



Australasian College  
for Emergency Medicine

# Emergency Medicine Certificate and Diploma Training Programs

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## Audit Guideline (EMAD)

### 1. Introduction

The Audit is one option for completing the one (1) required Quality Improvement Activity for the EMAD.

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 (EMAD)

**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
<b>Please rate the trainee on the following criteria, using the descriptors where applicable.</b>		
<b>Preparation for audit</b> <ul style="list-style-type: none"> <li>● Identify an important issue in the department</li> <li>● Define a clear, measurable, achievable audit question</li> </ul>	<input type="radio"/>	<input type="radio"/>
<i>Rationale:</i>		
<b>Selection of audit criteria</b> <ul style="list-style-type: none"> <li>● Identify clear inclusion and exclusion criteria</li> <li>● Identify standards (e.g. national/ international statement about standard of care in ED, and local ED policy related to standard of care)</li> <li>● Describe valid methodology</li> <li>● Outline potential challenges/ barriers/ anticipated difficulties of the proposed audit</li> <li>● Describe potential solutions/strategies to overcome these</li> </ul>	<input type="radio"/>	<input type="radio"/>
<i>Rationale:</i>		
<b>Measurement of performance</b> <ul style="list-style-type: none"> <li>● Develop and implement a data collection process</li> <li>● Display data collected in a logical user-friendly manner</li> <li>● Critically appraise the data and outline possible limitations</li> <li>● Analyse performance against audit criteria</li> <li>● Make logical and valid conclusions</li> </ul>	<input type="radio"/>	<input type="radio"/>
<i>Rationale:</i>		
<b>Plan for improvements</b> <ul style="list-style-type: none"> <li>● Discuss a plan for improvement considering the following (as applicable):               <ul style="list-style-type: none"> <li>○ Communication</li> <li>○ Education</li> <li>○ Resources</li> <li>○ Cost</li> <li>○ Change management</li> <li>○ Stakeholders</li> </ul> </li> </ul>	<input type="radio"/>	<input type="radio"/>
<i>Rationale:</i>		
<b>Sustainability of improvements</b> <ul style="list-style-type: none"> <li>● Discuss the sustainability of planned improvements considering:               <ul style="list-style-type: none"> <li>○ Follow-up and monitoring</li> <li>○ Communication</li> <li>○ Education</li> <li>○ Resources</li> <li>○ Cost</li> <li>○ Change management</li> <li>○ Stakeholders</li> </ul> </li> </ul>	<input type="radio"/>	<input type="radio"/>
<i>Rationale:</i>		

# Audit Assessment Form (EMAD)



## 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)