Discharge Audit Tool

Discharge Information from Hospital to Residential Aged Care Facility

Discharge Information from Hospital		
Auditor:	Date Started:	
	Date Completed:	Time to complete audit:　　hrs

1. How is discharge information received from the hospital?

1.1 Phone call was made prior to discharge to..?	☐ Yes ☐ No
1.2 Discharge information sent with patient?	☐ Yes ☐ No
1.3 If No-was summary sent to RACF at a later date?	☐ Yes ☐ No
1.4 Type of discharge summary received.	☐ Medical ☐ Nursing ☐ Allied health
1.5 Medications available at time of discharge?	☐ Yes ☐ No
1.6 Does GP name on information received match the current GP?	☐ Yes ☐ No
1.7 Was the yellow envelope used as a tool to return information?	☐ Yes ☐ No
Notes:	

2. What information is received?

Standard information:			
2.1 Admission date	☐ Yes ☐ No	2.2 Unit/Ward Please Specify:	☐ Yes ☐ No
2.3 Discharge date	☐ Yes ☐ No	2.4 Contact Dr at Hospital and contact details:	☐ Yes ☐ No
2.5 Consultant name	☐ Yes ☐ No		

Clinical information:			
2.6 Diagnosis	☐ Yes ☐ No	2.7 Medication list – changes and reasons	☐ Yes ☐ No
2.8 Procedures	☐ Yes ☐ No	2.9 Recommendations for GP	☐ Yes ☐ No
2.10 Course in hospital	☐ Yes ☐ No	2.11 Follow up arrangements	☐ Yes ☐ No
2.12 Investigations	☐ Yes ☐ No		
2.13 Information is accurate and legible?	☐ Yes ☐ No		
2.14 Information provided is relevant and succinct?	☐ Yes ☐ No		
Notes:			

3. Impact on clinical outcomes

3.1 When was patient discharged?	☐ Within hours ☐ After hours ☐ Friday pm ☐ Weekend ☐ Public holiday ☐ Weekends
3.2 How long did it take to receive information post discharge?	☐ Within 24 hours ☐ Within 48 hours ☐ Within 72 hours ☐ > 72hours
3.3 Adverse medication events (in first 10 days)	☐ Yes ☐ No
3.4 Adverse clinical events (in first 10 days)	☐ Yes ☐ No
3.5a Readmission to hospital within 6 weeks 3.5 b Apparent link to previous admission 3.5c **If Yes –** Could it have been avoidable?	☐ Yes ☐ No ☐ Yes ☐ No ☐ Avoidable ☐ Unavoidable ☐ Unsure
Notes:	

Additional Comments: