Clinical Audit Registration Form: Guidelines for completion
**Why register clinical audits?**

It is important to register a clinical audit:

1. To ensure a strong governance around audit and in doing so assure quality
2. To generate a list of the audits that are completed across the organisation so that we can evidence continuous quality improvement
3. To assure regulatory authorities that we monitor compliance and clinical effectiveness
4. To evidence an ongoing audit cycle for continuous improvement
5. To highlight any need for support, and to assist with planning for resource to support audit in the future

**When should this form be filled in?**

All audits have to be registered. The audit team will generally ensure that the National Audits, those for the quality contracts and NICE audits are registered on your behalf. If you are carrying out a service specific audit, this form should be filled in; if you have a series of audits then please contact the audit team who will assist with registration to minimize repetition and work load.

**How do I fill it in?**

The Registration form is designed to assure quality whilst being easy to complete.

*Clinical Audit Title:* Please provide a short title for the audit which demonstrates what is being audited, in which service

*Audit type* - please state if this is a national audit, an audit for a contractual obligation, for NHSLA, NICE or a service specific audit (or other).

*Project team* - Directorate/ Service Area: List the service area(s) in which the audit is taking place

*Project Lead* - please identify a lead or principle contact for the audit. It is important that one person takes responsibility for overseeing and co-ordinating the audit. This person will be the key liaison with the audit team.

*Lead clinician* - Each audit must have a lead clinician who is able to check the audit tool, and the results to ensure that these are appropriate and a fair reflection of the service provided. They will also check that the standards being audited against are accurate. This lead clinician may be the person that leads the audit or may be separate.

*Stakeholders* - please ensure that all the departments etc who may be implicated by the audit results are included. For instance, if there is medicines element, the pharmacy team should be consulted on the tool and the results. Please list key stakeholders

*Committees/ groups at which this audit is signed off* - please state which governance or assurance group within the service these audits are presented at or noted. This might be a governance group, or a clinical effectiveness group etc.
**Aims and objectives**: please give a short introductory paragraph explaining why you are carrying out this audit. Also state if this is a re-audit

**Standards**: Please list the standards against which this audit is being carried out. This will help us to ensure that the audit tool is appropriate

**Sampling criteria**: Please list how many records etc are to be included in the audit, how they will be sampled, and how the sample size/ methods were decided upon

**Methods of data collection**: Please explain how you will collect your data.

**Ethics**: If patients are to be directly involved in the audit, it is important that they are fully informed about the reason for the audit, what they are expected to do, and how the results are being used. That is, they must be fully informed about what is happening, and should give their consent if the data collection is for a purpose other than their direct clinical care.

**Dissemination of findings**: please state how you will share the findings of the audit to the clinical team, and to any patients that have been approached directly. If publication or presentation is anticipated, please highlight this.

**Timelines**: Please give an estimation of the dates for starting and completing the audit, a date for the action plan and a date for any re-audit.

**Signatures**: please sign (electronically if necessary) as the lead for the audit and the lead clinician (if different)

**What should I include with the registration form?**

Please include the audit tool, and any other data collection tools that you will be using

**Where shall I send it?**

Please send to clinicalaudit.evaluation@solent.nhs.uk

**What happens after I have sent the audit registration form to the audit team?**

The proposed audit will be reviewed and registered. Once the audit is approved, you will be sent an audit number, and you are free to start your audit.

**What do I do with the completed audit report?**

Please ensure that you have the approval of the clinical lead and the key stakeholders for the audit report.

Send the audit, with dates for re-audit to the clinical audit team at clinicalaudit.evaluation@solent.nhs.uk