AUDIT & TASK | User Guide

2026

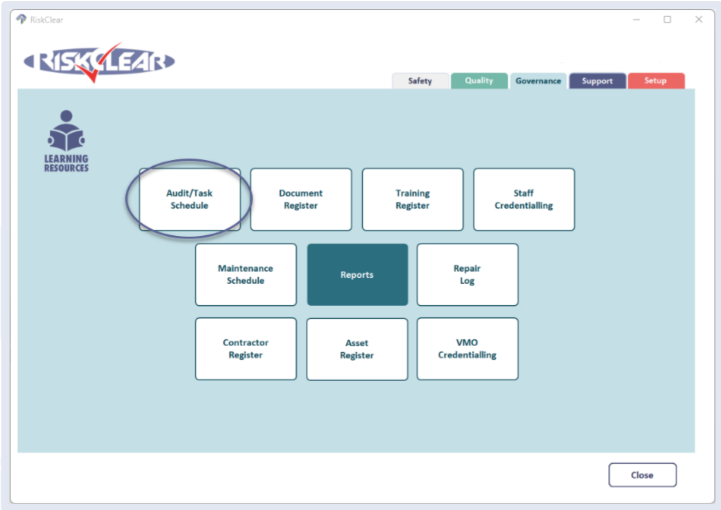
Written by Giselle Latta (RN)

www.riskclear.com.au

© RiskClear 2014-2026

INTRODUCTION

Your internal audit program can be set up and managed using the **Audit/Task Schedule**. Audits and other tasks and actions can be scheduled with auto-send email reminders sent to the audit/task owner/s. Audit templates can also be created, edited, and viewed here, as well as the audits themselves.



To access the scheduler, go to the **GOVERNANCE TAB** and click the **Audit/Task Schedule** button to display the following page:

The Audit/Task Scheduler is a calendar-style page which shows:

X – Scheduled audits / not yet completed

X – Due or overdue audits

X – Completed audits (with a percentage result)

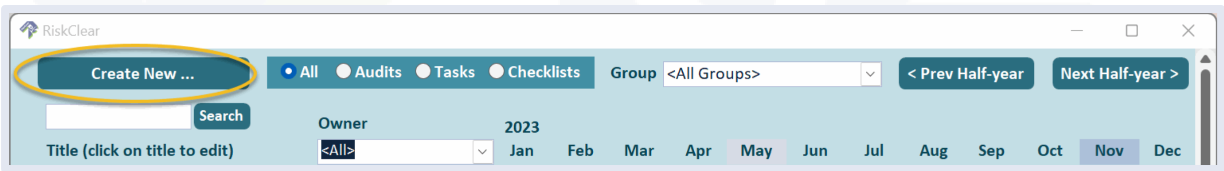
You can filter all records, only audits or only tasks by using the option buttons at the top of the page. The schedule can also be filtered by Audit/Task Owner or Audit Group by using the drop-down boxes at the top of the page. The view can be scrolled back or forward in half-year increments so either a full calendar year or financial year can be viewed.

This guide will step you through:

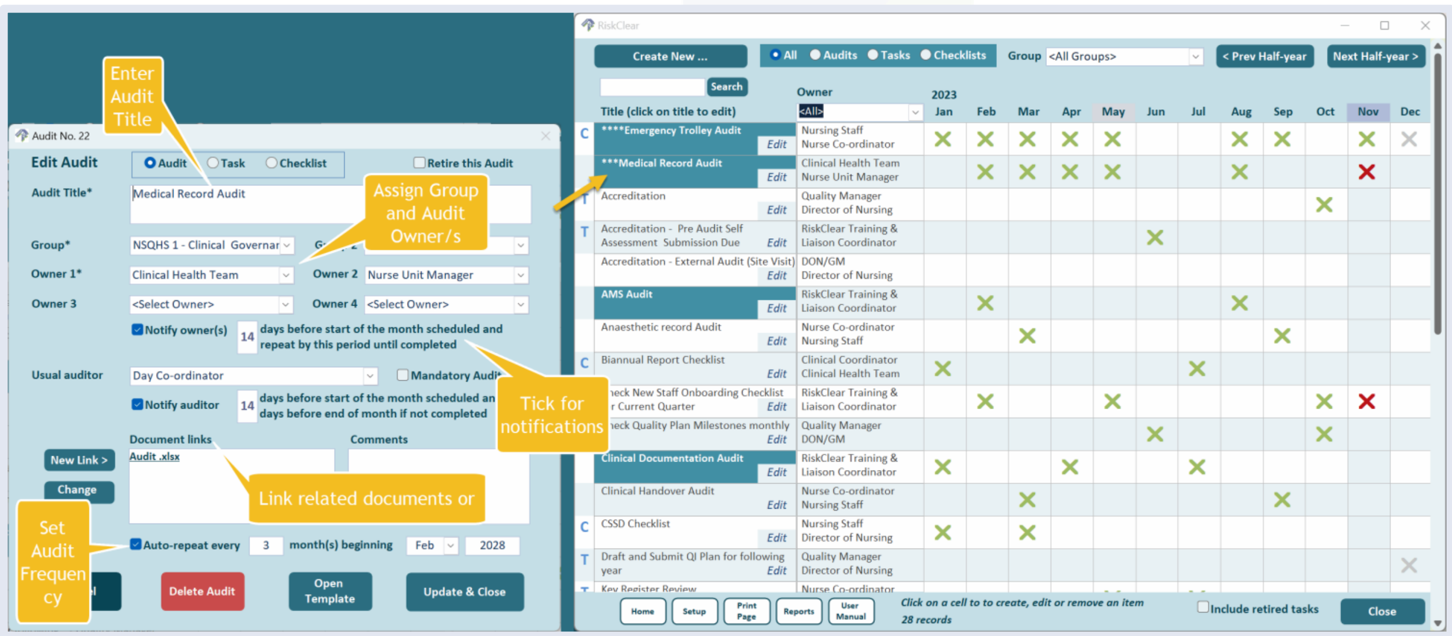
- ✓ How to **setup** your Internal Audit Program using the **Audit/Task schedule** (calendar)
- ✓ How to **setup audits/tasks** for use on a **tablet**
- ✓ How to **view** your completed **audit summaries and results**
- ✓ How to **setup audits/tasks** for **paper-based audits** and **link** these to your audit schedule
- ✓ How to **view** your paper-based **audit summaries and results**
- ✓ How to **preview** and run popular (favourite) **audit reports** for staff, your governance committees, and external regulators

SETTING UP YOUR AUDIT SCHEDULE

To create a new audit or task for your schedule, click the **Create New Audit** button at the top of the Audit/Schedule screen.



The following panel will be displayed. Enter the required details for each audit, checklist, or task (left) to create your audit schedule (right) - as shown below



Helpful Tips:

- ✓ It is recommended where possible to assign at least 2 owners to each audit, so that if ***audit owner 1*** is away or unable to complete the audit, ***audit owner 2*** can complete the audit. Both audit owners can be sent ***email reminder notifications*** prior to the audits due date

- ✓ If the task is not an audit, then tick the ***Task*** *or* ***Checklist*** *box* at the top of the panel. Tasks can include such items as reminders to complete end of month reports or Checklists for equipment, trolleys etc. Tasks will have a (T) and Checklists a (C) next to them on the Audit Schedule

- ✓ ***Audit/Task Group*** can be the National Standards (hospitals) or any other grouping that is relevant to you (e.g. WHS, Infection Control, Medication, Documentation)

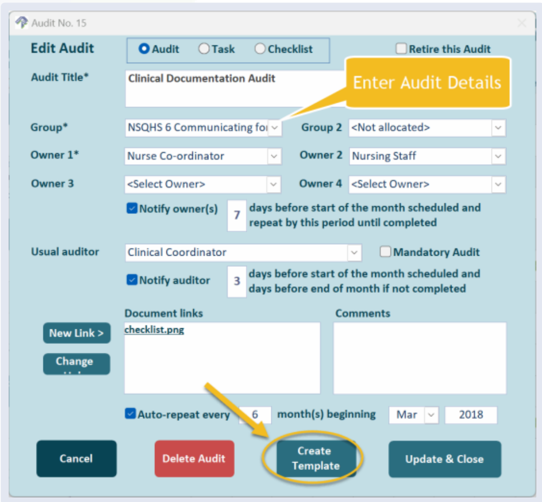
- ✓ ***New Link*** feature is where documents can be linked – these can include any policies that may relate to the audit, any audit or checklist templates, or any instruction documents or manuals to assist the auditor/s

- ✓ The frequency of the audit can be set here also, and this will populate the calendar style schedule

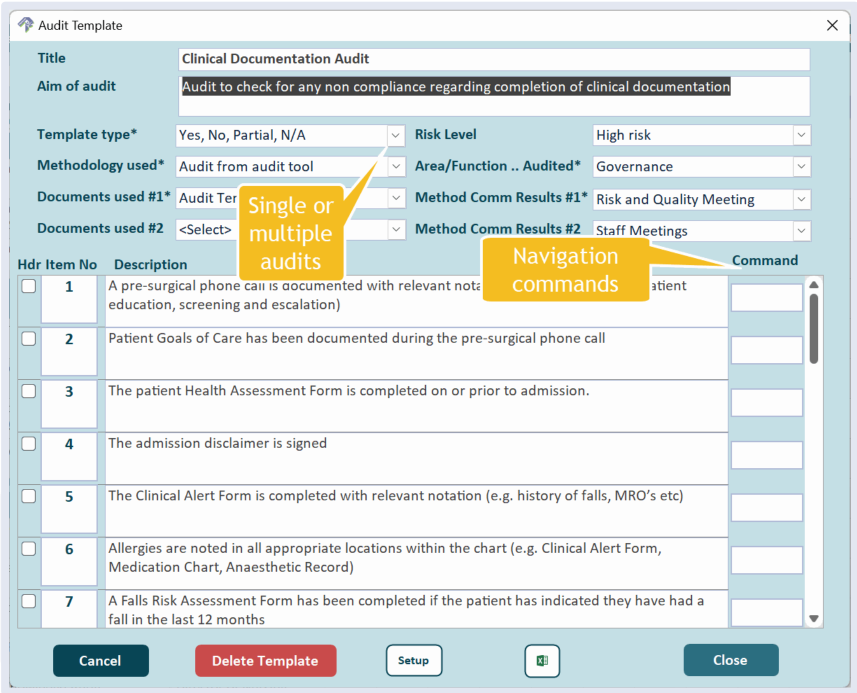
- ✓ Click on ***create template*** to create your audit template (or checklist)

SETTING UP YOUR AUDIT TEMPLATES FOR USE ON THE TABLET

To setup the audit so that it can be completed on tablet, click the '***Create Template'*** button from the ***Create (or Edit) Audit*** window:



This window/panel will appear:



- ✓ The ***audit title*** will be taken from the schedule page. Enter an aim if required and select a response type. ***Response types*** determine the format of the audit, and the list of response types may grow according to the needs of different audits.

- ✓ A ***Response Type of "Yes, No, Partial, N/A***" is a one question per page format on the tablet, with the possible responses of "Yes", "No", "Partial" or "N/A".

- ✓ A "***Scrollable, Y, N, N/A" Response Type*** displays all questions down one scrollable page, with a "Next" button for repeat responses on each patient or item within the audit.

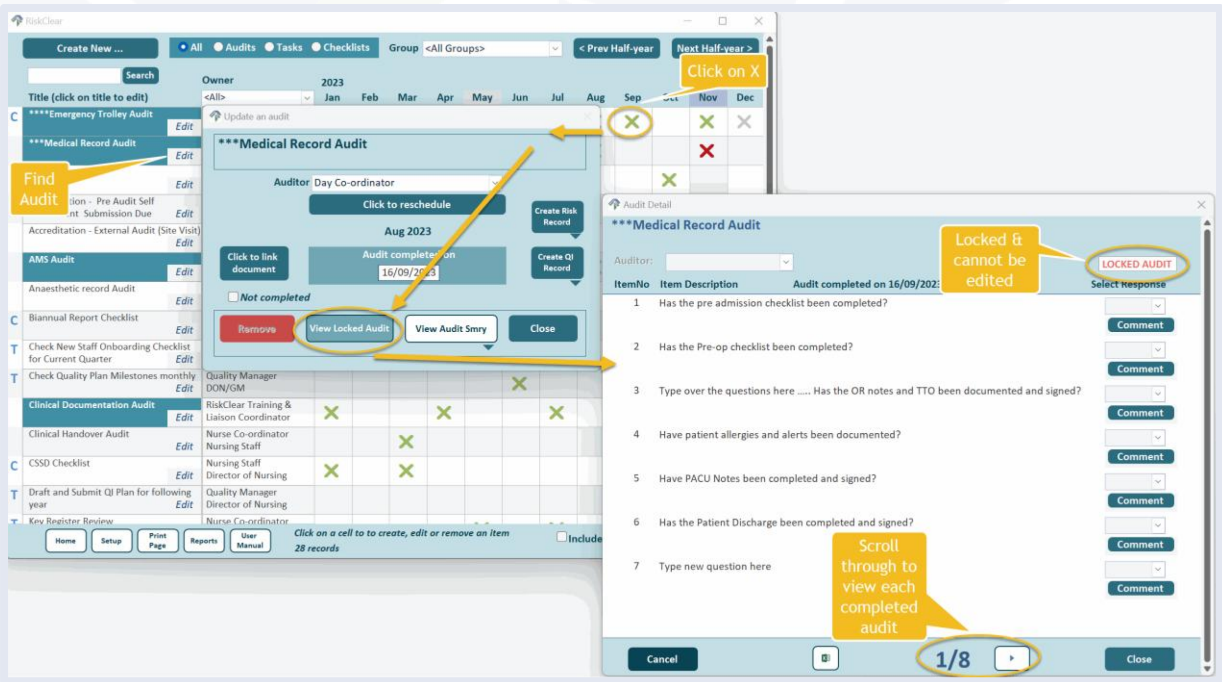
- ✓ The ***Command field*** can be used specifically for navigation commands in the format "Response Go to page". For example, if answering Yes or N/A to question 3 should take the auditor directly to question 6, marking all questions in between as "N/A", then the Command Y, N/A>6 would be used. If answering No to the first question should complete the audit, the Command N>0 would be used. Please contact RiskClear for any guidance on Commands.

- ✓ If the audit contains sections with ***descriptive headers*** that do not require a response, then place a tick in the "***Hdr"*** field just before the first question in each section.
- ✓ When **all audit questions have been entered**, click the Close button. The audit will now be ready to be run via tablet (or entered manually)

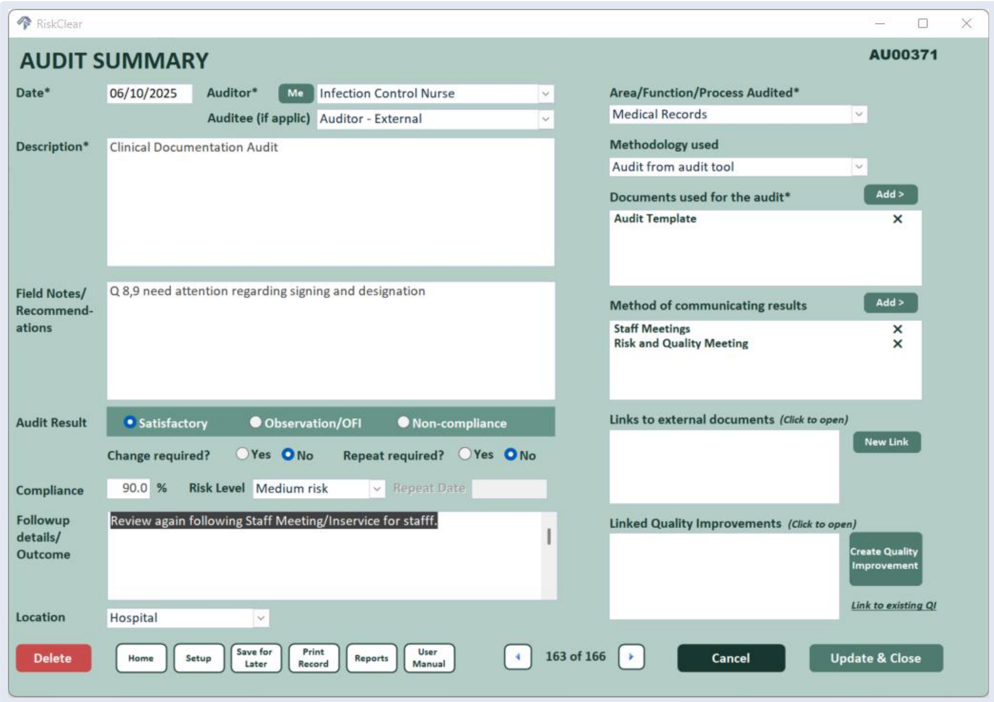
VIEWING COMPLETED TABLET AUDITS AND AUDIT SUMMARIES

When the audits have been completed via the tablet and you wish to either *view the completed (locked) audit* or the *audit summary*, go to:

1. The ***Audit Scheduler on the Governance Tab*** in Risk Clear.
2. Find the audit you wish to view (e.g. **Medical Record Audit)**
3. ***Click on the ''X'' of the Month*** (e.g. May) that you wish to view and then click on ***View Locked Audit*** to open the completed audit.



Click on ***View Audit Summary*** to open the summary information below:



- ✓ Compliance result
- ✓ Recommendations and Follow-up details
- ✓ Documents used and method of communicating results
- ✓ Links to external documents and Quality Improvement record
- ✓ You can also save the record for later completion if necessary

SETTING UP THE AUDIT/TASK SCHEDULE FOR PAPER-BASED AUDITS

For those hospitals who utilise ***paper-based*** audit or checklist templates, the completed audits/checklists can be scanned and saved to a folder on your network drive and linked to the Audit/Task Schedule as evidence. For example, you may wish to have a folder on your network called Audits/Checklists which then has subfolders for each Audit Group:

Example 1: By National Standards (NSQHSS)

Audits & Checklists

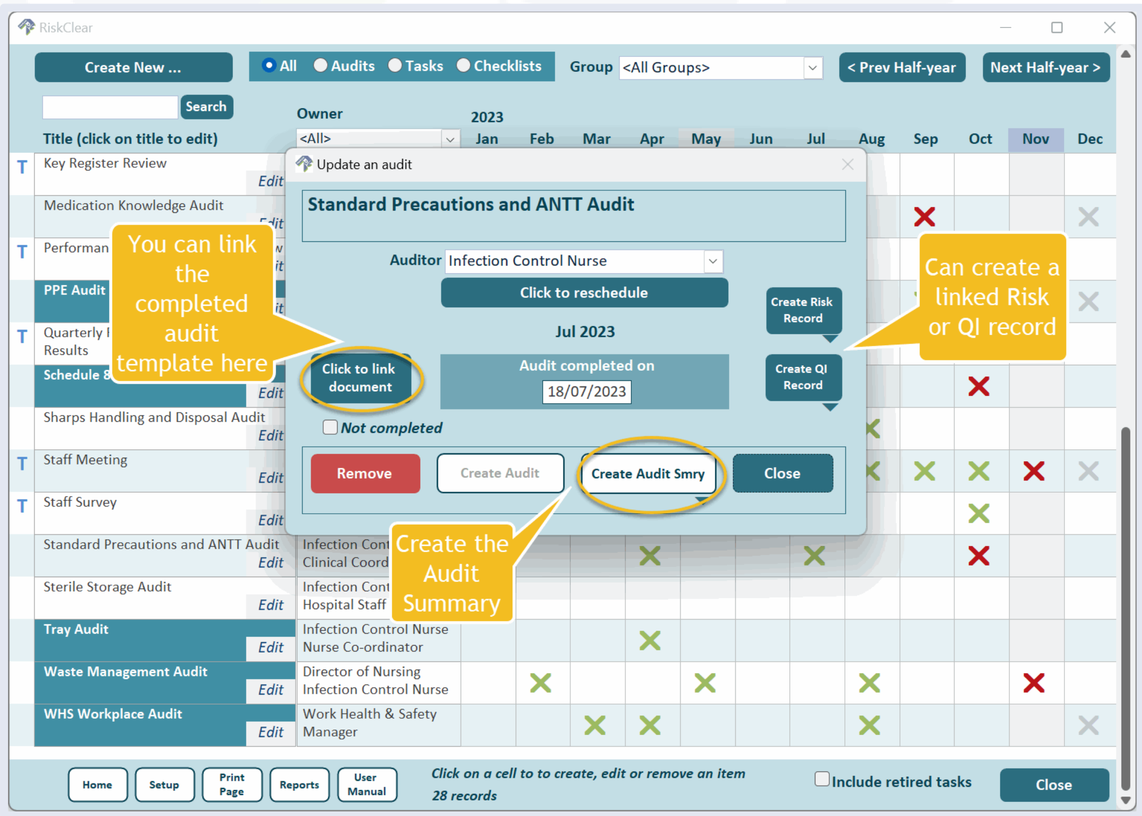
- 1. NSQHSS 1 Clin Gov
- 2. NSQHSS 2 Part with Consumers
- 3. NSHQSS 3 Infection Control
- 4. NSQHSS 4 Medication Safety
- 5. NSQHSS 5 Comprehensive Care
- 6. NSQHSS 6 Communicating for Safety
- 7. NSQHSS 7 Blood Mgmt
- 8. NSQHSS 8 R&R Acute Deterioration
- 9. Checklists

Example 2: Audit Groups)

Audits & Checklists

- 1. Medical Record Audits
- 2. Medication Audits
- 3. Surgical Safety Audits
- 4. Infection Control Audits
- 5. Patient Safety Audits
- 6. Checklists

These scanned audits and checklists can be marked as completed and linked to the Audit/Task Schedule in RiskClear with a corresponding ***Audit Summary***. A ***Quality Improvement*** or **Risk Record** can also be completed/linked to the Audit where necessary.



- ✓ Mark the ***audit as completed by clicking on the ''X'' against that audit in the month its due***. A window will appear which allows you to enter the ***auditor***, the ***date*** completed and ***create an audit summary***, or if not completed tick the ***audit not completed box*** and provide a reason.

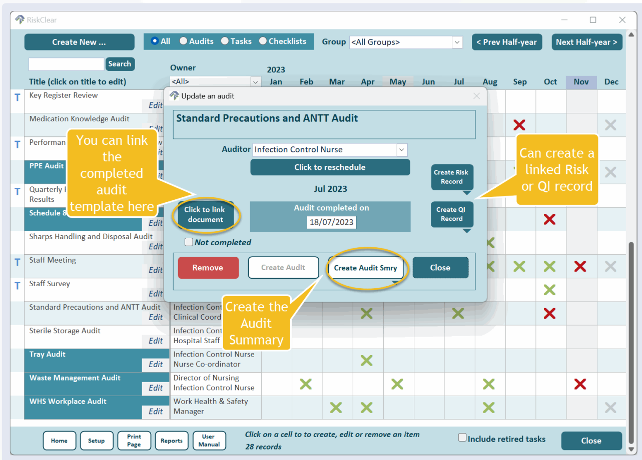
- ✓ You can also link your scanned/saved documents from your network (as per example 1 and 2 above) here as evidence.

VIEWING COMPLETED PAPER-BASED AUDITS/AUDIT SUMMARIES ON THE AUDIT/TASK SCHEDULER

When the audits/checklist have been completed on a paper-based template and scanned and linked to the Audit/Task Schedule go to the ***Audit Scheduler on the Governance Tab*** in Risk Clear. Find the audit your wish to view – e.g. Clinical Handover. Click on the month (e.g. September) and another window will appear.

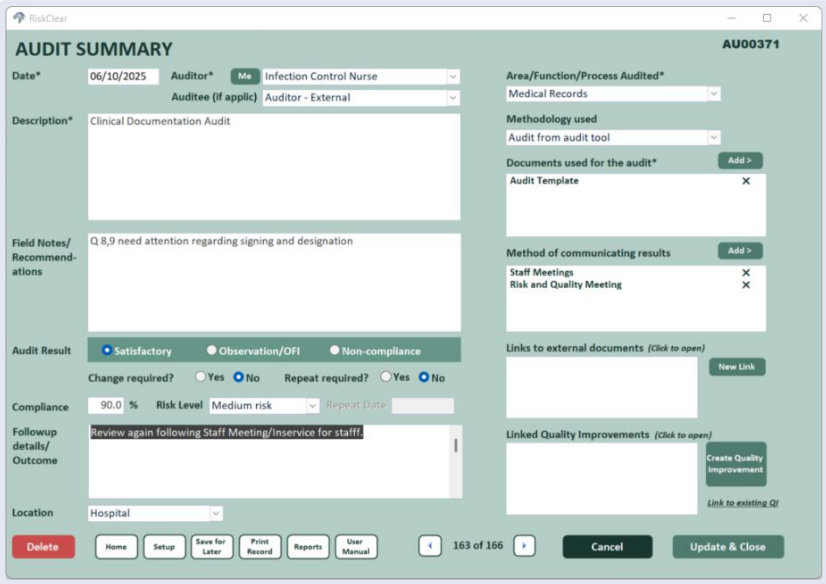
Complete the fields as shown below and ****link*** any completed audits:

Click the **green (completed) "X"** on the schedule and if the button next to "Close" shows "View Audit Smry" then click the down-arrow below the button and select "Remove audit summary link". If an audit summary is not linked to this audit, you can also click the down-arrow and select "Link to existing audit summary" to do just that.



To complete an audit summary for your scanned paper-based audit, click on the ***Create Audit Summary*** box (>) diagram) and the Audit Summary window will appear.

The ***Audit Summary*** page allows you to complete the summary information of the paper-based audit performed as shown below: e.g. ***compliance rate***, ***recommendations, follow up details*** etc.

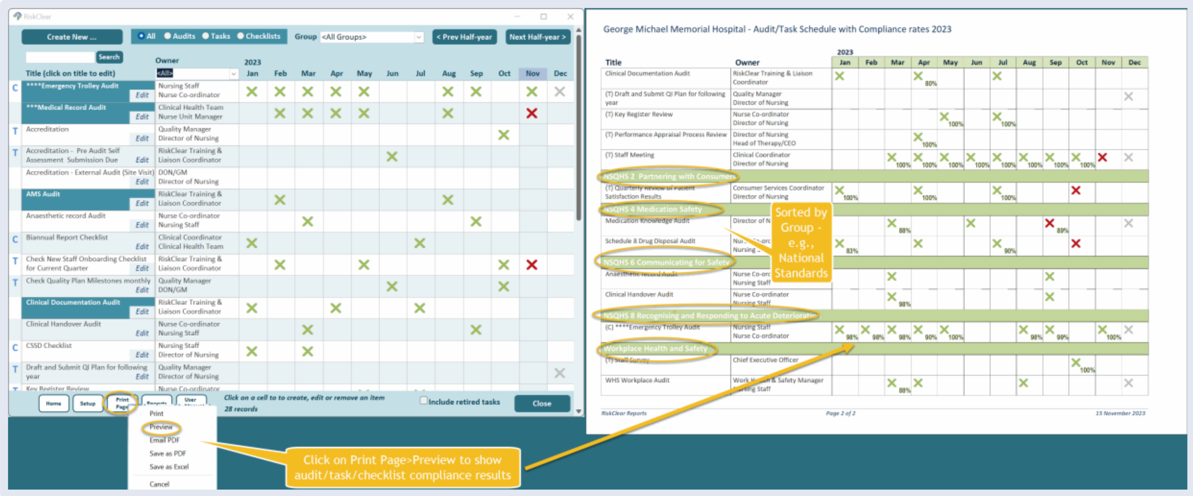


You can link the completed paper-based audits/checklists (which you have scanned and saved into the ''Audits & Checklists'' folder on your network) by clicking on the ***'new link'*** button on this page. This ensures your evidence and summary are located together for internal and external reporting purposes. Alternatively, you can ****link*** documents at the ***update an audit*** step prior to creating the audit summary as shown in the diagram above).

AUDIT/TASK SCHEDULE PREVIEW AND POPULAR REPORTS

On the ***Audit/Task Scheduler*** screen you can easily see the compliance for each item on your Scheduler.

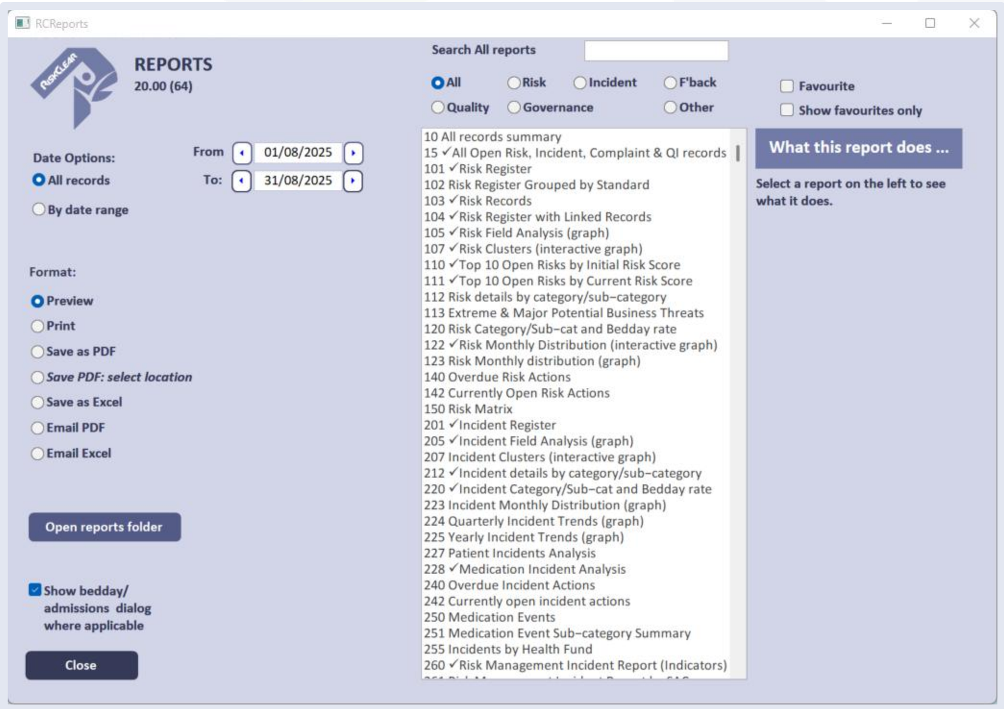
- ✓ If you click on the grey ***'print page'*** button on the bottom of the screen (left) and select ***preview***, the schedule will appear (right).
- ✓ Audits/Tasks will be displayed in groups (e.g. NSQHSS) with the % compliance figure for each audit/task shown in the corresponding month.
- ✓ When an audit is retired from the audit schedule, RiskClear will automatically remove all future unfinished audits from the schedule for that audit.
- ✓ Clicking the "Print page" button from the audit schedule main page displays or prints a report showing audits with a compliance percentage figure next to them (if it is attached to an audit summary). Completed tasks show a 100% compliance figure next to them.



AUDIT SCHEDULE REPORTS

There is a suite of Audit/Task Schedule reports that you can run for internal and external reporting purposes. You can get to reports by selecting the grey *''**reports**''* button at the bottom of the ***Audit/Task Scheduler*** screen or from ***Reports*** on the ***Governance Tab***.

Report types and features include:



✓ Mark favourite or frequently used reports by ticking the *''**favourite**''* box

✓ Audit/Task Completion and Compliance Rates

✓ Quarterly Reports (graph format) by audit groups

✓ Print/Save/Email functions