Nurse and Midwife Medicinal Product Prescribing Toolkit

Audit of Registered Nurse Prescriber (RNP) Prescribing Practices

Sample Template for Clinical Audit Report

Changing practice to support service delivery
**Sample Template for Clinical Audit Report**

<table>
<thead>
<tr>
<th>Title of Audit:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Report:</td>
<td></td>
</tr>
<tr>
<td>Department/Speciality:</td>
<td>Re-audit date:</td>
</tr>
<tr>
<td>Audit lead/Author:</td>
<td>Job Title:</td>
</tr>
<tr>
<td>Health Service Provider:</td>
<td></td>
</tr>
<tr>
<td>Key Stakeholders: Names:</td>
<td>Department/ Specialty:</td>
</tr>
</tbody>
</table>

**Background & Aim:**
Say why the audit was undertaken, e.g fulfilling NMBI and HSE requirement for auditing nurse and midwife prescribing. State what the project is trying to achieve:

**Standards/Criteria Selection:**

**Methodology:**
State
- Chosen population
- How sample selected
- Retrospective
- Sample size
- Identify tool used

**Results:**
State the results. Start with total number (n =). Data may be presented visually (graphs, tables)

**Conclusion:**
List key points that emerge from results

**Recommendations:**
Bullet point action plan with review date and initials of person in charge of implementation. If required, a quality improvement plan must be developed.

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**Title**

This should be the same as the title on the proforma.

**Background & aim(s) of the audit (Introduction)**

This is essentially narration, clarifying why the audit was done. For example, was the project prompted by an identified local problem or concern? The background should explain the rationale for doing the audit. Summarise the evidence base for the audit topic, giving any references at the end. If a team was convened to undertake this audit, say how this was organised and who was involved.

This will explain what the project is trying to achieve and should have been identified before the audit commenced.

**Standards**

Clinical audit must measure against standards, guidelines or benchmarks of some sort, these should be identified and where they come from (the source and strength of evidence). State if the intention was to set standards at the end of the project and if so, which aspects of care those standards pertain to.

**Methodology**

State the chosen population for this study (for example, “patients referred to the one-stop breast clinic for suspected cancer”) and then to say how the sample was selected for the audit. Describe how these prescriptions were identified, the sample size, the time period, and clarify how this was calculated or agreed upon.

The data collection method should also be stated, for example, “Data was collected from patients’ case notes using a data collection sheet or a query was run in ICT. List who was responsible for data collection, when this was done, and mention briefly the method of data input (if appropriate) and analysis.

**Results**

The number of prescriptions included in the audit is the initial (n =) number. If data is incomplete, explain why, for example, it might not be possible to find every set of patient notes.

How data is analysed depends upon the question/s to be answered.

**Calculation of Compliance Rate Percentage**

The audit tool calculates the score for the audit. The score, expressed as a percentage, is calculated by dividing the number of “yes” answers by the total of “yes” and “no” answers. “Not applicable” answers are excluded from the calculation of the percentage score.

**Example:**

If there are 9 “yes” and 2 “no” answers, the score is calculated as follows:

9 (yes answers) divided by 11 (total of yes and no answers) multiplied by 100.

The score in this example would be 81.8%
Conclusions
List the key points that emerge from the audit results - use bullet points and avoid long paragraphs. Ensure conclusions are supported by the data, or if the data points to no firm conclusions, say so - don't make claims that are not supported by the evidence. Make objective, factual statements, not subjective ones, i.e. don't say "it is obvious that..." or "clearly, what is happening is ..."

Recommendations & Quality Improvement Plan
Recommendations for change should be made. Make sure these are realistic and achievable. A quality improvement plan (action plan) should be agreed saying what changes will be implemented, who will be responsible for carrying them out and when this will be done. If appropriate (i.e. changes are to be made), set a date for a re-audit to complete the audit cycle.