Audit 8

1) Audit Title
   Is there a departmental mechanism to confirm and document the non-pregnancy status of individuals undergoing 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%

6) Item or variable to be audited
   Request form /Order comms

7) Method
   Retrospective / Prospective / Other

8) Data or information to be collected
   Identification of a place on the request form /order comms for the practitioner or operator to record the patient’s date of (first day of) the last menstrual period.
   Ensure that the data is entered, signed, dated

9) Sample details
   One-month review of request forms / order comms

10) Target achieved
    Yes / no

11) Action to be taken if the target is not met
    Amendment to include place for this data on the request form
    Appropriate staff training to ensure that the data is always recorded

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