

Roles & Responsibilities: Neon. Dashboard

This tool serve to inform facilities of the roles and responsibilities related to the implementation of the Essential Package of Neonatal care.

A= The accountable person is ultimately answerable for the activity or decision. This includes "yes" or "no" authority and veto power. Only one "A" can be assigned to an action.

R= The individual(s) who complete the task. Responsible for action/implementation. Responsibility can be shared. The degree of responsibility is determined by the individual with the "A"

C= Individual(s) to be consulted prior to a final decision or action. This is a predetermined need for two-way communication. Input from the designated position is required.

I= Individual (s) who needs to be informed after a decision or action is taken. They may be required to take action as a result of the outcome. It is a one-way communication.

- 1. Accountability for implementation & achievement of Goals at Facility level rests with the CEO. Some of this accountability may be shared as indicated below.
- 2. There are multiple tools to be completed at various levels & by multiple people. This ensures responsibility is shared amongst all role players.
- 3. The chart indicates who is responsible for implementation and who should be informed if action is required for any of the tools/ interventions.

The following people should receive a copy of the dashboard each month.

- 1. OM
- 4. Facility Executive
- 7. District and Paediatric area Manager
- 2. Paediatric MO and/or Head clinical unit-paediatrics/neonate
- 5. District management including Quality, Infection and nutrition Manager
- 8. Provincial Neonatal Coordinator

- 3. Maternity Assistant Nurse Manage
- 6. DCST team
- 9. Provincial Paediatrician

Allocation		Ţ.		Facility																				
HHAPINeSS	Tool/Indicator	Time Frame	Tool Comple- tion	Evidence	Medical Officer (MO)	Operational Manager (OM)	Assistant Nursing Manager(ANM)	Infection Control Manager	Resuscitation Manager (RM)	Quality Assurance Manager (QAM)	Facility Information Officer	M and E Manager	Cleaning Company	Maintenance Manager	Stores Manager	Assets Manager	Laboratory Manager	Head of Pharmacy	HR manager	Finance Manager	Head Clinical Unit	Nursing Manager	Medical /Clinical Manager	Chief Executive Officer (CEO)
	Implementation plan	Quarterly	NA	DCST report	R	R	R														R	R	R	Α
	Non-rotating allocated MO	Quarterly	NA	Outreach report	С														R		R		R	Α
Leadership	OM qualification	Quarterly	NA	DCST report		С	R												R			Α		Α
	No. of MOs in Hosp. (1°)	Quarterly	NA	Outreach report															R				R	Α
	Approp. Paed cover (2º/3º)	Quarterly	NA	Call roster															R		R		R	Α
Financina	Consumables	Monthly	ОМ	Checklist & DCST report		R	-								R					R	ı			Α
Financing	Pharmaceuticals	Monthly	ОМ	Checklist & Outreach report	С	R	R											R			I		I	Α
Infra-	Infrastructure assessment	Annual	DCST	Tool 1	С	С	С													ı	I	ı	I	Α
structure	Plans to address gaps	Annual	NA	DCST report																R	R	R	R	Α

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	Equipment assessment	6mthly	DCST& AM	Tool 2		R	ı								1	ı				I	I	ı	ı	Α
	Equipment bed audit	6mthly	DCST& AM	Tool 3		R	- 1								-1	-1				ı	- 1	ı	-1	Α
Equipment	Equipment register	Annual & Mthly	DCST & OM	Register & DCST report	С	R	ı								I	I				I	I	I	_	Α
Equipment	Approp.no of HC beds	Quarterly	NA	Outreach report	R	R	- 1								-1	-1				ı	- 1	ı	-1	Α
	Equip. procurement plan	Annual	NA	DCST report	R	R	R								R	R				R	R	ı	R	Α
	Equipment maintenance checks	Daily	Staff	Checklists & DCST report		R	I								I	I					I			Α
Support	Support services assess.	Quarterly	QAM	Tool 4	С	С	С	ı	+ H¢	ead ra	idiolo	gy	R	R	R		R	R			I	ı	ı	Α
services	Maintenance register	Monthly	OM	DCST report		R	ı							R							I		ı	Α
	Systems Assessment	Quarterly	QAM	Tool 5	R	R	ı			R											ı	ı	ı	Α
	Neonatal ADD	Daily	Staff	DCST report	R	R	R				ı										ı	ı	ı	Α
	Standardised neon. record	Quarterly	NA	Outreach report	R	R	R			ı					ı					ı	ı	ı	ı	Α
Systems	Neonatal SOPs in use	Quarterly	NA	Outreach report	R	R	R			ı					ı					ı	ı	ı	ı	Α
	Neonatal Stats register	Daily	ОМ	Register & DCST report	R	R	R				I	R									-	I	-	Α
	Transfer Register	PRN	MO	DCST report	R	R	I														I	I	ı	Α
	Handover Register	Daily	MO	Outreach report	R	R	I														R	ı	ı	Α
	Human Resources Assess.	Quarterly	DCST	Tool 6	R	R	R			ı									R	R	R	Α	Α	Α
	Appropriate no. of nurses	Quarterly	NA	Tool 6		R	R												R	R		R		Α
	Non rotation of staff	Quarterly	NA	Tool 6		R	R												R	R	R	R	R	Α
Human	Daily MO ward round	Quarterly	NA	Outreach report	R																I		ı	Α
Resources	Staff data base	Monthly	OM	Tool 6	R	R	R			ı											R	ı	ı	Α
	Skills audits	Monthly	OM	DCST report	R	R	ı			ı											ı	ı	ı	Α
	% of staff KINC trained	Quarterly	NA	Outreach report	R	R	R														R	ı	R	Α
	ESMOE firedrill cover	Quarterly	NA	Outreach report	R	R	R														R	I	R	Α
	Resuscitation Assessment	Quarterly	RM	Tool 7	R	R	I		R	I											I	I	I	Α
A-asphyxia	Resus. trolley checklist	Daily	Staff	Checklist	R	R	I		I	ı											I	ı	ı	Α
	HBB Firedrill Coverage	Quarterly	NA	DCST report	R	R	R		R												R	I	R	Α

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	HBB Training Coverage	Quarterly	NA	DCST report	R	R	R		R												R	ı	R	Α
	Bagging skills check	Daily	Staff	Register	R	R	ı		I	I											ı	I	ı	Α
A acabayia	Fire drills	Monthly	ОМ	Assessment sheet	R	R	1		ı	ı											ı	I	ı	Α
A-asphyxia Cont.	Fire drills score sheet	Monthly	OM	Register	R	R	ı		I	I											ı	I	<u> </u>	Α
	HIE Rate	Monthly	OM	Neonatal ADD	R	R	ı		I	I											ı	ı	ı	Α
	Encephalopathy SOP+audit	PRN	MO&OM	Audit tool	R	R	ı			I											ı	ı	ı	Α
	Encephalopathy summary	Monthly	OM	Summary Sheet	R	R	ı			I											I	ı	I	Α
	Neonatal unit assessment	Quarterly	ANM	Tool 8	R	R	ı			ı											ı	ı	ı	Α
	KMC unit assessment	Quarterly	ANM	Tool 9	R	R	ı			ı											ı	I	ı	Α
₹	Sick /small record audit	Monthly	MO&OM	Audit tool	R	R	ı			-											ı	ı	ı	Α
P-Prematurity	Clinical/Record summary	Monthly	OM	Summary Sheet	R	R	I			ı											I	I	I	Α
a ma	Combined audit scoring	Monthly	ANM	Score sheet		R	ı			ı											ı	ı	ı	Α
-Pre	CPAP used this mth.	Monthly	NA	Outreach report	R	R	ı														ı	ı	ı	Α
<u> </u>	Antenatal steroid cover	Monthly	OM (LW)	LW register	R	R	ı											ı			ı	ı	ı	Α
	IPC Assessment	Monthly	IPC	Tool 12	R	R	I	R													ı	ı	I	Α
I – IPC	Hand washing Assessment	Monthly	IPC	Tool 13	R	R	I	R													ı	ı	I	Α
	MBFHI accreditation	Annual	NA	Cert.& DCST report	R	R	R		+ Die	eticia	า										R	R	R	Α
	Labour ward assessment	Quarterly	ANM	Tool 10	R	R	ı			I											ı	ı	ı	Α
Well New-	Post natal unit assessment	Quarterly	ANM	Tool 11	R	R	ı			I											ı	ı	ı	Α
born	Newborn Record audit	Monthly	OM (PN)	Audit tool	R	R	ı			I											ı	ı	I	Α
	Clinical/Record summary	Monthly	OM (PN)	Summary Sheet	R	R	ı			ı											ı	ı	ı	Α
	M&E Assessment Tool	Quarterly	M&E	Tool 14	R	R	R					R									R	I	R	Α
	Perinatal meeting	Monthly	NA	Outreach report	R	R	R					R									R	R	R	Α
	Mat. Interviews	Monthly	ANM	Interview sheet	R	R	_			_											ı	-1	_	Α
M&E	Consolidated death report	Monthly	ANM	Report and presentation	R	R	R					R									R	ı	I	Α
	PIPP data analysis	6 Monthly	MO&OM	PPIP Presentation	R	R	ı														-	ı	I	Α
	Neonatal Dashboard	Monthly	QAM	Dashboard	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	Α