

The knowledge and skills involved in clinical audit

A list of possible knowledge and skills related to clinical audit is in the box.

Knowledge and skills involved in clinical audit		Guide
Knowledge	Skills	
<i>The clinical audit process</i>		
What clinical audit is about		
How the clinical audit process works	Explain the clinical audit process to others and why clinical audit is important	
What rapid-cycle clinical audit is about and why it is important		
How clinical audit relates to the following: <ul style="list-style-type: none"> • Evidence-based practice • Quality improvement • Patient experience • Clinical risk management • Continuing professional development • Accountability for quality and safety of patient care 	Explain to others how clinical audit relates to other activities	
Differences among descriptive studies, surveys, research and clinical audit	Design a clinical audit (not a descriptive study, survey or research study)	
<i>About designing a clinical audit</i>		
What is included in the design of a clinical audit		
Sources for clinical audit subjects		
Criteria for selecting subjects for clinical audit		

Knowledge and skills involved in clinical audit

Guide

Why it is important to involve colleagues in setting priorities and objectives for clinical audits

Tools and techniques to involve teams in setting priorities for clinical audits

What should be included in an objective for a clinical audit

Types of features of quality of care or service a clinical audit could be about and what they mean, eg, effectiveness, appropriateness, safety

How to write an objective for a clinical audit

Why it is important to consider in advance who may be affected by a clinical audit and whether or not those affected, including patients, should be included in carrying out the audit

Why it is important to carefully specify the patients, cases, events, situations or circumstances to be included in and excluded from a clinical audit

How to specify the patients, cases, events, situations or circumstances to be included in and excluded from a clinical audit

Why it is important to select carefully a population or sample for a clinical audit

The difference between a population and a sample

How to decide whether to use a population or a sample for a clinical audit

The difference between representative and non-representative samples

Types of representative samples

Types of non-representative samples

How to select a type of sample for a clinical audit

Use various tools and techniques to involve colleagues in selecting subjects for clinical audits

Write one or more objectives for a clinical audit properly

Define the patients, cases, events, situations or circumstances to be included in and excluded from a clinical audit

Knowledge and skills involved in clinical audit	Guide
How to select the size of a sample for a clinical audit	Select the population or sample for a clinical audit appropriately
Types of data collection strategies (retrospective, concurrent, prospective) for a clinical audit	
Factors affecting the selection of a data collection strategy for a clinical audit	
How to select a data collection strategy for a clinical audit	Select a data collection strategy for a clinical audit that is likely to result in complete and reliable data
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<i>About measuring quality</i>	
Why it is important to have measures of quality in a clinical audit	
Purposes of quality-of-care measures	
The terms explicit measure and implicit measure and what they mean	
Words used to describe measures in clinical audit (criterion, indicator, standard)	
What should be included in a clinical audit measure	
The meanings of all the words used in a clinical audit measure (eg, standard)	
The importance of having good operational definitions of terms used in a clinical audit measure and good directions for data collection	
How to draw up a clinical audit measure for different aspects of quality of care or service	Draw up a clinical audit measure correctly
Characteristics of quality of care measures	
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<i>About collecting data</i>	
The terms reliability and validity and what they mean as applied to a clinical audit	
How to develop and test a protocol for collecting data for a clinical audit	Develop and test a protocol for collecting data for a clinical audit

Knowledge and skills involved in clinical audit	Guide
Types of forms for recording data on a case-by-case basis for a clinical audit and how to use them	
How to collect data completely and accurately for a clinical audit	
Data protection requirements relating to clinical audit data	Collect data completely and accurately for a clinical audit, consistent with data protection requirements
Why it is important to test the reliability of data collection for a clinical audit	
How to carry out inter-rater reliability testing for data collection for a clinical audit and act on the findings of the testing	Carry out and act on the findings of inter-rater reliability testing of data collection for a clinical audit
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About collating data	
How to collate and display clinical audit data	
Types of data (nominal, ordinal, interval and ratio)	
Tools for displaying data (eg, table or bar chart)	Display clinical audit data using appropriate statistical tools
Tools for displaying data for the purpose of analysing variation in clinical practice (run chart or control chart)	Use tools for analysing variation correctly
Descriptive statistics and how to calculate them (eg, mean, median, mode, range, standard deviation)	Use descriptive statistics appropriately and correctly
How to calculate preliminary compliance with a clinical audit measure	Calculate preliminary compliance with a clinical audit measure properly
Different approaches to presenting findings for a clinical audit	Calculate item-by-item and all-or-none compliance with clinical audit measures
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About evaluating findings and cases	
How to present preliminary findings for a clinical audit	Explain clinical audit findings to colleagues correctly
The terms specificity and sensitivity applied to a quality-of-care measure and what they mean	
When it is important to review cases that were not consistent with a clinical audit measure	

Knowledge and skills involved in clinical audit	Guide
Factors that could influence how clinical audit findings and individual cases are reviewed	
How to plan for the evaluation of clinical audit findings and the review of individual cases or rates of cases with colleagues	Plan to involve colleagues in evaluating clinical audit findings and reviewing individual cases or rates of cases with colleagues
How to calculate final compliance with a clinical audit measure and with all clinical audit measures	Calculate final compliance with clinical audit measures properly
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<i>About analysing problems and findings causes</i>	
Why it is important to identify problems in care or service that are shown by a clinical audit	
How to state a problem shown by a clinical audit	State a problem revealed by a clinical audit completely and accurately
The difference between a problem and a cause of a problem	
How to analyse clinical audit data to find possible causes of a problem	
Tools and techniques to analyse a problem to find its causes	
How to use tools to analyse a problem to find its causes	Use tools and techniques to involve colleagues in analysing causes of problems
Types of process maps	
How to analyse a process of care or service using a process map	
How to test if potential causes are actual causes of a problem	Validate the actual cause(s) of a problem
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<i>About identifying and implementing improvements</i>	
Why it is important to identify a specific improvement needed	
The difference between an action and an improvement	
How to state an improvement in practice that is needed	State a needed improvement completely and accurately

Techniques for learning and influencing people's attitudes toward change or an improvement in practice

How to use techniques to involve and influence people to favour making an improvement in practice

Why it is important to develop a detailed operational plan to achieve a substantial improvement in practice

Tools for making operational plans

How to develop an operational plan to achieve an improvement in practice

How to anticipate things that could go wrong in the implementation of an improvement in practice and develop alternative plans

Use various techniques for learning and influencing people's attitudes toward achieving an improvement in practice

Develop a detailed plan to achieve an improvement in practice

Anticipate things that could go wrong in the implementation of an improvement in practice and develop alternative plans

About repeating data collection and evaluating action

Why it is important to repeat data collection for a clinical audit as rapidly as possible

How to carry out repeat data collection for a clinical audit

How to interpret the findings of repeat data collection for a clinical audit

How to decide if an improvement in practice has been achieved

When it is desirable to test the statistical significance of a change in practice

Tools to test the statistical significance of a change in practice

How to test the statistical significance of a change in practice

How to follow up on a clinical audit

How to write a report on a clinical audit

Carry out repeat data collection for a clinical audit and interpret the findings

Decide if and how to test the statistical significance of a change in practice

Follow up on a clinical audit appropriately

Write a report on a clinical audit

About leading clinical audit (in addition to the above)

How to motivate staff to use clinical audit as a quality improvement process

Motivate staff to use clinical audit properly

How to advise staff on the proper design and execution of individual clinical audits

Advise staff on the proper design and execution of a clinical audit

The structure needed in a clinical service to support achieving an effective clinical audit programme and how to create an effective structure

Plan an effective structure in a clinical service to support clinical audit as a quality improvement process

How to organize agendas for clinical audit meetings

Plan agendas for future clinical audit meetings

How to brief members of staff to make effective presentations of clinical audits

Brief members of staff to make an effective presentation of a clinical audit

How to make decisions about ethics issues related to clinical audit

Make decisions about ethics issues related to clinical audit

How to monitor progress on achieving the clinical audit programme and intervene as needed to get things back on track

Monitor progress on the clinical audit programme and intervene if the programme is not being achieved as planned

Organizational policies needed to support clinical audit and how to develop them

Develop organizational policies needed to support clinical audit