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| **Paediatric vital signs chart audit form** |
| **Instructions**1. Circle ‘Yes’ or ‘No’ for each question. Only question 1.2 has a ‘N/A’ option.
2. Use abbreviations for vital signs that are absent for question 2.1a-g.
3. See the operational definitions for details on what is required for each question.
4. The paediatric early warning score is abbreviated to PEW score.
5. Use the prioritised ethnicity identified in the patient clinical record. Use these abbreviations: Māori (M), Pacific peoples (P), Asian (A), Other (O), European (E) and Residual Categories (R).
 | **Case selection**1. Audit 10 patient’s vital signs charts per week.
2. Select the charts for audit of patients who have been in the ward or unit for a minimum of four hours.
3. Review the charting and associated documentation in the clinical record over a 72-hour audit period.
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| If you identify adverse events or near misses that have not been previously reported, follow your organisation’s reporting guidelines |
| **Hospital:** |  | **Case numberà** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| **Ward:** |  | **NHI number (optional)à** |  |  |  |  |  |  |  |  |  |  |
| **Date:** |  | **Ethnicity à** |  |  |  |  |  |  |  |  |  |  |
| **Auditor:** |  | **Age 🡪**Include month (m) or year (y), eg, 4m = 4 month |  |  |  |  |  |  |  |  |  |  |
| **Questions** | **Type of chart 🡪**Use: 1 = 0–11m, 2 = 1–4y, 3 = 5–11y, 4 = 12+y |  |  |  |  |  |  |  |  |  |  |
| **#** | **Observation frequency** | **Operational definitions** |  |
| 1.1 | Was the frequency of vital sign monitoring appropriate for the patient? | This is determined by the organisational minimum standard, local policy/guidelines, the escalation pathway, procedural requirements or documented in the plan of care.  | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo |
| 1.2 | Was the use of partial and incomplete sets of vital signs appropriate for the patient? | Review the number of incomplete and partial sets on the chart. Only circle ‘Yes’ if use is in line with local guidelines/policy, escalation pathway or plan of care. | YesNoN/a | YesNoN/a | YesNoN/a | YesNoN/a | YesNoN/a | YesNoN/a | YesNoN/a | YesNoN/a | YesNoN/a | YesNoN/a |
|  | **Recognition** |
| 2.1 | For the most recent set of vital signs, was the core vital sign set completed?*(If yes, go to question 2.3; if no, complete question 2.1a-g)* | Use the most recent set of vital signs except if this is the set done at the time of patient discharge. Use the prior set in this situationThe core vital sign set is complete when **all** the vital signs required to calculate the PEW score are recorded: respiratory rate, respiratory distress, oxygen, oxygen saturation, heart rate, central capillary refill, systolic blood pressure. | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo |
| 2.1 a-g | Note which vital sign(s) were absent | Write abbreviations of the vital sign(s) that were absent, eg, RR, RD, O2, SpO2, HR, CR, BP |  |  |  |  |  |  |  |  |  |  |
| **Case number à** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| 2.2 | For this most recent set of vital signs, was the PEW score total marked with a plus (+) symbol? | A plus symbol (+) is used to mark that the vital signs set is a partial PEW score. Only circle ‘Yes’ if the total PEW score has a ‘**+**’ next to it, eg, 6+. | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo |
| 2.2a | Was the reason for a partial recording documented in the patient’s clinical record? | Circle ‘Yes’ if a reason has been documented in the clinical record that corresponds to the date and time of this set of vital signs. | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo |
| 2.3 | Was whānau concern recorded for this patient? | Circle ‘Yes’ when the whānau concern box is marked with a ‘Y’, ‘N’ or ‘A’. Circle ‘No’ when the whānau concern box is blank. | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo |
| 3  | Was the PEW score total calculated correctly for the most recent set of vital signs? | Only circle ‘Yes’ when all of the following apply:* question 2.1 **or** question 2.2 is a ‘yes’

**and** * **any** valid modification is correctly applied to the calculation,

**and** * the PEW score total is calculated correctly.
 | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo |
| 4 | Were any modifications made to the PEW score triggers? *(if yes, complete questions 4a and 4b; if no, go to question 5)* | Circle ‘Yes’ when modifications are documented in the modifications box on the vital signs chart. | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo |
| 4a | Was a rationale and duration for the modification documented? *(clinical requirements)* | Circle ‘Yes’ when **both** the rationale and duration for the modification are documented on the vital signs chart.  | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo |
| 4b | Did the person making the modification legibly date and sign it and record their contact details? *(documentation requirements)* | Circle ‘Yes’ when **all** the documentation requirements are completed (legible date, signature and contact details). | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo |
|  | **Escalation and response** |
| 5 | Did the patient reach any of the defined triggers for escalation in the 72-hour audit period?*(If yes, complete questions 5a−d; if no, audit is complete)* | Circle ‘Yes’ if the patient had a PEW score 4–5, PEW score 6–7, PEW score 8+ or a single vital sign in the blue zone in the 72-hour audit period.  | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo |
| **Case number à**  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| 5a | Did escalation occur according to the pathway? | If more than one escalation was triggered in the 72-hour audit period, select the most recent for inclusion in the audit. Circle ‘Yes’ if an escalation occurred according to the pathway. Circle ‘No’ for any deviation from the agreed escalation pathway or inadequate documentation. | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo |
| 5b | Did the response occur according to the pathway? | Circle ‘Yes’ if the responder attended in the time frame specified on the escalation pathway.Circle ‘No’ for any deviation from the agreed response pathway.  | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo |
| 5c | Did the responder complete documentation requirements (according to local policy)? | Circle ‘Yes’ only if **all** documentation requirements are completed according to local policy  | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo |
| 5d | Did the recogniser complete documentation requirements (according to local policy)? | Circle ‘Yes’ only if **all** documentation requirements are completed according to local policy  | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo |
| 5e | For this escalation, was the PEW score marked with a plus symbol? | Circle ‘Yes’ only if a partial PEW score was the last set of vital signs documented prior to the set requiring escalation, or a clinical deterioration resulted in escalation after a partial set of vital signs | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo | YesNo |
| Space to note comments arising from the audit, eg, if a case review should be done to get more in-depth information, a PEW score 1–3 was escalated at a higher level than in the escalation pathway (eg, a septic tamariki with a PEW score of 3 but required escalation and admission to the paediatric intensive care unit), if a partial PEW score was recorded on the vital signs set prior to an escalation as per question 5 or any other observations the auditor has. |