



HQIP

Healthcare Quality
Improvement Partnership

Clinical audit and QI tools:

A guide to HQIP resources



Fundamentals of clinical audit and QI

Successful patient and public involvement

Audience-specific resources

Topic-specific resources



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November 2016

www.hqip.org.uk

Introduction

HQIP, in partnership with our Service User Network and other stakeholders, has undergone a full review process of its resources, guidance and tools – adding new ones and completely updating existing ones, to ensure we offer those involved or interested in clinical audit or quality improvement a suite of best-practice educational tools. While some have specific audiences, each is designed to be useful to – and accessible by – all.

Each of our resources are available free via www.hqip.org.uk/resources/ and here we summarise them, bringing them together in four areas we hope complement the flow of the improvement process: Fundamentals of CA and QI; Successful patient and public involvement; Audience-specific resources and finally, Topic-specific resources.

Contents

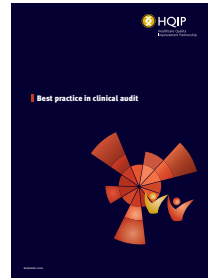
Fundamentals of clinical audit and QI	3
Successful patient and public involvement	6
Audience-specific resources	8-10
Topic-specific resources	9

Fundamentals of clinical audit and QI

Best practice in clinical audit

This document set out best practice criteria which:

- Provides guidance for clinicians and audit staff on how to plan, design and carry out audit to deliver improvements in the quality of services
- Allows provider Boards and management to evaluate and improve the quality of clinical audit activities in their organisations
- Allows those who commission or monitor healthcare services to assess the quality of clinical audit evidence provided to them
- Provides service users with information on clinical audit participation and understanding the process to help assess and improve quality of the projects they are involved in



www.hqip.org.uk/resources/best-practice-in-clinical-audit-hqip-guide/

As well as the guide, checklists are available which can be used to assess healthcare organisations, clinical audit programmes and clinical audits against the criteria. These check lists are designed to be downloaded and adapted for local use.

Fundamentals of clinical audit and QI

Statutory and mandatory requirements in clinical audit

A foundation stone in planning any clinical audit programme, this concise tool summarises the current statutory and mandatory requirements to be followed by NHS healthcare providers in England. The aim of the guidance is to ensure:

- Assurance of compliance with clinical standards
- Identification of risk, waste and inefficiencies
- Improvement in the quality of care and patient outcomes

www.hqip.org.uk/resources/hqip-statutory-and-mandatory-requirements-in-clinical-audit-guidance/

Clinical Audit - Statutory and Mandatory Requirements		HQIP
<p>When carried out in accordance with best practice standards, clinical audit:</p> <ul style="list-style-type: none"> • Provides assurance of compliance with clinical standards. • Identifies and generates the need for improvement. • Improves the quality of care and patient outcomes. <p>The table summarises the current statutory and mandatory requirements imposed on healthcare providers who work in the NHS in England. Last updated date: 02/08/2016. Updates include the 2015/16 NHS Standard Contract and changes to the 2015/16 and 2016/17 contracts. Links have been added where appropriate.</p>		
SOURCE	EXTRACTS AND RELEVANCE	COMMENTS
<p>The Health & Social Care Act, 2012</p> <p>http://www.legislation.gov.uk/ukpga/2012/4/section/176</p> <p>Section 176(1) requires that health care providers must ensure that the quality of their services is improved by carrying out clinical audit. Section 176(2) requires that health care providers must ensure that the quality of their services is improved by carrying out clinical audit. Section 176(3) requires that health care providers must ensure that the quality of their services is improved by carrying out clinical audit.</p>	<p>Section 176(1) of the Health & Social Care Act, 2012 requires that health care providers must ensure that the quality of their services is improved by carrying out clinical audit. Section 176(2) requires that health care providers must ensure that the quality of their services is improved by carrying out clinical audit. Section 176(3) requires that health care providers must ensure that the quality of their services is improved by carrying out clinical audit.</p>	<p>Section 176(1) of the Health & Social Care Act, 2012 requires that health care providers must ensure that the quality of their services is improved by carrying out clinical audit. Section 176(2) requires that health care providers must ensure that the quality of their services is improved by carrying out clinical audit. Section 176(3) requires that health care providers must ensure that the quality of their services is improved by carrying out clinical audit.</p>

Fundamentals of clinical audit and QI

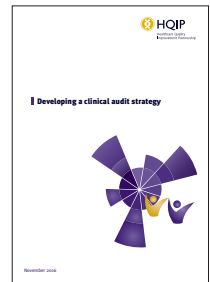
Developing clinical audit policy and strategy

This two-part guide is geared toward supporting healthcare providers in developing their organisational policy and strategy for clinical audit.

A policy on the use and conduct of clinical audit: This first part sets out the principles, roles, responsibilities and practices a healthcare provider should follow in auditing clinical practice. It also examines how to improve the quality of services to meet the needs of patients, healthcare commissioners, healthcare regulators, and others.

A strategy on the development of clinical audit: The second part of these ‘pillar’ guides, describes how a healthcare provider should implement policy and increase the impact of audit on clinical services – as with all HQIP guidances, this is designed to be useful for all interested in clinical audit.

www.hqip.org.uk/resources/clinical-audit-policy-and-clinical-audit-strategy/

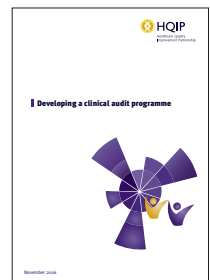


Fundamentals of clinical audit and QI

Developing a clinical audit programme

This publication supports providers in developing their clinical audit programmes, with tools for ongoing management and annual review. A clinical audit programme should present a prioritised summary of planned clinical audit activity and outcomes, which is regularly updated and scrutinised in accordance with the provider’s clinical audit policy and strategy.

www.hqip.org.uk/resources/developing-a-clinical-audit-programme/



Fundamentals of clinical audit and QI

A guide to quality improvement methods

This hugely-popular summary guide brings together 12 quality improvement (QI) methods. It provides an overview of each, plus practical advice on how and when to implement them, with illustrative case examples.

QI methods covered in this resource include:

- Clinical audit
- Plan, Do, Study, Act
- Model for improvement
- LEAN/Six Sigma
- Performance benchmarking
- Process mapping
- Statistical process control

This resource is aimed at all professionals with an interest in QI and is an excellent 'go to' guide in an assessing which QI methods might be suitable for you.

www.hqip.org.uk/resources/guide-to-quality-improvement-methods/

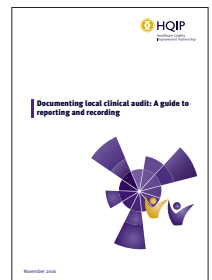


Fundamentals of clinical audit and QI

Documenting local clinical audit: A guide to reporting and recording

This resource describes how clinical audits undertaken at a local level should be documented. It includes a template for a clinical audit report that is intended to be adaptable for local use. While the focus of the guide is on clinical audit, a similar approach can be used in documenting any quality improvement project undertaken by clinicians and clinical teams working at a local level.

www.hqip.org.uk/resources/guide-to-clinical-audit-reporting/



Successful patient and public involvement

Patient and public involvement in QI

This comprehensive and updated guide establishes the benefits of PPI in quality improvement projects and how to implement PPI effectively. Readers will learn about the following:

- Benefits of PPI in quality improvement projects
- Legal requirements for PPI in quality improvement projects
- Examples of PPI in quality improvement projects

A number of quality improvement projects are included as case studies illustrating PPI through the application of various quality improvement methods.

www.hqip.org.uk/resources/patient-and-public-involvement-in-quality-improvement/



Successful patient and public involvement

Developing a patient and public involvement panel for QI

A step-by-step guide to developing an effective patient led panel suitable for patients, the public, and staff working in quality improvement in NHS healthcare.

Although the guide has been written for use in healthcare, many of its recommendations can be adapted for use in social care settings.

www.hqip.org.uk/resources/developing-a-patient-and-public-involvement-panel-for-quality-improvement/



Successful patient and public involvement

Introduction to QI for patients and public

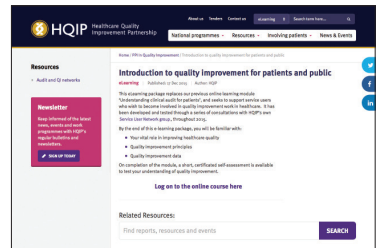
This attractive and easy to use e-learning package provides excellent support for patients and service users who wish to become involved in quality improvement work in healthcare.

Also, on completion, a short, certificated self-assessment is available to test users' understanding of quality improvement.

By the end of this e-learning package, users will be familiar with:

- Their vital role in improving healthcare quality
- Quality improvement principles
- Quality improvement data considerations

www.hqip.org.uk/resources/introduction-to-quality-improvement-for-patients-and-public/

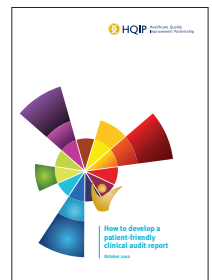


Successful patient and public involvement

How to develop a patient-friendly clinical audit report

This resource aims to provide a definitive guide to developing clinical audit reports and tools suitable for patients, carers and other lay readers – feedback tell us these summary versions are also often the first stop for clinicians, management and commissioners. This resource includes guidance, tips, examples and case studies, and the principles are naturally transferable to other, non-audit reporting too.

www.hqip.org.uk/resources/how-to-develop-patient-friendly-clinical-audit-reports/

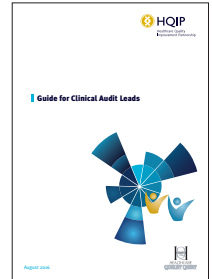


Audience-specific resources

Guide for clinical audit leads

This updated guide is intended to support clinicians who are responsible for leading clinical audit in clinical services and at senior levels in healthcare organisations. Clinical leads have a fundamental role to play in ensuring that clinical audit delivers improvements in the quality of care, and this guide sets out the requirements of the role. It is also very useful for medical directors, clinical directors and clinical audit managers.

www.hqip.org.uk/resources/guide-for-clinical-audit-leads/

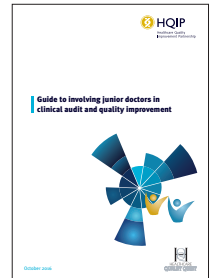


Audience-specific resources

Guide to involving junior doctors in clinical audit and QI

All junior doctors are expected to carry out clinical audits or quality improvement projects in order to meet their training requirements. This updated guide is designed to help NHS Trusts gain maximum benefit from the clinical audits and QI projects carried out by doctors in training.

www.hqip.org.uk/resources/involving-junior-doctors-in-clinical-audit/

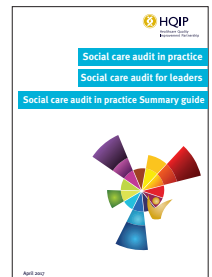


Audience-specific resources

Social care audit in practice

A set of three guidances (the full 'in practice' guide, a summary version and a guide for social care leads) providing a step-by-step approach to audit in social care using the quality improvement cycle. These include simple guidance, tips, case studies and a useful glossary to ensure clarity and accessibility to those who may be unfamiliar with clinical audit and quality improvement.

www.hqip.org.uk/resources/social-care-audit-guidance/



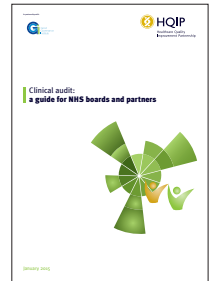
Audience-specific resources

Clinical audit: A guide for NHS Boards and partners

Clinical audit is a powerful barometer for care standards locally and nationally. This provides a clear guide to audit, its role in quality improvement and its context for good governance for Boards, managers and all with an interest in QI. This version reflects major recent major NHS changes, including impacts of the Health and Social Care Act, plus lessons from Mid-Staffordshire and Keogh Reviews.

See also, the partner resource Good governance handbook below

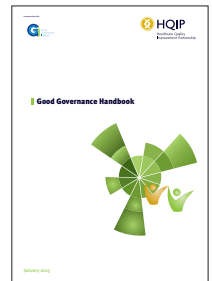
www.hqip.org.uk/resources/clinical-audit-a-guide-for-nhs-boards-and-partners/

**Audience-specific resources** **Topic-specific resources**

Good governance handbook

This handbook is a partner resource to *Clinical audit: A guide for NHS Boards and partners* (see above) and is designed as a QI-based governance guide for NHS Boards, managers, commissioners and regulators.

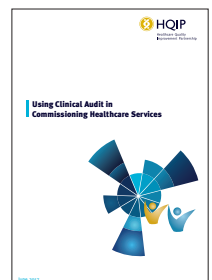
www.hqip.org.uk/resources/good-governance-handbook/

**Audience-specific resources**

Using clinical audit in commissioning healthcare services

This easy-to-follow document clearly sets out how clinical audit can be used by commissioners to assure both quality and drive continuous improvement in patient care. As well as guidance, this includes case studies and practical tips. Although this guide has been written with commissioners in mind, many facets can be adapted by clinicians clinical audit staff and NHS Trust Board members who wish to negotiate and collaborate with CCGs.

www.hqip.org.uk/resources/using-clinical-audit-in-commissioning/

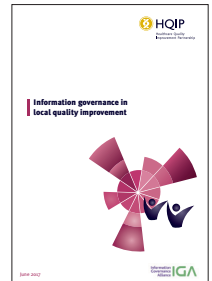


Audience-specific resources

Information governance in local quality improvement

This guide lays out information governance laws and principles and their application to the use of personal data in healthcare quality improvement studies. By the end of this guide readers will be familiar with:

- IG laws in the use of personal data
- IG in local and regional quality improvement
- Principles of the Caldicott review
- The Data Protection Act



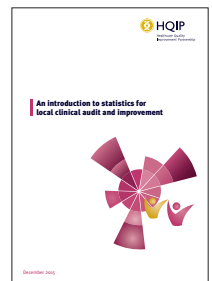
www.hqip.org.uk/resources/information-governance-in-local-quality-improvement/

Topic-specific resources

An introduction to statistics for local clinical audit and improvement

Setting out the basics of statistical data analysis and presentation for those involved in local clinical audit and QI projects, this guide uses illustrative case examples to:

- Explain how to use descriptive statistical methods to analyse and present quality improvement data
- Provide general principles on how to choose the most appropriate statistical methods
- Demonstrate how to present local statistical data clearly and concisely



www.hqip.org.uk/resources/introduction-to-statistics-for-clinical-audit-and-qi/

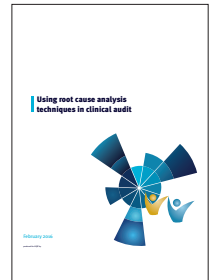
Topic-specific resources

Using root cause analysis techniques in clinical audit

This guide lays out different tools and techniques for root cause analysis, primarily aimed at clinical audit professionals and healthcare staff who participate in clinical audit initiatives at both local and national level – but is very useful for all in healthcare concerned with this type of analysis.

As well as guidance, this resource includes useful templates, which can also be downloaded as separate documents and adapted for personal use.

www.hqip.org.uk/resources/using-root-cause-analysis-techniques-in-clinical-audit/

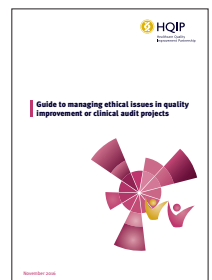


Topic-specific resources

Guide to managing ethical issues in QI or clinical audit projects

This guide provides support for those reviewing and developing arrangements for effective ethics oversight of QI and clinical audit activities. The content is derived from an extensive ‘search and review’ of published literature on ethics and QI or clinical audit.

www.hqip.org.uk/resources/ethics-for-clinical-audit-and-qi/



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Further information is available at: www.hqip.org.uk

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