HSE National Framework for developing PPPGs

Part 3

Monitor, Audit, Evaluate & Review of PPPGs

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Learning Outcomes

To outline processes for the monitoring, audit, evaluation & review of PPPGs in meeting NCEC standards
Section 2 stage 6 & 7 of the PPPG Framework requires that PPPG update of the PPPG must take place on a consistent, planned ongoing basis, as referenced on the revision date on the front page or cover of the PPPG. The revision date must be agreed by the PPPG Development Group.
Why Monitor/Review /Audit?

To show that our PPPGs are being implemented, that they are achieving the desired outcomes and that changes are being made to the PPPGs when necessary and in a timely manner.
The 5 Steps of EBP

1. Ask a Focused Question
2. Locate the Evidence
3. Appraise the Evidence
4. Integrate Evidence into Clinical/Healthcare Practice
5. Evaluate
Monitoring...

- can be defined as a systematic process of gathering information and tracking over time.

Monitoring provides a verification of progress towards achievement of objectives and goals (HIQA, 2012).
Principles of Monitoring

- Monitoring data should be:
  - Simple
  - Practical
  - Quick
  - Timely
  - Easy and quick to analyse and understand

- Results of monitoring to be collated locally

- Non-compliance identified and addressed
Example of Monitoring

PPPG Requirement:
Resuscitation Trolley on each ward to be checked every morning by a staff nurse.
Audit is...

• a **formal review** that usually includes planning, identifying risk areas, assessing internal controls, sampling of data, testing of processes, validating information and formally communicating recommendations and corrective action measures to both management and the board/or appropriate governance structures.
Clinical Audit is...

... defined as a quality improvement process that seeks to improve outcomes through systematic review against explicit criteria and the implementation of change

(HIQA, 2012).
Figure 1 The clinical audit cycle

- Sustaining improvements
- Planning for audit
- Making improvements
- Standard / criteria selection
- Measuring performance
• Keep it simple – turn your key areas in the procedure into question format
• Use tools that are already available preferably validated tools
• Develop your own based on the standards you want to measure
• Test with colleagues
• Pilot - small sample e.g. 5 cases
Website links to Audit tools

The Practical Guide to Clinical Audit:
http://www.hse.ie/eng/about/Who/qualityandpatientsafety/.

HSE Quality Assurance & Verification Division
http://www.hse.ie/go/developmentsites/QAVD/

Health Improvement Scotland: Methodology toolkit
Sources of Data

- Most frequently used and valuable source of data – patient/client records
- Patient Indexes or Registers
- Drug Records
- Reports – Post-Mortem Reports, Radiology/Laboratory Reports, Incident Reports, Infection Control Reports
- Departmental Logs or lists
- Databases e.g. Patient administration system, HIPE
- Observation
- Staff
- Family
- Patients/Clients
Data Analysis

- Computer packages e.g. Excel, other data analysis packages
- Seek advice
- Have a second person check your results to ensure accuracy
- Review the preliminary findings
- Analyse the cases of unacceptable care and identify the problems and the causes of the problems
- Agree and implement your quality improvement action plan.

HSE National PPPG Programme
Evaluation is defined as a formal process to determine the extent to which the planned or desired outcomes of an intervention are achieved (HIQA, 2012)
Reviewing of PPPGs

PPPGs should be reviewed at least every three years, unless the need to update is identified sooner by:

- Audit
- Evaluation
- Serious incident
- Organisational structure change
- Scope of practice change
- Advances in technology
- Significant changes in evidence or legislation/EU regulation etc.

❖ Details of reviewing should be recorded

HSE National PPPG Programme
Who should review a PPPG

Reviewing may be carried out by:

• The person(s)/team who were responsible for writing the PPPG

• Person(s) mandated by the relevant head of service/management team

• Reviewing of PPPGs may become part of the multidisciplinary team meeting schedule
Recap

- Part 1: Overview of the PPPG Framework (HSE, 2016)
- Part 2: Locating the Evidence, Appraising the Evidence, EBP
- Part 3: Monitor, Audit, Evaluation and Review of PPPGs