

Let's be realistic, just the mere thought of completing audits can seem both boring and time consuming - hours spent drinking copious amounts of coffee, trawling through mountains of documentation. However, they are the most effective way of:

- Calculating and confirming good governance
- Ensuring CQC compliance
- Evidencing your organisational performance

We cannot always have eyes and ears everywhere, whether organising a dispersed workforce or a team all under the same roof, as managers we need to have a method of impartially judging key parts of the service to ensure best practice – and confirmation that our gut speaks the truth.

The purpose of auditing is not simply a paper exercise, it offers:

- Thorough processes of collecting and recording data
- Logging of actions taken
- Guarantees that you can evidence that you assess and monitor how effective service performance is
- Highlighting of key areas where staff need more support

Ultimately, the whole point of completing your audits is to make sure you have a great service, do your best not to lose sight of this – at QCS we have developed an exciting new audit product that just might help you avoid that 5th cup of coffee!

Before you start your blueprint, consider our **Audit Top Tips**.

Let's Understand the Need

Before anyone undertakes an audit, make sure those responsible understand why they are completing it and the aim!

Let's Plan

Develop a strategic annual audit program – have your plan on the wall in a shared space for all staff to see. Ensure that you select a regular program of topical key audits that reflect the key areas of assurance for the service – confirming your compliance with your regulator.

Let's Log

Log and record each audit – you need to ensure that you can locate it and refer to it when needed, in particular, when evidencing your continuous improvement.

Let's Work Together

All staff should at least be aware of the auditing process and why it's so important. An encouraged team, who feel valued and connected are sure to deliver better quality care and support.

Let's Share our Findings

Make sure you get the team on board by sharing findings and collaborating on ways to improve the relevant parts of the service if needed. Don't forget to share positive findings – let them know how well they're doing!

Let's Action

Ensure that any aspects of your audit identified as requiring action are logged, and a plan implemented so you can evidence your action trail!

Let's Keep Positive

If you do identify areas that require improvement, that's great and the process is working! See this as your opportunity to direct change and implement improvement.

Let's Review

Complete an annual review of all your audits taken – this allows you to see your action and outcomes trail – your continuous improvement!

Happy Auditing

[Want to know more about audit? Visit QCS Audit Centre](#)