

## How do I conduct an Audit?

To start an Audit, click the pencil icon on the far left of the Audit. This will open the Audit screen at the first patient record of the audit sample.

NSW GOVERNMENT Health

Triage Quality Assessment Software

LOGOUT - AUDITOR@IMSX.COM.AU (AUDITOR)

Email: support@tqas.com.au  
Tel: 1800 000 000  
V0.8 Beta

INBOX AUDIT REPORTS HELP

Audits: All Date Range: 2017-05-16 Date Range: 2017-06-15

Audits (3)

Auditor	ED	Date	Sample Size	Notes	Status	Flagged
Auditor	Prince of Wales Hospital	2017-06-13 13:29	4	Check age range	Complete	0
Auditor	Prince of Wales Hospital	2017-06-13 13:36	15		In progress	1
Auditor	Prince of Wales Hospital	2017-06-15 12:11	20		In progress	0

The Audit screen is made up of two panels. All patient records are displayed in the panel on your left. On the right, are the audit criteria to select. The selection panel consists of tabs, each pertaining to a Category.

INBOX AUDIT REPORTS HELP

COMPLETE

Current record: 1 of 20

Age: 56 Y

Sex: Female

Presenting Information: lethargy/weakness

Additional Information: [blurred text]

Respiratory Rate: 17

Oxygen Saturation: 98

Blood Pressure: 107/69

Peripheral Pulse: 64

Oral Temp:

Axilla

< PREVIOUS FLAG NEXT >

CAT 1 CAT 2 CAT 3 CAT 4 CAT 5 UNDECIDED

please select category above ...

Selecting a Category will display the criteria allocated to that ATS category. You can navigate the records using the PREVIOUS and NEXT buttons. The NEXT button will only be enabled once an ATS category has been selected.

Current record: 1 of 20

Age: 56 Y  
Sex: Female  
Presenting Information: lethargy/weakness  
Additional Information: (pt BIBA from home ~2300 onset of lethargy and generalised weakness and feeling light headed pt thinks she may have accidentally taken sons 30mg seroquel instead of her own nexium o/e pt denies pain appears lethargic however alert and orientated good + equal grip strength 4 x limbs nilfacial droop/slurred speech pmh GORD, meds nexium)  
Respiratory Rate: 17  
Oxygen Saturation: 98  
Blood Pressure: 107/69  
Peripheral Pulse: 64  
Oral Temp:  
Axilla Temp:  
Tympanic Temp: 36.6  
BGL:  
Weight:  
Pain Score

< PREVIOUS    FLAG    NEXT >

CAT 1    CAT 2    CAT 3    **CAT 4**    CAT 5    UNDECIDED

Presenting Problem    Location    Disposition  
Medication administration...    Waiting room    All

Triage Comments

Select supporting evidence (selected items: 2) 0 / 255

**Airway**  
 Patent

**Breathing**  
 No resp distress  
 Foreign body aspiration, no resp distress

**Circulation**  
 No haemodynamic compromise  
 Mild haemorrhage

**Disability**  
 Usual GCS for patient  
 Minor head injury no LOC

**System**  
 Difficult swallowing  
 Eye inflammation of foreign body - normal vision  
 Minor limb trauma  
 Tight cast no neurovasc involvement  
 Non-specific abdo pain  
**Mental health/Behavioural**

You can identify the record as having Red Flag conditions by selecting the **FLAG** button. Doing so will highlight the selection set in red font and add to the count of the *Flagged* indicator, against that Audit.

Current record: 10 of 15

Age: 59 Y  
Sex: Female  
Presenting Information: REQUESTING MENTAL HEALTH RV  
Additional Information: (BIBA, Gail stopped a passer-by in the street today and asked them to call her an ambulance. States feeling more depressed today and 'wants to talk to someone'. Denies thoughts of self harm. Woke up this morning at 6am and thought it was night-time. States this keeps happening. OA: Ambulant. Seems in good spirits, talkative. States compliant with medications Hx BiPolar Mental Health CNC John informed OA)  
Respiratory Rate: 15

< PREVIOUS    FLAG    NEXT >

CAT 1    **CAT 2**    CAT 3    CAT 4    CAT 5    UNDECIDED

Presenting Problem    Location    Disposition

Triage Comments

0 / 255

Violent or aggressive  
 Immediate threat to self or others  
 Requires or has required restraint  
 Severe agitation or aggression

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The Audit auto saves at the point of pressing Next. Navigating away from the screen at any time will save the Audit, and allocate a status of *In Progress*. You can continue from your last point of save at any time by selecting the active Audit from your Inbox.

Once you have finished your Audit, you can select the **COMPLETE** button. This will set the Status to *Complete* and the Audit becomes read-only. You can still view and navigate through all records of a Complete audit.