

Use this checklist when planning and completing your audit to help you remember the steps. You should discuss the concept of audits with your team before completing this checklist.

Before the audit

- Choose a topic that
 - The team are on board with or that will create interest
 - Is specific
 - Measurable
 - Attainable (occurs often enough for data to be collected)
 - Relevant and of benefit to your practice and an important aspect of care
 - Time-bound
 - Is not a research project that requires ethical committee approval (Find out more at www.infocusvj.org/pbr-practice-based-research/)
- Discuss the proposed topic with your team
- Look at RCVS Knowledge resources and templates to help (www.rcvsknowledge.org/clinicalaudit)
- Decide whether the audit you have chosen is an:
 - Outcome audit
 - Process audit
- Design your method of data collection
- Discuss the method of data collection with your team
- Set a realistic time frame to conclude the first cycle of the audit

Once completed

- Present the audit results to your team via a Quality Improvement meeting and discuss:
 - The results
 - Any barriers
 - Recommendations and changes for improvement
 - Identify who might be able to implement the suggested changes
 - Inform the wider team of the results and the suggested changes
- Make the agreed changes (remember not to change too much at once)
- Repeat the audit after the changes are established
- Repeat the above steps
- Share your audit results
 - Submit them for a Knowledge Award (www.rcvsknowledge.org/KnowledgeAwards)
 - Submit them as a case example (www.rcvsknowledge.org/SubmitCaseExample/)
- Add your involvement in audit to your CV
- As a team look to create an audit calendar, plan future audits and get more of the team involved
- Revisit audit to check continuing results and add this to your calendar so you don't forget!

