

10



KEY INGREDIENTS OF AN EXCELLENT CLINICAL AUDIT ACTION PLAN

1.



Locally owned

Action plans work best if they are developed by those working at the coalface. 'Imposed' action plans rarely succeed.

2.



Concise

Action plans should be short documents that can be read in no longer than 5 minutes.

3.



Precise

Action plans need to be clear and simple. If any part of the action plan is ambiguous or confusing expect failure.

4.



Use verbs

Each action statement should start with a verb, i.e. a 'doing word' to convey what needs to be done!

5.



Need stakeholder support

Action plans need to be endorsed and supported by the key stakeholders, otherwise they are doomed!

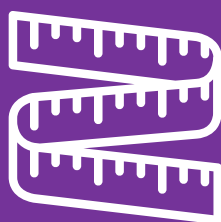
6.



Must convey a reward

What is the benefit for ensuring all actions are implemented. If people don't see a reward or benefit actions won't happen.

7.



Conform to SMART rules

Action plans need to be specific, measurable, achievable, relevant and time-bound. Simple!

8.



Be a live document

Action plans need to be regularly re-visited, amended and updated.

9.



Identify leaders

Action plans must convey who has responsibility for what and when. Clear allocation of tasks is vital.

10.



Be visible

Action plans sitting in drawers or hidden in reports never succeed. Action plans must be visible documents, widely communicated.

