

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.

Year:		Unit:	
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 processed and delivered within 3mths				
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.	Cord blood tubes				
16.	Glucose tubes				
17.	There is a 24hr laboratory service				
18.	Bilirubin/LP results available within 2hrs.				
19.	FBC results available within 8hrs.				
20.	HIV, RPR & CRP tests can be done.				
21.	20% of NHLS invoices have been audited monthly				
22.	Blood gas machine available and functional- In hospital-District In neonatal unit-2°/3°				
23.	Required blood products are available- Fresh dried plasma				
24.	Tetanus toxoid				
25.	Polygam- 2/3°				
26.	Emergency Paed packed cells -within 24hrs -District In hospital- 2°/3°				
Pharmacy					
27.	There is an emergency pharmacy service				
28.	80% of required pharmaceuticals available(Pharmaceuticals checklist)				
Linen					
29.	Adequate amounts of clean linen daily- Towels				
30.	Cot/incubator sheets				
31.	Baby blankets				
32.	Caps				
33.	KMC wraps				
34.	There is a system in place to wash baby clothes and KMC wraps				
CSSD					
35.	Required packs and sterile items available- IV pack				
36.	Neonatal Procedure				
37.	Sinappi Expressing Cups				
A. NA					
NC					
PC					
C					

Radiology		June	September	December	March
38.	There is a 24hr mobile X-Ray service				
39.	Urgent X-Rays available within 1hr				
40.	Cranial ultrasound with preterm robe can be performed (2°/3°)				
41.	Colour dopler can be performed (2/3°)				
42.	CT scans can be performed (3°)				
43.	MRI can be performed (3°)				
Cleaning					
44.	Cleaning staff are non-rotational (6 mths minimum)				
45.	Cleaning staff trained and competent in cleaning equipment				
46.	Cleaning staff terminally clean equipment				
47.	Ablution cleaning checklist current and compliant				
48.	Unit cleaning checklists current and compliant				
Maintenance					
49.	Maintenance register in use				
50.	Maintenance requests followed up monthly				
51.	All maintenance requests completed within 3 months				
52.	Neonatal unit well maintained (See checklist below)				
53.	KMC unit well maintained (See checklist below)				
54.	Lodger unit well maintained (See checklist below)				
		B. NA			
		NC			
		PC			
		C			
		Final Scores:	%	%	%

Maintenance checklist														
No	Item		Neonatal Unit				KMC unit				Lodger Unit			
		Month	Jun	Sep	Dec	Ma	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														
X100=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=
	NAx2=			Cx2=
	A: PC + (Cx2) =		B: 108 - (NAx2)=	
	A / B =		X 100 = %	
Gaps Identified:				
Action Plan:				
September Scoring	NA=	NC=	PC=	C=
	NAx2=			Cx2=
	A: PC + (Cx2) =		B: 108 - (NAx2)=	
	A / B =		X 100 = %	
Gaps Identified:				
Action Plan:				
June Scoring	NA=	NC=	PC=	C=
	NAx2=			Cx2=
	A: PC + (Cx2) =		B: 108 - (NAx2)=	
	A / B =		X 100 = %	
Gaps Identified:				
Action Plan:				
September Scoring	NA=	NC=	PC=	C=
	NAx2=			Cx2=
	A: PC + (Cx2) =		B: 108 - (NAx2)=	
	A / B =		X 100 = %	
Gaps Identified:				
Action Plan:				