# Introduction to AUDIT

**ProPharmace**
**Pre-registration Training 2019-20**
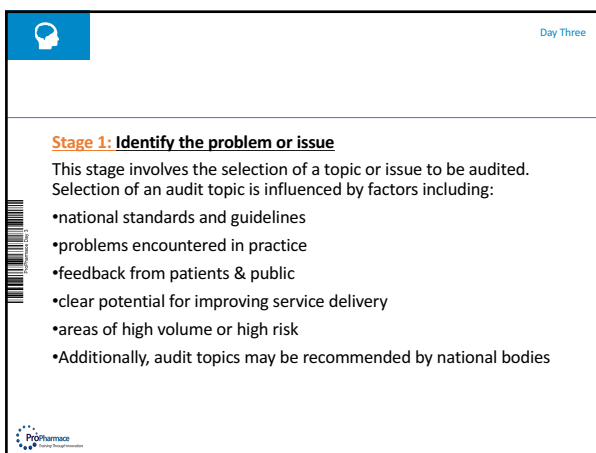
---

## Audit

The audit process can be described as a cycle or a spiral. Within the cycle there are stages that follow the *systematic* process of: establishing best practice; measuring against criteria; taking action to improve care; and monitoring to sustain improvement. As the process continues, each cycle aspires to a higher level of quality.
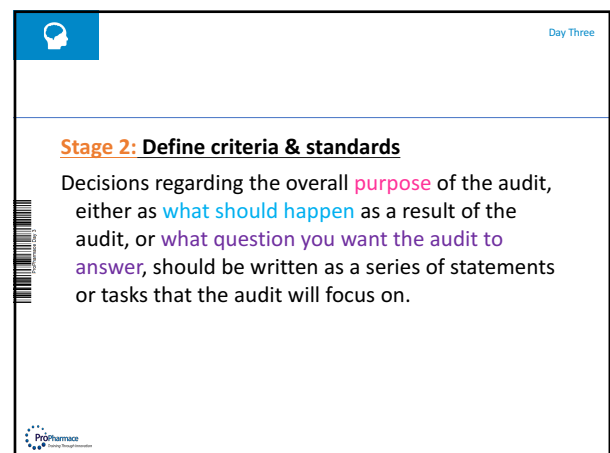
---

**Stage 1: Identify the problem or issue**

This stage involves the selection of a topic or issue to be audited. Selection of an audit topic is influenced by factors including:

•national standards and guidelines

•problems encountered in practice

•feedback from patients & public

•clear potential for improving service delivery

•areas of high volume or high risk

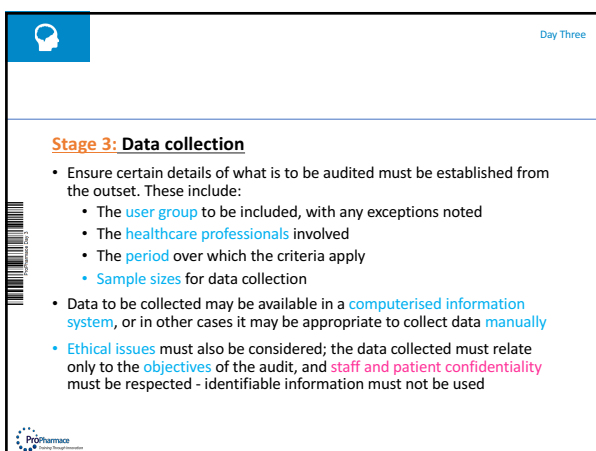•Additionally, audit topics may be recommended by national bodies

---

**Stage 2: Define criteria & standards**

Decisions regarding the overall purpose of the audit, either as what should happen as a result of the audit, or what question you want the audit to answer, should be written as a series of statements or tasks that the audit will focus on.
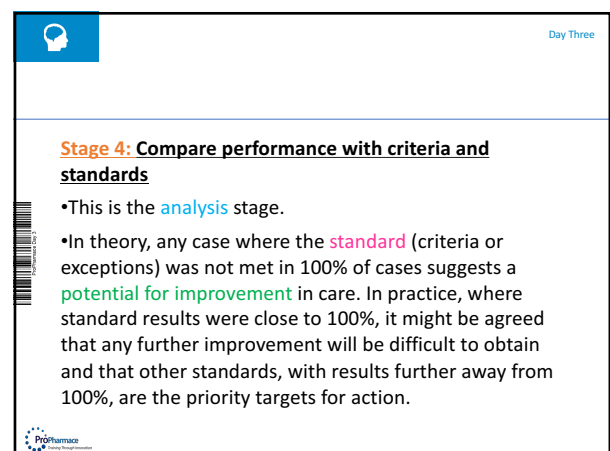
---

**Stage 3: Data collection**

• Ensure certain details of what is to be audited must be established from the outset. These include:
    • The user group to be included, with any exceptions noted
    • The healthcare professionals involved
    • The period over which the criteria apply
    • Sample sizes for data collection
• Data to be collected may be available in a computerised information system, or in other cases it may be appropriate to collect data manually
• Ethical issues must also be considered; the data collected must relate only to the objectives of the audit, and staff and patient confidentiality must be respected - identifiable information must not be used

---

**Stage 4: Compare performance with criteria and standards**

•This is the analysis stage.

•In theory, any case where the standard (criteria or exceptions) was not met in 100% of cases suggests a potential for improvement in care. In practice, where standard results were close to 100%, it might be agreed that any further improvement will be difficult to obtain and that other standards, with results further away from 100%, are the priority targets for action.

**Stage 5: Implementing change**

•Results of audit discussed

•Agreement about recommendations for change

•Using an action plan to record these recommendations is good practice

•Who has agreed to do what and by when

•Each point needs to be well defined, with an individual named as responsible for it, and an agreed timescale for completion

---

## Re-audit: Sustaining Improvements

• After an agreed period, the audit should be repeated.

• The same strategies for identifying the sample, methods and data analysis should be used to ensure comparability with the original audit.

• The re-audit should demonstrate that the changes have been implemented and that improvements have been made. Further changes may then be required, leading to additional re-audits.

• Critical to achieve the standards of healthcare delivery identified in stage 2.

---

## AUDIT project

• All ProPharmace Trainees are required to complete an audit project.

• Initiate a discussion with your tutor about an audit topic that would be suitable to complete at your pharmacy.

# ProPharmace Audit Project Guidance

**The GPhC requires all pre-registration trainees to complete an AUDIT (Performance Standard A4.8)**

If you wish to submit your audit, please do so by bringing a printed copy to your Day 7 training day to hand in for marking. Your audit should satisfy the criteria detailed below.

| Headings: | Format |
|---|---|
| <ul><li>Authors</li><li>Title</li><li>Introduction</li><li>Aims and Objectives</li><li>Participants (Consent Obtained)</li><li>Action Plan</li><li>Standards</li><li>Methods and Resources used</li><li>Results</li><li>Discussion and Conclusion</li><li>Proposals for future (Review Date)</li><li>References</li></ul> | <ul><li>Single line spacing and justified in both margins</li><li>Page margins: 2.0cm</li><li>Main titles - Arial font 12pt bold</li><li>Main text - Arial font 11pt</li><li>Maximum of 1000 words</li><li>All abbreviations should be explained</li><li>References: Vancouver style</li></ul> |

**DEADLINE FOR SUBMISSION:** Bring a **paper copy** of your Audit Project to your **Day 7 ProPharmace Training Day**

**Tip:** Download the PSNC Guide to Clinical Audit at https://psnc.org.uk/contract-it/essential-service-clinical-governance/clinical-audit/

**Important:**

- Many projects are inaccurately described as audits. An audit must include *standards*
- Late submissions may not be accepted; plan ahead to complete your project in a timely manner using SMART objectives
- Your audit project mark will be shared with your tutor