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| --- | --- |
| Audit Ref No: |  |
| Clinical Audit Proposal Form |
| Please note that:* This form must be completed and approved in order for the audit project to be registered into the Trust database before carrying out the audit
* Guidance in completing this form is available here
* Any data collection tools, questionnaires or letters should also be included when sending the completed proposal forms for approval
* Once complete or if there are any questions regarding the completion of the form, please send to audit@imperial.nhs.uk
 |
| Audit Title:  |  |
| **Audit Rationale:***If applicable, specify others* | Choose an item. |
| **Audit Category:***If a re-audit, note previous audit title and registration no.* | Choose an item. |
| **Audit Location:** | Choose an item. |
| **Trust Priority:** | Choose an item. |
| **Directorate/Specialty:** |  |
| 1. **Audit Lead**
 |
| **Full Name:** |  |
| **Job Title:** |  |
| **Email:** |  |
| 1. **Audit Sponsor** (manager supporting the audit)
 |
| **Full Name:** |  |
| **Job Title:** |  |
| **Email:** |  |
| 1. **Audit Timeline**
 |
| **Start date:** |  |
| **Completion date:** |  |
| **Audit Presentation date:** |  |
| **Which committee will the findings be presented to:** |  |
| 1. **Audit Details**
 |
| **Audit background:***Outline the reasoning for the audit topic* |  |
| **Audit Aims/Objectives:***What are the expected benefits of the audit?* |  |
| **Name of the clinical standard/ guideline/ policy which you are auditing against:** |  |
| **Audit Criteria:***What are the actual statements from the standard/ guideline/ policy you are auditing against?* |  |
| 1. **Audit Methodology**

(please attach the proposed audit collection tool with this proposal to the audit team) |
| **Data collection period:** |  |
| **Detailed methodology:***Data collection method including analysis distribution method etc. – Further guidance in audit methodology is available here* |  |
| 1. **Information Governance**

**(please note that guidance for this form is available here)** |
| 1. **If any paper records are used, will they ONLY be stored in secure, confidential, Trust premises (e.g. locked offices)?**
 | Choose an item. |
| *If* ***NO****, what security measures are in place for storage of hard copies?* |  |
| 1. **Where Patient Identifiable Information (PII)/Personal Confidential Data (PCD) is recorded on a spread-sheet or database; please confirm that this will only be stored on the Trust infrastructure in a secure area accessible only to those within the clinical team.**

**YES -** *‘I hereby agree that I will never store information on a personal drive or on a non-networked workstation; this includes the network of a non-Trust third party (including Imperial College London), a home PC or Laptop or any memory stick or mobile device.’***NO -** *If No, please contact the Information Governance Team on* *InformationGovernanceAdvice@imperial.nhs.uk* | Choose an item. |
| 1. **Does any PII/PCD leave the clinical team (e.g. external organisations/ Royal Colleges) – this is any information that may be used to identify an individual patient or carer?**

*If you have responded NO to question d), please continue to section 8.* | Choose an item. |
| 1. **What is the justification for using Confidential Data?**

***IG Team review only:****Justification Acceptable*Choose an item. |  |
| 1. **Will the data be de-identified?**

*‘De-identification’ is the process of removing elements of the data such that the individual cannot be identified – further guidance can be found in the guidance document referenced above.*  | Choose an item. |
| *If* ***YES****, please describe the process of de-identification below.* |  |
| 1. **Please confirm that the spread-sheet or database holding the PCD is registered on the IAR.**

*(This is a requirement for all such information assets, more information on how to do this can be found here:* [*http://source/ict/ictapplications/iar/index.htm*](http://source/ict/ictapplications/iar/index.htm)*)* | Choose an item. |
| 1. **Will the PII data only be stored until the finalising of the audit report?**

**YES -** *‘I confirm that the source data will be securely destroyed/ deleted once the report has been finalised.’* | Choose an item. |
| *If* ***NO****,**please give rationale for this in the box below* |  |
| 1. **Communication**
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| **If the audit involves approaching patients directly, has the audit tools/questionnaires/surveys/methods been reviewed by the Trust’s Communication and Marketing manager?** *This is to ensure that the content is public-friendly* **-** *If not, please email* *Trust.Communications@imperial.nhs.uk* | Choose an item. |
| 1. **Approval Review** (for the corporate audit team to sign-off)
 |
| **IG Reference No:** |  |
| **Proposal approved by:** |  |
| **Approval Date:** |  |