**IMPLEMENTING INSTRUCTION-EPI-**

**Audit of Outbreak Investigation Records**

(Outbreak Audit)

completed by Local Health Departments

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**Purpose of Audit**

To ensure the quality, completeness, and timeliness of communicable disease investigations through a formal audit of an actual disease outbreak investigation process and the investigation process in our response plan.

**Audit Guidelines**

The Regional PHEP Epidemiologist will provide each local health department with a list of outbreak/cluster investigations numbers ( ODRS ID numbers)assigned to outbreaks/clusters assigned to that health department for the past year. randomly select one percent (1%), with a minimum of 2, cluster or outbreak investigations from each of their jurisdictions annually. The Regional PHEP Epidemiologist may choose to select investigations on a quarterly basis, if desired, but must not be less than the annual total of 1% of investigations. These investigations must be:

* Closed investigations; and
* No more than one (1) year preceding the date of the audit;

The Each jurisdiction’s Infectious Disease Nurse/Director of Nursing will then randomly select one percent (1%), with a minimum of 1, of the cluster or outbreak investigations be sent the “ODRS ID” number of the investigation for auditing. The Infectious Disease nurse is then responsible for:

* Using the “Outbreak Investigation Audit Checklist” as a guide/checklist for providing support documentation of the selected investigation;
* Providing supporting documentation for the investigation. Names and addresses should be redacted to ensure client privacy; and
* Providing a timeline of the investigation.

**Submission of Audit**

A copy of the audit, and all supporting documents, will be provided to the Regional PHEP Epidemiologist within 30 days of audit initiation.

**Analysis of Audit**

The Regional PHEP Epidemiologist will review the audit for investigation completeness and timeliness. with the Director of Nursing (or designee) and highlight best practices and any areas in need of improvement.

The PHEP Epidemiologist will review the audits with the Director of Nursing (or designee) and highlight best practices and any areas in need of improvement.

Copies of the completed “Outbreak Investigation Audit Checklist” and any recommendations will be maintained by the Regional PHEP Epidemiologist for a period of three (3) years

**Implementing Instruction Review**

This implementing instruction will be reviewed after one (1) year (following the completion of the audit) to determine if this instruction is effective in auditing actual investigations versus the Annex 4: Epidemiological Response Plan description of an investigation.

The review, for the purpose of verifying the effectiveness of this instruction, should be repeated for three (3) consecutive audit cycles.

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**Outbreak Investigation Audit Checklist**

**Jurisdiction: ODRS ID# Date \_\_\_\_\_\_\_\_\_\_\_**

**Notification:**

* EpiTeam Investigation Members
* Regional Epidemiologist
* ODH - ORBIT & continue communication throughout investigation.

**Verify the Diagnosis**

* Supportive Documentation Available

**Establish the Existence of an Outbreak**

* Outbreak number established

**Communication with Public Health Partners**

* In County 🞎 N/A
* Neighboring counties 🞎 N/A
* ODRS data entry 🞎 N/A
* NORS data entry 🞎 N/A

**Fieldwork**

* Site visit 🞎 N/A
* Specimen collection 🞎 N/A
* Research the disease or possible diseases

**Early Hypotheses & Refine as Investigation Progresses & Data Analyzed**

* Developed

**Initial Prevention & Control Measures**

* Implemented 🞎 Not implemented

**Conduct the Epidemiologic Investigation**

* Case definition developed 🞎 N/A
* Line list started 🞎 N/A
* Initiate case finding 🞎 N/A
* Case interviews 🞎 N/A

**Conduct Laboratory Investigation**

* Additional labs requested 🞎 N/A

**Analyze Data & Interpret Results**

* Case-control 🞎 N/A
* Cohort study 🞎 N/A

**Control and Prevention Measures and Monitor Impact**

* Implemented & monitored 🞎 N/A

**End of the Outbreak determined**

* Use of timeline, associated case definition & incubation period
* Short- & long-term follow-up established 🞎 N/A
* Outbreak Report written

**Any additional / supportive information:**