

International Workshop on Practical Implementation of  
**Clinical Audit for Medical Exposure to Ionizing Radiation**  
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CLINICAL AUDIT

# Checklist of practical implementation

Vincenza Viti  
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# Introduction

## CLINICAL AUDIT

A checklist may help in outlining the necessary steps to perform an audit

It should be considered:

How to start

Preparation of the audit

The audit

Conclusions of the audit

# A good plan for the quality improvement



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The Quality Systems

The internal audits

The external audits



## The audit: How to start

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Internal audits and special projects to undertake external clinical audit can be a good start of clinical auditing

However, the long term aim should be towards special organizations, in order to ensure the continuity and credibility of the audit system



## The audit: How to start

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**The administration of health care and the head of the unit should consider first of all if**

- national and/or regional legislation on clinical audits exist
- a steering committee for the coordination of clinical audits has been established

# The audit: How to start



## Which audit?

- Has been established a national/regional system for audits?
- Has been established an activity similar to the peer review at national/regional level?
- Can be utilized an international audit service?

# The audit: How to start



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- Did Scientific Societies develop criteria of good practices?
- Do National Scientific Societies provide practical support for the establishment of the audits?



# Preparation of the audit – Institution to be audited

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Request of the audit

Preparation of the audit visit

- Prepare data and relevant documentation according to questionnaire sent by the auditing organization.
- Identify individuals responsible for interaction
- Inform the entire unit of the institution and nature of the audit.



# Preparation of the audit - Auditing organization

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- Prepare a clear outline of the objectives of the audit
- Select an appropriate audit team
- Inform the institution about the methodology
- Review previous audits (if any)
- Prepare a checklist of the topics that must be audited



# The audit

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- **Entrance briefing: auditors and staff member**
- Complete tour of the facility
- Staff interviews
- Review and evaluation of procedures and all relevant documentation, data and results
- Practical measurements and other tests of the performance of local systems and procedures, where appropriate and relevant
- Observation of practical implementation of working procedures.
- **Exit briefing**



## The audit – Final part

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- **The auditors** - Conclusions from the audit
- **The auditors** - The audit report
- **The unit** should pay due attention to considering and fulfilling the recommendations