

Understanding the individual steps of benchmarking should make the process less daunting for your practice team.

## 1. Choose an outcome or process to audit

You may want to hold a meeting to discuss this so that all team members can be involved.

## 2. Decide what you are going to benchmark against

You can benchmark against your own data in practice, your own data and other practices, or against national benchmarks.

## 3. Carry out the audit

Gather the relevant data, or data may be collected specifically for your benchmarking activity.

## 4. Submit your data to a national benchmark

Remember to submit your data. Submitting your data helps support and build the national benchmark.

## 5. Analyse data and compare against the benchmark

Compare your results to the benchmark. This will provide a baseline for your improvement efforts.

## 6. Identify factors that might cause your results to differ from the benchmark

Note any reasons why targets may differ from the benchmark. There may be varying reasons and can take the discussion with the whole team to identify them.

## 7. Discuss the results with your team

It is important to share the results with your team. Encouraging participation and shared insights during team discussions generates a learning culture.

## 8. Decide on any changes and implement them.

Identify what changes or interventions may need to be made to help improve patient outcomes.

## 9. Review the changes and re-audit

Any changes that have been made are reviewed, the auditing process repeated and the results analysed to ensure quality of performance and outcomes are maintained.

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