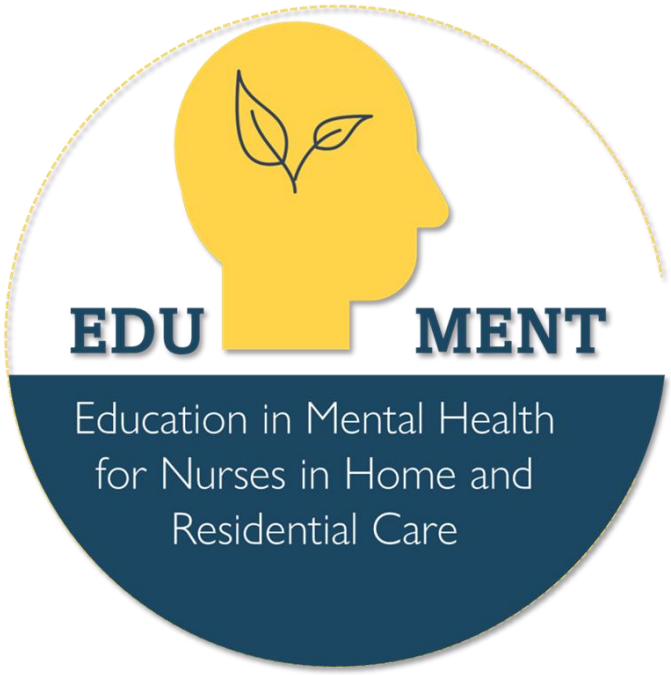
UMIT TIROL
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2334 HÄFELEKAR



Audit tools

(R5_2)

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Intellectual Output – R5	
Title:	Audit tools
Description:	This document provides the practical tools required to conduct institutional audits in EDU-MENT partner countries. It includes a structured checklist, evaluation matrix, interview guide, and a multilingual implementation plan. The tools ensure consistent data collection and quality monitoring, supporting readiness assessments and enabling the piloting and integration of mental health screening tools and blended training.
Partner organisation:	Hafelekar
Researcher(s) responsible for filling in this document:	Paul Schober
Due date:	31-01-2025
Language:	EN

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A: Institutional Audit Checklist

Title: EDU-MENT Institutional Audit Checklist

Purpose: To collect structured data on organizational readiness for implementing digital mental health screening and training tools

Used by: National audit teams in Austria, Slovenia, and Cyprus

Target respondents: Management, nursing leadership, and administrative coordinators

Section 1: Institutional Profile

Item	Response Format
Name of Institution	[Open field]
Country	[AT / CY / SI]
City/Region	[Open field]
Type of care provided	[ ] Home care [ ] Residential care
Legal form	[ ] Public [ ] Private [ ] NGO
Number of full-time staff	[Numeric]
Number of registered nurses (RNs)	[Numeric]
Approximate number of clients served	[Numeric]
Staff turnover rate (past 12 months, est.)	[ ] Low (0–10%) [ ] Moderate [ ] High
Contact person for the audit	[Name, Email, Role]

Section 2: Digital Infrastructure

Item	Response Format
Devices available for staff (tick all that apply)	[ ] PC [ ] Laptop [ ] Tablet [ ] Smartphone
Internet access quality (general work areas)	[ ] Reliable [ ] Occasional issues [ ] Not available
Staff access to devices during work shifts	[ ] Each staff member [ ] Shared [ ] Rarely available
Use of electronic client records	[ ] Fully digital [ ] Partially digital [ ] Paper-based

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Existing care-related software or tools in use	[Open field]
Availability of IT support	[ ] Internal [ ] Outsourced [ ] None

Section 3: Mental Health Screening and Monitoring Practices

Item	Response Format
Does the institution currently screen clients for mental health concerns?	[ ] Yes [ ] No [ ] Occasionally
Screening tools used (if any)	[Open field]
Are staff trained in recognizing early signs of cognitive/psychological distress?	[ ] Yes [ ] No [ ] Not known
Mental health referral process in place?	[ ] Formal protocol [ ] Informal [ ] None
Mental health service collaboration (e.g., local clinics)	[ ] Yes [ ] No [ ] Planned

Section 4: Training and HR Practices

Item	Response Format
Onboarding process includes mental health topics?	[ ] Yes [ ] No [ ] Partially
Frequency of continuing education for RNs	[ ] Monthly [ ] Quarterly [ ] Rarely
Digital literacy training for staff	[ ] Regular [ ] Ad hoc [ ] Never
Interest in participating in blended learning modules?	[ ] High [ ] Moderate [ ] Low
Preferred training formats	[ ] On-site [ ] Online [ ] Blended

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Section 5: Quality Management and Innovation Readiness

Item	Response Format
Institution certified under any QA frameworks (e.g. ISO)?	[ ] Yes [specify] [ ] No
Internal quality audits conducted?	[ ] Regularly [ ] Occasionally [ ] Never
Experience in pilot projects or research collaborations?	[ ] Yes [ ] No
Openness to implementing new digital tools	[ ] Strong [ ] Moderate [ ] Reluctant
Staff involvement in decision-making	[ ] High [ ] Moderate [ ] Low

Section 6: Final Observations

Prompt	Response Format
What key challenges do you foresee in implementing digital mental health tools?	[Open field]
What support would your institution require to implement EDU-MENT results?	[Open field]
Additional comments from institution	[Open field]

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B: Institutional Audit Evaluation Matrix

Title: EDU-MENT Institutional Evaluation Matrix

Purpose: To assess institutional readiness for implementing digital mental health screening and training tools

Used by: Audit teams and quality advisors during analysis phase

Scoring: Each criterion is rated on a 1–5 scale (1 = very low / absent, 5 = fully in place), with a comment field for context

Scoring Legend

Score	Description
1	Not available / No evidence
2	Very limited capacity / Beginning stage
3	Moderate development / Partially in place
4	Advanced / Well established
5	Fully developed / Fully implemented

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Evaluation Criteria

Dimension	Indicator	Score (1–5)	Comments (Examples, Details, Observations)
Structural Readiness	Access to digital devices per RN (PC, tablet, etc.)		
	Quality and reliability of internet access		
	Use of electronic health records (EHR)		
	Availability of IT support (internal or external)		
	Existing digital systems used in care processes		
Process Readiness	Existence of formal screening/referral protocols		
	Integration of mental health considerations into workflows		
	Data recording and reporting standards		
	Staff involvement in decision-making		
	Internal quality management processes		
Human Readiness	Staff training in mental health or psychological first aid		
	Staff experience with digital tools		
	Attitudes toward digital learning		
	Digital literacy levels of frontline staff		
	Willingness to participate in pilot and training		

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Dimension	Indicator	Score (1–5)	Comments (Examples, Details, Observations)
Integration Potential	Institutional openness to innovation		
	Past involvement in EU or national pilot projects		
	Alignment with EDU-MENT training format		
	Need for EDU-MENT tools as perceived by institution		
	Anticipated barriers (e.g., HR, legal, financial)		

Summary Section

- **Overall Readiness Score (average across all indicators)**:
  [Calculated value]
- **Recommended support actions**:
  [List 2–3 tailored recommendations for implementation support]
- **Suitability for piloting (qualitative judgement)**:
  [ ] Highly suitable
  [ ] Suitable with support
  [ ] Needs major adaptation
  [ ] Not suitable

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C: Institutional Audit Interview Guide

Title: EDU-MENT Interview Guide for Organizational Readiness Assessment
Purpose: To gather qualitative insights from key stakeholders regarding mental health practices, digital readiness, and training needs

Target groups:

- Management
- Registered nurses and care staff
- Internal trainers / coordinators / quality managers

Interview Protocol

- Duration: ~30 minutes
- Format: In-person or online (depending on site)
- Recording: With consent, for note-taking or transcription
- Confidentiality: Assured; responses anonymized in reports
- Language: Conducted in national language

1. Opening & Context (All Interviewees)

1.1 Can you briefly describe your role and responsibilities in this organization?
1.2 How would you describe your institution's current approach to mental health in client care?
1.3 Has your team received training or support on psychological well-being or early detection?

2. Digital Readiness (Management, Coordinators, IT or Trainers)

2.1 What kind of digital tools or software are used in your daily operations?
2.2 How comfortable is your staff with using digital devices (e.g., tablets, apps)?
2.3 Are there any limitations or concerns about using digital tools in your care routines?
2.4 Is there dedicated technical support available for your team?

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3. Mental Health Practices (Nurses, Coordinators, Management)

3.1 Do you currently screen or monitor clients for signs of psychological distress or cognitive decline?
3.2 What processes or protocols exist if a mental health issue is identified?
3.3 What support do staff receive in dealing with clients showing such issues?
3.4 In your view, what would help improve the early detection of mental health problems?

4. Training and Learning (All Interviewees)

4.1 How is training organized for staff in your institution? Is mental health included?
4.2 Have you used online or blended learning formats before? What worked well or didn't?
4.3 Would your team be open to participating in a structured blended training course on mental health and digital tools?
4.4 What kind of training formats are most feasible here (on-site, online, self-paced, workshops)?

5. Organizational Readiness and Attitudes (Management Focus)

5.1 Has your institution been involved in pilot projects or EU-funded initiatives before?
5.2 How do you approach change or innovation in service delivery?
5.3 What conditions would need to be met to implement a tool like EDU-MENT's screening app?
5.4 What barriers would you expect (staffing, time, budget, legal, etc.)?

6. Closing

6.1 Is there anything else you would like to add about your organization's readiness or interest in this project?
6.2 Would you be interested in receiving updates or being further involved in piloting?

Consent Statement:
"Thank you for your participation. Your insights are valuable to the EDU-MENT project. All information will be anonymized and used solely for project improvement and reporting."

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D: Language Versions Plan

Title: EDU-MENT Multilingual Implementation Plan for Audit Materials

Purpose: To ensure linguistic accessibility and cultural relevance of all audit tools and outputs across the three participating countries

Scope: Applies to audit tools, institutional reports, and supporting documents under WP5

Materials to be Translated

Document Type	Source Language	Target Languages	Responsible Partner(s)
Institutional Audit Checklist (A)	English	German, Greek, Slovenian	Hafelekar + each national partner
Evaluation Matrix Template (B)	English	German, Greek, Slovenian	Hafelekar + each national partner
Interview Guide (C)	English	German, Greek, Slovenian	Hafelekar + each national partner
Audit Consent Forms / Info Sheets	English	German, Greek, Slovenian	Local partners with WP1 review
Individual Institutional Audit Reports	National Language	English	Each local partner
National Audit Synthesis (1 per country)	National Language	English	Each local partner

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