



Audit Report Template

Audit Title

Practice/Participating GPs

1. Reason for the audit
 2. Criterion or criteria to be measured
 3. Standard(s) set
 4. Preparation and planning
 5. Results of initial data collection
 6. Description of change(s) implemented
 7. Results of data collection post changes
 8. Conclusions
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Executive Summary / Abstract

This is usually written last and condensed using the headings from the report. You can either provide this in the format of an abstract, which is circa 250-300 words or as a full executive summary, which should be no more than two pages.

Introduction

Generally between half page and two pages in length. In it, you should explain the reasoning behind undertaking the audit and include review of the immediately relevant literature and any previous work undertaken. Also mention:

- When the audit was undertaken
- How many people / items were surveyed
- Why the need for audit was identified
- The aims and objectives of the audit

In most cases, the relevant literature will be contained in the guidelines or the supporting guideline material. Hence, remember to reference the guidelines.

Remember to reference any ideas and data which are not your own including direct quotations, paraphrasing or summarising another writer, using statistics, tables, graphs, diagrams or appendices which do not arise entirely from your own work. There are a number of standardized referencing styles- the most often used being the Harvard style (author and year of publication cited in text; the reference list is sorted alphabetically by author) and the Vancouver style (consecutive number allocated to each reference when stated for the first time in the text; the reference list is sorted by the assigned numbers).

Method and Sample

Briefly explain all relevant methodology, including:

- Your standard, criteria and target
- Your target population and how the sample was chosen if relevant
- Whether data collection was retrospective or prospective
- The method used to collect the data
- The data collected
- Who was involved
- What type of data collection tool or scale you used
- Difficulties that you experienced
- Timescale

As a guide to how much information to include here - this section should include enough detail to allow another practice to replicate your audit and/or to permit your practice to re-audit using the same approach and methodology. It will also assist if you are selected for validation purposes to have this information easily available, which will permit the independent assessor to establish that the records kept of audit activity can actually trace real activities undertaken.

Results

This section should include only the results from your audit. You should avoid making any comments on the findings here. If you use tables or figures, ensure they have a title and be understood without reference to the text. In particular, you should highlight areas of success and problem areas.

Discussion and Recommendations

This section contains an interpretation of your findings and possible implications. No new data should be contained in this section. If relevant, compare the results to other audits. Outline the strengths and weaknesses of your audit.

Action Plan

Identify areas for improvement and how you arrived at your action plan. Include your action plan.

Data Collection post changes and Plan to re-audit

Assess any changes achieved and if you reached your standard (target). If you deviated from the original methodology, explain why and discuss the impact of that on comparability etc. Present the findings of the and discuss if further recommendations/changes are required. Mention if you plan to carry out a re-audit in the future.

Conclusion

Summarize the full audit cycle undertaken – the results, implications and recommendations of each stage.

Acknowledgements

All those who were involved or assisted should be mentioned.

References/Bibliography

A bibliography is a list of works used (though not always cited) in the course of your audit/report. A reference list is a detailed list of all sources cited within the text of your report.

Appendices

Include a copy of the guidelines and the data collection form you used.