

Appendix 2 Audit Form

Start date:	End date:	Acknowledgement sent:	Please tick all that apply		
Title of audit: Clinical Leaders' Audit of the Safeguarding Vulnerable Adult/ Adults at Risk Process			Type of audit? Cancer? <input type="checkbox"/> Local <input type="checkbox"/> SWICS <input type="checkbox"/> Regional <input type="checkbox"/> CSCCN <input type="checkbox"/> National <input type="checkbox"/> Peer review <input type="checkbox"/> Re-audit <input type="checkbox"/> * Other <input type="checkbox"/> Trust-wide <input type="checkbox"/> Mortality surveillance <input type="checkbox"/> Expanded Practice Protocol <input type="checkbox"/> Changes from previous audit implemented <input type="checkbox"/>		
Objective: To ensure that the correct procedure is followed when abuse or neglect are suspected in a Vulnerable Adult.			National Audit? Health Commission <input type="checkbox"/> NCEPOD: <input type="checkbox"/> NSF: <input type="checkbox"/> NICE No: NICE type: CG <input type="checkbox"/> TA <input type="checkbox"/> IPG <input type="checkbox"/> NICE title:		
Background: The Trust is signed-up to the 'Policy and Procedures for the Protection of Vulnerable Adults from Abuse in Swindon and Wiltshire, 2006.' This details Safeguarding Vulnerable Adult procedures.			Trust Commission? Clin Gov Op Group <input type="checkbox"/> Clin Gov Committee <input type="checkbox"/> Clinical Risk Group <input type="checkbox"/> Other, specify..... <input type="checkbox"/> Trust audit programme* <input type="checkbox"/> Department audit programme <input type="checkbox"/> Serious incident or clinical review <input type="checkbox"/> Multiprofessional <input type="checkbox"/> Patient Involvement <input type="checkbox"/> Resources needed? * priority given Medical records No <input type="checkbox"/> PDA / Formic <input type="checkbox"/> Funding for locum cover <input type="checkbox"/> Data entry* <input type="checkbox"/> Data Analysis* <input type="checkbox"/> Report* <input type="checkbox"/> Supported by CAD <input type="checkbox"/>		
Method: Pilot planned <input type="checkbox"/> 1. Check the Trust's Nursing Assessment Record (NAR) documentation for all patients on the ward. Check the Health Care Record (HCR) for identified Vulnerable Adults.					

Audit standards	Percentage	Exceptions	Evidence	Definition
The tick box is checked 'yes' or 'no' on the front sheet of the NAR re: if the patient is deemed a Vulnerable Adult.	100%	None		Documentation check of all NAR front sheets.
If 'yes', the social circumstances section on the back sheet of the NAR is fully completed re: 'Agencies.'	100%	None		Documentation check of all NAR back sheets.
Is the patient correctly identified as a Vulnerable Adult	100%	None		Document check NAR
For identified Vulnerable Adults, there is supportive text in the HCR clearly explaining the circumstances.	100%	None		Documentation check of relevant HCRs.
For identified Vulnerable Adults, there is supportive text in the HCR clearly explaining the actions required and/or taken.	100%	None		Documentation check of relevant HCRs.
If significant abuse or neglect is suspected has a Safeguarding Alert been made?	100%	No Safeguarding concerns		Documentation check of relevant HCRs

Continue on an extra sheet if necessary

Who is responsible for the production and implementation of the action plan resulting from this audit? (Senior Manager / Consultant)

Printed name: Gill Cobham

Signature:.....

Department: Nursing, Directorate: Quality Directorate Ext: 4439

Printed name(s) of project lead (for certificates)

1.....Signature:.....Ext / bleep

2.....Signature:.....Ext / bleep