



Quality Improvement Secretarial

Ministry of Health and Family Welfare

www.qis.gov.bd

Hospital Minimum Standards

Name of Hospital: _____

Date of review: _____

Areas and activities	Status	Person responsible
1. General Management		
<ul style="list-style-type: none"> Hospital Vision, Mission, Goal & Objectives are displayed 		
<ul style="list-style-type: none"> Meeting with service providers for maintaining daily attendance timely (arrival and departure) by using finger print device/ register 		President QIC will monitor the issue
<ul style="list-style-type: none"> Ensure use of apron by doctors with name tag 		President QIC
<ul style="list-style-type: none"> Visitor control mechanism developed 		Superintendent
<ul style="list-style-type: none"> Ensure waste management using color bins (3 colored bins: red, black & yellow) in OPD/IPD/OT and others areas 		RMO
<ul style="list-style-type: none"> Ensure waste segregation at source 		Nursing-in-Charge
<ul style="list-style-type: none"> Ensure pit management for waste dumping 		Ward Master
<ul style="list-style-type: none"> Establish reception and information center 		President QIC
<ul style="list-style-type: none"> Separate row of male & female in ticket counter/pharmacy/consultation room. 		
2. Patients' Rights		
2.1. Information for clients:		
<ul style="list-style-type: none"> Patients' right board displayed 		President QIC
<ul style="list-style-type: none"> Patient flow chart displayed 		
2.2. Patient feedback:		
<ul style="list-style-type: none"> Establish complain box and develop mechanism for feedback 		
2.3. Privacy & dignity:		
<ul style="list-style-type: none"> Separate Male /female sitting arrangement 		President QIC
<ul style="list-style-type: none"> Privacy (screen) during patient examination 		
3. Service delivery standards: continuum of care		
3.1. Access:		
<ul style="list-style-type: none"> Provide wheel chair in emergency and OPD 		RMO
<ul style="list-style-type: none"> Signage (S2) 		QIC focal person
3.2. Continuity of care:		
<ul style="list-style-type: none"> Admission form are completely filled up 		QIC focal person

Areas and activities	Status	Person responsible
<ul style="list-style-type: none"> 8 hourly measure of Pulse, BP, Temperature, and input-output chart 		WIT team leader
<ul style="list-style-type: none"> Doctors and nurses' duty roster in place 		WIT team leader
<ul style="list-style-type: none"> Patient identification system 		President QIC will take necessary action
<ul style="list-style-type: none"> Triage for Critically ill patient 		President QIC
<ul style="list-style-type: none"> Ensure all Patient investigation form /Register Discharge certificate/ Referral slip 		QIC focal person
<ul style="list-style-type: none"> Ensure utilization the SOP of OPD , IPD & Housekeeping(S3) 		QIC focal person
<ul style="list-style-type: none"> Fresh linen of the patient 		WIT team leader
<ul style="list-style-type: none"> Ensure proper Hand wash 		QIS focal person
3.3. OT:		
<ul style="list-style-type: none"> Introduce Safe Surgery Check list 		WIT team leader
<ul style="list-style-type: none"> Use SOP for OT 		WIT OT team leader
3.4. Emergency department:		
<ul style="list-style-type: none"> Emergency SOP 		Facilitator of WIT
<ul style="list-style-type: none"> Ensure emergency drug tray 		WIT team leader
<ul style="list-style-type: none"> Ensure emergency room equipment 		WIT team leader
<ul style="list-style-type: none"> Ensure emergency duty roster 		WIT team leader
4. Support service standards		
4.1. Laboratory services:		
<ul style="list-style-type: none"> Introduce lab SOP 		WIT Team leader
<ul style="list-style-type: none"> Display the name of the test 		WIT Team leader
<ul style="list-style-type: none"> List of equipment 		WIT Team leader
<ul style="list-style-type: none"> Ensure all necessary equipment according to list 		WIT Team leader
<ul style="list-style-type: none"> Maintain all necessary forms and Register 		WIT Team leader
4.2. Radiology services:		
<ul style="list-style-type: none"> Introduce SOP 		WIT Team leader
<ul style="list-style-type: none"> Display the name of the imaging 		WIT Team leader
<ul style="list-style-type: none"> List of Equipment 		WIT Team leader
<ul style="list-style-type: none"> Ensure all necessary equipment according to list 		WIT Team leader
<ul style="list-style-type: none"> Maintain all necessary forms and Register 		WIT Team leader

Note: Other Support services and ancillary standards will be introduce later on