



Audit Evaluator

Job description

Appointed by: Registrar

Accountable to: Clinical Director of Clinical Effectiveness

Term of office: Three years from the year of appointment, with the possibility to extend subject to performance.

Background to the role

The certification of high-quality clinical audit was established to foster high-quality clinical audits and to quality assure the standard of clinical audits by examining whether the criteria and standards set out by the College are met appropriately for the specialty. An Evaluator Panel was set up to provide anonymous evaluation of submitted audit reports in a timely manner. The system is completely electronic and all work is conducted by email.

The entire evaluation process takes approximately 28 days from the applicant's perspective. Evaluators are asked to complete all evaluations within 2 weeks and each evaluation process should not take longer than fifteen minutes to complete.

The Clinical Effectiveness department is responsible for the appointment of evaluators and the consistency by which the criteria and standards are judged during evaluation.

Remit and Function of the audit evaluator panel

- To review a specifically named audit application in their own specialty and to provide constructive feedback where necessary via the online system. Any feedback made by the evaluators will be anonymised so that it can be shared with the applicant.
- To respond to requests for evaluation within the stated time frame or advise when this is not possible.
- To check whether the [criteria and standards](#) set out by the College are met appropriately by reading the submitted application and evidence.
- To apply an appropriate level of judgment to audit reports they are asked to evaluate. This judgment should be generous in their evaluation of audits.
- To submit at least one of their own completed audits for certification to experience the process.



Job description

The Audit Evaluator will be responsible for evaluating whether the criteria and standards for audits for certification are met appropriately for your specialty.

Responsibilities include:

- to identify and judge the appropriateness of standards, methodologies and action plans of an audit report
- to be able to identify the different methodology between an audit, survey or research
- to identify that there are not repetition of action plans that may lead to underperformance in the complete audit cycle
- identifying that the re-audit dates included are appropriate
- be as specific as possible when providing comments, referencing page numbers where appropriate
- encourage better quality audits by providing positive comment to fail audit reports
- to evaluate a first time audit, its re-audit and/or its audit resubmission (if audit fail)
- maintain integrity and confidentiality at all times when reviewing an audit report
- to evaluate an audit application within two weeks
- to inform the Clinical Effectiveness department (as soon as possible) if you cannot undertake an audit evaluation.

The post-holder will be expected to abide by the College's code of conduct.

Person specification

Requirements	Essential	Desirable
<ul style="list-style-type: none"> • Hold a pathology post in the UK • Fellow of the College • Actively participating in the RCPATH CPD scheme • Actively undertaking high-quality clinical audit • Broad overview of the specialty you are applying for 	✓ ✓ ✓ ✓	✓
Experience <ul style="list-style-type: none"> • Good knowledge of clinical audit process • Experience in undertaking clinical audit and evaluations • Experience in providing recommendations to improve quality • Experience using the RCPATH audit certification scheme • Experience in peer review • Evidence of service development through use/audit of guidelines • General or special interests in areas of clinical biochemistry pathology 	✓	✓ ✓ ✓ ✓ ✓ ✓
Personal attributes <ul style="list-style-type: none"> • Good communication skills, particularly written • Tact and diplomacy in giving feedback • Passionate about quality 		✓ ✓ ✓