



Practice Briefs

Why is it important to perform audits at my facility, and how do I go about documenting my audits?

One way to assess whether there are any issues with processes currently in place at your facility is to audit the process. CMS has a good tool to use to audit some processes, and other tools can be found by searching online for audit forms, or you may choose to create your own audit form.

You can learn a lot through audits, and evaluate whether staff are performing as required or if further training is needed on a particular process. Consider auditing hand hygiene performance, PPE use, environmental service cleaning process, point of care testing, isolation practices, foley catheter cares, and sharps safety. Document your findings from these audits – you should make out an audit form on a particular staff member, with the date/time of the audit, and include comments on any feedback given after the audit (e.g., you did a great job, or you will need to remember to do hand hygiene at this point in cares). Giving feedback to staff regarding their performance will help staff to keep doing a good job, or work on improving their performance of certain tasks. Share the results of audits with staff and your Quality/Infection Control Committee. Having the data from observing these processes will help you in planning for education and future initiatives.

You can find the CMS audit tool here <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertificationGenInfo/Downloads/Survey-and-Cert-Letter-15-12-Attachment-1.pdf>

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