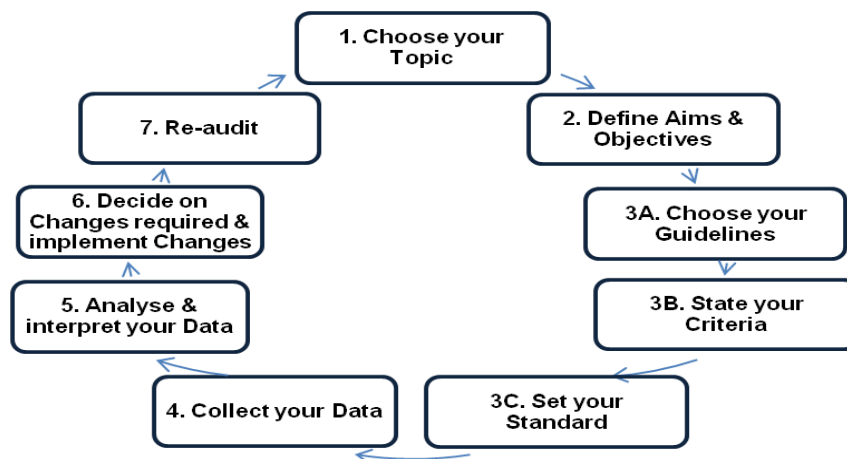




Applying the principles of audit to the role of acting as an ICGP representative



ICGP PROFESSIONAL COMPETENCE AUDIT SUB-COMMITTEE

AUTHOR

Dr. Claire Collins
Dr. Margaret O’Riordan

Purpose of ICGP sample audits on specific topics

The purpose of the ICGP sample audit for each topic area is to provide practitioners with audit topic proposals and related tools in order to aid them in carrying out an audit in this topic area. For each topic, a specific guideline is chosen which identifies best practice for the relevant topic. Following this, criteria are listed from the guidelines along with a data collection tool to assist you to establish if you are adhering to the guidelines.

A separate document, the ICGP Audit Toolkit, provides detailed generic instructions on how to carry out and report your audit.

Sample Audit Topic: Acting as an ICGP Representative

Evidence: Guidance for ICGP Representation (Version 1.2; 2014)

Professional Competence Domains: Professionalism

Disclaimer

In all ICGP sample audits, where 'your practice' is mentioned, this refers to the work you do/the activity in which you are engaged, not necessarily that you need to be based in one or any practice.

Criteria/Data Collection Tool

Your standard (sometimes known as your target) is your desired level of performance and is usually stated as a percentage. In this example, the target is 100%, i.e. that you carry out all relevant criteria in the guidelines.

Criteria	YES	NO	
Do you know the name and contact details of the link person in the ICGP who you will liaise with on all matters relating to this role?			
Are you clear what your role is in relation to the representative position you are being asked to take up and the relevant expectations?			
Do you have a written copy of the terms of reference of the committee and the other members of the committee prior to attendance?			
Did you discuss with your link person regarding the ICGP mission, goal and accomplishment in the area?			
At the outset/first meeting attended, did you state the ICGP's mission, accomplishments and goals in this area as relevant to the work of the Committee?			
Do you have a copy of the ICGP annual report?			
Have you completed the ICGP conflict of interest declaration?			
Have you complied with the ICGP communications' policy?			
Have you attended in the agreed minimum number of committee meetings?			
Do you have a copy of all (even if you were not in attendance) meeting minutes?			
Have you discussed the meeting minutes when necessary with your link person in the ICGP and at least once yearly?			
Have you obtained prior agreement before committing any ICGP resources, actions or endorsements if relevant?			N/A
If any conflicts with ICGP's mission etc. have arisen, have you informed your ICGP link person?			N/A
If concluded/relevant, have any report/guidelines produced been sent to the QIP committee for review?			N/A

The next steps are:

- Establish how many of the criteria were reached and compare this to your target.
- Implement the changes necessary to ensure you are following the guidelines.
- Re-audit your (individual) practice by establishing after the above action, how many of the criteria are now reached.

A detailed explanation of all of these steps can be found in the ICGP Audit Toolkit, which is available on the ICGP Website at: <http://www.icgp.ie/audit>