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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 |  |