

Monitoring Tool

MONITORING AND COMPLIANCE

This section should identify how the Trusts plan to monitor compliance with and the effectiveness of key documents. It should include auditable standards and/or key performance indicators (KPIs) and details on the methods for monitoring compliance

What	How	Who	Where	When
<i>These are the 'key' parts of the process that we are relying on to manage risk.</i>	<i>What are we going to do to make sure the key parts of the process we have identified are being followed?</i>	<i>Who is responsible for the check?</i>	<i>Who will receive the monitoring results?</i>	<i>Set achievable frequencies.</i>
<p><i>Pre-operative Cardiac Assessment and Echocardiogram Guideline</i></p> <p>Overall number of echocardiograms requested and any cancellations due to echocardiogram not being requested</p>	<p>Audit of the number of echocardiograms that are requested via Pre-Op Assessment</p> <p>Audit of number of cases cancelled due to no Pre-Op echocardiogram requested by Pre-Op when indicated. Bi-Annual</p>	Clinical Lead for Pre-Op	<p>Clinical lead for Pre-Op Assessment.</p> <p>Operational nursing lead for Pre-Op Assessment</p>	Bi annual monitoring and annual reporting
<p><i>Pre-operative assessment (POA) Clinic Guidance for the Referral of Abnormal Blood Test Results</i></p> <p>The key control of this guideline is to ensure that any abnormal results are escalated to the Consultant Surgeon's team or the Anaesthetist</p>	Implement horizontal audit of two sets of notes per POA site per month.	POA unit leads	Matron for the POA service	Monthly
<p><i>Pre-operative assessment (POA) Clinic Guidance for the Referral of Abnormal Blood Test Results</i></p> <p>Local POA Leads and Matron for the POA service to monitor clinical incident reporting in relation to the POA service share findings and lessons to learn with POA staff.</p>	Clinical incident reporting	POA leads and Matron for the POA service	Matron for the POA service	<p>Monthly</p> <p>More frequent where immediate action is required</p>
<i>Pre-operative assessment (POA) Clinic Guidance for the Referral of Abnormal</i>	Teaching to the RNs on abnormal blood test results by Consultant	Consultant Anaesthetist to deliver required teaching. POA	Matron for POA	Annual

<p><i>Blood Test Results</i></p> <p>Ensure that abnormal test results are identified by RNs and escalated appropriately.</p>	Anaesthetist.	leads to monitor and plan RN attendance.		
<p><i>Pre-operative assessment (POA) Clinic Guidance for the Referral of Abnormal Blood Test Results</i></p> <p>Ensure that abnormal test results are identified by RNs and escalated appropriately.</p>	E access to supporting literature for the management of abnormal blood tests	Clinical Lead for POA	Clinical Lead for POA	Annual
<p><i>Pre-operative assessment (POA) Clinic Guidance for the Referral of Abnormal Blood Test Results</i></p> <p>Ensure that abnormal test results are identified by RNs and escalated appropriately.</p>	The review and management of abnormal blood test results to be embedded in the POA nurse led competency document.	Clinical Lead for POA/Consultant Anaesthetist and clinical leads with accredited training in POA.	POA Leads and Matron for POA service. Within 6 months of appointment.	Bi annual
<p><i>Airway assessment competency Nurse Led Pre-operative Assessment Competency for Registered Nurses</i></p> <p>Ensure that RN staff are competent in POA assessment and airway assessment</p>	Competency to be completed with six months of appointment to the POA service. The present cohort of RNs are permitted one year to complete the competencies	POA Band 6 and POA lead Band 7	POA lead and Matron for POA service. Within 6 months of new appointments to the service.	Quarterly
<p><i>Cardiac Assessment and Examination Competency Respiratory Assessment and Examination Competency</i></p> <p>Ensure that RN staff are competent in cardiac and respiratory assessment and examination.</p>	Competency to be completed with four months of completion of the holistic health assessment module at level 6.	POA lead Band 7	POA Lead and Matron for the POA service.	Quarterly