

**CLINICAL AUDIT REPORT TEMPLATE –
CLINICAL AUDIT PROCEDURE – CLPG1
APPENDIX 2**

To be completed by the Clinical Audit Lead in discussion
and agreement with colleagues, peers, manager etc.

Audit Reference No: (For Audit Team Use Only)	
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Date:	
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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
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AUDIT TITLE:

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

Recommendation	Recommendation priority rating (low/med/high)	Action required	Person responsible (Name and grade)	Action by date	Comments / Action status

When completed please return a copy by email if possible to [REDACTED]

8.0 DISTRIBUTION LIST

Report Prepared by:	
NAME & DESIGNATION OF AUDIT LEAD	

SAMPLE - DO NOT USE

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