



## Spirometry Auditing Services

### Who Should Use This Service

This service is appropriate for any company who wants to identify the overall strengths and weaknesses of data and processes within the spirometry testing programme, as well as the strengths and weaknesses of each staff member involved.

Auditing should not be viewed as a fault-finding exercise but rather as an attempt to identify the areas of non-compliance which will result in action plans being drawn up to improve the level of compliance. The audit process should be implemented on a regular basis, the time frame of which should be no less frequent than annually.



### Auditing Description and Objectives

This auditing service has been offered as a means of identifying areas within the spirometry testing program that need improvement as well as identifying any staff members that need further mentoring or training. Once the weaknesses have been identified corrective action can be implemented in order to improve the level of quality within the programme. It must be noted that the tool has been designed to assess only the spirometry test and not the entire respiratory conservation programme.

### Auditing Content

The auditing tool used will be the lung function testing audit tool developed by Michell (2002)\*

- The audit tool is divided into four areas of evaluation i.e. equipment, client controls, quality of results and record keeping.
- Performance indicators have been identified in order to measure the level of compliance to the recommended standards for each area of assessment.
- The performance indicators are further divided into criteria that need to be met to satisfy the requirements established in the spirometry standards for each performance indicator.
- An area score is achieved by adding the scores for each of the performance indicators.
- An *overall audit score* is calculated by summing the area scores.

**NOTE:** If a criterion is not applicable to the audit it is marked as not applicable. The maximum possible score is then adjusted to reflect this criterion's exclusion.

### Auditing Programme

- The assessor observes the operator performing a lung function test with a client.
- During this process the assessor uses the audit tool to check which criteria in the audit tool are met and which are not met. In order to determine this the assessor will need to consult a number of sources i.e. check clinic records, check logbooks, observe the operator conducting the test with the client, checking spirometer printouts and manuals. For example when evaluating infection control one criterion requires that gloves are worn by the operator. The assessor would have to observe the operator to determine whether or not gloves are worn.

## Spirometry Training Services Africa CC

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- Each criterion in the audit tool is evaluated as:
  - not meeting the acceptable standard (0) OR
  - meeting the acceptable standard (1)
- The scoring system is based on the response.
  - not meeting the acceptable standard (0) = 0
  - meeting the acceptable standard (1) = 1
- To calculate the percentage score: *Overall audit score* x100
- Total number of applicable criteria(48)

## Auditing Materials

All necessary paperwork will be supplied by the auditor.

**Please have available for the auditor:**

- **Spirometer and Manual, Calibration Syringe and Weather Meter.**
- **Clinic records**
- **Spirometry Service File/Logbooks**
- **Staff to be audited**
- **Patients to be Tested**
- **Spirograms for each staff member to be audited**

## Auditing Locations and/or to find out more

This auditing service can be arranged at any location nationally within South Africa or in other African countries on dates suitable for learners and the facilitator.

See Websites: [www.spirometrysa.co.za](http://www.spirometrysa.co.za) or [www.ocsaco.co.za](http://www.ocsaco.co.za)

Phone Petro Green or Gary Manson at OCSA Alberton +2711 8641173 or email [training@ocsaco.co.za](mailto:training@ocsaco.co.za) or contact Lindsay van der Linden at 0836595299 or [linds@icon.co.za](mailto:linds@icon.co.za)

## Cost

R400.00/hour. The hourly rate excludes any travel, accommodation or car hire costs that may be necessary for the auditor. These costs apply over and above the hourly rate.

## Registration

The estimated fee must be received 14 days prior to auditing. Since expenses are fixed, refunds cannot be given unless written cancellation is received two weeks prior to auditing. However, the fee is also transferable to any subsequent service supplied by OCSA in conjunction with Spirometry Training Services Africa CC within a six month period.

To book auditing services please phone Petro or Gary at OCSA on +2711 8641173 or fill out this [EMAIL REGISTRATION FORM](#). Alternatively [CLICK HERE TO PRINT A REGISTRATION FORM](#) and FAX to 086 635 4743 or mail in the registration form with fee to OCSA Academy of Excellence, PO Box 451215, Brackenhurst, 4152.

**\*Reference:** Michell, KE. 2003. Spirometry-How accurate are the results? Occupational Health Southern Africa Journal, 2003:9 (1), 15-21