

Audit, Research, Publications and Formal Presentations

Involvement in audit is a crucial part of the learning process and must be undertaken on a regular basis. Evidence of a successfully completed audit will be expected at each of your annual assessments. Failure to complete an audit may hold up progress to the next year of training. The audit may be something you have planned and undertaken on your own but may also include departmental audits in which you have participated. To be acceptable, the audit must be complete and have been presented at a departmental

meeting or discussed in detail with the audit supervisor. The recommendations from the audit must be also clearly recorded. You need to retain copies of all presentations and audit projects, together with their recommendations for filing in this section. If you undertake any periods of research, details should also be kept in this section. Case reports and peer review papers should also be stored here. You will also find a form for summarising details of publications in peer-reviewed journals.

AUDIT

What is the title of your audit project? Why did you choose it?
(It would help if you could state your list size)

What standard(s) have you set? Why did you choose these standards?

What preparation and planning did you undertake for your audit project?

**First data collection:
How does this compare with your standard(s)?**

Date: _____

What changes are you implementing?

**Second data collection:
Compare with data collection (I) and standard**

Date: _____

What conclusions have you drawn from this completed audit cycle?

RESEARCH

Date	Subject

TEACHING SESSIONS

Date	Title	Type of Presentation (lecture, seminar, etc)	Type of Audience (medical students, nursing staff, etc)

FORMAL PRESENTATIONS

Include below the details of formal presentations made to deanery, national or international audiences.

Title	Venue	Organiser	Dates

PUBLICATIONS

Include below the details of publications in peer-reviewed journals. Use Vancouver convention for references.

No.	Reference	Type*

* F = full length research paper; R = full-length review; A = abstract; L = letter; B = book review; O = other

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