

## TOP 20 TIPS ON HOW TO CONDUCT AN AUDIT

The following information is to assist you set up and conduct an audit.

1. Decide what clinical area/speciality is to be audited, and the reason for auditing.
2. Establish a working group/ team and identify a leader with responsibility for completing the audit. Identify and allocate roles within the working group/ team.
3. Identify resources required e.g.
  - Secretarial
  - Statistical
  - IT support
4. Decide on numbers to be audited e.g.
  - Number of patients
  - Number case-notes
  - Number of sample episodes
  - Number of transfusion episodes
5. Decide on time period of the audit.
6. Decide on format of the audit:
  - Identify audit data to be collected
  - Design audit forms with input from colleagues (IT/statistician) with experience of audit and speciality to be audited.
7. Write to Medical Director, medical consultant/ senior nurse/ blood bank manager to obtain permission for conducting audit in their speciality. Explain why the audit is being conducted. Discuss who can help you find out names and titles.
8. Once permission is obtained, inform other staff involved in helping/co-operating with the audit e.g. medical, nursing or blood bank staff. Offer to give an oral presentation about the audit to staff, if appropriate.
9. Keep copies of all letters sent and take notes of any meetings or phone calls.
10. Publicity for the audit may be required e.g.
  - Posters
  - Information packs
11. Decide the most efficient and appropriate way to collect the data e.g.
  - How to fit into the ward/ blood bank schedule
  - Medical records schedule
  - Data collectors schedule
12. Set up database. Ensure patient confidentiality is maintained.
13. Pilot data collection tools and database and make changes if required.
14. During the audit maintain good communication with all staff involved to remind them that the audit is continuing. Be available as much as possible to help with any problems or queries.
15. Complete data collection.
16. Enter data either in batches or at end of audit. Conduct Quality assurance check.
17. Analyse data and evaluate results.

18. Identify practice changes required and prepare report.
19. Disseminate findings to relevant parties as appropriate e.g.
  - Circulate report
  - Oral presentation
  - Poster presentation
20. Implement practice changes and allow for these to be imbedded, before re-auditing practice to see if improvement has been made.