

## **VicTAG Chemotherapy Audit Toolkit process guide v1.0**

Last updated: 2/7/19

### **1. Select scope**

- a. Referring to the Quality Framework (section on Audit Principles) and the scope guide for exclusion, decide as a health service the scope for audit, including decisions on which tumour streams to be included, inclusions/exclusions, quality processes that will consider the final report and interval for re-audit on a rolling basis. Consideration needs to be given to dedicated staffing for the audit process and resources available.
  - i. An oncology quality and safety committee or relevant local governance group (e.g. medication safety, QUM) would be the ideal group to consider scope for the audit.

### **2. Run report/collect data**

- a. Using the appropriate instructions for your system, follow the guidance for generating the report. Keep in mind the limitations of the report (i.e. what it will and won't report) as discussed in the instructions.

### **3. Use tool to facilitate audit**

- a. Automatic filtering
  - i. Follow the guidance in the "Instructions for use" tab to facilitate automatic filtering.
- b. Manual filtering
  - i. Using the guidance from the "Scope guide for exclusion" and previous decisions made about scope, exclude variations that are not suitable for discussion.

### **4. Disseminate report for discussion**

- a. Disseminate the filtered list for review by the agreed quality mechanism.

### **5. Provide report for record keeping and information**

- a. Provide report with outcomes of discussion to Head of Unit, Quality unit and others as determined by the health service (including the body that considered the scope for the audit).

Further guidance can be located in the "Quality Framework and Supporting Information"