



Ministry of health & Family Welfare  
Quality Improvement Secretariat  
[www.qis.gov.bd](http://www.qis.gov.bd)

**Facility Assessment Checklist**

Name of Health Facility: \_\_\_\_\_, Land area and situation: \_\_\_\_\_

Name of District: \_\_\_\_\_, Name of Division: \_\_\_\_\_

Name of Super: \_\_\_\_\_, Date of Joining (in this station): \_\_\_\_\_

**1. Assessment Team members:**

Sl.	Name & Designation	Organization	Contact Details

**2. District at a glance:**

1. Area of the District: \_\_\_\_\_ Sq. Km
2. Number of upazilas: \_\_\_\_\_
3. Total population: \_\_\_\_\_ (Source: \_\_\_\_\_ )
  - 3.1 Male: \_\_\_\_\_, Female: \_\_\_\_\_
  - 3.2 Neonates (0-28days): \_\_\_\_\_
  - 3.3 Infant (< 1 Yr): \_\_\_\_\_
  - 3.4 Child (< 5 Yr): \_\_\_\_\_
  - 3.5 Adolescent (10 to 19 Yr): \_\_\_\_\_, Male : \_\_\_\_\_, Female : \_\_\_\_\_
  - 3.6 Female (15-49 Yrs.): \_\_\_\_\_
  - 3.7 Number of eligible couple: \_\_\_\_\_
  - 3.8 Number of pregnant women: \_\_\_\_\_
  - 3.9 Number of disabled population: \_\_\_\_\_
4. Population density: \_\_\_\_\_

**3. Number of Health Facilities:**

- 1) No. of Upazila Health Complex: \_\_\_\_\_
- 2) Union sub-center: \_\_\_\_\_
- 3) H&FWC (Health): \_\_\_\_\_
- 4) H&FWC (Family Planning): \_\_\_\_\_
- 5) MCWC: \_\_\_\_\_, Number of beds: \_\_\_\_\_
- 6) Community Clinics (functioning): \_\_\_\_\_
- 7) EPI Outreach center: \_\_\_\_\_
- 8) NGO hospital/clinics: \_\_\_\_\_
- 9) Private hospital/clinics: \_\_\_\_\_

**4. Hospital Service Delivery (last one year): district hospital \_\_\_\_\_**

- 1) Number out patients: \_\_\_\_\_, Daily average: \_\_\_\_\_
- 2) Number in-patients: \_\_\_\_\_, Daily average admissions: \_\_\_\_\_
- 3) Bed Occupancy rate: \_\_\_\_\_
- 4) Average duration of stay: \_\_\_\_\_ (in days)
- 5) Number of emergency patients: \_\_\_\_\_, Daily average: \_\_\_\_\_

### 5. Inventory of personnel:

Sl. No.	Type of post	Posts							
		Sanctioned		Filled		Vacant		Deputation	
		Rev	Developmt / Adhoc	Rev	Developmt / Adhoc	Rev	Developmt/ Adhoc	In	Out
1.	DD/Super								
2.	AD / Super								
3.	RMO								
4.	Senior Consultant								
5.	Junior Consultant								
6.	Asst. Surgeon/Medical Officer								
7.	Dental surgeon								
8.	Medical assistant, SACMO								
9.	Medical Technologist, lab								
10.	Medical Technologist, radio								
11.	Medical Technologist, dental								
12.	Pharmacist								
13.	Nursing supervisor								
14.	Sr. Staff nurse								
15.	Medical technologist, Physio								
16.	Head Assistant								
17.	Computer Operator								
18.	Cashier								
19.	Store Keeper								
20.	Office Assistant cum data entry operator								
21.	Cardiographer								
22.	Compounder								
23.	Driver								
24.	Lab Attendant								
25.	OT boy/OT Attendant								
26.	Emergency attendant								
27.	Searcher bearer								
28.	Ward boy/ Ward servant								
29.	Cook/Moshalchi								

Sl. No.	Type of post	Posts							
		Sanctioned		Filled		Vacant		Deputation	
		Rev	Developmt / Adhoc	Rev	Developmt / Adhoc	Rev	Developmt/ Adhoc	In	Out
30.	MLSS								
31.	Gardener								
32.	Security guard								
33.	Sweeper								

**5.1 Please mention the area of Specialists (e.g. Consultant Surgery, Medicine) and other missing post**

Sl. No.	Type of post	Posts							
		Sanctioned		Filled		Vacant		Deputation	
		Rev	Developme nt/ Adhoc	Rev	Developm ent/ Adhoc	Rev	Developme nt/ Adhoc	In	Out
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									

Please add if any posts under development fund are

**6. Equipment/Instruments/ other necessary logistics at emergency room:**

Areas/Conditions/Status need to examine to ascertain the status		Present		Remarks
		Functioning	Non Functioning	
1.	Running ambulance			
2.	Trolley/wheel chair/stretchers			
3.	Examination table			
4.	IV stand			
5.	BP machine with Stethoscope			
6.	Surgical drum (different size), Kidney tray, surgical tray			
7.	Spot light			
8.	Thermometer			
9.	Filled Oxygen cylinder with flow meter			
10.	Nebulizer machine			
11.	Sucker machine			
12.	Sterilizer			
13.	Suture materials with surgical instruments (needle, needle holder, toothed forceps, scissors, Knife etc.)			
14.	Alternative power source (generator)			
15.	Glucometer			
16.	ECG Machine			
17.	Stomach wash tube			
18.	IV cannula, IV fluid and other emergency drugs			
19.	Autoclave machine			
20.	Waste bins (colored)			

**7. Equipment, logistics and drugs at operation theatre**

Areas/Conditions/Status need to examine to ascertain the status		Present		Remarks
		Functioning	Non Functioning	
1.	Anesthesia machine with drugs			
2.	Laryngoscope			
3.	Endotracheal tube			
4.	OT light (ceiling and stand by)			
5.	OT table			
6.	Three C-section sets			
7.	Laparotomy sets			
8.	DE&C set or manual vacuum aspirator			
9.	Spinal needle			
10.	Sucker machine			
11.	Diathermy machine			
12.	Autoclave			
13.	Sterilizer			
14.	BP machine with Stethoscope			
15.	Surgical drum (different size)			
16.	Ambu bag (adult and baby)			
17.	Baby weighing scale			
18.	Sterile gloves			

Areas/Conditions/Status need to examine to ascertain the status		Present		Remarks
		Functioning	Non Functioning	
19.	Sterile gown			
20.	Air conditioner			
21.	Emergency light (generator or charger)			
22.	Spinal anesthesia set with drugs			
23.	General anesthesia set with drugs			
24.	Emergency drugs with list			
25.	Decontamination done with 0.5% chlorine solution			
26.	Hand washing facility with running water and elbow tap			
27.	OT table and instrument trolleys decontaminated (with 0.5% chlorine solution)			
28.	OT register maintained properly (check)			
29.	General surgery set			
30.	Eye Set			
31.	ENT set			
32.	Orthopedics set			

#### 8. Equipment, logistics, drugs at Delivery Room:

Areas/Conditions/Status need to examine to ascertain the status		Present		Remarks
		Functioning	Not Functioning	
1.	Delivery table			
2.	Sufficient lights			
3.	Sucker machine (adult and baby)			
4.	Sterilizer (electrical)			
5.	Baby weighing scale			
6.	Filled oxygen cylinder			
7.	Ambu bag (adult)			
8.	Ambu bag (child)			
9.	Normal delivery sets (at least 3)			
10.	Episiotomy sets (at least 3)			
11.	Vacuum extractor (ventose)			
12.	Obstetric forceps			
13.	Instrument trolley			
14.	Baby tray			
15.	Mucous sucker for neonates (Penguin type)			
16.	BP machine			
17.	Stethoscope			
18.	Measuring tape			
19.	IV stand			
20.	Sharp disposal container			
21.	Emergency light			
22.	Sterile gloves			
23.	Gown, musk and cap			
24.	Emergency drug list			

**9. Equipment, reagents/kits and logistics at laboratory:**

Areas/Conditions/Status need to examine to ascertain the status		Functioning Number	Non-functioning Number		Remarks
			Repairable	Non Rep.	
1.	Microscope				
2.	Centrifuge machine				
3.	Colorimeter				
4.	ESR tube				
5.	Semi-auto analyzer				
6.	Glucometer				
7.	Hemoglobinometer				
8.	Glass slides				
9.	Pipette and micro pipette				
10.	Relevant reagents for routine blood, stool, urine tests				
11.	Bio-chemical reagents for liver & kidney function test				
12.	Reagents for blood sugar and pregnancy test				
13.	Blood grouping reagents (ABO and RH)				
14.	All five screening kits/reagents (hepatitis B&C, syphilis, HIV and malaria)				
15.	Blood collection bag with set				
16.	BP machine				
17.	Stethoscope				
18.	Refrigerator (functioning)				

**10. X –Ray Equipment**

Areas/Conditions/Status need to examine to ascertain the status		Functioning Number	Non-functioning Number		Remarks
			Repairable	Non Rep.	
1	X –Machine ----- ( Analog)				
2	X-Ray Machine----- ( Digital)				
3	Dark room equipment				
4	Please mention below others				
5					
6					
7					
8					
9					
10					

### 11. Record Management:

Areas/Conditions/Status need to examine to ascertain the status		Present/Yes				Absent/ No/ NA	Remarks
		Very good	Good	Average	Poor		
		4	3	2	1		
1.	Maintenance of asset register, guard file, attendance register, leave register, file register, bill register, allotment register, stamp register, visit book, stationary register, advance deduction register, issue and dispatch register						
2.	Maintenance of outdoor patient register, disease profile						
3.	Maintenance of indoor registers and forms						
4.	Maintenance of pharmacy registers						
5.	Maintenance of pathological and blood banks registers and forms						
6.	Maintenance of radiological and imaging department register						
7.	Maintenance of health education register						
8.	Maintenance of condemnation board register						
9.	Maintenance of OT registers						
10.	Maintenance of antenatal/Postnatal, delivery and other EOC related register						
11.	Maintenance of emergency patients and medico legal register						
12.	Maintenance of incidence register						
13.	System of report analysis and feedback						
14.	Collection of quality related data						
15.	Maintenance of health services record (field programmes)						
16.	Maintenance of IEC material register						

### 12. Store Management:

Areas/Conditions/Status need to examine to ascertain the status		Present/Yes				Absent/ No/ NA	Remarks
		Very good	Good	Average	Poor		
		4	3	2	1		
1.	Space of the store						
2.	Ventilation of the store and free from direct sun light, water, pest and rodents						
3.	Cleanliness of the store room						
4.	Inventory management for adequate stock monitoring (no expired items, items stored by expiration date, upto						



Areas/Conditions/Status need to examine to ascertain the status		Present/Yes				Absent/ No/ NA	Remarks
		Very good	Good	Average	Poor		
		4	3	2	1		
	date inventory available)						
5.	Maintenance of bin card						
6.	Maintenance of security of the store						
7.	Arrangement of furniture's in the store (Almirah, shelves, Rack, File cabinet) are in orderly manner						
8.	No unwanted items in the store room						
9.	The top of the tables, file cabinet, shelves Rack and almirah are free from unwanted items						
10.	Waste bins are placed rightly and clean						
11.	Identification and segregation of waste						
12.	The walls are clean and free from unwanted old poster, calendar and painting						
13.	The medicines/Instruments are arranged in group/identical way in the file cabinet, shelves, rack and almirah						
14.	There is no medicine, instruments lying in the floor or pile up in the room						
15.	Unserviceable office equipment/ instruments/inappropriate items, motor cycle, Bicycles, broken material, condemned materials, old (not in use) office documents are not occupying the store room						
16.	Maintenance of file and registers (File/register index, file labeling, orderly arrangement, proper keeping in the file cabinet/shelves/Almirah )						
17.	Condemned items are placed in the yearly condemnation board						
18.	Supervision and monitoring by the supervisors						

### 13. Human resource management and Leadership:

Areas/Conditions/Status need to examine to ascertain the status		Present/Yes				Absent/ No/ NA	Remarks
		Very good	Good	Average	Poor		
		4	3	2	1		
1.	Formation of QIC and holding meeting routinely						
2.	Formation of Work Improvement Team (WIT) and performance						
3.	Development of training plan and conduction of training for the staff						
4.	Rewarding of staff						
5.	Holding monthly staff coordination meeting						
6.	Public support to the management/Involvement of the community in the management process						
7.	Use of checklist for supervision and monitoring						
8.	Periodical Performance review						
9.	Deployment of staff is documented						
10.	Availability of job description and job performance according to job description						
11.	Individual performance management system						
12.	Regular visit to the different section by the concern manager						

### 14. Status of equipment and vehicles:

Areas/Conditions/Status need to examine to ascertain the status		Functioning Number	Non-functioning Number		Remarks
			Repairable	Non Rep.	
1.	Ambulance				
2.	Motorcycle				
3.	Water ambulance				
4.	Speed boat				
5.	Bicycle				
6.	Generator				
7.	X-ray machine				
8.	Anesthesia machine				
9.	Re-freezarator				
10.	Ultra sonogram machine				
11.	ECG Machine				
12.	Air Conditioner				
13.	Autoclave				

Areas/Conditions/Status need to examine to ascertain the status		Functioning Number	Non-functioning Number		Remarks
			Repairable	Non Rep.	
14.	Sterilizer				
15.	Semi auto analyzer				
16.	Photo therapy machine				
17.	Oxygen cylinder				
18.	Fax Machine				
19.	Computer (desktop)				
20.	Computer (laptop)				
21.	Scanner				
22.	Printer				
23.	Hot air woven				
24.	Centrifuge machine				
25.	Diathermy machine				
26.	Water Pump machine				

**15. QI activities:**

Areas/Conditions/Status need to examine to ascertain the status		Present/Yes				Absent/ No/ NA	Remarks
		Very good	Good	Average	Poor		
		4	3	2	1		
1.	Infection prevention practices						
2.	QIC & WIT activities						
3.	Emergency SOP practice and monitoring						
4.	Outdoor SOP practice and monitoring						
5.	Indoor SOP practice and monitoring						
6.	Housekeeping SOP practice and monitoring						
7.	Addressing equity in respect of resource mobilization and service delivery						
8.	Medical waste management practices						
9.	Investigation facility						
10.	Labour room management protocols						
11.	OT management						
12.	Death review for hospital deaths						
13.	Conduction of client satisfaction survey and action on the basis of clients opinion						
14.	Collection of quality related data						

**16. Performance review (Last year: Jan to December):**

Performance area		Number/ Rate	Satisfactor y	Average	Not satisfactory	Remarks
1.	Bed occupancy rate					
2.	Total no of patient treated in the indoor					
3.	Total number of patients treated in the outdoor.					
4.	Total number of patients treated in the emergency					
5.	Total no. patient referred to higher level or lower level hospital					
6.	Total no. of death in hospital and rate					
7.	Case fatality rate for obstetric cases in the facility					
8.	Number of ANC provided					
9.	Number of PNC provided.					
10.	Total no. of deliveries conducted					
11.	No. of stillbirths in the facility					
12.	% of newborn breastfeed on discharge					
13.	Postpartum and post-operative infection rate					
14.	No of female victim managed and provided support					
15.	No of C-sections done in a year					
16.	No of surgery done in a year					
17.	No of abortions treated					
18.	No of obstructed labor treated					
19.	No of PPH patient treated					
20.	No of Eclampsia patient treated					
21.	No of retained placenta treated					
22.	No of general surgery conducted					
23.	No of Eye surgery conducted					
24.	No of orthopedics surgery conducted					
25.	No of ENT surgery conducted					
26.	Hospital infection rate					