Croner-i

How to use Navigate-Care's Inspection Audit tool

Navigate-Care's Inspection Audit tool

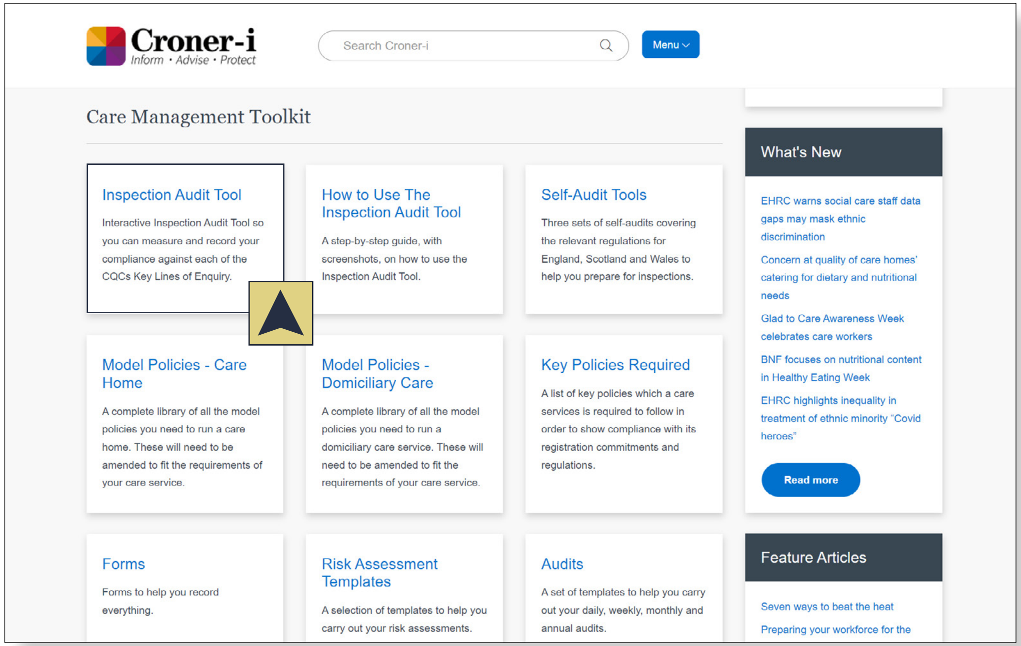
Croner-i Navigate-Care's interactive Inspection Audit Tool helps you prepare for an inspection using a step-by-step process.

It allows you to:

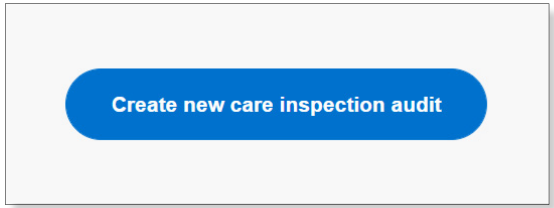
- measure and record your compliance against each of the CQC's Key Lines of Enquiry and relevant key indicators
- create any actions you need to follow up
- store your compliance notes and actions within the tool, using an "at-a-glance" traffic light system to show your progress
- edit or amend your audits at any time
- share them with a colleague, print them or download them as Excel files.

Creating your new care inspection audit

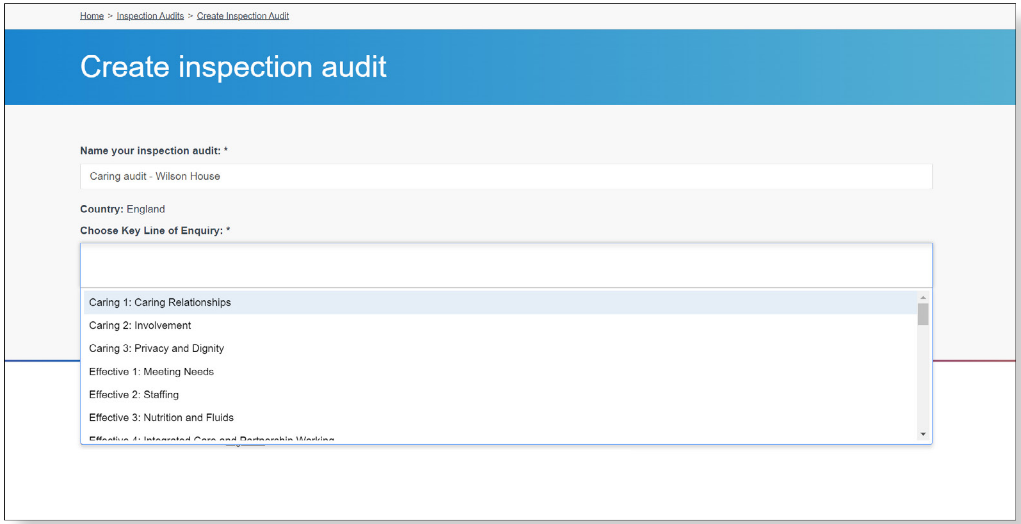
1 Select the "Inspection Audit Tool" tile on the homepage.



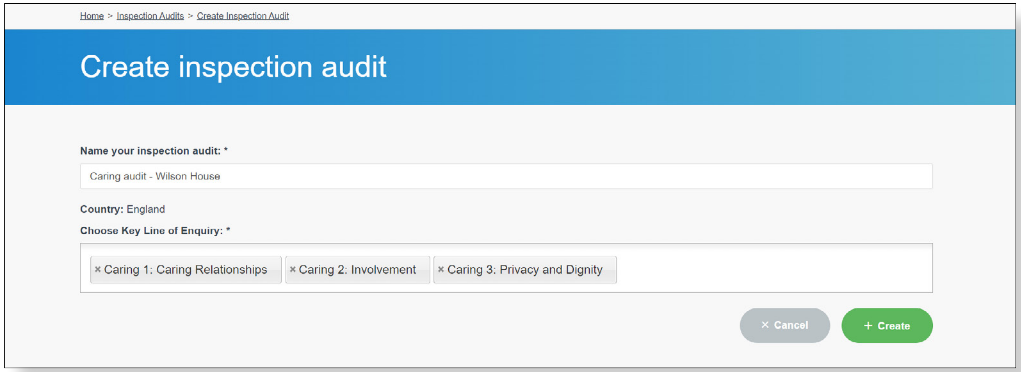
2 And click on "Create new care inspection audit".



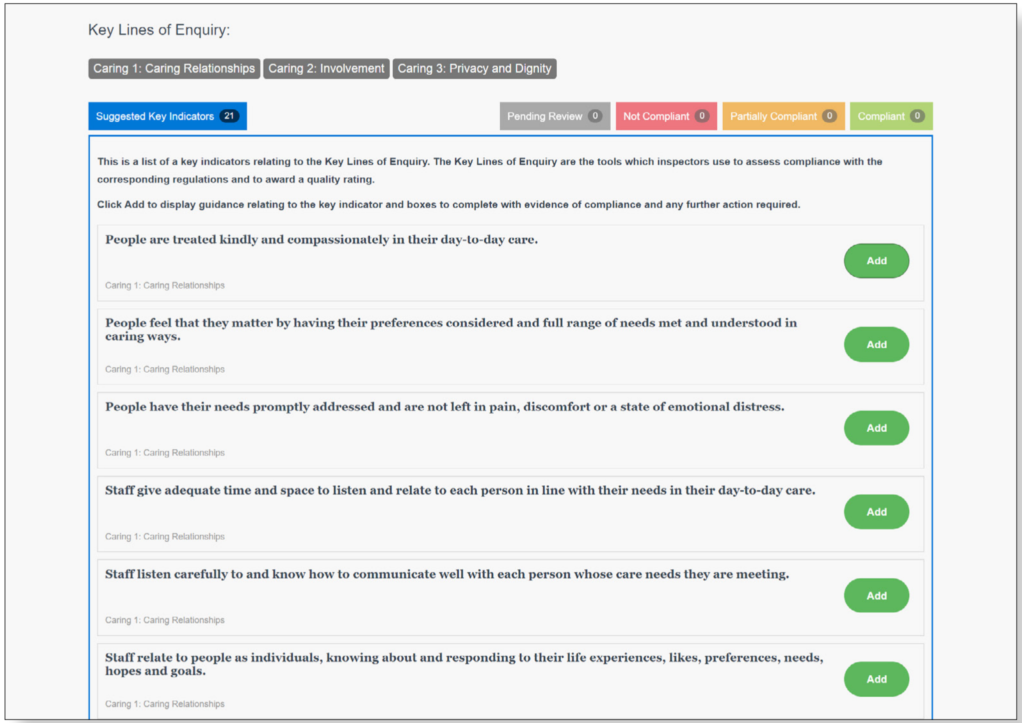
3 Choose which Key Lines of Enquiry you would like to audit yourself against and name your audit:

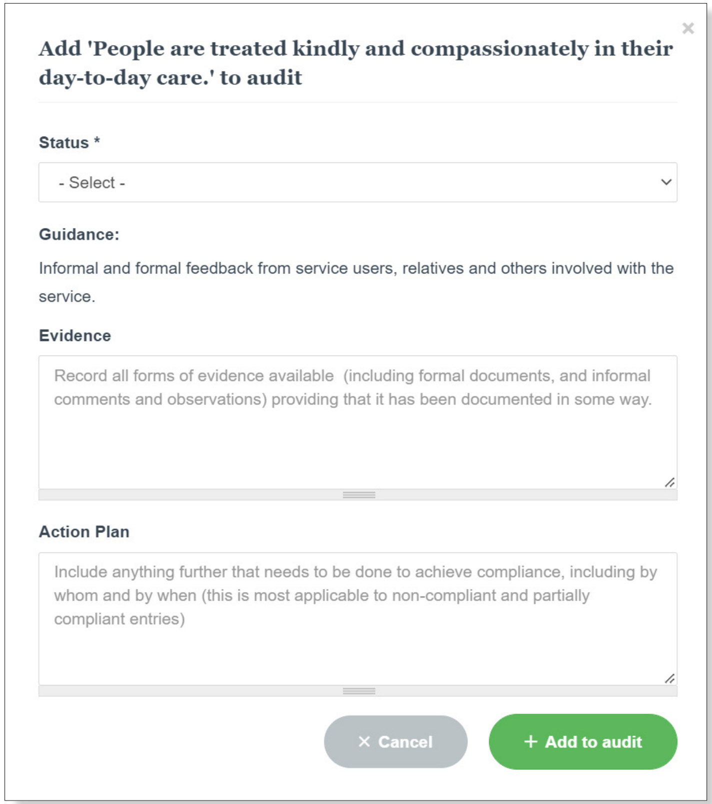


4 Once you have completed this section, select "Create" which will bring up the key indicators that relate to each Key Line of Enquiry you have selected.



5 Click the green "Add" button next to each key indicator. This will bring up editable boxes for you to assess your compliance status using the guidance, record evidence of compliance and enter any actions you need to carry out to achieve compliance.

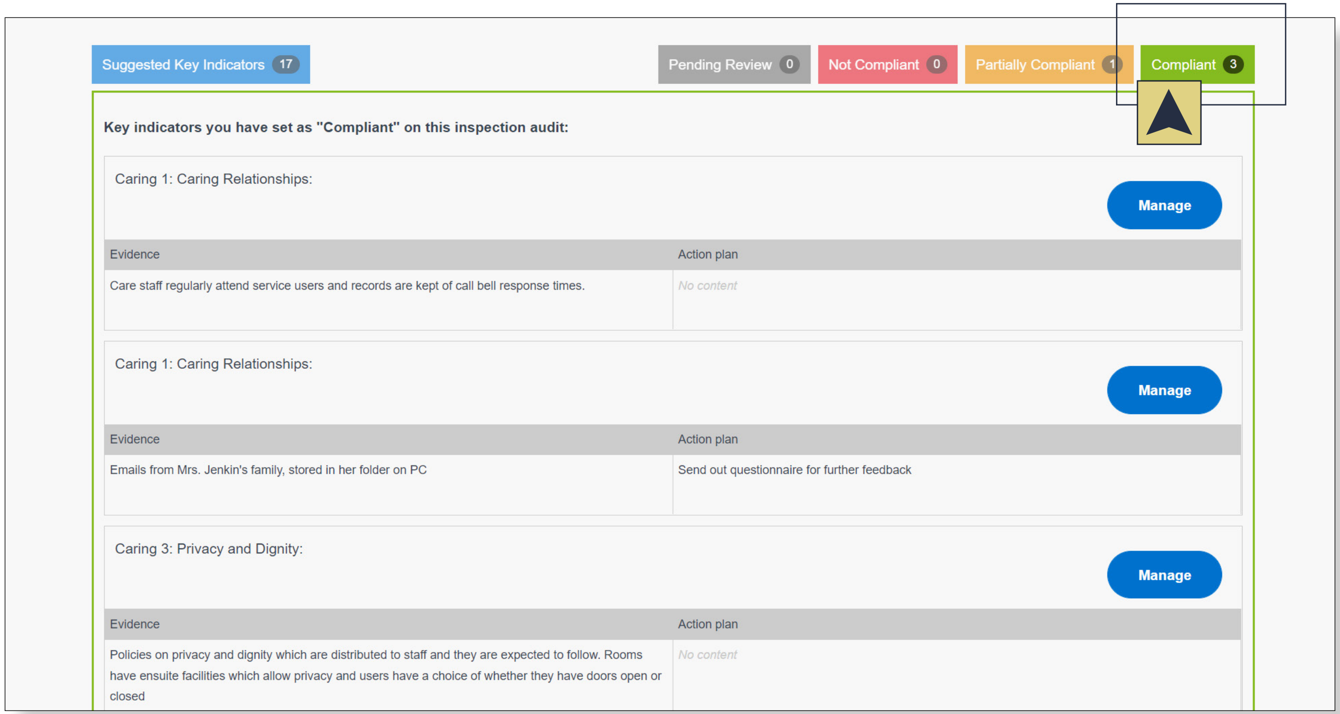




6 Once you have completed this, click "Add to audit".

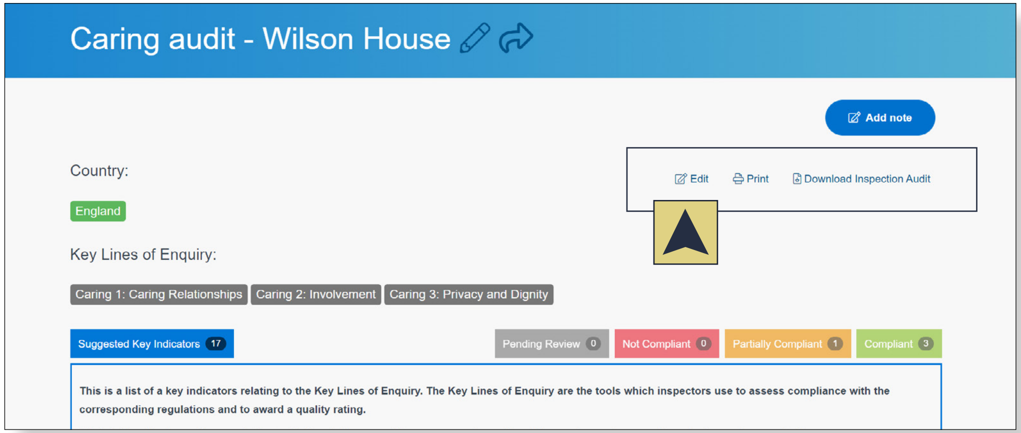
Each key indicator is then stored in the relevant "traffic light" column, which you can access at any time to edit the entry or change the compliance status.

7 The screen shot below shows those key indicators in the green "Compliant" tab:



Editing your care inspection audit

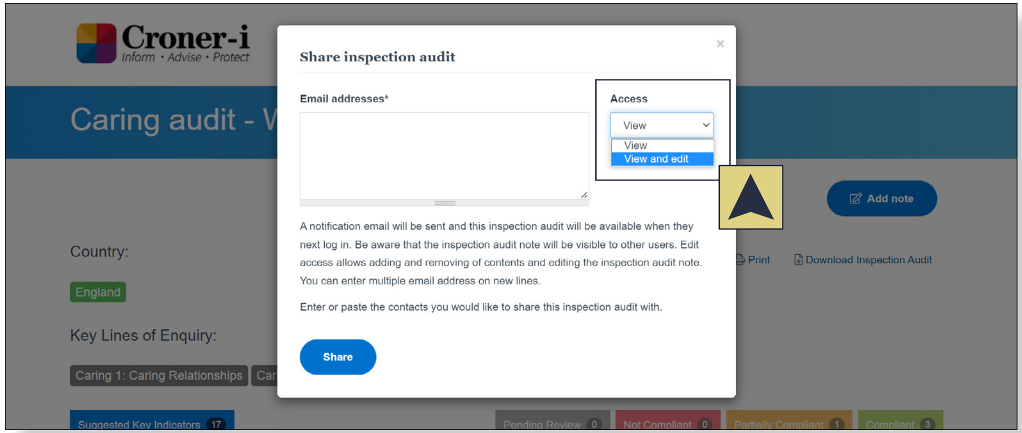
1 Click "Edit" in the top right corner to add or remove Key Lines of Enquiry to/from your audit. You can also print or download the audit to Excel using the top right icons, and add a note to the top of the audit using the blue button.



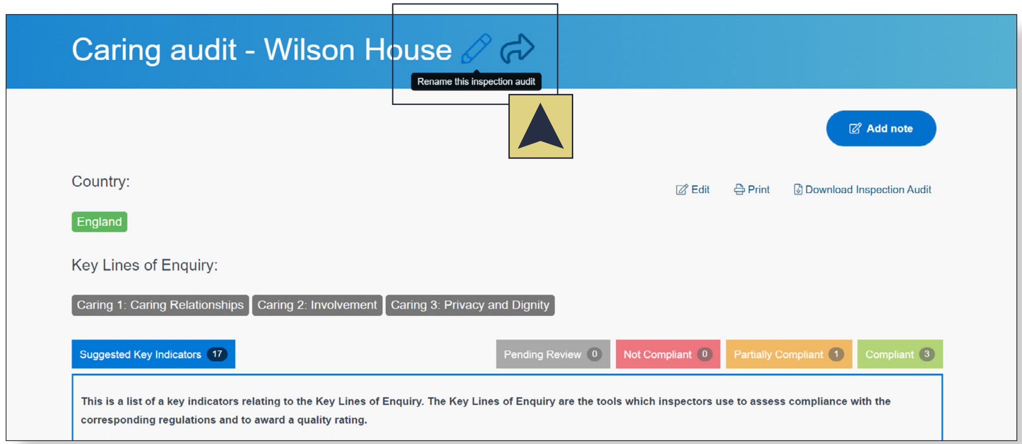
2 If you would like to share the audit with a colleague, click the arrow on the blue bar.

3 This brings up a dialogue box in which you can enter an email address (or several) and choose whether they should be able to "view" or "view and edit" the audit.

Both options allow the receiver to download and print the audit, but "view and edit" allows them to add/remove Key Lines of Enquiry and to rename the audit. These changes then appear on the sharer's version of the audit too.



4 The pencil icon on the blue bar enables you to rename your audit.



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