

Audit Assessment Tool Guidance

The Audit Assessment tool is designed to assess a trainee's competence in completing an audit. The trainee should be given immediate feedback to identify strengths and areas for development. All workplace-based assessments are intended primarily to support learning so this feedback is very important

The Audit Assessment can be based on review of audit documentation OR on a presentation of the audit at a meeting. If possible the trainee should be assessed on the same audit by more than one assessor.

Assessors can be any doctor with suitable experience - for trainees in higher specialty training this is likely to be consultants. Some curricula may have specific requirements for numbers of consultant assessments.

Descriptors of competencies demonstrated during Audit Assessment:

Audit topic	The reason for the choice of audit is clear and affects important aspects of care or governance. The aims of the audit are stated, including the potential for change.
Targets for performance	Explicit criteria are used to measure performance against. The criteria are measurable and have an evidence base. Where the criteria are based on professional opinion, formal consensus methods are used.
Audit methods	The degree to which the audit was a collaboration is acknowledged. Ethical issues are discussed and addressed appropriately. The parameters of the audit are specified: persons involved; processes/outcomes to be audited; time period for data gathering. Appropriate sampling is used. Data gathering is comprehensive, e.g. using more than one source of information on patients: clinical record and electronic patient record. Data extraction is consistent e.g. use of specifically designed data forms. Ability to critique methods is demonstrated.
Results and interpretation	The results of the audit are clearly presented. Appropriate conclusions are drawn from the results.
Changing Performance: Conclusions and Implementation Plan	Barriers to change are identified prior to implementation of audit conclusions. An appropriate implementation plan is drawn up to affect a change in performance. The implementation plan takes account of contextual factors and constraints: financial, educational, time. The audit is disseminated in an appropriate fashion to maximise take up of implementation plan e.g. local or regional presentation, written circular, publication
Plan for evaluation	Realistic methods for the evaluation of the implementation plan are described. Plans for a repeat of the audit cycle are considered
Overall Quality of Audit	An overall judgement based on the above criteria