The following template should be used for a report on the actions of the audit. (This can extend electronically as required)

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

Audit Reference No: (For Audit Team Use Only)

Date:

1.0 INTRODUCTION

Please add a description of project

2.0 AIM OF THE AUDIT

(Please outline if the audit was from the annual priority audit programme or which local clinical governance group approved the project and the reason for choosing the topic and what you hoped to achieve as an outcome).

3.0 METHODOLOGY

(Please add clear details about standards being audited (shown in Appendix 2 in full), sample size, who collected data, where data was collected, time period of data collection etc.)

4.0 FINDINGS

4.1 (Please include details of results) – brief details can go into the body of the report as long as full details are included as an appendix and discussed in this section

5.0 CONCLUSIONS

(Please include your conclusions on what results gave evidence of good practice and where there may be areas that require actions)

6.0 RECOMMENDATIONS

(List recommendations made following the results and your conclusions. Recommendations should reflect every finding with compliance levels less than 90%) as a minimum
7.0 ACTION PLAN

Please provide each recommendation with a risk (priority) rating

Please note any reasons why specific recommendations cannot be actioned at the present time

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Recommendation priority rating (low/med/high)</th>
<th>Action required</th>
<th>Person responsible (Name and grade)</th>
<th>Action by date</th>
<th>Comments / Action status</th>
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When completed please return a copy by email if possible to epunft.clinicalaudit@nhs.net
<table>
<thead>
<tr>
<th>Report Prepared by:</th>
<th>NAME &amp; DESIGNATION OF AUDIT LEAD</th>
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**8.0 DISTRIBUTION LIST**

SAMPLE - DO NOT USE
APPENDIX 2 – Data Collection tool or Standards as appropriate

(Please outline the standards audited against e.g. national standards, Trust policy standards etc.)

SAMPLE - DO NOT USE