**Sample Audit**

**Hyponatraemia Low Sodium Audit**

Audit process

1. Biochemistry Department will collate and provide Standards, Quality and Audit (SQA) Department with a quarterly report on all laboratory results where the serum sodium is equal to or less than <130mmol/l.
2. SQA Department will identify patient list to be audited:
   * All Hyponatraemia cases occurring on Adult wards.
   * RBHSC patients aged between 4 weeks and 16 years. (exclusions: *Paediatric ICU, RBHSC A&E)*
3. A random sample of 12 RBHSC patients per 3 month period to be selected to facilitate case note review of 10 cases.
4. SQA to agree suitable date and support with Clinical Leads re: data collection.
5. SQA Department to request case notes from Medical Records.
6. SQA Department to provide audit proforma (*see attached*), the case notes to be audited and support required on the date agreed for data collection.
7. SQA Department will establish if incident forms have been completed and submitted (*where appropriate*) to Risk and Governance Department.
8. SQA Department to analyse data and produce regular quarterly reports to the Hyponatraemia Project Group.
9. Results of Hyponatraemia Low Sodium Audit to be fed back to the relevant Governance/Audit meetings for action.

**Sample Paediatric Hospital Acquired Hyponatraemia Audit - Audit form**

**Laboratory Report details (to be completed by Audit Department)**

Patient No: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Patient Date of Birth: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date of specimen: **\_\_\_\_\_\_\_\_\_\_** Time of specimen: **\_\_\_\_\_\_\_\_\_** Result: **\_\_\_\_\_\_**

**Admission details**

Date of admission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of admission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Diagnosis: 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hospital acquired hyponatraemia (definition)**

* Na ≥130mmol/l at time of admission, & a subsequent Na of < 130mmol/l whilst on IV fluids.
* Na< 130mmol/l on their initial U&E’s, where the U&E’s are done >48hrs after admission and they are on IV fluids.
* Admitted from another hospital with Na < 130mmol/l at time of admission whilst on IV fluids.

1. Is this hospital acquired hyponatraemia? Yes / No

If no, reason:

If yes, was it acquired whilst in this Trust? Yes / No

If no, patient transferred from:

**Prescription and monitoring of IV Fluids prior to Na <130**

1. Was IV fluid prescribed? Yes / No (if no, go to Q9)
2. Was the fluid prescribed appropriate? Yes / No

If no, details:

1. Was IV fluid prescription reviewed 12hrly whilst on IV fluids? Yes / No
2. Were U&E done 24hrly whilst on IV fluids? Yes / No

**Following the Na of <130mmol/l,**

1. Was appropriate advice sought? Yes / No
2. Was the frequency of repeat U&Es appropriate? Yes / No

If no, details:

1. Was appropriate action taken? Yes / No

If no, details: \_

**Recording and communication of incidents (to be completed by Audit dept)**

1. If yes to Q1, was adverse incident form completed? Yes / No
2. Was copy of form sent to other trust if acquired outside BHSCT? Yes / No

**Grade:** **Specialty:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_