Audit 9

1) Audit Title
   Is there a written protocol for the identification of who is responsible for the justification process?

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

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
   Confirmation of appropriate place on the request form for justification by practitioner
   Confirmation that this has been completed by appropriate person, signed, dated

9) Sample details
   One-month request form / order comms

10) Target achieved
    Yes / no

11) Action to be taken if the target is not met
    Redesign of the request form/order comms, education relevant staff
    Ensure that the justification practitioner has authorised the procedure
    Confirm those practitioners authorised to justify specific procedure

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