SUBMISSION OF CLINICAL AUDIT WORK REQUEST AND REGISTRATION FORM TO THE CLINICAL AUDIT TEAM (CAT)

Audit Lead obtains approval for their audit from their Care Group / Governance Group and either their: Care Group Director / Associate Director(s) / Consultant(s)

↓

Obtain Clinical Audit Work Request and Registration Form from the CA Department or use the link enclosed to take you to the clinical Audit webpage Clinical Audit – RDaSH Staff Intranet

↓

Audit Lead (AL) to submit Audit Request Form to the CA Department or email: rdash.clinical-effectiveness-team@nhs.net
Complete work request form and ensure signed by manager/consultant/Associate Director

↓

Resources required from CA Department	Resources **NOT** required from CA Department (submitted for information purposes only)
↓	↓
Audit request to go to the Senior Clinical Audit Practitioner (SCAP) for approval	Audit registered with the CA Department
↓	
SCAP to feedback to Audit Lead regarding outcome: APPROVED / NOT APPROVED	

APPROVED

Audit registered with CA Department and Clinical Audit Facilitator (CAF) assigned to support Audit Lead

↓

CAF to contact Audit Lead to progress with audit

NOT APPROVED

SCAP or CAF to offer advice to Audit Lead

↓

Audit Lead completes Clinical Audit Report template

↓

Audit Lead to feedback report to colleagues to agree actions to be taken

↓

Audit Lead to send Audit Report to CA Department for SCA**P** to feedback to the CGQ meeting who will forward any comments made by the CGQ

→

CAF / SCAP to send an Audit Certificate to Audit Lead (if requested)