Audit 4

1) Audit Title
   Is there a mechanism for record keeping and retrospective analysis of accidental or unintended medical 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% (Such a resource must exist)

6) Item or variable to be audited
   Formal record of accidental or unintended exposures

7) Method
   Retrospective / prospective

8) Data or information to be collected
   Review of components of formal record of accidental or unintended medical exposures
   Number of incidents
   Patient demographics
   Date, time and nature of incidents
   Corrective measures taken and timings, dissemination of learning points

9) Sample details
   One year review of formal record of accidental or unintended medical exposures

10) Target achieved
   Yes / no

11) Action to be taken if the target is not met
    Creation of a detailed formal record of accidental or unintended medical exposures
    Are mechanisms in place to disseminate learning information from accidental or unintended exposures to relevant parties

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