



Audit Guideline (AEMTP)

1. Introduction

The Audit is one option for completing the one (1) required Quality Improvement Activity for the Advanced EM Training Program (AEMTP).

The audit assessment task is for trainees to learn the process of a clinical audit and to analyse a relevant issue as part of an audit of the Emergency Department.

An outline of the audit cycle can be found in the trainee and supervisor handbooks.

2. Instructions

2.1 Trainees

- In consultation with the Primary Supervisor and in consideration of the criteria and descriptors on the assessment form, select a focus for an audit on an issue within the emergency department.
- Undertake the audit.
- Develop an audit report (1200 words maximum) and submit this to the Primary Supervisor. This report does not need to be uploaded to the ACEM Educational Resources site.

2.2 Primary Supervisor

- Use the criteria and descriptors where applicable on the assessment form to assess trainees' audit.
- For the Global Assessment, to be assessed as 'Competent' the trainee must not have been assessed as 'Not yet competent' for any individual criteria.
- Assessment (including feedback comments) can be recorded in hard copy initially, however, it also needs to be entered and saved in the assessment area of the ACEM Educational Resources website.

Audit Assessment Form (AEMTP)



NAME OF TRAINEE _____

NAME OF PRIMARY SUPERVISOR _____

DATE OF ASSESSMENT _____

Brief summary of audit undertaken*

COMPONENT ASSESSMENT

Select the ONE best option that describes the performance of the trainee on this Audit.	Not Yet Competent Trainee did NOT perform independently to a competent standard	Competent Trainee performed independently to a competent standard
Please rate the trainee on the following criteria, using the descriptors where applicable.		
Preparation for audit <ul style="list-style-type: none"> ● Identify an important issue in the department ● Define a clear, measurable, achievable audit question 	<input type="radio"/>	<input type="radio"/>
<i>Rationale:</i>		
Selection of audit criteria <ul style="list-style-type: none"> ● Identify clear inclusion and exclusion criteria ● Identify standards (e.g. national/ international statement about standard of care in ED, and local ED policy related to standard of care) ● Describe valid methodology ● Outline potential challenges/ barriers/ anticipated difficulties of the proposed audit ● Describe potential solutions/strategies to overcome these 	<input type="radio"/>	<input type="radio"/>
<i>Rationale:</i>		
Measurement of performance <ul style="list-style-type: none"> ● Develop and implement a data collection process ● Display data collected in a logical user-friendly manner ● Critically appraise the data and outline possible limitations ● Analyse performance against audit criteria ● Make logical and valid conclusions 	<input type="radio"/>	<input type="radio"/>
<i>Rationale:</i>		
Plan for improvements <ul style="list-style-type: none"> ● Discuss a plan for improvement considering the following (as applicable): <ul style="list-style-type: none"> ○ Communication ○ Education ○ Resources ○ Cost ○ Change management ○ Stakeholders 	<input type="radio"/>	<input type="radio"/>
<i>Rationale:</i>		
Sustainability of improvements <ul style="list-style-type: none"> ● Discuss the sustainability of planned improvements considering: <ul style="list-style-type: none"> ○ Follow-up and monitoring ○ Communication ○ Education ○ Resources ○ Cost ○ Change management ○ Stakeholders 	<input type="radio"/>	<input type="radio"/>
<i>Rationale:</i>		

Audit Assessment Form (AEMTP)



GLOBAL ASSESSMENT

Select the ONE best option that describes the overall performance of the trainee on this Audit:	Not Yet Competent	Competent
	<input type="radio"/>	<input type="radio"/>

Areas of strength:

Areas for development and/or agreed learning goals:

Any other Primary Supervisor comments about this assessment (optional):

Trainee comments about this assessment (optional) – entered by Primary Supervisor:

(end of assessment)