Audit Planning & Preparation

Stages of an audit

* Identify the area for improvement
* Define audit criteria and standards
* Determine methods and tools for collecting data
* Collect and analyse data
* Develop an audit action plan & implement change
* Re-audit, reflect, & evaluate.

# Audit description

**Describe the audit and summarise the steps required for the Fellow.**

*[Type response here]*

# Identify standards

**List best practice guideline/s that will be used to identify and measure standards.**

*[Type response here]*

# Patient selection

**Describe the patient/participant selection process.**

*[Type response here]*

**How many patients/participants each Fellow will be required to audit?**

*[Type response here]*

# Data collection and analysis

**How will data be collected? What methods will be used?**

*[Type response here]*

**How will data be analysed? What methods will be used?**

*[Type response here]*

# Privacy, confidentiality, and consent

**Who will collect the data?**

*[Type response here]*

**Who will have access to the data?**

*[Type response here]*

**How will you address patient informed consent?**

*[Type response here]*

**List all intended uses of the aggregated data.**

*[Type response here]*

**List all intended users, third parties or organisations that will access the data.**

*[Type response here]*

# Clinical audit timeline

**Audit tool and other audit material to be completed by:** MM/DD/YYYY

**Data collection to be completed by:** MM/DD/YYYY

**Data analysis to be completed by:** MM/DD/YYYY

**Audit report and action plan to be completed by:** MM/DD/YYYY