

NSQHS Standard 1 Governance

Ward/Unit Audit Tool



Hospital and Health Service:	Facility:	Audit Date/Period:
Ward/Unit:		

Ward/Unit audit tool: collects ward/unit level data and collates the patient level responses

- Notes:
- Each facility needs to determine those audit questions that are applicable to their facility / health service circumstances for review
 - Some questions and responses may not be applicable (e.g. at a ward/unit level) and can be adapted to suit individual requirements
 - The measurement plan details each audit question and the action/criteria it aligns to in the standard

Ward/Unit Questions		Response
1.0	Is there evidence that the ward/unit evaluates safety and quality data (including data from the risk management system) in order to identify the areas/gaps that need improvement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.1	Is there documented evidence that the ward/unit has a quality improvement plan that details the improvement actions taken, based on the gaps identified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.2	If Yes: Provide details of the examples of improvement activities that have been implemented and when.	
1.3	If examples of improvement activities: Is there evidence that they have been evaluated post implementation to identify an improvement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.4	If yes to 1.1: Is there evidence that the workforce knows of the types of improvement activities that have been undertaken i.e. have these been communicated and celebrated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.0	Is there evidence that the ward/unit uses clinical guidelines and pathways that reflect best practice?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.1	If yes: Is there evidence: <ul style="list-style-type: none"> • that audits of patient clinical records related to the use of clinical guidelines and/or pathways are undertaken i.e. to demonstrate the guideline/pathway is followed in patient care? 	<input type="checkbox"/> Yes <input type="checkbox"/> No

Ward/Unit Questions		Response
	<ul style="list-style-type: none"> that audits of compliance with available clinical guidelines and/or pathways are undertaken i.e. to demonstrate the ward/unit uses the suggested guideline/pathway? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.2	If yes to 2.0: Provide details of the guidelines / pathways that the ward/unit uses and the audits undertaken to demonstrate compliance / adherence to them.	
3.0	Is there evidence that the ward/unit has mechanisms in place to identify patients at increased risk of harm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.1	If yes: Is there evidence: <ul style="list-style-type: none"> that patient clinical records demonstrate that risk assessments are completed on admission and during an episode of care? of a management plan that includes an evaluation of risks and methods of eliminating or reducing identifiable risks? that action plans are implemented for patients identified at increased risk of harm? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
3.2	If yes to 3.1: Provide details on the risk assessments, action plans and management plan that has been implemented and when.	

Collation of audited patients (This section is only needed to be used if the data was collected at the patient level. Enables ward/unit reporting.)				
	(as per measurement plan)	Count of No. of patients who meet criteria	Count of Total No. of patients who are included in the denominator and audited	Calculate the %
		Numerator (N)	Denominator (D)	(N/D*100)
4.0	What is the number of patients who have an Advance Health Directive that is contained within the patient's medical record (if appropriate)? (Gov_Patient_Q1.0 & Q1.1)			
5.0	What is the number of patients/carers who reported receiving information on how to feedback comments and concerns to staff? (Gov_Patient_2.0)			
6.0	What is the number of patients/carers who reported receiving information about the Australian Charter of Health Care Rights? (Gov_Patient_3.0)			

We recognise and appreciate that there may be gaps in the scope and questions included in these tools, however, as this is a **'Work in Progress'**, future versions will build upon the existing scope and questions, and incorporate staff feedback and suggestions for improvement.

The Patient Safety and Quality Improvement Service, Clinical Excellence Division, welcomes feedback on the audit tools and the measurement plans, to ensure the tools meet the needs of Hospital and Health Services. We appreciate any feedback you can provide for the next version.

Please email Patient Safety and Quality Improvement Service on [PSQIS Comms@health.qld.gov.au](mailto:PSQIS_Comms@health.qld.gov.au) for feedback or comments.

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