

This audit tool is designed to be used with the accompanying protocol

Section 1 General information

Please read the summary section in the **Health promotion activity audit protocol** before starting to audit. Instructions for completing this section start on page 7 of the protocol.

1.1 Activity ID		
1.2 Audit Date dd/mm/yyyy	___ / ___ / ___	
1.3 Name or title of the health promotion activity	_____	
1.3.1 Key word (e.g. Smoking)	_____	
1.4 How often was the activity delivered in the last 12 months?		
	1 Once-off	
	2 Ongoing / continuous	
	3 Ongoing / intermittent	
	4 Other, please specify _____	
1.5 Indicate the type of health promotion activity		
	1 part of a national campaign	
	2 part of a targeted regional or state program	
	3 locally initiated	
	4 Other, please specify _____	
1.5.1 If part of a national campaign, indicate whether resources/materials were:		
	1 locally developed based on locally identified needs	
	2 locally adapted from national resources	
	3 provided by the national campaign	
	9 N/A	
1.6 What health promotion strategies were used in the activity?		
1.6.1 Health information and/or social marketing	1-Yes	0-No
1.6.2 Health education and/or skill development	1-Yes	0-No
1.6.3 Community action or development	1-Yes	0-No
1.6.4 Supportive environments and settings	1-Yes	0-No

1.7 Audit leader's initial & surname			
1.8 Other audit participants (Initial, surname & position)			
1.9 Indicate the types of health service records that will be used to complete this audit.			
1.9.1 Plans	1-Yes	0-No	
1.9.2 Reports and communication records	1-Yes	0-No	
1.9.3 Health promotion activity products	1-Yes	0-No	
1.9.4 Dissemination products	1-Yes	0-No	
1.9.5 Other	1-Yes	0-No	
If 'Other', please specify			

Section 2 Planning of the activity



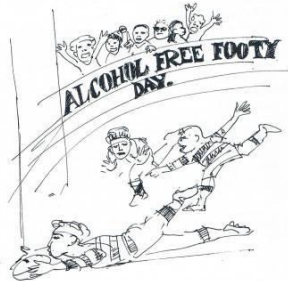
2.1	Is there a recorded plan for the activity?	1-Yes	2-No	
If Yes , does the plan include a clear statement of:				
2.1.1	the aim or goal and/or objectives of the activity?	1-Yes	0-No	9-N/A
2.1.2	the specific strategies that make up this activity?	1-Yes	0-No	9-N/A
2.1.3	the people responsible for implementing each specific strategy?	1-Yes	0-No	9-N/A
2.1.4	a timeframe for completion of different strategies?	1-Yes	0-No	9-N/A
2.1.5	criteria or indicators to measure progress in achieving the activity's goal (evaluation measures)?	1-Yes	0-No	9-N/A
2.1.6	Budget and/or resources?	1-Yes	0-No	9-N/A

2.2	Is there a record of sources of information used to identify the issue addressed by this activity?	1-Yes	0-No	
If Yes , which sources of information are recorded?				
2.2.1	Community stories	1-Yes	0-No	9-N/A
2.2.2	Other programs or activities	1-Yes	0-No	9-N/A
2.2.3	Literature, books, reports	1-Yes	0-No	9-N/A
2.2.4	National, regional and/or local community health and surveillance data	1-Yes	0-No	9-N/A
2.2.5	Conferences, seminars, meetings, training	1-Yes	0-No	9-N/A
2.2.6	Other, please specify _____	1-Yes	0-No	9-N/A

2.3	Is there a record of the sources of information used to determine what was done (strategies) to address the issue?	1-Yes	0-No	
If Yes , which sources of information are recorded?				
2.3.1	Community stories	1-Yes	0-No	9-N/A
2.3.2	Other programs or activities	1-Yes	0-No	9-N/A
2.3.3	Literature, books, reports	1-Yes	0-No	9-N/A
2.3.4	National, regional and/or local community health and surveillance data	1-Yes	0-No	9-N/A
2.3.5	Conferences, seminars, meetings, training	1-Yes	0-No	9-N/A
2.3.6	Other, please specify _____	1-Yes	0-No	9-N/A

2.4	Is there a record of the sources of information used to determine how the activity was (or will be) evaluated?	1-Yes	0-No	
If Yes , which sources of information are recorded:				
2.4.1	Community stories	1-Yes	0-No	9-N/A
2.4.2	Other programs or activities	1-Yes	0-No	9-N/A
2.4.3	Literature, books, reports	1-Yes	0-No	9-N/A
2.4.4	National, regional and/or local community health and surveillance data	1-Yes	0-No	9-N/A
2.4.5	Conferences, seminars, meetings, training	1-Yes	0-No	9-N/A
2.4.6	Other, please specify _____	1-Yes	0-No	9-N/A

Section 3 Targeting of the activity



3.1	Do records indicate the group of people the activity intended to benefit?	1-Yes	0-No	
If Yes , select group/s:				
3.1.1	General population	1-Yes	0 - No	9-N/A
3.1.2	Infants	1-Yes	0-No	9-N/A
3.1.3	Pre-school children	1-Yes	0-No	9-N/A
3.1.4	School children	1-Yes	0-No	9-N/A
3.1.5	Adolescents	1-Yes	0-No	9-N/A
3.1.6	Young adults	1-Yes	0-No	9-N/A
3.1.7	Adults	1-Yes	0-No	9-N/A
3.1.8	Elderly people	1-Yes	0-No	9-N/A
3.1.9	Parents	1-Yes	0-No	9-N/A
3.1.10	Families	1-Yes	0-No	9-N/A

3.2	Do records indicate the gender of the target group/s?	1-Yes	0-No
3.2.1	If Yes , select:		
	1 Males only		
	2 Females only		
	3 Both Males and Females		
	9 N/A		

3.3	Do records indicate where or in what setting/s the activity was delivered?	1-Yes	0-No
3.3.1	If Yes , select setting/s: <ul style="list-style-type: none"> 1 Health centre 2 Community setting/s 3 Both health centre and community settings 9 N/A 		

3.4	Do records indicate whether the activity addressed specific health and lifestyle issues?	1-Yes	0-No	
	If Yes , specify:			
3.4.1	Tobacco smoking	1-Yes	0-No	9-N/A
3.4.2	Nutrition/diet	1-Yes	0-No	9-N/A
3.4.3	Alcohol/drinking	1-Yes	0-No	9-N/A
3.4.4	Physical Activity/exercise	1-Yes	0-No	9-N/A
3.4.5	Mental Health/social and emotional wellbeing	1-Yes	0-No	9-N/A
3.4.6	Environmental and living conditions	1-Yes	0-No	9-N/A
3.4.7	Other, please specify_____	1-Yes	0-No	9-N/A

Section 4 Community participation



4.1	Do records indicate whether community people participated in planning, implementing and evaluating this activity?	1-Yes	0-No	
If Yes, select areas of participation:				
4.1.1	identifying the problem or issue	1-Yes	0-No	9-N/A
4.1.2	determining strategies (deciding what to do) about the problem or issue	1-Yes	0-No	9-N/A
4.1.3	implementing the strategies/activity (doing the work)	1-Yes	0-No	9-N/A
4.1.4	evaluating the results of the work	1-Yes	0-No	9-N/A
4.1.5	Other, specify _____	1-Yes	0-No	9-N/A

Section 5 Partners involved



5.1	Do records indicate that individuals and/or organisations external to the service were involved in planning, implementing and evaluating the activity?	1-Yes	0-No	
	If 1-Yes, were external partners:			
5.1.1	In the local community	1-Yes	0-No	9-N/A
5.1.2	Beyond the local community	1-Yes	0-No	9-N/A
5.1.3	Beyond the health sector	1-Yes	0-No	9-N/A

Section 6 Evaluating the activity



6.1	Do records indicate that any change has been (or is being) measured or evaluated?	1-Yes	0-No	
If yes, indicate areas in which your evaluation measured (or is measuring) change:				
6.1.1	Number of people participating in the activity	1-Yes	0-No	9-N/A
6.1.2	Participant satisfaction with activity	1-Yes	0-No	9-N/A
6.1.3	Knowledge and understanding	1-Yes	0-No	9-N/A
6.1.4	Health related skills and behaviours	1-Yes	0-No	9-N/A
6.1.5	Policy and environments	1-Yes	0-No	9-N/A