Collaborative Audit Process

SQA select and allocate cases to auditors and identify internal moderator. Audit tool will be uploaded to ICS by **SQA** ready for completion.

- Auditor will review the previous 6 months activity on ICS.
- Auditor will meet with practitioner and/or Team Manager and facilitate reflective discussion to review file and scale.
- **Auditor will gather and record family feedback**

Audits not returned within the given deadline are escalated to the QA Team Manager/ Service Managers

If a case is judged Inadequate or Outstanding by the auditor Moving Forward process is initiated (**See Moving Forward Process**)

Progress monitored via Moving Forward Tracker

Auditor will complete the audit tool on ICS

Practitioner to review audit actions and ensure these are completed within timescales.

Moderators complete moderation of audit and meet with auditors to facilitate reflective discussion on audit and audit practice. Comments uploaded on to audit form on ICS

All Team Managers to discuss audit findings in supervision with practitioner. **Team Manager** to sign off and confirm actions completed

QA Team Manager reviews audits and completes thematic report identifying key areas of strengths, development, and recommendations.

Service Action Tracker
HoS & Service Manager for area audited will review recommendations and share action plan with **SQA** for monitoring and review of implementation of service(s) wide recommendations.

QA Team Manager reports on learning from audits to Senior Leadership Team

Individual Audit Tracker
After Moderation, **SQA** reviews individual audit actions and add to tracker for review at 1 and 3 months post audit. **Outstanding actions emailed to practitioner, Team, and Service Manager**.

SQA disseminates learning from audits to practitioners and Team Managers. Bitesize learning from audits session delivered to workforce. **All Team Managers** to brief staff on learning from audits in team meetings, particularly if this relates to their area of practice.

SQA monitor and review:
- Individual action tracker
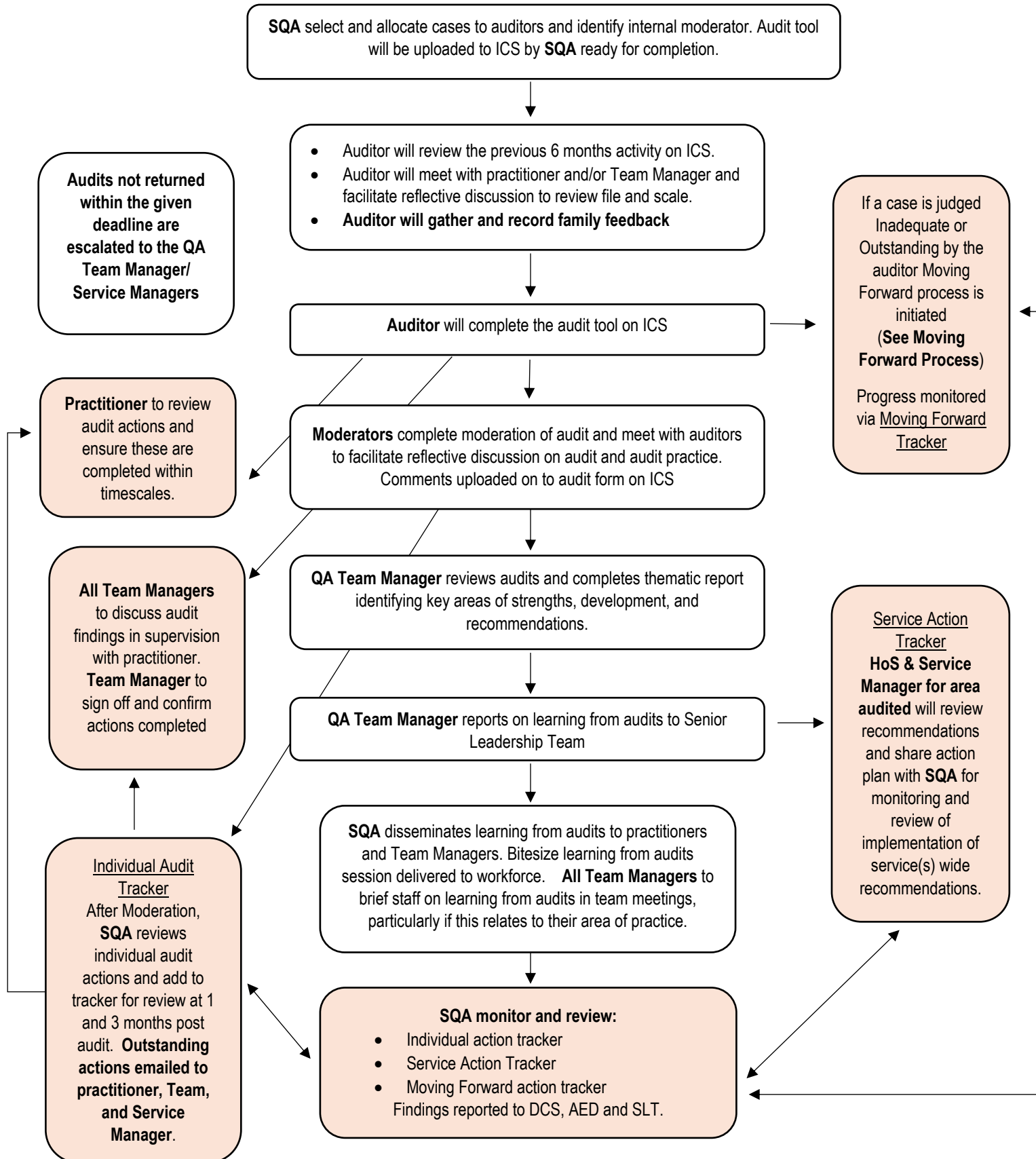- Service Action Tracker
- Moving Forward action tracker
Findings reported to DCS, AED and SLT.

Audit themes are repeated every four months to review individual, team and service progress, implementation of actions and good practice.