

Help The Hospices National Audit Tools

How Can They Help?

8th October 2009

Claire Newton: Clinical Audit & Patient Database Manager

Sue Denison: Infection Control Link Nurse (In-Patient Unit)

Workshop Plan

- Facilitator & Group Introductions
- Introduction to the National Audit Tools Group (NATG) and their work
- Audit Presentation: Infection Control using the Help the Hospices Audit Tool - Sue Denison (Dorothy House)
- Questions
- Discussion of key question – **Help the Hospices Audit Tools – how can they help?**

The Remit of the NATG

- To produce a set of audit tools, which are relevant to the particular requirement of hospices, & can be used by all hospices irrespective of their processes or documentation systems
- To encourage and help hospices to use audit for the purposes of quality improvement and verification of standards

NATG Members

➤ Members:

- Pauline Flanagan (Chair), Douglas Macmillan Hospice: Clinical Governance Manager
- Tracey Brailsford, Ashgate Hospice: Macmillan Bereavement Service Coordinator
- Jane Elliott, St Helena Hospice
- Simon Fisher, Pilgrims Hospice: Clinical Audit Facilitator
- Edwina Gerry, St Gemma's Hospice
- Ruth Liley, Marie Curie Cancer Care
- Claire Newton, Dorothy House Hospice Care: Patient Database & Clinical Audit Manager
- Linda Parker, St Barnabas Hospice
- Andrew Powell, The Sussex Beacon
- Jenny Redman, The Rowans Hospice: Quality Manager
- Carol Rodgers, St Giles Hospice: Quality and Audit Manager
- Sharon Simkin, Acorns Children's Hospice: Specialist Nurse for Governance and Partnership
- Marie Ballard, John Taylor Hospice: Head of Palliative Care Services
- Jan Codling, St Anne's Hospice: Head of Clinical Governance
- Rebecca Jefferies, Marie Curie Cancer Care
- Usha Sodha, Isabel Hospice: Education & Quality Officer
- Jo Whitworth, Farleigh Hospice: Manager In Patient Unit
- Andrew Thomson, External IT Consultant

Schedule for Release

Audit Tool		Release Dates	
Audit No	Name	Issue 1	Issue 2
1	In-Patient Admission	Mar 06	Dec 08
2	Day Patient Admission	Sept 06	Dec 08
3	Pain Management	Jan 07	May 09
4	Self Assessment for the Accountable Officer	Aug 07	Jan 09
5	Management of Controlled Drugs	Oct 07	Aug 09
6	Infection Control	Oct 08	Oct 10
7	Management of General Medicines	Jun 08	Jun 10
8	Self Administration of Medicines	Feb 09	Feb 11
9	Medical Gases	Oct 09	Oct 11
10	Bereavement Support Service	TBA	TBA
11	Health & Social Care Act	TBA	TBA

The Process of Approval

- Each tool will be tested by up to at least five hospices
- Amend the audit tool based on the results of the pilot
- Tool quality reviewed by an independent external audit organisation
- Submission to the IHRC Quality and Standards Committee for approval

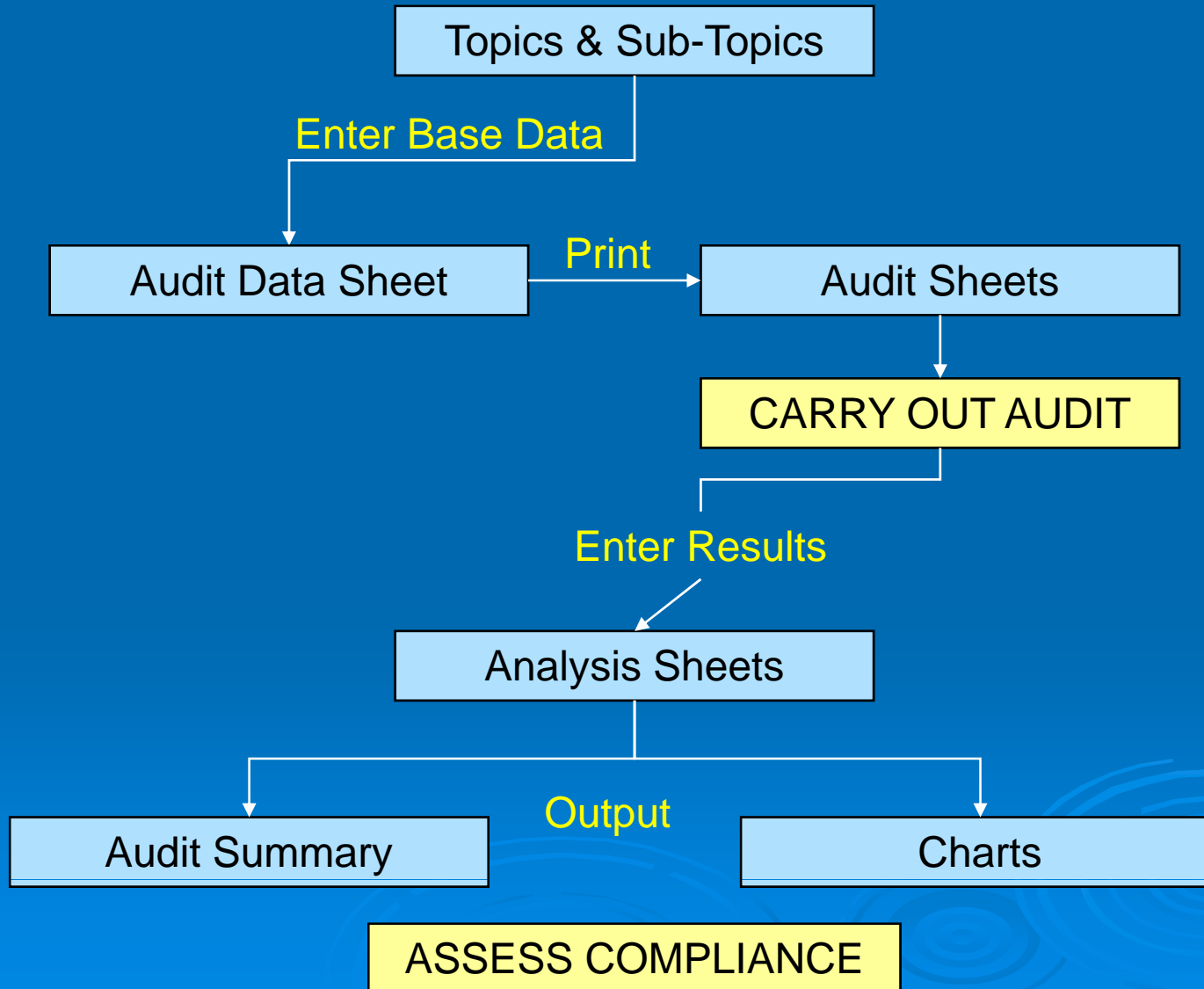
Design of the Audit Tools

- Guidance notes issued specific to each tool
- Questions are grouped into auditable sub-topics
- Each question referenced to appropriate legislation, standards/guidelines
- Sub-topics printed & completed manually by auditor
- Data entered into each spreadsheet
- Not all hospices have identical processes
 - Option of using “not applicable.”
 - Use this with caution!
 - Is there a need to review hospice policy?

Audit Analysis

- An onerous aspect of any audit is the collation of the results
- To make this task as efficient as possible, each tool is accompanied by a series of excel spreadsheets:
 - Formulae are already incorporated
 - Explicit instructions on how to complete the spreadsheets
 - Instructions how to make the best use of the spreadsheets once they have been completed

Audit Tool Process



Websites...

- www.helpthehospices.org.uk/our-services/clinical-governance/audit-tools/national-audit-tools-group/

(or follow the links: [Home](#) » [Our services](#) » [Clinical governance](#) » [Audit tools](#) » [National Audit Tools Group](#))

- www.helpthehospices.org.uk

Any Questions?



Infection Control (using the Help the Hospices Audit Tool)

Sue Denison – IPU Nurse
(Dorothy House)



Using the IC Audit Tool

➤ ADVANTAGES

- Adapted for particular needs of hospice
- Clear instructions even if first time auditor
- Flexible – can do comprehensive audit or series of mini audits
- Easy to identify areas, e.g. 'Rhapsody' or 'Malibu' bathroom

Using the IC Audit Tool

➤ ADVANTAGES (cont....)

- Don't have to be an expert on excel (but it helps to have access to an audit administrator!)
- Covered areas not covered by ICNA, e.g. Care of deceased patients
- User-friendly files (excel)


Comparison with ICNA Tool

- Manual calculation of compliance percentage
- Manual action plans/recommendations done
- Less detailed (e.g. personal protective equipment module)
- Policies/Processes come into every module (single module in NATG tool)

Some Cautions!

- Number of not-applicables e.g. Patients' rooms do not have suction equipment/IV stands as permanent items (patient area checklist)
- No store room checklist - ?could make our own

Some Cautions!

- Exacting – aim for 100% compliance (ICNA compliancy > 85%)
 - Can risk-assess to provide evidence that a specific standard is not applicable (e.g. separate sinks for staff)
- 

Any Questions?



Discussion

**Help the Hospices Audit Tools –
how can they help?**

