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| **Checklist of Best Practice in Clinical Audit** | | | |
| **Clinical Audit Title:** | |  | |
| **Clinical Audit Lead:** | |  | |
| **Department/ Service Area/ Team:** | |  | |
| **Stage 1** | **Select Topic** | |  |
| Step 1 | Involve stakeholders | |  |
| Step 2 | Determine the Clinical Audit Topic | |  |
| Step 3 | Plan the Delivery of the Clinical Audit | |  |
| **Stage 2** | **Set Criteria and Standards** | |  |
| Step 1 | Select the Standard(s) to be used | |  |
| Step 2 | Set the Target / Level of Performance | |  |
| Step 3 | Consider Inclusion / Exclusion Criteria | |  |
| Step 4 | Consider Exceptions | |  |
| **Stage 3** | **Design Clinical Audit Tool and Collect Data** | |  |
| Step 1 | Design Clinical Audit Tool | |  |
| Step 2 | Data Collection Process Discussed and Decided | |  |
| **Stage 4** | **Analyse Data and Compare Results with Standards** | |  |
| Step 1 | Data Analysis | |  |
| Step 2 | Calculating Compliance with Clinical Audit Criteria | |  |
| Step 3 | Drawing Conclusions | |  |
| Step 4 | Sharing Results | |  |
| **Stage 5** | **Clinical Audit Report** | |  |
| Step 1 | Layout of the Clinical Audit Report | |  |
| Step 2 | Write Report | |  |
| Step 3 | Reflection | |  |
| **Stage 6** | **QI Plan and Action** | |  |
| Step 1 | Development of a Quality Improvement Plan | |  |
| Step 2 | Actions discussed, decided and documented | |  |
| **Stage 7** | **Re-audit** | |  |
| Step 1 | If re-audit is required, start the process again | |  |