# BANT Annual Clinical Self-Audit

**Introduction**

As Registered Nutritional Therapy Practitioners, you are advised to conduct an [audit](https://bant.org.uk/bant-professional-practice-handbook/consultation-documentation-and-practices/#auditing-your-practice) of your practice(s) ideally annually and when you change your clinic space.

This audit tool is based on the requirements for Registered Nutritional Therapy Practitioners, as BANT members, following the standards, ethics and performance expected of registered complementary health practitioners on the [CNHC](https://www.cnhc.org.uk/#gsc.tab=0) register.

It is relevant to all Registered Nutritional Therapy Practitioners regardless of whether you practise from home, in your own or rented premises, or are employed to work on a one-to-one basis as a Nutritional Therapy Practitioner. Note that group work is not regulated by the CNHC and therefore requirements for group work are not part of this clinical self-audit tool. Find out more about group work in [BANT Professional Practice Handbook/group work](https://bant.org.uk/bant-professional-practice-handbook/group-work/). The same rules apply for the health and safety of premises in relation to group work as is the case for a clinic.

**How To** **Conduct a Clinical Self-Audit**

Work through the self-audit questions and tick ‘yes’ or ‘no’ to mark compliance against each of the questions asked. Use the Action box at the end of each section to write any actions needed to meet compliance.

**Outcome of Audit**

What is the outcome of your audit? Prioritise actions according to risk, considering time and cost, and set realistic deadlines for completion.

**Action Plan**

Work on your action plan and check with BANT @ [bantpractice@bant.org.uk](mailto:bantpractice@bant.org.uk) if you have any questions about how to ensure you are meeting the required standards. Once complete, file your action plan and use it annually to check progress. You can reflect and report on your findings as part of your professional CPD.

**Health and Safety at Work**

You must be familiar and comply with the requirements and provisions of current Health and Safety at Work legislation**.** This places a duty on you to conduct your work to ensure, so far as is reasonably practicable, that not only clients and employees, but also the public and other visitors, are not exposed to risks to their health or safety. See more information at <https://www.hse.gov.uk/>.

**Using the Self Audit Tool**

You are advised to complete this audit tool for each of the premises you work from. The Clinical Audit is made up of the following sections:

**Sections**

[**BANT Annual Clinical Self-Audit 1**](#_Toc164971141)

[**Section 1: Documentation Checklist 2**](#_Toc164971142)

[**Section 2: Practice Management 3**](#_Toc164971143)

[**Section 3: In-Person Consultations (in clinic, at home, employed) 4**](#_Toc164971144)

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[**Section 5: Personal Standards and Wellbeing 5**](#_Toc164971146)

[**Section 6: Additional Considerations 6**](#_Toc164971147)

## Section 1: Documentation Checklist

**Note:** A clinic owner will have to comply with all of these requirements. Only the first 2 are relevant to those that rent a room in an already established clinic where the clinic owner is responsible for the rest of the requirements.

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| **Documents relevant to all practitioners doing in-person consultations** | **Yes** | **No** |
| Product and Professional Indemnity [Insurance](https://bant.org.uk/bant-professional-practice-handbook/setting-up-in-practice/#insurance-policies) Policies |  |  |
| [First Aid](https://bant.org.uk/bant-professional-practice-handbook/consultation-documentation-and-practices/#health-and-safety-first-aid) at Work Certificate |  |  |
| Registration with [ICO](https://ico.org.uk/for-organisations/data-protection-fee/) |  |  |
| **Documents for practitioners using their own clinic to do in-person consultations** | | |
| Accident Book (see RIDDOR reference in Section 3) |  |  |
| PAT – Portable Appliance Testing Certificate |  |  |
| [Health & Safety Law](https://bant.org.uk/bant-professional-practice-handbook/consultation-documentation-and-practices/#health-and-safety-first-aid) / Poster |  |  |
| Fire Risk Assessment |  |  |
| Fire Evacuation Procedures |  |  |
| Fire Appliances Certificate and/or Certificate of Maintenance of Fire Appliances |  |  |
| Smoke Alarm Check |  |  |
| Gas Safety Inspection Certificate (if relevant) |  |  |
| Electrical Safety Inspection Certificate |  |  |
| [Certificate of Public Liability](https://bant.org.uk/bant-professional-practice-handbook/setting-up-in-practice/#insurance-policies) |  |  |

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| **Actions:** |

## Section 2: Practice Management

Personalised nutrition consultations are equal to all and support inclusivity and diversity. Ensure your client intake [forms](https://bant.org.uk/bant-professional-practice-handbook/forms-and-templates/) and processes are accessible, and consider your personal [scope of practice](https://bant.org.uk/bant-professional-practice-handbook/scope-of-practice-nutrition-titles/) to ensure you have the skills, knowledge and capabilities to support each prospective client with personalised recommendations. Consider the following for each client to decide whether to continue or refer:

* Life-stage, age and gender
* Ethnicity and culture
* Health conditions and [red flags](https://bant.org.uk/bant-professional-practice-handbook/red-flags/)
* Vulnerable individuals

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| **Questions relevant to all practitioners** | **Yes** | **No** |
| Are your website and marketing materials ASA compliant? Find out about the requirements [here](https://bant.org.uk/bant-professional-practice-handbook/advertising-media/). |  |  |
| Do you have a current [Terms of Engagement](https://bant.org.uk/bant-professional-practice-handbook/forms-and-templates/#terms-of-engagement-agreements) (adult/child as appropriate), fee structure and necessary consents to use with your clients to manage expectations? |  |  |
| Have you reviewed and implemented the required UK GDPR practices to manage client documentation to ensure client confidentiality. Find out about the requirements [here](https://bant.org.uk/bant-professional-practice-handbook/forms-and-templates/). |  |  |
| Do you have a system for keeping adult client files with personal details and any additional records securely for **exactly 8 years** from the date of the client’s last consultation? Find out more [here](https://bant.org.uk/bant-professional-practice-handbook/discontinuing-clinical-practice/#storing-client-records-and-gdpr). |  |  |
| Do you have a system for keeping child client files until his or her 25th birthday, unless the client was 17 at the conclusion of the nutritional therapy consultation when the files/records must be kept until their 26th birthday? Find out more [here](https://bant.org.uk/bant-professional-practice-handbook/discontinuing-clinical-practice/#storing-client-records-and-gdpr). |  |  |
| If working with children under the age of 16, are you familiar with the guidelines for [Working Together to Safeguard Children](https://bant.org.uk/bant-professional-practice-handbook/children/#safeguarding-children)? |  |  |
| Are you aware that when consulting with a [child](https://bant.org.uk/bant-professional-practice-handbook/children/) under the age of 16, a parent/guardian needs to be present? |  |  |
| If the event of sudden, terminal illness or retirement, have you nominated another practitioner to take over your clients and the responsibility of client record retention? See more details [here](https://bant.org.uk/bant-professional-practice-handbook/consultation-documentation-and-practices/#storing-and-deleting-client-records). |  |  |

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| **Actions:** |

## Section 3: In-Person Consultations (in clinic, at home, employed)

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| **Questions relevant to practitioners undertaking in-person consultations** | **Yes** | **No** |
| Does the clinic have adequate lighting, and safe, accessible passage inside and outside the premises without any trip hazards? |  |  |
| Are rooms sound proof to ensure client confidentiality and are they of ambient temperature, clean and hygienic? |  |  |
| Are accidents dealt with in accordance with the provisions ofthe [Reporting of Injuries, Disease, and DangerousOccurrences Regulations (RIDDOR) 1995](https://www.hse.gov.uk/riddor/index.htm?utm_source=hse.gov.uk&utm_medium=referral&utm_campaign=riddor&utm_content=home-page-info)? |  |  |
| Do you have measures in place so that clients do not arrive at the clinic with infectious or notifiable diseases? |  |  |
| If you have staff, have they been trained to the required professional standards to meet the requirements for [Health and Safety](https://bant.org.uk/bant-professional-practice-handbook/consultation-documentation-and-practices/#health-and-safety-first-aid), [client confidentiality](https://bant.org.uk/bant-professional-practice-handbook/confidentiality-and-consent/) and [UK GDPR](https://bant.org.uk/bant-professional-practice-handbook/general-data-protection-regulation-gdpr/)? |  |  |
| If you are employed by a clinic, have you made yourself aware of the clinic Health & Safety and UK GDPR practices? |  |  |
| Have you considered the implications of seeing clients at home and assessed impacts on personal safety, client’s safety as per section above and also possible council tax requirements? Councils may charge business rates for a distinct clinic room that has no other purpose for family use. |  |  |
| Are you aware that Registered Nutritional Therapy Practitioners must not undertake phlebotomy services, including finger-prick testing, unless they have completed full phlebotomy training and requirements – review guidelines [here](https://bant.org.uk/bant-professional-practice-handbook/testing/#blood-testing-finger-prick-testing-and-phlebotomy-training). |  |  |

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| **Actions:** |

## Section 4: Online Consultations

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| **Questions relevant to practitioners undertaking online consultations** | **Yes** | **No** |
| Are consultations held in a place where you can maintain full client confidentially and your conversation can not be overheard? |  |  |
| Is the software you have chosen encrypted to ensure UK GDPR compliance? See [here](https://bant.org.uk/bant-professional-practice-handbook/general-data-protection-regulation-gdpr/#information-security) for further details. |  |  |
| Do you have a professional background for your online consultations and keep eye contact with the client throughout? |  |  |
| As with in-person consultations, do you have a system to store client notes including text messages, instant messages, emails etc. to comply with [UK GDPR](https://bant.org.uk/bant-professional-practice-handbook/general-data-protection-regulation-gdpr/)? |  |  |
| Do you have a reliable connectivity and a back-up plan for any on-line issues that may occur? |  |  |
| Although discouraged, if recording an online consultation, have you considered [UK GDPR](https://bant.org.uk/bant-professional-practice-handbook/online-working/#guidelines-for-recording-online-consultations) guidelines for this? |  |  |

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| **Actions:** |

## Section 5: Personal Standards and Wellbeing

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| **Questions relevant to all practitioners** | **Yes** | **No** |
| Do you always maintain professional standards when choosing your outfit and how you present yourself? |  |  |
| Do you avoid consultations when you have infections or contagious condition? |  |  |
| Do you use your professional insight to monitor your own health and well-being at all times? |  |  |
| Where applicable, have you displayed disclosure of any vested interest/s? |  |  |

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| **Actions:** |

## Section 6: Additional Considerations

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| **Questions relevant to practitioners working in the international domain** | **Yes** | **No** |
| If you are based and practise outside the UK, do you comply with all related legislation in the country/(ies) in the which you are practising, including supplement legislation and the appropriate insurance cover? For further information see [here](https://bant.org.uk/bant-professional-practice-handbook/overseas-practitioners-clients-abroad/). |  |  |
| If you are working overseas and are not registered with the CNHC, do you use the title Nutritional Therapy Practitioner with MBANT rather than Registered Nutritional Therapy Practitioner which refers to CNHC registrations? For further information see [here](https://bant.org.uk/bant-professional-practice-handbook/scope-of-practice-nutrition-titles/#nutrition-titles-and-accredited-registers). |  |  |
| If you are based in the UK and are seeing clients based outside the UK, are you informing your clients that you must abide by UK law regarding your practice and supplement legislation? |  |  |

**Note: Find out more about living and working outside of UK** [**here**](https://bant.org.uk/members-area/banteventsnetworks/euroandrow/)**.**

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| **Actions:** |

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| **Audit Summary:** | Provide details here … |
| **Name & Address of Clinic:** |  |
| **Date:** |  |
| **Signature of Practitioner:** | *I am committed to professional practice, standards and responsibilities as per BANT Fitness to Practice Declaration.* |

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| Click the link to download the [BANT Fitness to Practice Declaration](https://bant.org.uk/wp-content/uploads/2024/04/BANT_FITNESS_TO_PRACTICE_DECLARATION_SIGNATURE_REQUIRED.pdf) for you to sign. |