



Clinical Audit Application Form for External Providers

Applications for adjudication must be made **prospectively**. Please allow **6 weeks** for the adjudication process.

Providers should use this application form in conjunction with the Clinical Audit Application Guide for External Providers, and keep a copy of this application for their own records.

Please complete this form and email it with accompanying supporting documents to RANZCO CPD at cpd@ranzco.edu

Provider/organisation:

Address:

.....

.....

Activity developer(s):

Name:

Phone:

Email:

Other organisations involved in this application:

Name:

Phone:

Email:

Name:

Phone:

Email:

Contact for administration and/or registration enquiries:

Name:

Phone:

Email:

Funding sources:

Category of professional development activity:

Clinical Expertise

Risk Management

Professional Values

Preparation and Planning

1. Description

1.1. Description of the clinical audit:

1.2. Summary of the steps involved for participating Ophthalmologists:

2. Statement of Ophthalmologist learning needs

A statement of Ophthalmologist learning needs is attached to this application.

Refer to the Clinical Audit Application Guide for External Providers for more information regarding learning needs.

3. Patient selection and patient numbers

- Description of the patient selection process:

- How many participants will each Ophthalmologist be required to audit?

4. Stakeholder details have been supplied on the first page of this application

- Applicant
- Activity developer
- Other persons and/or organisations involved in the design of the clinical audit
- All funding sources

5. Privacy, confidentiality and consent

5.1. Who will collect the patient data?

Who will have access to this data?

- 5.2. Informed patient consent will be obtained. Yes No

A sample form is located on the Human Research Ethics Committee (HREC) page of our [website](#).

- 5.3. How will aggregate data be used?

- 5.4. List all intended users, third parties or organisations that will access the data.

6. Clinical Audit Timeline

Specify whether the audit is a continuous clinical audit, or a fixed timetable clinical audit. Provide proposed dates in the table below.

Continuous clinical audit

Fixed timetable clinical audit

Patient Selection	
Data collections commencement	
Data collection complete	
Data feedback to Ophthalmologists	
Collection of activity evaluation data	
Record of participation forwarded to Ophthalmologists	
Report forwarded to RANZCO CPD Secretariat	

Step 1 of Clinical Audit

7. Needs Assessment

7.1. How does this audit reflect valid Ophthalmologist educational needs?

7.2. List the learning objectives for this clinical audit.

7.3. List supporting references:

Step 2 of Clinical Audit

8. Identify Standards

8.1. List the best practice guideline(s) that will be compared to the audit data:

8.2. Clinical audit criteria developed from these guidelines:

8.3. Identify audit standards using the format below and submit with your application.

Clinical audit criteria	Standard	Data to be collected

8.4. List references for these guidelines:

Step 3 of Clinical Audit

9. Data Collection and Analysis

- 9.1. A copy of the proposed data collection instrument is attached.
- 9.2. Who will collate and compare the data?

How will the data collection and analysis take place?

Step 4 of Clinical Audit

10. Identify and Implement Change-Response Phase

- 10.1. A description of the method to be used to feedback data to Ophthalmologists is attached to this application.
- 10.2. The document that will form the Ophthalmologist's response to their analysis of the data, identifying and proposing ways of implementing changes in their practice is attached to this application.
- 10.3. The Activity Evaluation pro-forma is attached to this application.

Post Audit Reporting

11. Report

- 11.1. A report will be submitted to the RANZCO Secretariat as soon as possible post audit completion detailing:
- A summary of the activity.
 - The number of Ophthalmologists who completed the full audit.
 - The number of patients audited.
 - Identified barriers to implementing change in clinical practice.
 - Other resources needed by Ophthalmologists to achieve best practice.
 - The overall responses to the audit.
 - Suggestions for improvements to the clinical audit.
- 11.2. A template of the Ophthalmologist record of participation is attached to this application.

Declaration

I declare that:

- The information provided in this document is accurate and complete.
- This activity has been designed to comply with the Privacy Act.
- I will provide ophthalmologists who participate in this clinical audit with a written record of their participation.
- I will provide the reports on this clinical audit activity as stated in Handbook for External Providers of Audit.

I understand that activities allocated points in the CPD framework are monitored randomly to ensure they are conducted in accordance with the application and to evaluate the impact of the adjudication criteria. The CPD Secretariat may require that any future repeats of this audit be altered or withdrawn on the basis of additional information received about the original activity. Future applications may not be considered from providers whose activities are not conducted in accordance with their applications or who do not fulfill their undertakings.

Provider:

Signed:

Date:

Acknowledgement

RANZCO thanks the Royal Australian College of General Practitioners (RACGP) for their kind permission for the adaptation and reproduction of their Clinical Audit Application Guide and Application Form.