

Judge how well you have performed an audit

Use this Tool to check how appropriate your audit method is and the extent to which you have completed the audit cycle.

Once you have completed an audit or a plan for an audit, use the criteria in the table below to check that you have been thorough and have got the most out of the audit exercise.

Checklist of completeness of audit (adapted from the Membership by Assessment of Performance award)¹

Title of your audit project

Why did you choose to undertake the audit? What was your objective?

What criteria have you chosen?

What standards have you set?

Why did you choose those standards and criteria?

Checklist of completeness of audit (adapted from the Membership by Assessment of Performance award)¹

What preparation and planning did you do for your audit project?

Why did you choose the methods of sampling and data collection you used?

Summarise the relevant findings

How does this compare with your standards?

What conclusion do you draw from these?

What changes do you plan to make and when?

Detail the changes you have achieved (if appropriate time has lapsed)

Reference

1. Royal College of General Practitioners. *Membership by Assessment of Performance*. London: RCGP; 2003.