Questions will be asked about any areas that are particular low or high in the following:

- QOF
- Exception reporting
- Prevalence
- Referrals
- 2 week waits
- Prescribing
- Intelligent monitoring

Consider auditing areas in which you are an outlying.

How are patients monitored on particular drugs, e.g. methotrexate, warfarin, thyroxine etc.?

Run searches to ensure patients are monitored.

How do you access policies & procedures?

How can your staff feed into decisions or make suggestions to improve the way the practice works?

What is the vision & strategy of the practice?

Give an example of something that has been reported as a significant event?

Where are the forms kept to report significant events?

Who is the safeguarding lead at the practice?

How can safeguarding concerns be raised?

What safeguarding training have you had?

Where would you access the safeguarding policy?

Is there an alert or marker on a patient’s record to show they are vulnerable?

How do you know who is:

- A vulnerable adult
- A child at risk
- Deprivation of liberty safeguards in place (DoLS)

If you had concerns about a member of the clinical team, who would you report it to?
If you thought your concerns had been brushed away, what else could you do? What policy could you refer to?

When is the fire alarm tested?

When was the last full fire drill?

How are chaperones offered & recorded?

What translation services are available for patients?

Where are the PGDs/PSDs kept? Are they all signed & up to date?

Tell me what you understand about Fraser Guidelines & Gillick Competence?

What do you know about the Mental Capacity Act?

Where is emergency equipment kept?

What happens when the panic alarm is sounded?

How are changes in clinical guidance shared with the clinical team? (E.g. NICE guidance)

Who is the infection control lead?

What infection control training takes place in the practice?

Who receives safety alerts?

How are safety alerts actioned? Is there a policy?

How is consent recorded in patients records?