

AVAILABILITY OF LEAFLETS AUDIT



Audit title	Availability of leaflets.
Criteria	Written information should be available to back up verbal advice on the ten most common topics.
Standards	Appropriate leaflets should be accessible and available for handing out to customers for 9 out of the 10 chosen topics at any one time.
Methods	<p>A survey may be necessary to determine the top ten health matters that are discussed between pharmacist and customer. If possible non-promotional leaflets should be chosen. Choose your own top ten leaflets which may include some of the following.-</p> <p>Healthy eating, constipation, haemorrhoids, acne, smoking cessation, skin cancer, cold sore, worms, head lice, athletes foot, hay fever, diarrhoea & vomiting, vaginal thrush, when to call the doctor, health advice for travellers, asthma treatments. indigestion & heartburn.</p> <p>The audit simply involves monitoring the availability of the leaflets that you have chosen using the audit form provided.</p>
Make a Change	<p>Adjust stock levels</p> <p>Check previous second trends</p> <p>Keep stock books to optimise stock holdings.</p>



Availability of leaflets

FIRST AUDIT PERIOD:
AUDIT BY:

SECOND AUDIT PERIOD:
AUDIT BY:

METHOD OF DATA COLLECTION:

NAME OF LEAFLET	AVAILABLE?	SUPPLIER
1	Yes/No
2	Yes/No
3	Yes/No
4	Yes/No
5	Yes/No
6	Yes/No
7	Yes/No
8	Yes/No
9	Yes/No
10	Yes/No

TOTAL AVAILABLE AT TIME OF AUDIT

ACTION TAKEN TO IMPROVE AVAILABILITY

.....

.....

.....

.....

