



Preparation of Auditors for the Educational Audit of Practice Learning Environments

Auditors will be approved by the Placement Audit Team/District Audit Team (as appropriate).

In respect of the School of Health Sciences, educational auditors will be all teaching staff who hold or working towards a teaching qualification – whether or not they have a nursing qualification.

Service auditors will be mentors, holding an approved mentor preparation qualification; hold appropriate professional qualifications for the practice learning environment to be audited; be suitably experienced:

Experienced University of Nottingham Educational Auditors should ensure the following takes place to prepare new auditors for their roles:

- ✓ Provide and discuss the audit documentation and guidelines
- ✓ Discuss the educational audit of practice placement process
- ✓ Discuss how to complete the audit documentation, including the recommendations made at the end of the audit
- ✓ Discuss the roles of the Education and Service staff auditors
- ✓ Provide the opportunity for the prospective auditor to attend a full educational audit as an observer and provide feedback on the audit activity
- ✓ When the prospective auditor feels ready to fulfil his/her role, ensure his/her first audit is with an experienced auditor
- ✓ When the auditor considers he/she is ready to take a leading role in auditing, provide the opportunity for reflective discussion on his/her experiences
- ✓ Invite the auditor to attend PAT and/or DAT meetings

Central Audit Group
Agreed 8.10.08