staff likely to be affected by the audit process or the changes identified, are involved at the outset.

Audit Method: Indicate the audit method and the source(s) of the data to be used for the audit. Indicate the proposed sample size, an approximate start and end date for the audit project and specify how you intend to share the results of your audit.

Project Lead: Name of the person responsible for ensuring the audit is undertaken and completed.