

Health Promotion Pre-Audit Information Sheet

This information sheet is designed to help your service prepare for an audit of health promotion activities. It lists the type of records/documentation and sources of information needed to complete the audits. Gathering these items before you start the audit will save time and make the audit process easier.

What can be included in the audit?

Health promotion is about preventing disease and promoting wellbeing by encouraging and enabling people to make healthy lifestyle changes (e.g. through information, education, support and skill development), and removing or minimising the barriers or creating incentives for people to make healthy lifestyle changes (e.g. social, financial, cultural, environmental barriers and incentives).

To be included in this audit, a health promotion activity could be one or more of the following:

Health Education and/or Skill Development	A health education or skill development activity that changes peoples behaviours and/or develops their skills (e.g. QUIT, healthy cooking).
Health Information or social marketing	An activity that uses health information or mass media (or community wide media) to raise people's awareness or knowledge about health and lifestyle issues (e.g. heart health week).
Community Action Strategies	An activity that supports and builds people's capacity to determine their own needs and how these needs can be met through participation and involvement (e.g. youth mentor program, men's sheds).
Creating settings and supportive environments	An activity that creates environments that support people in making healthy choices. This also includes developing or making changes to policies, laws and regulations (e.g. smoke free workplace policy).

Your service may be doing other health promotion activities with individual clients such as counselling, brief interventions and screening, but these are NOT included in this health promotion audit.

Each health promotion activity audited MUST

- Have involved at least one member of staff
- Have been implemented at least once in the past 12 months
- Have involved groups of two or more people from your community
- Have some record or evidence of what was done

If you have ticked the above four items, you're ready to do a health promotion audit.

You will complete a separate audit for each health promotion activity implemented in the past 12 months.

If unable to do an audit, the health promotion Systems Assessment Tool is recommended as a way of identifying strengths and weaknesses of the systems that support health promotion in your service and starting the quality improvement process, so you will be ready for an audit next year. Use of a planning template is suggested as good practice for future health promotion activities.

Preparing for the audit

The audit tool asks questions about five signs of health promotion quality – planning, targeting, community participation, partners and evaluating. When you are gathering the information about health promotion activities, it will be helpful if you have records of:

- what was done, who with and why
- how it was done, where it was done, when and by whom
- what was achieved, what went well and not so well

Recording information about health promotion activities can be challenging. Think creatively about where to find information and the types of records that tell stories about health promotion activities, such as:

field notes and reports	program plans and action plans
communication records	articles, presentations
minutes of meetings	spreadsheets
audio and film/movie recordings	business/strategic plans
photos and paintings	posters and banners
promotional fliers	evaluation reports
newsletters, web-pages	community and mass media
records kept by visiting staff, (e.g. health promotion officers)	records kept by other services and groups involved in activities

The person coordinating the audit will need to download and be familiar with the Audit Tool, Protocol and supporting resources. He/she will need to arrange the session and venue, invite staff (including managers), and advise what to bring to the audit session. Locate available health promotion records and encourage staff to read the Protocol before audit day.

Think about other people who need to be invited, such as visiting staff involved in health promotion. Invite the participation of other services and groups who have been partners in your activities.

If you have any questions

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