

## Clinical Audit Report Template for GP's

<p><b>Title of Audit</b></p>
<p><b>Date of Audit</b></p>
<p><b>Who was involved in the audit?</b> (List of people including designation)</p>
<p><b>Background</b> (This should include a brief description of the reason for selecting the topic)</p>
<p><b>Preparation and planning</b> (How you intend to carry out the audit e.g records search)</p>
<p><b>Aim of the Audit</b> (This should identify what you need the audit to tell you e.g. is current practice compliant with a particular piece of guidance i.e NICE guidance/local PCO)</p>
<p><b>Criteria</b> (This section identifies the aspects of care which you are going to measure and should be clearly defined)</p>
<p><b>Initial standard setting</b> (What are you aiming for 100% , 90% etc )</p>
<p><b>Analysis and Findings</b> (This section should outline the level of compliance achieved against the audit standard and if full compliance not achieved an explanation of why. What was learnt from the data collection? )</p>
<p><b>Conclusions and reflections from the audit</b> (What changes are needed? How will the changes be implemented and who will do this and when? How was this communicated to the team? When will the re-audit occur?)</p>
<p><b>Re-audit findings</b> (The re-audit report should include the date of second data collection, the Standard achieved and whether further action is required)</p>