

To be completed **quarterly** in **May, August, November and February** by the **Quality Assurance manager**  
Record NA/NC/PC/C for each indicator for each assessed month and calculate score using tables below.

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

N <sup>o</sup>	INDICATOR	May	August	November	February
<b>Records</b>					
1	Standardised paediatric records in use				
2	Inpatient files available for each baby and correctly divided				
3	Old notes secured in order and correctly divided awaiting discharge				
<b>Management meetings</b>					
4	There are weekly minuted unit management meetings				
5	These meetings include the doctors and nurses				
6	These meetings include communication, mortality, record audits and in-service education				
<b>Handover and allocation</b>					
7	Nursing handover occurs at the bedside				
8	The hand over includes the patient's diagnosis, age, condition and care/management required and given				
9	There is a written <b>medical handover</b> (red/blue flag) system				
10	The handover system verifies that unstable/critically ill patients & new admissions are reviewed twice/day				
11	There is evidence of effective delegation of responsibility in the unit ( <b>Daily allocation book</b> and <b>Champion list current</b> )				
<b>Referral</b>					
12	Documented up and down referral guideline including which children should be referred and to which hospital/s they should go.				
13	There is a current <b>transfer register</b>				
14	There is a standardized record to document communication with the referring/receiving hospital				
15	Receiving hospitals have a current record of pending transfers				
16	Receiving hospitals have a record of number of referrals received, number accepted and outcomes				
17	Children are transferred up or down within 24 hours				
18	Mothers accompany all children immediately/within 24 hours				
<b>DHIS</b>					
19	Paediatric ADD in use				
20	5 audited admissions (different days) have complete data				
21	5 audited separations (different days) have complete data				
22	Head count tally is current				
23	DHIS data is verified daily, weekly and monthly.				
<b>Guidelines</b>					
24	Paediatric EDL book readily available				
25	Nutrition/IMAM guidelines available and known				
26	Staff can easily locate x 2 requested protocols				
<b>Immunization</b>					
27	24 hour access to immunization is available				
<b>Stock control</b>					
28	There is a system to ensure stock levels are maintained				
	NA				
	NC				
	PC				
	C				
	<b>Final Scores:</b>	%	%	%	%

Month	Assessed By -Sign	Print	Desig.	Date	Feedback received by:
May					
August					
November					
February					

**Scoring and feedback-In Discussion with the Unit:**

<b>May Scoring</b>	NA =	NC =	PC =	C =
	NA x 2 =			C x 2 =
	A: PC + (C x 2) =		B: 56 - (NA x 2) =	
	A / B =		X 100 = %	

**Gaps Identified:**

**Action Plan:**

<b>August Scoring</b>	NA =	NC =	PC =	C =
	NA x 2 =			C x 2 =
	A: PC + (C x 2) =		B: 56 - (NA x 2) =	
	A / B =		X 100 = %	

**Gaps Identified:**

**Action Plan:**

<b>Nov. Scoring</b>	NA =	NC =	PC =	C =
	NA x 2 =			C x 2 =
	A: PC + (C x 2) =		B: 56 - (NA x 2) =	
	A / B =		X 100 = %	

**Gaps Identified:**

**Action Plan:**

<b>February Scoring</b>	NA =	NC =	PC =	C =
	NA x 2 =			C x 2 =
	A: PC + (C x 2) =		B: 56 - (NA x 2) =	
	A / B =		X 100 = %	

**Gaps Identified:**

**Action Plan:**