

# *Ideal Clinic South Africa*

## CHECK LIST FOR IDEAL CLINIC DASHBOARD

### VERSION 15 FOR CROSS DISTRICT PEER REVIEWS

**January 2016**



**health**

Department:  
Health  
**REPUBLIC OF SOUTH AFRICA**

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## ELEMENT 1: Checklist for external signage

**Use the checklist below to check the external signage of the facility.**

**Scoring** - In column for Score mark as follows:

Y (Yes) = if present; N (No) = if not present; NA (Not applicable) = signage is NA to the specific facility due to the size of the facility (small facilities) or type of services rendered.

External Signage	Score
<b>Geographical location signage from main roads</b>	
a. Both directions on each main road	
b. At least 1 km from clinic	
c. No obstructions to visibility	
<b>Vehicle Entrance signage</b>	
a. Right of admission, subject to search, disclaimer notices	
b. Prohibition symbols – weapons, smoking, animals, hawkers	
<b>Specific external locations:</b>	
a. Emergency Assembly point	
<b>Waste storage:</b>	
a. Hazardous	
b. Biological	
c. Household/Domestic	
<b>At or near to main entrance of building:</b>	
a. Ambulance parking sign	
b. Ambulance parking area marked on paving.	
<b>Total score</b>	
<b>Total maximum possible score (sum of all scores minus the ones marked NA)</b>	
<b>Percentage (Total score/Total maximum possible score)*100</b>	
	<b>%</b>

### **Score calculation:**

Y = 1; N = 0; NA = NA

Percentage obtained	Score
80%	Green
40-79%	Amber
<40%	Red

## ELEMENT 8: Checklist for facility's internal signage

**Use the checklist below to check whether all service areas within the facility is clearly signposted.**

**Scoring** - In column for Score mark as follows:

Y (Yes) = if present; N (No) = if not present; NA (Not applicable) = signage is NA to the specific facility due to the size of the facility (small facilities) or type of services rendered.

Internal Branding	Score
Help Desk	
Reception	
Complaints/Suggestions/Compliments box	
Medicine storage room/ /dispensary/Pharmacy (if applicable)	
Emergency Room	
Facility Manager – door identifier and name plate	
Emergency Exit(s)	
Exit(s)	
Stairs (if applicable)	
<b>Patient Toilets</b>	
a. Directional arrows to toilets	
b. Disabled toilet pictogram	
c. Female toilet pictogram	
d. Male toilet pictogram	
<b>Directional signs for service areas - Colour-coded pathway guides (lines/arrows) for each service area</b>	
<b>Consultation rooms for 3 Streams of care or General consultation room (for small facilities):</b>	
a. Acute/minor ailments (orange)	
b. Chronic Diseases (blue)	
c. MCWH (deep green)	
d. Health Support Services (yellow)	
e. Chronic Medicine Collection (CCMDD)	
f. Medicine storage room/ dispensary/Pharmacy (if applicable)	
<b>Waiting area(s)</b>	
a. No smoking pictogram	
<b>Firefighting signs :</b>	
a. At each hose, fire hose pictogram	
b. At each extinguisher, fire extinguisher pictogram	
<b>Support/Admin areas ( room name sign on each door at eye-level)</b>	
a. Storeroom(s)	
b. Sluice room	
c. Laundry	
d. Kitchen	
e. Patient records storage room	
f. Admin officers	

g. Community Outreach Service	
h. Change room	
i. Staff toilet(s)	
j. Staff room/boardroom	
<b>Total score</b>	
<b>Maximum possible score (sum of all scores minus the ones marked NA)</b>	
<b>Percentage (Total score/Total maximum possible score)*100</b>	<b>%</b>

NB:

Facilities that are too small (less than 3 consulting rooms) to be segregated into three streams will not be expected to have dedicated consulting areas for acute, chronic health conditions and preventative health services with accompanying signage but should still adhere to ICSM principles. This means that patients should be treated holistically and not be sent from one section to another because of co-morbidities. Signage for the three streams should therefore be marked as NA.

Directional signs for streams of services to be on walls or floors to facilitate patient movement

**Score calculation:**

**Y = 1; N = 0; NA = NA**

Percentage obtained	Score
80%	Green
40-79%	Amber
<40%	Red

## ELEMENT 10: Checklist for staff dress code and identification tags

**Use the checklist below to check that the staff on duty are dressed according to the prescribed dress code and wear identification tags.**

**Scoring** - In column for Score mark as follows:

Randomly select 10 staff members to review.

Y (Yes) = if present/adhered to; N (No) = if not present/not adhered to; NA (Not applicable) = if there is not enough staff on duty/appointed to evaluate 10 staff members, check those on duty

Staff member	Score dress code	Score identification tag
Staff member 1		
Staff member 2		
Staff member 3		
Staff member 4		
Staff member 5		
Staff member 6		
Staff member 7		
Staff member 8		
Staff member 9		
Staff member 10		
<b>Score</b>		
<b>Maximum possible score (sum of all scores minus the ones marked NA)</b>		
<b>Total score (score for dress code + identification tag)</b>		
<b>Total maximum possible score (sum of dress code + identification tag minus the ones marked NA)</b>		
<b>Percentage (Total score/maximum possible score)*100</b>		

### **Score calculation:**

**Y = 1; N = 0; NA = NA**

Percentage obtained	Score
90%	Green
40-89%	Amber
<40%	Red

## ELEMENT 12: Checklist for wheelchair accessibility

Use the checklist below to check the accessibility for users in wheelchairs.

**Scoring** - In column for Score mark as follows:

Y (Yes) = if present/adhered to; N (No) = if not present/not adhered to

Item	Score
All main entrances accessible for persons in wheelchairs.	
At least one toilet with access for persons in wheelchairs.	
Handrails installed in at least one toilet.	
A non-slip surface finishes on ramps.	
<b>Total score</b>	
<b>Percentage (Total score/4)*100</b>	<b>%</b>

Score calculation:

Y = 1; N = 0; NA = NA

Percentage obtained	Score
100%	Green
40-99%	Amber
<40%	Red

## ELEMENT 17: Checklist for adherence of patient records to ICSM prescripts

Use the checklist below to check whether patient records comply with ICSM prescripts

**Scoring** - In column for Score mark as follows:

**Randomly** select three (3) active records, where possible retrieve a file form each of the 3 streams of care (Chronic, MCWH and Acute)

Y (Yes) = recorded; N (No) = not recorded; NA (Not applicable) = if patient did not receive relevant treatment

Type of information/notes	Score record 1	Score record 2	Score record 3
<b>Organisation of patient record – check whether the record is organised into the following sections</b>			
Cover: Administrative detail			
Medical notes			
Laboratory test results			
National stationery (if applicable)			
a. ART (for HIV patient on treatment)			
b. TB (for TB patient on treatment)			
Prescription charts			
<b>Administrative details (on cover of record)</b>			
Name and surname			
Clinic file number			
Gender			
Contact details			
ID number, if available, or date of birth or passport number			
<b>Patient history (in Medical note section)</b>			
Any history of symptoms experienced since last visit			
Patient experiences any symptoms at night that awakes them from their sleep.			
Patient visited the general practitioner or other health facilities during the period before the current visit			
Patient asked what and how often they take their medication			
Patient experienced any side-effects on prescribed medication			

Patient asked whether they use any additional medication besides the medication provided by clinic			
Diagnostic condition/s			
Allergies where applicable			
Effect of the condition on the patient's ability to conduct their normal daily living activities.			
An enquiry made regarding the following : a. whether the patient smokes cigarettes, b. consumes alcohol ,or c. uses snuff.			
<b>Examination: Vitals (in Medical note section)</b>			
Height of patient at the 1 <sup>st</sup> and 7 <sup>th</sup> visit (if chronic patient )			
Weight at every visit			
Body mass index (BMI) calculated at the 1 <sup>st</sup> and 7 <sup>th</sup> visit (if chronic patient )			
Blood pressure at every visit			
Pulse rate at every visit			
Blood sugar as per guidelines			
Urine dipstick as per guidelines			
<b>Examination: Other (in Medical note section)</b>			
<b>Patient fully examined with a view to detecting worsening clinical condition(s)/complications</b>			
a. General (JACCOL)			
b. Chest			
c. Cardiovascular			
d. Abdomen			
e. Mental state examination			
<b>Additional investigation/s conducted as applicable</b>			
a. Foot : at diagnosis and annually in diabetics			
b. Eye : annual ophthalmic examination for diabetics			
<b>Laboratory tests (where applicable, in Laboratory test result section)</b>			
Urea and Electrolytes (U&E): annually for diabetes and hypertension			
HBA1C: annually for diabetic patients if stable and after 3 months if treatment is changed			
Cholesterol: at diagnosis			

Cervical smear: as per protocol or if high risk group			
CD4 /Viral load : as per clinical guideline			
<b>Patient management (in Medical note section)</b>			
Health education provided			
Medication prescribed indicating the following:			
a. Name and amount of medication			
b. Dosage			
c. Method/route / time of administration			
Referral (where applicable)			
Date of next visit indicated			
Health Care Practitioner's signature			
Date signed by Health Care Practitioner			
<b>Score</b>			
<b>Maximum possible score (sum of all scores minus the ones marked NA)</b>			
<b>Total score (Sum of scores for 3 record)</b>			
<b>Total maximum possible score (sum scores for 3 records minus the ones marked NA)</b>			
<b>Percentage (Total score/Total maximum possible score)*100</b>	%		

**Score calculation:**

**Y = 1; N = 0; NA = NA**

Percentage obtained	Score
90%	Green
40-89%	Amber
<40%	Red

## ELEMENT 19: Checklist for filing, archiving and disposal of patient records

**Use the checklist below to determine whether the facility adheres to the SOP for filing, archiving and disposal of patient records**

**Scoring** - In column for Score mark as follows:

Y (Yes) = adhered to prompt; N (No) = do not adhered to prompt

Item	Score
Facility/district/provincial SOP for filing, archiving and disposal of patient records are available	
<b>Patient record storage room – patient record storage room adhere to the following:</b>	
Lockable with a security gate	
Shelves to store files	
Lowest shelf start at least 150 mm off the floor, top of shelving is not less than 320 mm from the ceiling to allow airflow	
Aisle and shelves labelled correctly according to SOP	
Counter or sorting table to sort files	
Light is functional	
Is clean, free of dust	
<b>Filing of patient records – the filing system adheres to the following:</b>	
Facility retained patient records in use	
Standardised unique record registration number is assigned to files. Any of the following methods can be used : (surname of patient, Identity Document number or date of birth of patient or a set of numbers)	
Record registration number is clearly displayed on the cover of the patient record	
All patient records are filed as per SOP (not lying in unlabelled boxes )	
There is a system in place to check that all patient records that were issued for the day are returned at the end of the day	
Annual register available of records that were archived with the possibility to be destructed	
<b>Total score</b>	
<b>Total maximum possible score (sum of all scores minus the ones marked NA)</b>	
<b>Percentage (Total Score/Total maximum possible score)*100</b>	<b>%</b>

**Score calculation:**

**Y = 1; N = 0**

Percentage obtained	Score
90%	Green
40-89%	Amber
<40%	Red

## ELEMENT 23: Checklist for priority stationery

**Use the checklist below to check the availability of stationery.**

**Scoring** - In column for Score mark as follows:

Y (Yes) = present; N (No) = not present; NA (not applicable) = if stationery is not applicable to the facility

Stationery Type	Facilities' minimum quantity	Score
Goods and supplies order forms		
Patient record for adults		
Patient record for children		
Active TB patient record		
Road to Health Booklet for Boys		
Road to Health Booklet for Girls		
Appointment Cards - General		
Appointment Cards - TB		
Appointment Cards - ART		
Patient information registers/Tick sheet		
WBPHCOT referral forms		
School Health referral forms		
General referring form		
<b>Total Score</b>		
<b>Maximum possible score (sum of all scores minus the ones marked NA)</b>		
<b>Percentage (Total score/maximum possible score)*100</b>		<b>%</b>

**Score calculation:**

**Y = 1; N = 0; NA = NA**

Percentage obtained	Score
90%	Green
40-89%	Amber
<40%	Red

## ELEMENT 41: Check list for ICSM compliant package of clinical guidelines

Use the checklist below to check the availability of ICSM compliant package of clinical guidelines.

**Scoring** - In column for Score mark as follows:

**Randomly** select two (2) consulting rooms

Y (Yes) = present; N (No) = not present, NA (not applicable) = at least one copy of EML for hospitals must be in doctor's room, therefore only one consulting room needs to have one, mark other consulting room as NA

Item	Score	
	Consulting room 1	Consulting room 2
Primary Care 101 guidelines – v2 2013/14		
Standard Treatment Guidelines and Essential Medicine List for Primary Health Care -2008		
Standard Treatment Guidelines and Essential Medicine List for Hospitals – 2012 ( <b>only in consulting room used by the doctor</b> )		
Standard Treatment Guidelines and Essential Medicine List for Paediatrics – 2013		
Integrated Management of Childhood illness Chart Booklet- 2011		
Newborn Care Charts Management of Sick and Small Newborns in Hospital SSN Version 1- 2009		
<b>Score</b>		
<b>Maximum possible score (sum of all scores minus the ones marked NA)</b>		
<b>Total score for all 2 consulting rooms</b>		
<b>Total maximum possible score (sum of all consulting rooms scores minus the ones marked NA)</b>		
<b>Percentage (Total score/Total maximum possible score)*100</b>	<b>%</b>	

### Score calculation:

Y = 1; N = 0; NA

Percentage obtained	Score
100%	Green
40-99%	Amber
<40%	Red

## ELEMENT 49: Checklist for Adverse Event management records

**Use the checklist below to check the availability of records required for the effective management of Adverse Events/Patient Safety Incidents.**

**Scoring** - In column for Score mark as follows:

**Check adverse event records** for the past three (3) months

Y (Yes) = available; N (No) = not available; NA (not applicable) = if no adverse event were reported in the past 3 months

Item	Score
Adverse event/Patient Safety Incident Register	
Statistical data on the number of adverse events/patient safety incidents reported per month	
Statistical data on classifications (categorization) of adverse events/patient safety incidents	
<b>Total score</b>	
<b>Total maximum possible score (sum of all scores minus the ones marked NA)</b>	
<b>Percentage (Score/Total maximum possible score)*100</b>	<b>%</b>

**Score calculation:**

**Y = 1; N = 0; NA = NA**

Percentage obtained	Score
100%	Green
40-99%	Amber
<40%	Red

## ELEMENT 54: Checklist for personal protective clothing

**Use the checklist below to check whether protective clothing is available and worn.**

**Scoring** - In column for Score mark as follows:

Y (Yes) = available/worn; N (No) = not available/not worn; NA (not applicable) = if staff is not in a situation where they need to wear protective clothing at the time of the audit

Item	Score Stock available	Score -Worn by staff
Gloves – Non sterile		
Gloves - Sterile		
Long sleeve gowns/disposable aprons		
Surgical masks (face covers)		
Goggles		
<b>Score</b>		
<b>Maximum possible score (sum of all scores minus the ones marked NA)</b>		
<b>Total score for all stock available and worn by staff</b>		
<b>Total maximum possible score (sum of stock available and clothing worn by staff minus the ones marked NA)</b>		
<b>Percentage (Total score/maximum possible score)*100</b>	<b>%</b>	

### **Score calculation:**

**Y = 1; N = 0; NA = NA**

Percentage obtained	Score
100%	Green
40-99%	Amber
<40%	Red

## ELEMENT 72: Checklist for complaint management records

**Use the checklist below to check the availability of records required for effective Complaint Management.**

**Scoring** - In column for Score mark as follows:

**Check complaints** records for the past three (3) months for statistical data. For complaint letters and redress letter/minutes, check the last 5 complaints that were resolved for evidence

Y (Yes) = available; N (No) = not available; NA (not applicable) = if no complaints were reported in the past 3 months. Registers must still indicate that 0 complaints were recorder

Item	Score
Complaints letters (check the last 5 complaints resolved)	
Complaints redress letters/minutes (check the last 5 complaints resolved)	
Complaints register	
Statistical data on classifications of complaints	
Statistical data on indicators for complaints	
<b>Total score</b>	
<b>Total maximum possible score (sum of all scores minus the ones marked NA)</b>	
<b>Percentage (Score/Total maximum possible score)*100</b>	<b>%</b>

### **Score calculation:**

**Y = 1; N = 0; NA = NA**

Percentage obtained	Score
100%	Green
40-99%	Amber
<40%	Red

## ELEMENT 85: Checklist for tracer medication

**Use the checklist below to check the availability of tracer medication**

**Scoring** - In column for Score mark as follows:

**Check** available stock

Y (Yes) = available; N (No) = not available

Item	Score
Abacavir Syrup 20mg/ml	
ACE-Inhibitors: e.g. Enalapril 5mg tablets	
Adrenaline Injection 1mg/ml (Epinephrine)	
Amlodipine 5mg tablets	
Amoxicillin 250mg OR 500mg capsules	
Amoxicillin suspension 125mg/5mL OR 250mg/5mL	
Aspirin 300mg tablets	
Azithromycin 250mg or 500mg tablets	
BCG vaccine	
Beclomethasone inhaler 100mcg and 200 mcg	
Benzathine benzylpenicillin 2.4MU vial	
Betamethasone 4mg ampoules	
Ceftriaxone 500mg OR 1g ampoules	
Chloramphenicol 1%, ophthalmic ointment	
Co-trimoxazole 80/400mg / 5mL suspension	
Co-trimoxazole 80/400mg tablets	
Dextrose 10% intravenous	
Efavirenz 600mg tablets	
Ferrous lactate/gluconate suspension	
Ferrous sulphate/fumarate tablets	
Folic acid 5 mg tablets	
Furosemide 20mg ampoule	
Furosemide 40mg tablets	
Hepatitis B vaccine	
Hexavalent: DTaP-IPV-HB-Hib vaccine	
HMG CoA reductase inhibitors, e.g. Simvastatin 10 mg tablets	
Hydrochlorothiazide 12.5mg OR 25mg tablets	
Ibuprofen 200 mg OR 400mg tablets	
Insulin - short acting	
Isoniazid 100mg tablets	
Isosorbide dinitrate, sublingual, 5 mg tablets	

Lopinavir/ritonavir 200mg/50mg tablets	
Magnesium sulphate 50%, 2mL ampoule	
Measles vaccine	
Medroxyprogesterone acetate 150mg/mL injection OR norethisterone 200mg/ml	
Metformin 500mg tablets	
Methyldopa 250 mg tablets	
Metronidazole 200mg or 400mg tablets	
Midazolam (1mg/ml OR 5mg/ml) OR Diazepam 5mg/ml	
Nevirapine 200mg tablets	
Nevirapine 50mg/5mL suspension	
Nifedipine 5mg OR 10mg capsules	
Oral rehydration solution	
Oxytocin 20 units OR oxytocin/ergometrine combination	
Paracetamol 120mg/5mL suspension	
Paracetamol 500mg tablets	
Phenobarbital 30mg tablets OR Carbamazepine 100mg/5mL suspension	
Pneumococcal Conjugated Vaccine (PCV)	
Polio vaccine (oral)	
Prednisone 5mg tablets	
Pyrazinamide 500mg tablets	
Pyridoxine 25mg tablets	
RH 300mg/150mg OR 150/75mg tablets	
RH 60/60 tablets	
RHZE (150/75/400/275) tablets	
Ritonavir 80mg/mL suspension	
Rotavirus vaccine	
Salbutamol inhaler	
Sodium chloride 0.9% 1L	
Tenofovir/emtricitabine/efavirenz 300/200/600mg tablets	
Tetanus and diptheria (Td) vaccine	
Tetanus toxoid (TT) vaccine	
Valproate sodium 50mg/mL / 200mg/5mL	
Vitamin A 100 000U or 200 000U capsule	
Zidovudine 300mg tablets	
Zidovudine 50mg/5mL suspension	
<b>Total score</b>	<b>172</b>
<b>Percentage (Score/74)*100</b>	<b>%</b>

**Score calculation:**

**Y = 1; N = 0**

<b>Percentage obtained</b>	<b>Score</b>
<b>90%</b>	<b>Green</b>
<b>40-89%</b>	<b>Amber</b>
<b>&lt;40%</b>	<b>Red</b>

## ELEMENT 88: Checklist for basic surgical supplies (consumables)

**Use the checklist below to check the availability of surgical and dressing supplies**

**Scoring** - In column for Score mark as follows:

NB: Surgical supplies marked with a \* is only applicable to facilities that have a permanent doctor

Y (Yes) = available; N (No) = not available; NA (not applicable) = if facility does not have a permanent doctor

SURGICAL SUPPLIES			
Item	Score	Item	Score
* Admin set blood 10 drops/ml /pack		Haemolysis applicator sticks	
Admin set 20 drops/ml 1.8m /pack		HB meter clip	
Admin set paed 60 drops/ml 1.8m /pack		Infusion set 19g	
* Amnihook curved /pack		* Infusion set 21g	
Aquapackrespiflo 2325 /pack		* Infusion set 23g	
Blade razor disposable 5 s/pack		* Infusion set ivac 590	
Blade stitch cutter sterile short /pack		Jelco/delta ven t 18g green /box	
Blood collecting vacutainer 21g		Jelco/delta ven t 20g pink /box	
Blood lancets (haemolance)		Jelco/delta ven t 22g blue /box	
Bulldogs		Mask oxy adult 24% with tube or cannula nasal	
* Cannula nasal adult		Mask oxy adult 40% with tube or cannula nasal	
* Cannula nasal paed		Mask oxy paed 24% with tube or cannula nasal	
* Cannula nasal infant		Surgical face mask with ear ties /box	
* Catheter foley 8f silicone /tube		Nebulizer face mask adult	
Catheter foley 10f silicone /tube		Nebulizer face mask child	
Catheter foley 12f elatome /tube		* Needle and cartridges for LA	
Catheter foley 14f elatome /tube		Needle hypod 19g /box	
Catheter foley 14f silicone /tube		Needle hypod 21g /box	
Catheter foley 16f elatome /tube		Needle hypod 22g/box	
Catheter foley 16f silicone /tube		Needle hypod 23g /box	
Catheter foley 18f elatome /tube		Needle hypod 25g /box	
Catheter foley 18f silicone /tube		Needle insulin 30g (novofine) /box only if pen-sets are not used	
Catheter foley 20f elatome /tube		* Sheath incontinence 25mm	
Catheter foley 20f silicone /tube		* Sheath incontinence 30mm	
Catheter foley 22f elatome /tube		* Sheath incontinence 35mm	
* Catheter suction resp 500mm 06f		Silver nit/pot nitrate stick / stick	
Catheter suction resp 500mm 08f		Spatula vaginal aylesburg	
Catheter suction resp 500mm 10f		Suture chromic g1 1/2 rc40 75cm (w770)	
* Catheter suction resp 500mm 12f		Suture chromic g2/0 1/2 rc36 90cm (816g)	
* Catheter suction resp 500mm 14f		Suture nylon g2/0 3/8 rc26 45cm (664g)	
* Catheter thoracic silicone st20		Suture nylon g2/0 3/8 rc39 75cm	

		(w736)	
* Catheter thoracic silicone st24		Suture nylon g3/0 3/8 rc24 45cm (663g)	
* Catheter thoracic silicone st28		Suture nylon g4/0 3/8 rc19 45cm (662g)	
* Catheter thoracic silicone st30		Syringe hypod insulin 100u/ml 27g /box	
* Catheter thoracic silicone st32		Syringe hypodluer 3-part 10ml/box	
HB Chamber glass-grooved white		Syringe hypodluer 3-part 20ml	
HB Cover glass-plain green		Syringe hypodluer 3-part 2ml /box	
* Drainage sys chest u/water adult		Syringe hypodluer 3-part 5ml /box	
Drainage bag urine leg 750ml		Syringe hypod tuberculin 25g /box	
Electrodes adult		Thermometer clinical Celsius	
Feeding tube 600mm fg5		Tongue depressor wood	
Feeding tube 600mm fg8		* Tube et cuffless (oral/nasal) 2.0mm	
Feeding tube 1000mm fg10		* Tube et cuffless (oral/nasal) 2.5mm	
Gloves exam n/sterile latex large /box		* Tube et cuffless (oral/nasal) 3.0mm	
Gloves exam n/sterile latex medium /box		Tube et cuffless (oral/nasal) 6.0mm	
Gloves exam n/sterile latex small /box		* Tube et cuffless (oral/nasal) 6.5mm	
Gloves surg latex sz 6 /box		* Tube stomach washout 24fg	
Gloves surg latex sz 6.5 /box		* Tube, stomach washout 26fg	
Gloves surg latex sz 7 /box		* Tube, stomach washout 28fg	
Gloves surg latex sz 7.5 /box		* Tube stomach washout 30fg	
Gloves surg latex sz 8 pdr/free /box		* Ultrasound gel medium viscosity	
Guedel airway size 1		Urine drainage bag type 2 with tap	
Guedel airway size 00		Disposable aprons	
Guedel airway size 3			
Guedel airway size 4			
<b>Sub Total 1 for surgical supplies</b>		<b>Sub Total 2 for surgical supplies</b>	
<b>Sub Maximum score 1 (sum of all scores minus the one NA)</b>		<b>Sub Maximum score 1 (sum of all scores minus the one NA)</b>	
<b>Score for surgical supplies (Total of Sub Total 1 and 2)</b>			
<b>Maximum possible score for Sub Total 1 and 2 (Total of Sub Total 1 and 2 minus the ones NA)</b>			
<b>Percentage for surgical supplies (Score/Maximum possible score)*100</b>			
<b>DRESSINGS SUPPLIES</b>			
<b>ITEM</b>		<b>Pack size</b>	<b>Score</b>
Bactrigras 100x100mm /box		10	
Bandage elastoplast 25mmx4.5m /roll			
Bandage elastoplast 75mmx4.5m /roll		1	
Bandage crepe 75mm /roll		1	
Bandage crepe 150mm /roll		1	
Cotton wool balls 1g 500` s		1	
Elastomesh size 2 7432 /box expensive		1	
Elastomesh size 1 7431 /box		1	
Elastomesh size 5 7435 /box		1	
Elastomesh size 6 7436 /box		1	
Gauze paraffin 100x100 /box		10	

* Gauze abs grade 1 burn 225x225x16 /pack	100	
Gauze swabs plain n/s 100x100x8ply/pack	100	
* Padding cast ortho 50mmx3m /roll	1	
* Padding cast ortho 100mmx3m /roll	1	
* Padding cast ortho 150mmx3m /roll	1	
* Plaster of paris bandage 100mm /roll	1	
* Plaster of paris bandage 150mm /roll	1	
* Plaster of paris bandage 200mm /roll	1	
Sanitary towels maternity /pack	12	
* Skin traction kit - adult (elast 0468)	1	
* Skin traction kit - child (elast 0469)	1	
* Sodium carboxymethylcel (intrasite) 15g expensive	1	
Stockinette 100mm /roll	1	
Tape adhesive micro-porous 50mmx5m /roll	1	
Tape adhesive zinc oxide 50mmx5m /roll	1	
Tray dressing basic small (surgical pack)	1	
Webcol 24x30 1ply /box	200	
<b>Score for dressing supplies</b>		
<b>Maximum score for dressing supplies (sum of all scores minus the one NA)</b>		
<b>Percentage for dressing supplies (Score/Maximum score)*100</b>		
<b>Total score for surgical and dressing supplies</b>		
<b>Total maximum score for dressing supplies and surgical supplies (sum of all scores minus the ones marked NA)</b>		
<b>Percentage scored for surgical and dressing supplies (Total score/Total maximum score)*100</b>		<b>%</b>

**Score calculation:**

**Y = 1; N = 0; NA = NA**

Percentage obtained	Score
90%	Green
40-89%	Amber
<40%	Red

## ELEMENT 90: Checklist for diagnostic (laboratory) equipment and consumables

**Use the checklist below to check the availability of laboratory equipments and consumables**

**Scoring** - In column for Score mark as follows:

Y (Yes) = available; N (No) = not available; NA (not applicable) = NA for equipment and consumables that is not needed at the facility example Malaria rapid strips is not needed in areas where Malaria is not prevalent

Item	Score
<b>Laboratory equipment and consumables</b>	
Hb meter	
Blood glucometer	
Glass slides	
Lancets	
Blood glucose strips	
Urine dipsticks	
Urine specimen flasks	
Spare batteries	
Malaria rapid test (where applicable)	
Rapid HIV test	
Rh 'D' (Rhesus factor) test	
<b>Score for laboratory equipment and consumables</b>	
<b>Maximum possible score (sum of all scores minus the ones marked NA)</b>	
<b>Percentage (Score/maximum possible score)*100</b>	
<b>NHLS consumables</b>	
Request forms	
PHC Request Form	
Cytology Request Form	
PHC Order Book Material for specimen collection	
PHC Facility Specimen Register	
Routine Specimen Collection Materials	

Vacutainer tube: Red Top	
Vacutainer tube: Blue Top (Sodium Citrate)	
Vacutainer tube: Purple Top (EDTA)	
Vacutainer tube: Yellow Top (SST)	
Vacutainer tube: Grey Top (Sodium Fluoride)	
Vacutainer tube: White Top	
Vacutainer tube: Green (Heparin)	
Microtainer: Yellow (SST-Paeds)	
Microtainer: Purple (EDTA Paeds)	
Sterile Tubes (without additive) for MC&S	
Sterile specimen jars	
Swabs with transport medium	
Needles (Green)	
Specimen Plastic Bags	
Pap smear collection materials	
Fixative Wooden spatula	
Slide holder	
Microscope Slides	
Early Infant diagnosis (EID) collection material	
DBS PCR Kit	
<b>Score NHLS consumables</b>	
<b>Maximum possible score (sum of all scores minus the ones marked NA)</b>	
<b>Percentage (Score/maximum possible score)*100</b>	
<b>Total Score for all (Total score laboratory equipment and consumables + total score NHLS consumables)</b>	
<b>Total Maximum possible score (sum of all scores minus the ones marked NA)</b>	
<b>Percentage (Total score/Total maximum possible score)*100</b>	<b>%</b>

**Score calculation:**

**Y = 1; N = 0; NA = NA**

Percentage obtained	Score
100%	Green
40-99%	Amber
<40%	Red

## ELEMENT 91: Checklist for handling of specimens according to the PHC laboratory handbook

Use the checklist below to check whether specimens are handled according to the PHC Laboratory Handbook

**Scoring** - In column for Score mark as follows:

**Check** three samples from each of the groups of specimens (A to C) as listed in table 1 and check whether they comply with the guidelines provided

Y (Yes) = handled correctly; N (No) = not handled correctly; NA (not applicable) = NA if the facility do not have the specific group of specimen in storage according to table1.**Table 1: Grouping of specimens**

Group A	Group B	Group C
Blood Pleural effusion Sputum Stool Urine	Pap smear	MCS (Microscopy, culture band sensitivity)

Item	Group A			Group B			Group C		
	Score sample 1	Score sample 2	Score sample 3	Score sample 1	Score sample 2	Score sample 3	Score sample 1	Score sample 2	Score sample 3
<b>General</b>									
Specimens are clearly labeled									
Each laboratory request form is correctly completed									
There is at least one functional wall mounted thermometer in area for lab specimens are stored for courier collection									
The temperature of the storage area for lab specimens is recorded daily									
<b>Group A specimens</b>									
Samples kept away from direct sunlight									
Where room temperature exceeds 25°C, samples should be stored in the fridge (+- 5°C)									
Length of storage does not exceed 24 Hours, stored at Room temperature 20-25°C									

Group B specimens									
Stored at room temperature									
Stored inside a slide carrier (envelope)									
Group C specimens									
Samples placed into the transport medium provided (where appropriate)									
Samples kept away from direct sunlight									
Where room temperature exceeds 25°C, samples should be stored in the fridge (+- 5°C)									
Length of storage does not exceed 24 Hours, stored at Room temperature 20-25°C									
<b>Score</b>									
<b>Maximum possible score (sum of all scores minus the ones marked NA)</b>									
<b>Total score for all samples</b>									
<b>Total Maximum possible score (sum of all samples () minus the ones marked NA)</b>									
<b>Percentage (Total score/total maximum possible score)*100</b>									
	%								

**Score calculation:**

**Y = 1; N = 0; NA = NA**

Percentage obtained	Score
100%	Green
40-99%	Amber
<40%	Red

## ELEMENT 92: Checklist for turnaround times of laboratory results

**Use the checklist below to check whether the turnaround times for laboratory results are in line with the specified turnaround times**

**Scoring** - In column for Score mark as follows:

Check register for sending and receiving laboratory results, check 3 records.

Y (Yes) = results received within specified turnaround time; N (No) = results NOT received within specified turnaround time; NA (not applicable) = if the specific result (listed under point 1 to 9) is not in the record.

No	Item	Turnaround time	Score record 1	Score record 2	Score record 3
1	Blood results All except those listed in number 2 and 3	24 hours			
2	Blood results: Cholesterol, CRP (C-reactive protein), FT4 (Free Throxine 4), HbA1c (Glycated Haemoglobin), Phenytoin, lipase, PSA (Prostate specific hormone), Red Cell Folate, Triglycerides, TSH (Thyroidstimulating hormone), Vitamin B12, CD4 Count, RPR(Rapid Plasma Reagin test for syphilis), Hepatitis A, B or C	24 to 48 hours			
3	Blood results: HIV PCR for infants, Viral Load	48- 120 hours			
4	Pap smear	Variable depending on the result (3-5 days)			
5	MCS (Microscopy,culture band sensitivity)	24-72 hours			
6	Sputum: TB	Between 5 days and 6 weeks (depending on the methodology, e.g. LPA v/s MGIT Culture			
7	Sputum: Xpert MTB/RIF	24 hours			
8	Stool	24 hours			
9	Urine	24 hours			
	<b>Score</b>				
	<b>Maximum possible score (sum of all scores minus the ones marked NA)</b>				

	<b>Total score for all 3 samples checked</b>	
	<b>Total maximum possible score (sum of all samples checked minus the ones marked NA)</b>	
	<b>Percentage (Total score/total maximum possible score)*100</b>	<b>%</b>

**Score calculation:**

**Y = 1; N = 0; NA = NA**

<b>Percentage obtained</b>	<b>Score</b>
<b>100%</b>	<b>Green</b>
<b>40-99%</b>	<b>Amber</b>
<b>&lt;40%</b>	<b>Red</b>

## ELEMENT 124: Checklist for cleaning material in stock

**Use the checklist below to check whether the relevant cleaning material are available**

**Scoring** - In column for Score mark as follows:

Y (Yes) = available; N (No) = not available; NA (not applicable) = if cleaning material is not applicable to the specific facility

Cleaning Material	Use	Score
Chlorine compounds (bleach or Clorox)	<ul style="list-style-type: none"> <li>✓ Clean up blood spills</li> <li>✓ To add to Laundry water (0.01%)</li> <li>✓ Surface cleaning, soaking of glassware or plastic items</li> </ul>	
Glutaraldehydes	<ul style="list-style-type: none"> <li>✓ Used to disinfect medical and dental equipment.</li> </ul>	
Sanitary all-purpose cleaner	<ul style="list-style-type: none"> <li>✓ For cleaning toilet bowls and other sanitary facilities e.g. Handy Andy</li> <li>✓ Cleans all washable surfaces.</li> </ul>	
Janitor trolley with Colour – coded buckets	Enables cleaning personnel to easily identify the bucket to be used in specific areas. <ul style="list-style-type: none"> <li>✓ <b>Red, Green, Blue and Yellow bucket</b></li> </ul>	
Colour coded cloths	<ul style="list-style-type: none"> <li>✓ Red colour (for toilets, urinals and sluice) ,Green colour (for baths ,basins and showers) ,Blue colour ( for furniture, doors, walls ,pictures)</li> </ul>	
Spray bottle (containing dish washing detergent – disinfectant solution)	<ul style="list-style-type: none"> <li>✓ <b>Dishwashing liquid</b>, also known as <b>dishwashing soap</b> and <b>dish soap</b>, is a detergent used to assist in dishwashing. primarily used for hand washing of glasses, plates, cutlery, and other cooking utensils in a sink or bowl</li> </ul>	
Window cleaning squeegee	<ul style="list-style-type: none"> <li>✓ A <b>squeegee</b> is a tool with a flat, smooth rubber blade, used to remove or control the flow of liquid on a flat surface such as a window pane.</li> </ul>	
Mop sweeper or soft-platform broom	<ul style="list-style-type: none"> <li>✓ General cleaning with detergent – based solutions</li> <li>✓ Sweep dust off hard floors with ease and effectiveness with the dust to control sweeper.</li> </ul>	
Water and detergent-based solutions	<ul style="list-style-type: none"> <li>✓ A good all-purpose Cleaner will work on multiple surfaces and accomplish many types of cleaning needs in the home.</li> </ul>	
Protective polymer(Stripers)	<ul style="list-style-type: none"> <li>✓ It makes the floors shine and give the floor polish or sealer the required resilience and ability to withstand wear</li> </ul>	
<b>Total Score</b>		
<b>Total maximum possible score (sum of all scores minus the ones marked NA)</b>		
<b>Percentage (Total score/total maximum possible score)*100</b>		<b>%</b>

**Score calculation:**

**Y = 1; N = 0; NA = NA**

<b>Percentage obtained</b>	<b>Score</b>
<b>100%</b>	<b>Green</b>
<b>40-99%</b>	<b>Amber</b>
<b>&lt;40%</b>	<b>Red</b>

## ELEMENT 126: Checklist for cleanliness of service areas

**Use the checklist below to check whether the various service areas are clean.**

**Scoring** - In column for Score mark as follows:

Randomly select 2 service areas as indicated in the column for the score

Y (Yes) = adhere to prompt; N (No) = does not adhere to prompt; NA (not applicable) = if there are fewer areas in the clinic than the scoring is indicated for.

Area and Prompts	Scores	Scores
<b>CONSULTING ROOMS:</b>	<b>Consulting room 1</b>	<b>Consulting room 2</b>
Windows clean		
Window sills clean		
Floor is clean		
Wall skirting are free of dust		
The countertops are clean		
The door handles are clean		
Mirrors are clean		
Walls are clean		
Bins are not over flowing		
Bins are clean		
The areas are odour-free		
All areas free of cobwebs		
<b>Score for Consultation rooms</b>		
<b>Maximum possible score for Consultation rooms (sum of all scores minus (NA))</b>		
<b>Percentage for consulting rooms (Score/Total maximum possible score)</b>		%
<b>VITAL SIGNS ROOMS:</b>	<b>Vital signs room 1</b>	<b>Vital signs room 2</b>
Windows clean		
Window sills clean		
Floor is clean		
Wall skirting are free of dust		
The countertops are clean		
The door handles are clean		
Mirrors are clean		
Walls are clean		
Bins are not over flowing		
Bins are clean		

The areas are odour-free		
All areas free of cobwebs		
<b>Score for vital signs rooms</b>		
<b>Maximum possible score for vital rooms (sum of all scores minus (NA</b>		
<b>Percentage for vital signs rooms (Score/Total maximum possible score)</b>	%	
<b>WAITING AREAS:</b>	<b>Waiting area 1</b>	<b>Waiting area 2</b>
Windows clean		
Window sills clean		
Floor is clean		
Wall skirting are free of dust		
The countertops are clean		
The door handles are clean		
Walls is clean		
Bins are not over flowing		
Bins are clean		
The areas are odour-free		
All areas free of cobwebs		
<b>Score for waiting areas</b>		
<b>Maximum possible score for waiting areas (sum of all scores minus NA)</b>		
<b>Percentage for waiting rooms (Total score/Total maximum possible score)</b>	%	
<b>TOILETS</b>	<b>Toilet 1</b>	<b>Toilet 2</b>
Windows clean		
Window sills clean		
Floor is clean		
Basins clean		
Mirrors are clean		
Toilets/urinals Clean		
Sanitary Bins clean and not over flowing		
The areas are odour-free		
All areas free of cobwebs		
<b>Score for toilets</b>		
<b>Maximum possible score for toilets(sum of all scores minus (NA</b>		
<b>Percentage for toilets(Total score/total maximum possible score)</b>	%	

### Summary for cleanliness of service areas

AREA	Score	Maximum possible score
Consultation rooms		
Vital signs rooms		
Waiting areas		
Toilets		
<b>Total Score/Total maximum possible score</b>		
<b>PERCENTAGE (Total Score/Total maximum possible score)*100</b>		<b>%</b>

### Score calculation:

Y = 1; N = 0; NA = NA

Percentage obtained	Score
90%	Green
40-89%	Amber
<40%	Red

## ELEMENT 127: Checklist for running water and consumables in toilets

**Use the checklist below to check whether there is running water, toilet paper, liquid hand wash soap and disposable hand paper towels.**

**Scoring** - In column for Score mark as follows:

Randomly select 3 toilets to review

Y (Yes) = available; N (No) = not available; NA (not applicable) if the facility has less than five toilets, score available toilets

Item	Toilet 1	Toilet 2	Toilet 3
Running water			
Toilet paper			
Liquid hand wash soap			
Disposable hand paper towels			
<b>Score</b>			
<b>Maximum possible score (sum of all scores minus the ones marked NA)</b>			
<b>Total score for all 3 toilets</b>			
<b>Total Maximum possible score (sum of all 3 toilets minus the ones marked NA)</b>			
<b>Percentage (Total score/Total maximum possible score)*100</b>	%		

### **Score calculation:**

**Y = 1; N = 0; NA = NA**

Percentage obtained	Score
100%	Green
40-99%	Amber
<40%	Red

## ELEMENT 128: Checklist for sanitary and healthcare waste disposal bins

Use the checklist below to check whether there is sanitary and health care waste disposal bins and whether they have lids and is in good condition and are appropriately lined.

**Scoring** - In column for Score mark as follows:

**Randomly select 2 toilets and 2 consulting rooms**

Y (Yes) = available/with lid/appropriately lined; N (No) = not available/no lid/not appropriately lined; NA (not applicable) = if the facility has less than the indicated areas

### SANITARY BINS

Item	Score Toilet 1	Score Toilet 2	Score Consulting rooms 1	Score Consulting rooms2
Sanitary disposal bins with functional lids				
Health care waste disposal bins with functional lids				
Sanitary disposal bins lined with red colour plastic bags				
Health care waste disposal bins lined with red colour plastic bags				
<b>Score</b>				
<b>Maximum possible score (sum of all scores minus the ones marked NA)</b>				
<b>Total score for all 2 toilets and 2 consulting rooms</b>				
<b>Total Maximum possible score (sum of all 5 toilets (10) minus the ones marked NA)</b>				
<b>Percentage (Total score/maximum possible score)*100</b>				

#### Score calculation:

Y = 1; N = 0; NA = NA

Percentage obtained	Score
100%	Green
40-99%	Amber
<40%	Red

## ELEMENT 129: Checklist for general disposal bins

**Use the checklist below to check whether there are general disposal bins and whether they are appropriately lined with lids.**

**Scoring** - In column for Score mark as follows:

Randomly select 3 consulting rooms to review

Y (Yes) = available/with lid/appropriately lined; N (No) = not available/no lid/not appropriately lined; NA (not applicable) = if the facility has less than the indicated areas

Item	Score	Score	Score
	Service area 1	Service area 2	Service area 3
General disposal bins with functional lids			
Lined with transparent or black plastic bags			
<b>Score</b>			
<b>Maximum possible score (sum of all scores minus the ones marked NA)</b>			
<b>Total score for all 3 toilets</b>			
<b>Total maximum possible score (sum of all 3 toilets minus the ones marked NA)</b>			
<b>Percentage (Total score/Total maximum possible score)*100</b>			

### **Score calculation:**

**Y = 1; N = 0; NA = NA**

Percentage obtained	Score
100%	Green
40-99%	Amber
<40%	Red

## ELEMENT 130: Checklist for functional toilets

**Use the checklist below to check whether the toilets are functional.**

**Scoring** - In column for Score mark as follows:

Randomly select 3 toilets to review

Y (Yes) = intact; N (No) = not intact; NA (not applicable) = if the facility has less than 3 toilets

Item	Score Toilet 1	Score Toilet 2	Score Toilet 3
The toilet bowl seat and cover/squat pan is intact			
The toilet bowl is stain free			
The toilet flush/sensor flush is functional			
The toilet cistern cover is complete and in place			
The urinals are intact and functional without blockage			
The urinal/flush sensor is functional			
<b>Score</b>			
<b>Maximum possible score (sum of all scores minus the ones marked NA)</b>			
<b>Total score for all 3 toilets</b>			
<b>Total maximum possible score (sum of all 3 toilet (minus the ones marked NA)</b>			
<b>Percentage (Total score/Total maximum possible score)*100</b>			

### **Score calculation:**

**Y = 1; N = 0; NA = NA**

Percentage obtained	Score
100%	Green
40-99%	Amber
<40%	Red

## ELEMENT 131: Checklist for exterior areas

**Use the checklist below to check whether the exterior of the facility is aesthetically pleasing and clean.**

**Scoring** - In column for Score mark as follows:

Observe the general exterior environment of the facility

Y (Yes) = adhere to prompt; N (No) = does not adhere to prompt; NA (not applicable) = if the facility's structural make-up does not allow for gardens e.g in a multi-story building in a city, at least one prompt must be scored, e.g "There is no dirt and litter around the facilities' premises"

Prompts	Score
There is no dirt and litter around the facilities' premises	
Exterior walls of the facility are clean	
Corridors are clean	
Grass is cut	
Paving is free of weeds	
Flower beds are well kept and free of weeds	
<b>Total score</b>	
<b>Total maximum possible score (sum of all scores minus the NA)</b>	
<b>Percentage (Score/Total maximum possible score)*100</b>	<b>%</b>

### **Score calculation:**

**Y = 1; N = 0; NA = NA**

Percentage obtained	Score
90%	Green
40-89%	Amber
<40%	Red

## ELEMENT 138: Checklist for standard security guard room

**Use the checklist below to check whether the security guardroom adhere to standard guidelines**

**Scoring** - In column for Score mark as follows:

Y (Yes) = adhere to prompt; N (No) = do not adhere to prompt; NA (not applicable) = if the facility's structural make-up does not allow for a security guard room e.g in a multi-story building in a city. Security services should however still be available, therefore measures listed under equipment and stationery must be scored.

Item	Score
<b>Security guard room</b>	
Search room	
Gun safe in search room	
Toilet with hand wash basin	
Kitchenette	
Table	
Chair	
Functioning lights	
<b>Security equipment for security officer(s) and accompanying stationery</b>	
Pepper spray	
Baton	
Handcuffs	
Incident Book	
<b>Total score</b>	
<b>Total maximum possible score (sum of all scores minus the NA)</b>	
<b>Percentage (Score/Total maximum possible score)*100</b>	<b>%</b>

**Score calculation:**

Y = 1; N = 0; NA = NA

Percentage obtained	Score
100%	Green
41-99%	Amber
<40%	Red

## ELEMENT 140: Checklist for firefighting equipment

Use the checklist below to check whether firefighting equipment is available.

**Scoring** - In column for Score mark as follows:

Y (Yes) = available/intact; N (No) = not available/intact

Item	Score
Fire extinguishers	
Fire hoses (if a high pressure fire water hydrant is available)	
Fire hose reels	
Record shows that equipment have been services within the last year	
<b>Total score</b>	
<b>Percentage (Total/4)*100</b>	<b>%</b>

**Score calculation:**

**Y = 1; N = 0**

Percentage obtained	Score
100%	Green
41-99%	Amber
<40%	Red

## ELEMENT 143: Checklist for facility's space accommodates all services

**Use the checklist below to check whether the various internal and external areas are maintained.**

**Scoring** - In column for Score mark as follows:

Check whether the following areas are present and adequate and sufficient

Y (Yes) = available; N (No) = not available; NA (not applicable) = for small facilities that cannot accommodate all the areas due to the size of the facility.

Item	Score
<b>INTERIOR SPACE</b>	
<b>General</b>	
Main waiting area	
Help desk (if this forms part of the reception/registration mark as NA)	
Reception/patient registration	
Toilets	
<b>Clinical Service Areas</b>	
Sub-waiting area	
Vitals area /room	
Consulting room	
Counselling room	
Emergency/resuscitation room	
<b>Health Support services</b>	
Oral Health a. sub-waiting area b. treatment room c. preparation area	
Physical rehabilitation room a. store room b. treatment room	
Eye health room	
Speech therapy room	
<b>Support /administration areas</b>	
Records room	
Boardroom /meeting room	
Facility manager office	
Kitchen	
Staff tea room	
Medicine store room /dispensary/Pharmacy	
Medicine collection kiosk (CCMDD)	
Surgical stores store-room	
Cleaning material store room	
Laundry	
Dirty utility room	
Linen room	
<b>Exterior space</b>	
Parking spaces a. staff	

b. Disabled	
c. Ambulance	
Waste storage areas	
a. Domestic/general	
b. Medical/bio-hazardous	
Garden store room	
Drying yard	
<b>Total Score</b>	
<b>Total maximum possible score (sum of all scores minus NA)</b>	
<b>Percentage (Total score/Total maximum possible score)*100</b>	

**Score calculation:**

**Y = 1; N = 0; NA=NA**

Percentage obtained	Score
100%	Green
41-99%	Amber

## ELEMENT 144: Checklist for maintenance of facility's infrastructure

**Use the checklist below to check whether the various internal and external areas are maintained.**

**Scoring** - In column for Score mark as follows:

Randomly select the number of areas to review as indicated in the column for scores

Y (Yes) = available; N (No) = not available; NA (not applicable) = if the facility has less than the indicated areas or prompt is not applicable to the specific facility because of the structural make-up of the facility eg in a multi story building in a city

Area and Prompts	Scores	
	Exterior buildings	
<b>EXTERIOR OF BUILDING(S)</b>		
Walls - paint in good condition (not peeling/faded)		
Roof intact		
Gutters		
a. Intact (not broken)		
b. Paint in good condition		
Doors and gates		
a. Not broken		
b. Handles working		
c. Can open and close		
Lights		
a. Present		
b. Functioning		
Paving is intact (all bricks are properly placed and secured)		
<b>Score for exterior of buildings</b>		
<b>Maximum possible score for exterior of building(s) (sum of all scores minus (NA))</b>		
<b>Percentage for exterior of building(s) (Score/Maximum possible score)</b>		%
<b>INTERIOR OF BUILDING(S)</b>		
<b>WAITING AREAS</b>	<b>Score Waiting area</b>	<b>Score Waiting area</b>
Walls - paint in good condition (not peeling/faded)		
Ceiling		
a. paint in good condition (not peeling/faded)		

b. intact (not broken)		
<b>Lights</b>		
a. Present		
b. Functioning		
<b>Windows</b>		
a. Glass not broken		
b. Handles working		
c. Windows can open and close		
<b>Score for waiting areas</b>		
<b>Maximum possible score for waiting areas (sum of all scores minus (NA)</b>		
<b>Percentage for waiting areas(Score/Maximum possible score)</b>		%
<b>ABLUTION FACILITIES</b>	<b>Score ablution 1</b>	<b>Score ablution 2</b>
Paper towel dispenser(s) available		
Hand soap dispenser(s) available		
Wall tiles in good condition (not broken)		
Walls - paint in good condition (not peeling/faded)		
<b>Ceiling</b>		
a. paint in good condition (not peeling/faded)		
b. intact (not broken)		
<b>Lights</b>		
a. Present		
b. Functioning		
<b>Windows</b>		
a. Glass not broken		
b. Handles working		
c. Windows can open and close		
<b>Doors</b>		
a. Not broken		
b. Handles working		
c. Can open and close		
<b>Hand wash basins</b>		
a. Good condition (not broken)		
b. Taps functional		
Floor in good condition		
<b>Score for ablution facilities</b>		
<b>Maximum possible score for w ablution facilities (sum of all scores minus (NA)</b>		
<b>Percentage for ablution facilities (Score/Maximum possible</b>		<b>%</b>

score)		
<b>CONSULTATION ROOMS</b>	<b>Score Consultation room 1</b>	<b>Score Consultation room 2</b>
Walls - paint in good condition (not peeling/faded)		
Floor in good condition		
<b>Ceiling</b>		
a. paint in good condition (not peeling/faded)		
b. intact (not broken)		
<b>Lights</b>		
a. Present		
b. Functioning		
<b>Windows</b>		
a. Glass not broken		
b. Handles working		
c. Windows can open and close		
d. Window covering (curtains/blinds)		
<b>Doors</b>		
a. Not broken		
b. Handles working		
c. Can open and close		
<b>Hand wash basins</b>		
a. Good condition (not broken)		
b. Taps functional		
<b>Score for consultation rooms</b>		
<b>Maximum possible score for Consultation rooms (sum of all scores minus (NA))</b>		
<b>Percentage for consultation rooms (Score/Maximum possible score)</b>		%
<b>VITAL SIGNS ROOMS:</b>	<b>Score Vital signs room 1</b>	<b>Score Vital signs room 2</b>
Walls - paint in good condition (not peeling/faded)		
Floor in good condition		
<b>Ceiling</b>		
c. paint in good condition (not peeling/faded)		
d. intact (not broken)		
<b>Lights</b>		
e. Present		
f. Functioning		
<b>Windows</b>		

g. Glass not broken		
h. Handles working		
i. Windows can open and close		
<b>Doors</b>		
j. Not broken		
k. Handles working		
l. Can open and close		
<b>Hand wash basins</b>		
m. Good condition (not broken)		
n. Taps functional		
<b>Score for vital signs rooms</b>		
<b>Maximum possible score for vital signs rooms (sum of all scores minus NA)</b>		
<b>Percentage for vital signs rooms (Total score/Maximum possible score)</b>		
		%

AREA	Score	Maximum possible score
Exterior of building(s)		
Interior of building(s)		
Waiting areas		
Ablution facilities		
Vital signs rooms		
Consultation room		
<b>Total Score</b>		
<b>Total maximum possible score (sum of all scores minus NA)</b>		
<b>Percentage (Total score/Total maximum possible score)*100</b>		%

**Score calculation:**

**Y = 1; N = 0; NA = NA**

Percentage obtained	Score
80%	Green
40-79%	Amber
<40%	Red

## ELEMENT 145: Checklist for furniture in service areas

**Use the checklist below to check whether consulting rooms have sufficient furniture.**

**Scoring** - In column for Score mark as follows:

Randomly select the number of areas to review as indicated in the column for scores

Y (Yes) = available/intact; N (No) = not available/not intact; NA (not applicable) = if the facility has less than the indicated areas

Randomly select 3 consulting rooms to review. Scoring: In column for Total score mark as follow: Yes (when facility adheres to prompt) = 1; No (when facility does not adhere to prompt) =0, NA (if there are fewer areas the facility) = NA

Item	Score	Score
<b>Waiting areas</b>	<b>Waiting area 1</b>	<b>Waiting area 2</b>
Seating		
a. Adequate (sufficient for number of patients)		
b. Intact (legs, seating and back rest)		
Notice boards available		
<b>Consulting rooms</b>	<b>Consultation room 1</b>	<b>Consultation room 2</b>
Desk		
a. Available		
b. Intact (including the drawers)		
Chair (clinician)		
a. Available		
b. Intact (including the drawers)		
2x Chair (patient)		
a. Available		
b. Intact (including the drawers)		
Examination couch /2 part obstetric tilting		
a. Available		
b. Intact (including the drawers)		
Bedside footstool - 2 steps		
a. Available		
b. Intact (including the drawers)		
Wall mounted or portable angle poise examination lamp		
a. Available		
b. Intact (including the drawers)		
Steel lockable Medicine cupboards		
a. Available		
b. Intact (including the drawers)		

Trolley (dressing or repurposed medicine ) next to examination couch		
a. Available		
b. Intact (including the drawers)		
Wall mounted mirror above wash hand basin		
a. Available		
b. Intact (including the drawers)		
<b>Total score for waiting areas and consulting rooms</b>		
<b>Total Maximum possible score (sum of all waiting areas and consulting rooms minus the ones marked NA)</b>		
<b>Percentage (Total score/Total maximum possible score)*100</b>		

**Score calculation:**

**Y = 1; N = 0; NA = NA**

Percentage obtained	Score
90%	Green
40-89%	Amber
<40%	Red

## ELEMENT 146: Checklist for essential equipment in consulting areas

**Use the checklist below to check whether essential equipment is available in consultation/vital and child health rooms.**

**Scoring** - In column for Score mark as follows:

Randomly select the number of areas to review as indicated in the column for score

Y (Yes) = available; N (No) = not available; NA (not applicable) = if the facility has less than the indicated areas

Item	Consul- tation room 1	Consul- tation room 2	Vitals room	Child health rooms	
<b>CONSULTATION ROOMS</b>					
Stethoscope					
Blood glucometer					
Non-invasive Baumanometer (wall mounted/ portable)					
Adult, paediatrics and large cuffs (3) for Baumanometer					
Diagnostic sets -including ophthalmic pieces(wall mounted or portable )					
Patella hammer					
Hand soap dispenser(wall mounted)					
Hand paper dispenser(wall mounted)					
Penlight torch with spare batteries					
Wall mounted room thermometers					
Tape measure					
Clinical thermometers					
<b>Score</b>					
<b>Maximum possible score (sum of all scores minus the not applicable (NA)</b>					
<b>Percentage ((Score/maximum possible score)*100</b>					<b>%</b>
<b>VITAL SIGNS ROOM</b>					
Non-invasive electronic Baumanometer (wall mounted/ portable)					
Adult, paediatrics and large cuffs (3) for Baumanometer					
Blood glucometer					
Adult clinical scale upto 150 kg					
Stethoscope					
HB meter					
Clinical thermometer					

Height measure					
Tape measure					
Bin (general waste)					
Hand soap dispenser(wall mounted)					
Hand paper dispenser(wall mounted)					
Urine specimen jars					
<b>Score</b>					
<b>Maximum possible score (sum of all scores minus the not applicable (NA))</b>					
<b>Percentage ((Score/maximum possible score)*100</b>					<b>%</b>
<b>CHILD HEALTH ROOM</b>					
Baby scale					
Bassinet					
Stethoscope					
Blood glucometer					
Non-invasive Baumanometer (wall mounted/ portable)					
Adult, paediatrics and large cuffs (3) for Baumanometer					
Diagnostic sets -including ophthalmic pieces(wall mounted or portable )					
Patella hammer					
Hand soap dispenser(wall mounted)					
Hand paper dispenser(wall mounted)					
Penlight torch with spare batteries					
Wall mounted room thermometers					
Tape measure					
Clinical thermometers					
<b>Score</b>					
<b>Maximum possible score (sum of all scores minus the not applicable (NA))</b>					
<b>Percentage (total score/maximum possible score)*100</b>					<b>%</b>

AREA	Score	Maximum possible score
Consultation rooms		
Vital signs rooms		
Child Health rooms		
<b>Total score/Total maximum possible score</b>		
<b>Percentage (Total score/Total maximum possible score)*100</b>		<b>%</b>

**Score calculation:**

**Y = 1; N = 0; NA = NA**

Percentage obtained	Score
100%	Green
40-99%	Amber
<40%	Red

## ELEMENT 147: Checklist for resuscitation room

**Use the checklist below to check whether the emergency/resuscitation room is equipped with functional basic equipment.**

**Scoring** - In column for Score mark as follows:

Check the room where resuscitation is done

Y (Yes) = available; N (No) = not available;

Item	Score
X-ray viewer	
Emergency trolley and accessories	
Examination couch/2 part obstetric delivery bed	
Oxygen cylinder and pressure gauges	
Nebuliser	
Functional powered and manual suction devices and suction catheters	
Drip stand	
Anaesthetic stool	
HB meter	
Dressing trolley	
Medicine trolley or lockable steel cupboard	
Wall mounted lockable drug cabinet for scheduled medication	
Cardiac arrest board	
Bin (general waste )	
Kick about with bucket	
Adult semi-rigid cervical collars	
Paediatric semi-rigid cervical collars	
Head blocks,	
Spine boards	
Blankets & towel rolls	
Gloves,	
Goggles,	
Disposable aprons	
Face masks	
Resuscitation Council Algorithms (as a poster or algorithm)	
Resuscitation documentation record	
Handsoap dispenser(wall mounted)	
Handpaper dispenser(wall mounted)	
Wall mounted room thermometers	
<b>Total score</b>	
<b>Percentage (Total/Total score)*100</b>	<b>%</b>

**Score calculation:**

**Y = 1; N = 0**

Percentage obtained	Score
100%	Green
40-99%	Amber
<40%	Red

## ELEMENT 148- Checklist for emergency trolley

**Use the checklist below to check whether the emergency trolley is sufficiently stocked.**

**Scoring** - In column for Score mark as follows:

Check if the equipment and medication is available. Also **check expiry date of medication. If medication are expired mark as 'N'**

Y (Yes) = available/functional; N (No) = not available/functional;

Item	Score
Laryngoscope set with adult blades	
Laryngoscope set with paediatric blades	
Spare bulbs for Laryngoscope	
Spare batteries for Laryngoscope	
Tracheal tubes - uncuffed (sizes 2.5 – 5.5mm) (minimum of 3 applicable sizes)	
Tracheal tubes - cuffed (sizes 3.0 - 8.5mm) (minimum of 3 applicable sizes)	
Penlight torch with spare batteries	
Water-soluble lubricant / lubricating jelly	
10 ml syringe	
Tape or equivalent to tie tube in place	
Tuning fork	
Patellar hammer	
Oropharyngeal airways	
Introducers for ET tubes or gum elastic bougie with adult stylets	
Introducers for ET tubes or gum elastic bougie with paediatric stylets	
Magill's forceps for adults	
Magill's forceps for paediatric	
Laryngeal masks – size 1 to 5	
Bag valve ventilation devices with oxygen reservoir & adult, paediatric & neonatal masks	
Oxygen delivery devices - partial rebreather masks, nebulizer masks, nasal prongs and T-piece	
Automatic External Defibrillator (AED)	
Cardiac arrest board	
I.V. cannulae: 14-24G and appropriate strapping	
Syringes:1-50ml	
Needles: 14-24G	
Sharps container	
I.V administration sets	
Stethoscope	
Pulse oximeter with adult & paediatric probes	
Non invasive electronic blood pressure monitoring device including paediatric & large adult cuff sizes	
Clinical thermometer	
Blood glucose testing machine, strips and spare batteries	

Collection tubes for investigations	
Diagnostic Set and batteries including ophthalmic pieces(wall mounted or portable )	
Heavy duty scissors to cut clothing	
Paediatric Broselow tape	
Consumables for wound care (Gauze, bandages, cotton wools, plasters, eye patches, alcohol swabs and antiseptic solutions)	
Suture material - May be in vicinity or another cupboard (must be accessible)	
Urinary catheters and bags	
Nasogastric tubes and bags	
Medication stickers	
<b>Emergency medicines (also check expiry dates)</b>	
Activated Charcoal	
Angised 0.5 mg tabs or sublingual TNT	
Adrenaline	
Antihistamine	
Aspirin	
Atropine	
Beta stimulant nebulisation (eg salbutamol) and inhaler with spacer	
Calcium gluconate	
Anxiolytics	
Dextrose 50% IV	
Furosemide IVI	
Hydrocortisone	
Insulin – short acting	
Ipratropium nebulisation and inhaler with spacer	
Lignocaine IV vials only not ampoules	
Magnesium Sulphate 50% 1 g in 2 ml amp	
Amlodipine	
Morphine - to be kept in locked scheduled meds cupboard	
Naloxone	
Thiamine	
Water for Injection	
<b>IV Solutions</b>	
0.9% NaCl	
10% Dextrose	
Appropriate paediatric solutions (e.g. half dextrose, Darrows, neonatalyte)	
<b>Score</b>	<b>71</b>
<b>Percentage (Score/71)*100</b>	<b>%</b>

**Score calculation:**

**Y = 1; N = 0**

Percentage obtained	Score
100%	Green
40-99%	Amber
<40%	Red

