

Regional Audit Activity and Coordinators Reports - Introduction

How to complete and return regional annual audit report database

There are three forms for annual reporting of Regional Audit. It would be much appreciated if you could spend a few minutes summarising your group's activity using the 3 part questionnaires.

Form 1 relates to your regional group's membership and frequency of meetings.

Form 2A is for ongoing projects during the report period.

Form 2B is for completed projects during the report period.

The standardised format is designed to minimise the filling in work, but space is available for comment additionally if you so wish.

COMPLETION AND RETURNING

The forms have part tick box format and some free text space. Extensive detail is not necessary and should make forms easier and quicker to complete. Only one Form 1 is needed. For each project however, a separate form is required (ongoing or completed as appropriate). Once complete save each form with a file name such as 'Trent05Frm2A,1'. This indicates your region name, 05 refers year data for 2005.

Form 2A refers to which form you are completing (eg Form 1, or 2A, or 2B), and the number at the end is in case you are filling in more than one form, for instance 1, 2, 3 etc.

These forms could be completed for online submission or email as attachments to Gavin Barry at gavin.barry@whnt.nhs.uk or postal return with a covering letter confirming the data is for which calendar year. To:

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