**Site Audit Assessment Sheet**

***Instructions****: Each co-facilitator will one sheet for each participant assigned to their team to assessment the participant ability to conduct a site audit while applying the various audits techniques taught in class. The 1st site audit will be considered a mock audit and the while the 2nd audit is still a mock audit, it will be considered an actual for the purpose of scoring the participant. During the last audit the facilitator will strictly observe the process from start to finish. It is important to accurately assess the participant and document it properly for the final evaluation of the participant.*

**Participant name: ………………………………………………………………………………………………… Facilitator Name: ……………………..………………………………………………**

**1st audit: Facility Name ……………………………..……………………………………… Testing point name………………………..…. Date: ………/………/…..…**

**2nd audit: Facility Name ……………………………..……………………………………… Testing point name………………………..…. Date: ………/………/…..…**

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| **Category** | **Description** | **Score**  *(Score: 1 = Unsatisfactory; 2 = Average, 3 = Satisfactory; 4 = Very good; 5 = Outstanding)* | | | | | | | | | | **Comments** | |
| Day 1 (Mock) | | | | | Day 2 (Actual) | | | | |
| Physical Appearance | Dress, neatness and appearance |  |  |  |  |  |  |  |  |  |  |  |
| Code of ethics | Professional et courteous throughout the audit process |  |  |  |  |  |  |  |  |  |  |  |
| Verbal and non-verbal Communication | Spoke clearly and easily understood |  |  |  |  |  |  |  |  |  |  |  |
| Respectful, diplomatic, consistent towards the test providers |  |  |  |  |  |  |  |  |  |  |  |
| * Delivery: Clear language, speech rate, tone * Body language: Eye contact, use of space, engaging, non-threatening |  |  |  |  |  |  |  |  |  |  |  |
| Structure and format used for the audit | Preparedness, focus on objectives/task |  |  |  |  |  |  |  |  |  |  |  |
| Organized and methodical |  |  |  |  |  |  |  |  |  |  |  |
| Time management (<2hrs from start to the debrief) |  |  |  |  |  |  |  |  |  |  |  |
| Competency in audit techniques | Introduction of the team to the facility manager (if applicable) |  |  |  |  |  |  |  |  |  |  |  |
| Introduction of the team to test provider |  |  |  |  |  |  |  |  |  |  |  |
| Clearly state the audit objectives |  |  |  |  |  |  |  |  |  |  |  |
| Appropriate use of the SPI-RT checklist |  |  |  |  |  |  |  |  |  |  |  |
| Ask open ended questions |  |  |  |  |  |  |  |  |  |  |  |
| Observe testing and quality procedures |  |  |  |  |  |  |  |  |  |  |  |
| Confirm information provided by the tester |  |  |  |  |  |  |  |  |  |  |  |
| Review the testing register/logbook for accuracy and completeness |  |  |  |  |  |  |  |  |  |  |  |
| Accurately summarize the audit findings |  |  |  |  |  |  |  |  |  |  |  |
| Clearly communicate the audit score and the site performance |  |  |  |  |  |  |  |  |  |  |  |
| Clearly present the main findings and recommendations to the test provider |  |  |  |  |  |  |  |  |  |  |  |
| Clearly present the main findings and recommendations to the facility manager |  |  |  |  |  |  |  |  |  |  |  |
| Knowledge of national HTS, recency and related QA program | Master various aspects of the HTS program and HIV-1 recent infection surveillance |  |  |  |  |  |  |  |  |  |  |  |
| Master various aspects of the HIV rapid testing in the context of HTS and recency testing in the context of surveillance |  |  |  |  |  |  |  |  |  |  |  |
| Master various aspects of quality assurance program in the context of HTS |  |  |  |  |  |  |  |  |  |  |  |
| **Total Score** | |  |  |  |  |  |  |  |  |  |  |  |

**General Comment : ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..…………….**