**Quality Impact Assessment**

**Audit Checklist**

Please Add Name of QIA

|  | EVIDENCE REQUIRED | YES/NO | ACTION REQUIRED |
| --- | --- | --- | --- |
| 1. | Have all areas of the document been completed? |  |  |
| 2. | Is there evidence that an Equality Impact Assessment has also been completed? |  |  |
| 3. | If the programme involves a digital element, is there evidence of the completion of a DPIA? |  |  |
| 4. | Is the project aim or change clearly described? |  |  |
| 5. | Does the QIA consider who may or is likely to be impacted?*If yes, does it consider equality and people with protected characteristics?*  |  |  |
| 6. | Does the QIA reflect a fair and balanced consideration of impact, including both potential positive and negative impact of change? |  |  |
| 7. | If risks have been identified, is there reference to updating the risk register? |  |  |
| 8. | If risks have been identified, is it clearly stated in the QIA who the risk owner is and where it is monitored? |  |  |
| 9. | Do mitigations include a clear plan, which include owners and timescales? |  |  |
| 10. | Are there clear plans with regard to communication and engagement?*If yes, is there consideration of accessible information standards?* |  |  |
| 11. | For Place specific projects, is there evidence of Place quality oversight ahead of submission? |  |  |
| *For QIA’s scoring under 12* |
| 12. | Is there likely to be an impact on the organisation’s ability to protect children, young people and adults? |  | **If yes, please rescore above 12.** |
| 13. | Is there significant financial impact associated with this project, both investment and decommissioning? |  | **Please consider risk score and ensure risks and mitigations are clear.** |
| 14. | Is there evidence of impact on other parts of the system? |  | **Please consider risk score and ensure risks and mitigations are clear.** |

Please return completed QIA Audit Checklist to qia@cheshireandmerseyside.nhs.uk