



Facility Name		Month and Year:	
<ol style="list-style-type: none">1. Record scores for each record audited.2. Final scores obtained for each record must be averaged (in dark block) & recorded on annual clinical & record score sheet.3. Action plans should focus on gaps that are common to most records or occur regularly (month to month)4. NB. Only one chronic condition needs to be audited each month. Audit at least 2 records with this condition.			

Epilepsy	Record One	Record Two	Record Three	Record Four	Record five	Ave Totals
Patient's details	%	%	%	%	%	%
Documentation	%	%	%	%	%	%
History	%	%	%	%	%	%
Examination and management	%	%	%	%	%	%
Counselling of carer	%	%	%	%	%	%
Final scores	%	%	%	%	%	%

Asthma						
Patient's details	%	%	%	%	%	%
Documentation	%	%	%	%	%	%
History	%	%	%	%	%	%
Examination and management	%	%	%	%	%	%
Counselling of carer	%	%	%	%	%	%
Final scores	%	%	%	%	%	%

Cerebral palsy						
Patient's details	%	%	%	%	%	%
Documentation	%	%	%	%	%	%
History	%	%	%	%	%	%
Examination and management	%	%	%	%	%	%
Counselling of carer	%	%	%	%	%	%
Final scores	%	%	%	%	%	%

Gaps identified in records	Also noted Prev month

Action plan			
Action	Responsible person/s	Time frame	Follow up
1.			
2.			
3.			
4.			
5.			
Sign:		Print:	
Practice No.			