

To be completed **quarterly** in **June, September, December** and **March** by the **Quality Assurance Manager**
Record NA/NC/PC/C for each indicator for each assessed month and calculate score using tables below

Facility Name:		Year:	
Not applicable (NA):	Does not apply to the unit or individual assessment or not observed.		
Non-Compliant (NC):	<50% compliance		
Partially Compliant (PC):	50 - 79% Compliance		
Compliant (C):	80 - 100% Compliance		

NO.	INDICATOR	June	Sept.	December	March
Procurement					
1	Bid evaluation committee meets monthly				
2	Bid adjudication committee meets monthly				
3	Cash flow committee meets monthly				
4	End user (OM/HCU/Clinical manager) approves purchase				
5	Standardised NSI register in use and up to date				
6	Unit receives monthly NSI procurement reports				
7	NSIs are procured within 3 months				
8	Equipment consumables ordered as proprietary items (sole provider)				
9	80% of required consumables available (Consumables checklist)				
Laboratory and Blood service					
10	Required consumables available- Plain tubes				
11	Full range of paed micro containers				
12	Urine specimen bottles				
13	Paediatric Blood culture bottles				
14	Cross match tubes				
15	Glucose tubes				
16	There is a 24 hour laboratory service				
17	LP results available within 3 hours				
18	FBC results available within 8 hours				
19	HIV, RPR & CRP tests can be done				
20	Blood gas machine available and functional: In hospital - District				
21	Required blood products are available: Fresh dried plasma				
22	Tetanus toxoid				
23	Emergency Paed packed cells - within 24 hours - District				
Pharmacy					
24	There is an emergency pharmacy service				
25	80% of required pharmaceuticals available (Pharmaceuticals checklist)				
Linen					
26	Adequate amounts of clean (non- torn) linen daily: Towels				
27	Counterpanes				
28	Cot sheets				
29	Baby blankets				
30	Nighties				
31	Pajamas				
CSSD					
32	Required packs and sterile items available: IV pack				
33	Central venous line (CVP) set				
34	Intercostal drain (ICD) set				
35	Tracheostomy suction pack				
36	General Procedure				
37	Sinappi Expressing Cups				
	A. NA				
	NC				
	PC				
	C				

Radiology		June	September	December	March
38	There is a 24 hour mobile X-Ray service				
39	Urgent X-Rays available within 1hour				
40	CT scans can be performed (3 ^o)				
41	MRI can be performed (3 ^o)				
Cleaning					
42	Cleaning staff are non-rotational (6 months minimum)				
43	Cleaning staff trained and competent in cleaning equipment				
44	Cleaning staff terminally clean equipment				
45	Ablution cleaning checklist current and compliant				
46	Unit cleaning checklists current and compliant				
Maintenance					
47	Maintenance register in use				
48	Maintenance requests followed up monthly				
49	All maintenance requests completed within 3 months				
50	Paediatric unit well maintained (See checklist below)				
51	Lodger unit well maintained (See checklist below)				
	B. NA				
	NC				
	PC				
	C				
	Final Scores:	%	%	%	%

Maintenance checklist										
No	Item	Month	Paediatric Unit				Lodger Unit			
			Jun	Sep	Dec	Ma	Jun	Sep	Dec	Ma
1	Walls: Dry and intact; paint - clean and smooth									
2	Ceiling: Paint in good condition and clean									
3	Intact - not broken or loose/missing panels									
4	Not leaking									
5	Lights: All bulbs present and functional									
6	All lights covered									
7	Windows: Glass not broken									
8	Handles working									
9	Can open and close (if possible)									
10	Floors and skirting's: Clean									
11	Intact - no holes/ridges									
12	Furniture & Carpentry: Functional & easily cleanable									
13	Electrics: All plugs functional									
14	Plumbing: No leaks									
15	No leaking taps									
16	Ablutions: Cistern covered									
17	Toilet seat and lid present and functional									
18	Toilet functional and not leaking									
19	Air - conditioning - Functional and visibly clean									
20	Pest control checks performed monthly									
	Totals:									
	Divide by 20									
	X 100 = Final Percentage:									

Month	Assessed By - Sign	Print	Desig	Date	Feedback received by:
June					
September					
December					
March					

Scoring and feedback-In Discussion with the Unit:				
June Scoring	NA =	NC =	PC =	C =
	NA x 2 =			C x 2 =
	A: PC + (C x 2) =		B: 102 - (NA x 2) =	
	A / B =		X 100 =	%
Gaps Identified:				
Action Plan:				
September Scoring	NA =	NC =	PC =	C =
	NA x 2 =			C x 2 =
	A: PC + (C x 2) =		B: 102 - (NA x 2) =	
	A / B =		X 100 =	%
Gaps Identified:				
Action Plan:				
June Scoring	NA =	NC =	PC =	C =
	NA x 2 =			C x 2 =
	A: PC + (C x 2) =		B: 102 - (NA x 2) =	
	A / B =		X 100 =	%
Gaps Identified:				
Action Plan:				
September Scoring	NA =	NC =	PC =	C =
	NA x 2 =			C x 2 =
	A: PC + (C x 2) =		B: 102 - (NA x 2) =	
	A / B =		X 100 =	%
Gaps Identified:				
Action Plan:				