HQIP's TEMPLATE FOR CLINICAL AUDIT REPORT

SECTIONS OF AUDIT REPORT

1. Project title
2. Division type/organisation
3. Speciality/service/operational area
4. Disciplines involved
5. Project lead
6. Other members of staff involved
7. Background/rationale
8. Aim
9. Objectives
10. Standards/guidelines/evidence-base
11. Sample
12. Data source
13. Methodology - including data collection methods
14. Findings
15. Observations
16. Presentation/discussion
17. Recommendations
18. Learning points
19. References
20. Action Plan

Stage 1 –
Preparation and Planning
(including for re-audit)

Stage 2 –
Measuring
Performance

Stage 4 –
Sustaining Improvement
(including re-audit)

Stage 3 –
Implementing Change