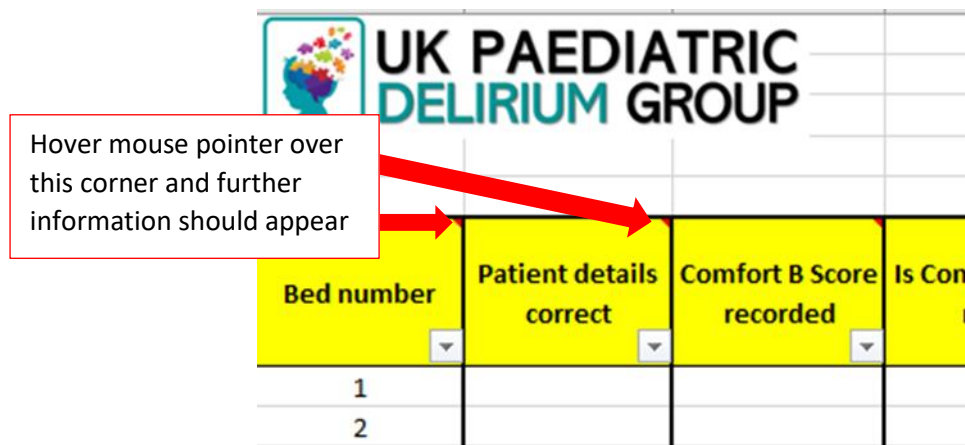


This is a guide to completing the CAPD audit tool, for use in UK PICU's using Comfort B and CAPD scoring. It may be adapted by each PICU to suit their needs. This audit is not mandatory, but may be helpful in establishing and monitoring CAPD scoring. Frequency of audit can be determined by individual PICU's, though a minimum of 1 audit per month is recommended. Results can highlight areas of delirium scoring which do not meet standards and help target teaching and learning.

The CAPD scoring sheet and other resources can be downloaded from the UK Paediatric Delirium Group website @ <https://www.qub.ac.uk/sites/uk-paediatric-delirium-group/>

Further details on how to complete each column can be found by hovering mouse pointer over the small red dot at in the top right corner of each column header.



Hover mouse pointer over this corner and further information should appear

Bed number	Patient details correct	Comfort B Score recorded	Is Con
1			
2			

Audit details

Complete audit details at the top of the spreadsheet.

Insert Audit date Cell is auto formatted	14 March 2022	PICU Name	Insert Unit name
	1=compliant/not required	Hospital	Insert Hospital name
	0=not compliant	Auditor	Insert Auditor name

Column A – Bed number

Record each bed number included in the audit. Additional rows may be added by following the instructions below. Formulas for each column should be automatically copied in to the new row. Rows may be deleted without affecting the table formulas if they are not required, for example – if there is no patient in bed 7, the row may be deleted or number changed to correspond to another bed.



Insert new row by clicking on the last row

Add new rows and insert bed numbers as required

Bed number				
1				
2				
3				
4				
5	1	1	Y	1
6	1	1	Y	1
7	1	1	Y	0
8	1	1	Y	1
9	1	1	Y	0
10	1	1	Y	0
11	1	1	Y	1
12	1	1	Y	1

Record Bed number

Additional rows may be added by:
 Right click over bed number on bottom row of table
 Select "Insert"
 Select "Entire row"
 Select "ok"
 Adjust bed numbers as necessary

This will not affect table formulas which should copy in to the new row

Column B – Patient Details

Check patient chart has correct details. This may be a label or transcribed. If using an electronic format, check patient details are correct on the system.

If details are correct, score '1'.

If details are incorrect, score '0'.

Bed number	Patient details correct	Comfort B Score recorded	Is Comfort B score 12 or more? (Y/N)	If CAPD recorded
	1	1	Y	
	0	0	N	

Patient Details are present and correct (label or transcribed)

CAPD should be recorded at least once per shift from admission if Comfort B is 12 or more. The following parts of the audit must be taken from **most recent opportunity to record in the 24 hour period prior to audit.**

Column C – Comfort B Score recorded

Check patient chart for Comfort B score. If Comfort B is not recorded, chart compliance will automatically default to zero as Comfort B **must** be recorded for all patients.

If recorded, score '1'.

If not recorded score '0'.



Bed number	Patient details correct	Comfort B Score recorded	Has Comfort B Score been recorded? 1 = yes 0 = no	If Compliant with CAPD
1	1	1	Y	1
2	0	0	N	0

Column D – Is Comfort B Score 12 or more?

Comfort B score should always be recorded on the chart.

If Comfort B score has been recorded as 12 or more insert 'Y'.

If Comfort B score is not recorded or is 11 or less score 'N'.



1=compliant/not required	PICU Name
0=not compliant	Hospital
	Auditor

Bed number	Patient details correct	Comfort B Score recorded	Is Comfort B score 12 or more? (Y/N)	If Compliant with CAPD	In the last 24 hours, has Comfort B been 12 or more? Y = yes N = no This column does not count towards Compliance score calculation	If Compliant with CAPD
1	1	1	Y	1	1	1
2	0	0	N	0	0	0

Column E - If Comfort B is 12 or more in the last 24 hours, are ALL CAPD parameters 1-8 scored?

If Comfort B score is 12 or more CAPD must be assessed and recorded using the 8 assessment domains on the chart.

If CAPD assessment has been completed for all 8 domains **OR** CAPD is not required as Comfort Score is less than 12 then score '1'.

If CAPD assessment has not been completed but should have been as Comfort B score is 12 or more **OR** not completed in entirety using all 8 CAPD domains score '0'.



1=compliant/not required	H
0=not compliant	A

Bed number	Patient details correct	Comfort B Score recorded	Is Comfort B score 12 or more? (Y/N)	If Compliant with CAPD	If Comfort B is 12 or more in the last 24 hours, are ALL CAPD parameters 1-8 scored?
1	1	1	Y	1	1
2	0	0	N	0	0



Column F - Has CAPD been totalled correctly?

Verify the CAPD score by adding all 8 domain scores together. Check this correlates with CAPD score recorded on the chart.

If CAPD score has been totalled correctly **OR** is not required as Comfort B score is less than 12, score '1'.

If CAPD score is not correct **OR** has not been recorded but should have been, score '0'.

Chart details correct	Comfort B Score recorded	Comfort B score less than 12 in the last 24 hours, are ALL CAPD parameters 1-8 score more? (Y/N)	Has CAPD been totalled correctly?
1	1	Y	1

Verify CAPD total by adding all parameter scores
 1 = correct / not required as Comfort B is less than 12
 0 = not correct

Column G – Is CAPD 9 or more?

It may be of interest to units to know how many patients are screening 'delirium positive' during the audit. This will not count towards compliance score.

Score 'Y' if Yes

Score 'N' if No or not screened

Is CAPD score 9 or more?	Has the chart been initialled	Compliance score
Y	1	100%
N	1	0%

Enter 'Y' if Yes
 Enter 'N' if No or not screened
 This is for the benefit of the the unit to know how many patients have screened 'delirium positive' during the audit.

The number of patients with a CAPD score of 9 or more (therefore 'delirium positive') will be calculated as a percentage of all audited patients at the bottom of this column.

1	Y	0	80
1	N	1	80
1	N		80
Delirium Positive Patients	42%	Over	This cell will total patients screened as 'delirium positive'



Column H - Has the Chart been initialised?

The initials of the staff member conducting the CAPD assessment should be clearly documented at the bottom of the chart. On electronic systems this should also be easily identifiable. This must be completed for all patients even in CAPD score is not required.

Example:

TOTAL SCORE	15
ASSESSOR INITIALS	LMc

Score '1' if this has been completed

Score '0' if this is blank / not correct

Is CAPD score 9 or more?	Has CAPD been totalled correctly?	Has the chart been initialised
Y	1	1
N	0	1
Y	1	1

All charts must be initialised, even if CAPD not required
 1 = completed
 0 = not completed

Column I – Compliance score

Each cell in this column has a formula embedded which will auto calculate the compliance score for each row and overall compliance score for the audit.

Is CAPD score 9 or more?	Has the chart been initialised	Compliance score
Y	1	100%
N	1	0%

This column has a formula which will automatically calculate compliance percentage of all required elements. Do not enter anything in this column.



Do not enter a value in this cell as the formula will be overwritten. If this occurs, 'undo' by clicking once on the arrow at the top left of the computer screen.



If this does not work, copy and insert the formula from the cell above.

Completed audit tool should resemble this:

UK PAEDIATRIC DELIRIUM GROUP						PICU Name				
				1=compliant/not required		Hospital				
				0=not compliant		Auditor				
Bed number	Patient details correct	Comfort B Score recorded	Is Comfort B score 12 or more? (Y/N)	If Comfort B is 12 or more in the last 24 hours, are ALL CAPD parameters 1-8 score	Has CAPD been totalled correctly?	Is CAPD score 9 or more?	Has the chart been initialled	Compliance score		
1	1	1	Y	1	1	Y	1	100%		
2	0	0	N	0	0	N	1	0%		
3	1	1	N	0	1	Y	1	80%		
4	1	1	Y	1	1	Y	1	100%		
5	1	1	Y	0	0	N	1	60%		
6	1	1	Y	1	0	N	1	80%		
7	1	1	Y	1	1	Y	1	100%		
8	1	0	Y	0	0	N	1	0%		
9	1	0	N	0	0	N	1	0%		
10	1	1	Y	1	1	Y	0	80%		
11	1	1	Y	1	1	N	1	100%		
12	1	1	N	1	1	N	1	100%		
					Delirium Positive Patients		42%		Overall Compliance Score	
									67%	

When the audit has been completed, a % score will be generated for each chart. An overall compliance score will be generated for the audit also. Individual units may wish to have a 'pass' score for audit reporting purposes. This threshold is for the unit to decide.

The UK delirium group has not recommended a 'pass' score but may periodically request units provide overall compliance scores to monitor implementation of delirium scoring across UK PICU's. Identity of reporting units will remain confidential.

Finally, save the audit for future reference.

Please address any questions or feedback in relation to this audit tool to maeve.murray@northerntrust.hscni.net