**Clinical audit report template**

**Clinical Audit Report Template**

**Instructions for use**

This report template can be used to support you to plan your audit and also to record your audit findings, changes made to practice and the impact of those changes demonstrated through a re-audit.

A template is outlined below for completion. You can adapt it to suit you. This example is drawn from the National Council of Osteopathic Research Handbook. A completed example of this template is available at: <http://cpd.osteopathy.org.uk/resource/clinical-audit-worked-up-example/>

1. **Introduction**

* Summarise the aims of the audit, the area investigated and what it intended to look at.
* Describe what evidence was identified and the intended benefits to current patients, potential new patients and any staff working in practice.
* Consider the impact of the *Osteopathic Practice Standards.*

1. **Criteria/objectives**

* Describe specifically the criteria you identified, why and how they were identified.
* Describe what benefits the selected criteria represent for patients, the practice and the clinicians in the practice.

1. **Standards set**

Describe specifically the standards set for the audit and how they were identified and agreed on.

1. **Method**

|  |  |
| --- | --- |
| **Question** | **Response** |
| Where did the audit take place? |  |
| When did it begin? |  |
| How long did it last? |  |
| Who was involved? |  |
| What population / item was being audited? |  |
| How was the population selected |  |
| The size of the population |  |
| Attach the data collection tool and describe what data was collected and any other outcome measures used |  |

1. **Summary of results**

Describe the main findings of the first part of the audit, including the population, each standard and the degree to which it was met.

1. **Evaluation of the findings and future action**

|  |  |
| --- | --- |
| **Question** | **Response** |
| Describe what problems were identified / what could be improved |  |
| Identify what changes will be introduced and how they will be implemented. |  |
| State how long you will allow the changes to take effect. |  |
| Plans for re-auditing |  |

1. **Findings of the re-audit**

Describe briefly when the re-audit took place and what the principal findings were.

1. **Conclusions**

Describe when another audit is likely to take place and what plans are in place to monitor standards.

Describe what has been learned from the audit process. What would you do differently next time? This is an important step and will help consolidate the learning process.

1. **Reflection on the themes of the *Osteopathic Practice Standards***

Please indicate in the boxes below which themes of the *Osteopathic Practice Standards* that you have reflected on.

|  |  |
| --- | --- |
| **Theme from the OPS** | **Reflection** |
| Communication and patient partnership |  |
| Knowledge, skills and performance |  |
| Safety and Quality |  |
| Professionalism |  |