Patient Safety and Quality Improvement Service, Clinical Excellence Queensland, has developed audit tools for facilities and Hospital and Health Services (HHS) to use to collect data in support of evidence in meeting the National Safety and Quality Health Service (NSQHS) Standards. The audit tools have been updated to align to the second edition of the NSQHS Standards.

**Purpose of the audit tools**
The tools provide facilities and health services with additional support resources to use in conjunction with the existing NSQHS Standards workbooks and guides to be able to:

- Demonstrate detailed evidence for an action by providing specific verification rather than noting the action has been met and listing the source, i.e. self-assessment
- Collect information and evidence to a further level of detail at a patient, ward and facility level, delving down into specific requirements that further support meeting the action
  - collect patient level data using a number of methods, i.e. chart documentation, observational and asking the patient/carer questions to demonstrate that the evidence has been met, and to what extent
  - observe ward/unit staff undertaking a process, e.g. intravenous lines and recording individual results
- Determine actual performance results at a ward and facility level by rolling up data, i.e. auditing all patients in a ward for a ward result, auditing all wards for a facility result
- Clearly identify those detailed gaps/areas that need attention, in order to target improvements and build a robust action plan at the ward and facility level
- Track and monitor audit results at the three levels over time.

The tools can be used in conjunction with other resources and directly align to the criteria in the existing NSQHS Standards workbooks and guides. Depending on the size of the facility a number of audit questions may not be applicable, it is up to each facility/health service to determine the audit questions for review. Questions and responses can be adapted to suit the requirements of each facility/health service.
The suite of documents include the following:
1. A ‘how to’ guide on using the tools (this document)
2. A definitions guide to assist in completing the tools
3. Three specific audit tools that allow the collection and collation of information are provided that can be adapted for local use. An Excel workbook consists of tabs with the following:
   - *Facility Collection and Results*: collects facility level responses
   - *Ward/Unit Collection Audit Tool*: collects the ward/unit level responses, the excel spreadsheet can be used to collect up to 15 wards/units
   - *Patient Collection Audit Tool*: collects patient level responses (at a ward/unit level), the excel spreadsheet can be used to collect up to 20 patients
   - *Results for Ward/Unit*: collates the ward/unit level responses
   - *Results for Patient*: collates the patient level responses.
4. A measurement plan for each standard that defines the goals, questions and responses in the audit tools. The plan details each audit question and its alignment to the action in the standard and can be adapted for local use. Some questions may be used by the facility to demonstrate evidence for other actions, in addition to the action it has been aligned with.

Scope of the Medication Safety Audit Tools
The audit questions incorporate a number of key areas, such as governance committees, staff education and training, medication incidents, evaluation processes, documentation on the medication chart and medication action plan, medicine information leaflets and policies/procedures related to safe management and quality use of medicines.
**How the tools were developed**

An example is provided below using Action 4.5 in Standard 4

1. The NSQHS Standards workbooks and guides were used, i.e.
   
a. Guide for Hospitals (November 2017) – Key tasks and Strategies for improvement
   

---

**Example of Key task for 4.5 'Implement a systematic process for obtaining the patient's actual medicine use and recording a BPMH'.**
2. The questions in the audit tools (patient, ward, facility) assess and ask for verification of the examples of evidence and outputs to collect the detailed information necessary to meet that evidence. In addition, other examples of evidence may be used. The questions may directly ask if there is evidence to support, or may be broken down into a series of questions to delve deeper into whether the evidence has been met. In addition, questions may require the auditing of patients in order to demonstrate that the evidence has been met, and to what extent.

Questions and responses have been developed in consultation with content area experts.

Example of Patient level audit questions for Action 4.5 in Standard 4

<table>
<thead>
<tr>
<th>Documentation audit - Patient</th>
<th>Pt 1</th>
<th>Pt 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>URN:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.0 Is there evidence that the (best possible) medication history was documented?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1 If yes to 1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• where is the medication history documented?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• when was the medication history documented?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In addition to the collection of information, the Excel spreadsheet collates data at the patient and ward/unit levels. The tab Results for Ward/Unit shows the number of wards/units that met the indicator and the total number audited, which are then used to calculate the percentage of wards/units that met that indicator. Subsequently, the tab Results for Patient, displays the percentage of patients that met the indicator. Details of the indicators can be found in the measurement plan.

3. The measurement plan details the criteria/action and those question(s)/responses that correspond to the action.

Note: Some questions may be used by the facility to demonstrate evidence for other actions, in addition to the action it has been aligned with.

Example: Measurement plan for Action 4.5 in Standard 4
Using the Excel tools

The audit tools are in different worksheets in the Excel document and these are accessed by the tabs at the bottom of the workbook or by clicking on the links in the Contents page.

In addition, we recognise that each facility will define when the audit will take place, how often, how many patients to audit and who will perform the audit.

Queensland Health facilities have the ability to enter their audit data online using an existing secure, electronic web-based system, Measurement, Analysis and Reporting System (MARS), available via the Queensland Health intranet. Please email mars@health.qld.gov.au for further information.
We recognise and appreciate that there may be gaps in the scope and questions included in these tools, however, as the audit tools are a constant ‘Work in Progress’, future versions will build upon the existing scope and questions, and incorporate staff feedback and suggestions for improvement.

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

Please email Patient Safety and Quality Improvement Service on mars@health.qld.gov.au for feedback or comments.

© State of Queensland (Queensland Health) 2018

This document is licensed under a Creative Commons Attribution 3.0 Australia licence. To view a copy of this licence, visit https://creativecommons.org/licenses/by-nc-sa/3.0/

You are free to copy, communicate and adapt the work for non-commercial purposes, as long as you attribute the State of Queensland (Queensland Health).

For further information contact Patient Safety and Quality Improvement Service, Clinical Excellence Queensland, Department of Health, PO Box 2368, Fortitude Valley BC, Qld 4006, email PSQIS_Comms@health.qld.gov.au, phone (07) 3328 9430. For permissions beyond the scope of this licence contact: Intellectual Property Officer, Department of Health, GPO Box 48, Brisbane Qld 4001, email ip_officer@health.qld.gov.au.