



## Quality Improvement Secretariat

Ministry of Health & Family Welfare

[www.qis.gov.bd](http://www.qis.gov.bd)

### Reporting Template for the Responsible developing partner

#### General Standards:

Areas	Sub-areas	Activities	Yes	No	Remarks
General Management		Hospital Vision, Mission , Goal & Objectives are displayed	√		
		Maintaining daily attendance ( Timely arrival and departure) timely by using finger print device/ register	√		
		Use of Apron of physician,others staff & Use Name tag of all staff		√	
		Visitors are only in visiting hour		√	
		Ensure Waste Management color bin ( Three color, Red, Black & yellow) in OPD/IPD/ OT and others areas	√		
		Waste segregation ( Check randomly 3-4 bin)		√	
		Waste management pit present and the waste is properly managed	√		
		Reception and information Centre is functioning	√		
		Separate row of Male & Female in Ticket counter/Pharmacy/Consultation room are functioning	√		
Patient Rights	Information for clients				
		Display Patient Right board	√		
		Patient flow chart		√	
	Patient feedback	Complain box is placed proper place and develop mechanism for feed back	√		
	Privacy & dignity	Separate Male /female sitting arrangement		√	
		Screen during Patient examination			

## Service Delivery Standards

Areas	Sub areas	Activities	Yes	No	Remarks
Care Continuum	Access	Provide wheel chair in Emergency and OPD	√		
		Signage (S2)			
	Continuity of Care	Admission form are completely filled up	√		
		8 hourly measure Pulse /BP /Temperature/ Input out chart		√	
		Doctor and Nurse Duty roster in place		√	
		Patient identification system in place			
		Establish Triage for Critically ill patient			
		Ensure all Patient investigation form /Register Discharge certificate/ Referral slip	√		
		Utilization the SOP of OPD , IPD &Housekeeping ( S3)		√	
		Fresh linen placed in the patient bed	√		
		Ensure proper Hand wash for Patient examination	√		
	OT	Introduce Safe Surgery Check list in all OTs of the hospitals	√		
		Practicing SOP for OT		√	
	Emergency Dept.	Practicing Emergency SOP		√	
		Emergency drug tray in Place with the list of emergency drug	√		
		Emergency room equipment in place with the	√		
		Emergency Duty Roster in place	√		

## Support Service Standard

Areas	Sub Areas	Activities	Yes	No	Remarks
Laboratory services		Practicing Lab SOP in Pathology		√	
		Display the name of the test	√		
		List of Equipment for pathology	√		
		Maintain all necessary forms and	√		
Radiology services		Practicing SOP for Radiology		√	
		Display the name of the imaging	√		
		List of Equipment of Radiology	√		
		Maintain all necessary forms and Register	√		