Module 2. Introduction to site audit – Understanding site audit requirements

Purpose: To conduct an effective site audit, it is important for the auditors to understand the requirements and the methodology available for a site audit.

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| Pre-requisite  Modules | Module 1 |
| Module Time | 30 min |
| Overall Learning Objectives | At the end of this module, you will be able to:   * Understand the purpose of an audit * Describe the audit requirements and process * Understand the different methods to audit a site * Describe the audit summation report elements |
| Resources | PowerPoint slides, SPI-RT checklist, pointer, prepared flipchart, and markers. |

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| **Slide #** | **Title** | **Teaching Points** |
| 1 | Introduction to Site Audits | DISPLAY this slide before you begin the activities for this module. Make sure participants are aware of the transition into a new module and activities related to the Site Audits. |
| 2 | Content Overview | **Content overview**  EXPLAIN the topics that will be covered in this module both on the PowerPoint and flipchart. |
| 3 | Basic Terms | EXPLAIN the points on the slide.   * Audit - Systematic check or audit, especially of the efficiency or effectiveness of an organization or a process, typically carried out by an independent auditor   Auditor - Person with the competence to conduct an audit |
| 4 | Purpose of an Audit | STATE the points on the slide. |
| 5 | Audit stages and requirements? | STATE the points on the slide.   * Ensure complete understanding of the audit stages   + Pre-audit (before the audit)   + Audit (during the audit)   Post-audit (after the audit) |
| 6 | Methods Used to Evaluate Test Site Operations | DESCRIBE the different methods used to evaluate test site operations   * Review the site records and documents * Observed the site operations * Ask open ended questions   + Follow the client specimen or test result through the testing procedure |
| 7 | Key information in Audit report | EXPLAIN the key informations needed in an audit report.   * Site information * Date of audits * Overall performance * Best practices, issues and deficiencies * Corrective actions * Timelines * Point of contact for follow up * Auditor(s) contact |
| 8 | Dissemination of audit findings | STATE the points on the slide. |
| 9 | Key Messages on Audit Process | STATE the points on the slide. |
| 10 | Key Messages on Audit Process cont’d | STATE the points on the slide. |
| 11 | Implementing Corrective Action | STATE the points on the slide.  EMPHASIZE that this process is for continuous quality improvement |
| 12 | Take home messages | STATE the key messages on the slide. |
| 13 | Review | EMPHASIZE the importance of understanding an audit process and ask participants to review:   * What is the purpose of an audit? * What are the requirements before, during and after an audit? * What information should be included in the audit summation report?   ANSWER any questions participants may have. |