

Title: Quality Assurance and Audit	Policy Number: 4.5
Approved by: Joe Holliday MD, MPH	Program Area: Family Planning
Effective Date: 1970	Revised Date: 6/10

Purpose Statement of Policy:

To provide a system that supports the ongoing evaluation of project personnel and services for men and women seeking family planning services.

Definition:

Defined within the Quality Assurance and Audit policies the following areas must be addressed:

- An established set of clinical, administrative, and programmatic standards by which conformity would be maintained.
- A tracking system to identify clients in need of follow-up and/or continuing care.
- Ongoing medical audits to determine conformity with agency protocols.
- Periodic review of medical protocols to ensure maintenance of current standards of care.
- Periodic review of medical records to ensure compliance with medical protocols.
- It is suggested that a process to elicit consumer feedback be utilized in the quality assurance process.
- Ongoing and systematic documentation of quality assurance activities.

Responsibilities:

It is the responsibility of the local health department and its designated personnel to develop, implement and ensure compliance among all staff in the Family Planning program on the administration of the Quality Assurance and Audit policies.

Policy:

The local health department will ensure that written policies are in place for the administration of Quality Assurance and Audit procedures/protocols that address the above required/suggested areas in the definition section for all clients seeking services in the Title X Family Planning Clinics.

Legal Authority:

This policy is based on Title X regulations (January, 2001) Section 10.4 concerning quality assurance and audits.

References:

Title X Guidelines can be accessed at:

https://www.grantsolutions.gov/gs/servlet/document.DownloadPdfPublicServlet?document_id=7157

For example policies from the local level, please contact your Regional Women's Health Nurse Consultant