

Process Map for Soft Tissue Screening Clinical Audit

- 1) Select audit topic and consider reasons for examining this area.
- 2) Sample size of 100 randomly chosen charts will be sufficient to show up any problems.
- 3) Set Standard. The standard to be achieved is ultimately 100% of Patient Records showing soft tissue records and a complete social history with regards to smoking and alcohol consumption. As Clinical Audit is best used to identify areas for change and improvement it may sometimes be appropriate to set an initial standard for the Audit which is close to 100% and use the audit process of re-auditing to implement change and drive improvement.
- 4) Set Criteria. For example Soft tissue Examination recorded, Social History complete, Lesions noted, Diagnosis present, Mouth Map present (if used)
- 5) Construct Data Capture table.
- 6) Collect Data.
- 7) Analyse Data and see what areas need to be improved.
- 8) Consider Re audit. This should be ongoing, at least on an annual basis to ensure standards are being maintained. A small random sample should be sufficient to flag up any problems.
- 9) Write up report and complete CA2 form

