
Audit 30

- 1) **Audit Title**
Waiting Time for Outpatient Ultrasound Appointments
(why is this a priority – e. g., increased complaints from patients)
- 2) **Standard against which the audit topic is to be compared**
 National or local accepted best practice, e. g., 30 minutes
- 3) **Source of standard**
 Professional organisation e. g., Royal College of Radiologists (UK) or national professional society
- 4) **Type of audit – service evaluation, workflow, patient focussed**
- 5) **Target /compliance percentage to be achieved**
 90 % – this can be amended following local discussion and agreement
- 6) **Item or variable to be audited**
 Patient waiting time for outpatient ultrasound
- 7) **Method: Retrospective / Prospective / Other**
 Prospective
- 8) **Data or information to be collected**
 Time of ultrasound examination following patient booking into the department (review patient arrival time vs booked appointment time)
- 9) **Sample details (number of patients, collection time period)**
 For example, 100 consecutive patients, or 1 week data collection period
- 10) **Target achieved (yes / no / not applicable)**
 Y/N
- 11) **Actions to be taken if the target is not met**
 If not met, review reasons for non-compliance
 - ★ Insufficient radiologists, sonographers, ultrasound machines
 - ★ Machine failure (review age of machines, service contract intervals)
 - ★ Inefficient appointment or booking-in system
 - ★ Patients late (parking problems, issues receiving appointments)
 - ★ Insufficient allocated time for scans
 - ★ Large number of urgent patients/inpatients
 - ★ Discuss results in multidisciplinary format and implement necessary changes
- 12) **Timing for re-audit (yes /no /not applicable)**
 3 months (for example)