

Audit Coordinator

The purpose of this document is to outline the generic responsibilities and competencies recommended for the role of Audit Coordinator for a NOCA national clinical audit. This document does not aim to describe other aspects of a person job outside that of the role of Audit Coordinator for a NOCA national clinical audit.

While acknowledging that some Audit Coordinators may have other titles and duties, for clarity and consistency, NOCA will refer to local hospital audit staff as Audit Coordinators (e.g. ICU Audit Coordinator), regarding their work on NOCA national clinical audits. At local hospital level, the Audit Coordinators are directed by their hospital managers.

The **role** of an Audit Coordinator for the NOCA national audits is multifaceted and varied. Their roles may vary; however, there are synergies across all of the NOCA audits.

Specific role profiles for each audit are available from the relevant NOCA Audit Manager.

Responsibilities

1. Responsible for the collection and inputting of data into their respective audit.
2. Responsible for the security of all patient data and must be aware of and comply with data protection legislation.
3. Responsible for ensuring data quality and that the data collected are timely accurate and reliable.
4. Maintain data completeness and liaise with NOCA around audit issues.
5. Deliver audit specific training within their local hospital where required.
6. Is required to fulfil training in relation to their respective audit.
7. Use the audit handbook/definition manual, where applicable, related to that audit to ensure high levels of data quality are achieved.
8. Ensure appropriate data validation processes are in place and adhered to.
9. Monitor and escalate audit output with the support of the clinical lead and NOCA.
10. Attend monthly teleconferences with the NOCA Audit Manager.
11. Attend workshops, conferences and training with NOCA on an ongoing basis to ensure the highest levels of data quality are adhered to.
12. Attend local governance meetings related to the audit and present audit output to these and any other relevant and appropriate forums.
13. Meet regularly with the clinical lead to review the data, findings, output and reports.
14. Support local quality initiatives associated with their specific audit.
15. Engage in personal and professional development education.

Associated Recommended Competencies

1. Has an in-depth understanding of clinical audit and their specific audit
2. Understand clinical audit and data quality
3. Understand GDPR
4. IT skills with willingness to improve these
5. Relative clinical specialty knowledge
6. Ability to build relationships across Multi-disciplinary team
7. Works well independently.