Audit 12

1) Audit Title
   What mechanism exists on the request form for contacting referrers to permit pre-exposure justification discussions to occur if necessary?

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 Relevant communication data pathway documented clearly

7) Method
   Retrospective / Prospective / Other

8) Data or information to be collected
   Request form / order comms Relevant communication data pathway
   Referrer name / location / phone / email information, all clearly legible
   Percentage of each correctly completed

9) Sample details
   One-month review of the above

10) Target achieved
    Yes / no

11) Action to be taken if the target is not met.
    Revision of request form / order comms to include pertinent contact information for referrer
    Education of referrers around importance (and legal requirement) of provision of contact details

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