

d) appropriate action (for example in the form of education or training), is initiated where audit reveals serious problems related to medical practice, and that changes result.

e) managers are provided with regular reports (see para 3 above).

6. In order to do this the committee will need to devise an annual forward programme and agree this with local management, including the necessary resources. The programme for medical audit in each unit will take account of College guidelines and local circumstances and might include for example:-

- the frequency of audit meetings
- the methods to be used
- topics for audit
- details of plans to participate in audit with groups from other units, specialties or disciplines or in national audits

7. The committee will also provide regular reports to both medical staff and management on the general results of the audit carried out. These may, for example, include:-

*District Health Authority Results 1988*

- a broad outline of the aggregate results, together with any national, regional or other comparisons available
- an account of any problems encountered in data retrieval or analysis
- an indication of what action is being taken or is recommended. (This may be in terms of alterations in clinical procedures or practice, education and training or management and organisation of services).

8. To fulfil these functions effectively the Chairman and membership of the committee must command the confidence both of the Health Authority and of the profession locally. The committee should be chaired by a senior clinician. The health authority will seek at least two nominations from the local medical advisory machinery and appoint a chairman (on a non-contractual basis) who commands the confidence both of local management and clinicians. The membership should include clinicians from the major relevant specialties including general practice, a representative of postgraduate and continuing education and, where possible, a public health physician. Other disciplines would be included as appropriate.