How To Complete The Clinical Audit

STEP 1: Automatic calculation of daily dose (morphine equivalent mg)

1. Open the Clinical Audit spreadsheet which will look as below or the form will open automatically (see step 4). If an option appears to update links to other sources, click “update”.

2. If an option pops up about enabling content, click “Enable Content” and a form should open. If not follow step 3.

3. Click “Click To Open Form”.

4. The below form will appear:

5. Type in:
   1) Patient name
   2) Tick the boxes of the drugs that the patient is taking and type the daily dose in mg
   3), 4), 5), 6) , 7) Answer the questions
   8) Tick the boxes of other concomitant drugs
   9) Add any comments
   10) Tick the actions that you took

6. Then click “Ok” which will auto populate the spreadsheet, if you would like to close the form click “Cancel”.

7. Once finished with one patient “Clear” to fill in the form for the next patient.
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**STEP 2: Sending Data To NHS England**

1. Click on the tab “Report To NHSE” and the below spreadsheet will appear.

2. Type in your “Pharmacy code” which will auto populate which locality and CCG you are in. If it doesn’t then please enter this in manually.

3. The rest of the spreadsheet will auto populate from the totals on the “Audit” tab. If they do not auto populate then please transfer them across from the total row on the “Audit” tab.

4. There is a free text box at the bottom of this spreadsheet for your feedback on the audit.

5. Once the audit is complete please send a copy this page of the workbook to: england.ea-cdao@nhs.net