

Report Guidelines for SCAN Comparative Audit Reports

August 2016



Working regionally to improve cancer services

To be read in conjunction with SCAN Clinical Governance Framework and SCAN Audit Reporting Schedule		
Time	Process	Actions
≥ 8 weeks before local sign off	SCAN Audit Facilitators provide regional Health Boards with Excel template for data returns.	Templates to be provided at least 8 weeks before local sign off date in the SCAN Reporting Schedule. Data cleaning and analysis starts in all health boards
≥ 6 weeks before Clinical Leads sign off	SCAN Audit Facilitator arranges the SCAN Clinical Leads sign off Meeting according to SCAN Reporting Schedule	SCAN Clinical sign off meeting to be organised in a suitable room including VC where required giving clinicians at least 6 weeks notice .
> 4 weeks before Clinical Leads Sign Off	Audit staff in SCAN clean and analyse data. Ensure all data is correct. Discuss results with local clinician/s Ensure pathology / oncology / surgical input.	All Audit Facilitators in SCAN liaise with local leads to get commentary on local analysed data. Send completed template to SCAN Audit Facilitator in Lothian on or before agreed deadline.
Week 1	Analysed data received in Lothian. SCAN Audit Facilitator checks and collates. Any discrepancies must be corrected at this stage. Ensure patient level comments are provided by local clinicians where the QPI is not met.	Local sign off to be achieved by agreed date in the SCAN Reporting Schedule.
Week 2-3	SCAN Audit Facilitator collates results into word document report format.	Comparative report Draft 1 produced for clinical sign off sent to Clinical Sign Off Group: SCAN Audit Manager, Clinical Leads and Audit staff.
Week 4	SCAN TSG Clinical Leads Sign off Meeting: Review data and analysis. Examine QPI compliance and variation across network	Each Health Board Lead provides commentary on compliance and where variation is identified explain variation and actions to be taken. Comments and actions agreed for report and action plan forms. Comparative Draft 2 produced.
Week 5-7	SCAN Audit Facilitator circulates Draft 2 to Lead Clinician for clinician's commentary	Draft 3 produced with clinician's commentary and finalised action plans
Week 7	SCAN Audit Facilitator circulates Draft 3 to SCAN TSG for final approval	Any final comments added and Draft 4 produced
Week 8	SCAN Audit Facilitator Assigns report number and logs in SCAN Audit Reporting Index SCAN Audit Facilitator completes disclosure checks	File saved to appropriate SCAN Reporting Index folder. Disclosure check documentation saved to same folder.
Week 8	SCAN Audit Manager circulates Final Report and Board Improvement plans to SCAN TSG and Management leads.	Final Report Circulated to: SCAN Clinical Governance Framework
Week 12	Health Boards return completed action plans to Audit Manager	Audit Manager and SCAN Audit Facilitator review final content add completed action plans and approve report for publishing to website.