Audit 2

1) Audit Title
   Is there an established mechanism within the department to register and analyse accidental/unintended exposures?

2) Standard against which the audit topic is to be compared

3) Source of standard

4) Type of Audit – Clinical, regulatory
   Compulsory: legal requirement

5) Target /compliance percentage to be achieved
   100%

6) Item or variable to be audited
   The existence of a department repository for this information, with agreed mechanisms in place for record keeping and analysis of accidental or unintended exposures

7) Method
   Retrospective / Prospective / Other

8) Data or information to be collected
   The existence of a department repository for this information
   The number of cases / year, case outcomes in terms of registration and root cause analysis

9) Sample details
   Confirmation of appropriate resource
   Retrospective calculation of the number of cases per year
   Circumstances of the exposure in each case, analysis of causes, appropriate policy adjustments made

10) Target achieved
    Yes / no

11) Action to be taken if the target is not met.
    Creation of appropriate resource, review department policies on recording and analysing accidental or unintended exposures of this nature

12) Timing for re-audit
    One year, or sooner if target not met