



# National Health Facility Preparedness & Readiness Rapid Assessment Checklist for COVID-19

## DESCRIPTION OF THE HOSPITAL

Assessment date: dd/mm/yyyy	
Health Facility Code:  __ __ __ __ __ __ __ __	District: _____ Division: _____
Name of health facility:	
Type: <input type="checkbox"/> Government <input type="checkbox"/> Private <input type="checkbox"/> NGO <input type="checkbox"/> Other (Please specify)	
Have ICU facility: Yes/No	If yes, number of beds:  __ __ __
Emergency mobile number of health facility:  __ __ __ __ __ __ __ __ __ __	
Mobile number of Ambulance:  __ __ __ __ __ __ __ __ __ __	

### 1. HEALTH WORKFORCE CAPACITY

Designation	Number Currently Working in Facility  (Govt/ NGO/ Volunteer)	# Assigned in Triage Unit	# Assigned in Isolation / Covid ward	# Assigned for ICU
01. Specialist/Consultant Physician (for ICU/ Medicine Indoor)				
02. General Physician				
03. Nurse				
04. Midwives				
05. Medical technologist (Lab)				
06. Medical technologist (EPI)				
07. Ward Boy				
08. Cleaner				
09. Ambulance Driver/Driver				
10. Number of Health Care Providers trained on IPC				
11. Number of support staffs (cleaner/ driver) trained on IPC				



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12. Number of Healthcare Providers trained on Case Management						
13. Number of health care providers trained on “How to run COVID-19 hospitals in Bangladesh” guideline						
14. Number of medical technologists trained on sample collection storage and transportation						
15. Number of Statistician/ Statistical Assistant oriented on COVID reporting in DHIS2						
16. Number of health workforce trained on Covid19 surveillance						
<b>2. LEADERSHIP / INCIDENCE MANAGEMENT SYSTEM</b>						
Response	Objectives	Sl.	Response readiness activities	Verification		
				Yes	No	In Progress
<b>Establishment of an incidence management system with a core team and key internal and external contact points for planning &amp; decision making</b>	Ensure comprehensive management of the hospital response to the Covid19 emergency	17	Do you have Management team/ core team to respond Covid19?			
		18	Have you developed the hospital emergency response plan?			
		19	Do you have designated room for Management team/ core team?			
		20	Are roles and responsibilities of each individual member of the core committees defined and communicated? (ToR and notification)			
		21	Are Updated list and contact details of backup member for each of the Core team members available?			
		22	Is Proper documentation e.g. f meeting minutes training materials, etc. of core team and back up are maintained?			
		23	Is Official spokesman for external communication assigned (ToR with contact details)?			
		24	Are there Backup of official spokesman assigned with contact details?			
		25	Is there a plan in place to utilize auxiliary forces like 5th year medical students, retired HCW & volunteers, if situation get worse?			
		26	Is there a plan to outsource services if capacities are exceeded?			



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		27	Are dedicated ambulances for all suspected/confirmed COVID-19 cases available which are equipped with PPE and disinfectants for driver and ambulance staff?			
		28	Is referral guideline available?			
<b>3. TRIAGE</b>						
Response	Objectives	Sl.	Response readiness activities	Verification		
				Yes	No	In Progress
Triage	Separation of the suspect/confirmed patients from the general people	29	Do you have Triage Protocol developed by DGHS? ( <i>This is described in DGHS's How to Run a Covid Hospital</i> )			
		30	Are the signage and flow chart of triage at the reception counter in Bangla?			
		31	Is the facility having screening questionnaires according to the updated case definition available with Health Service Provider?			
		32	Are hand hygiene supplies (e.g. 70 % alcohol-based hand sanitizers; access to water, soap and disposable paper tissues to dry hands) available?			
		33	Are respiratory hygiene supplies (e.g. mask/ disposable paper tissues) are available for staff and patients?			
		34	Is 3ft interval maintained in General-Waiting room for patients?			
		35	Is 3ft interval maintained in reception for patients?			
		36	Is Tele-triage system (hospital call centre) available to triage patients before they arrive at the hospital?			
		37	Are there separate washroom with hand wash facilities available with 3 ft-internal physical distance?			
38	Is there a separate area for individual having flu like symptom (cough and fever) designated?					



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4. INFECTION PREVENTION & CONTROL						
Response	Objectives	Sl.	Response readiness activities	Verification		
				Yes	No	In progress
<b>Infection Prevention &amp; Control at all level</b>	To minimize the risk of transmission of healthcare-associated infection to patients, hospital staff, and visitors	39	Has IPC Committee been formed?			
		40	Is IPC Guideline available?			
		41	Is Hand Hygiene Guideline available?			
		42	Is disinfection and sterilization Protocol available?			
		43	Is occupational safety and health guideline available?			
		44	Is there a system on monitoring and supervision for IPC?			
		45	Is there a guideline available for rational use of PPE?			
		46	Is a one-meter distance between beds of suspected COVID-19 patients maintained?			
		47	Do Health Service Providers (HSP) use appropriate type of PPE before caring suspected or confirmed COVID-19 patients?			
		48	Do HSP use appropriate PPE who are involved in (aerosol generating/ invasive procedure) (i.e. tracheal intubation, non-invasive ventilation, tracheotomy, cardiopulmonary resuscitation, manual ventilation before intubation, bronchoscopy, collection of nasopharyngeal swap/aspirate)?			
		49	Are routine cleaning and disinfection of ambulances done as per IPC guideline?			
		50	Are staffs of laboratory, laundry, food services, waste management team follow IPC guidelines?			
51	Are staffs of laboratory, laundry, food services, waste management team use appropriate PPE?					



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5. CASE MANAGEMENT						
Response	Objectives	Sl.	Response readiness activities	Verification		
				Yes	No	In progress
<b>Case Management</b>	To ensure adequate treatment of COVID-19 acute respiratory infection	52	Is National Covid19 Case Management Guideline available at workplace?			
		53	Is National PPE Guideline available at workplace?			
		54	Is Oxygen Plant available in this hospital?			
		55	Is Liquified Oxygen System Available in this hospital?			
		56	Is Oxygen Manifold system available in this hospital?			
		57	Are Patient admission, referral, and discharge of SARI patients done in line with national protocols?			
		58	Are the patients having mild and moderate symptoms (with no co-morbidity) receive advice for home care from the Triage system in the hospital?			
		59	Is admitted patient receives mental and psychosocial counseling?			
		60	Are beds available for the admission of severe COVID-19 acute respiratory infection cases?			
		61	Are all vital signs monitored for admitted Covid19 patients?			
62	Is Hospital Authority provide nutritious foods for the admitted patients?					
6. MONITORING, SURVEILLANCE & RISK COMMUNICATION						
Response	Objectives	Sl.	Response readiness activities	Verification		
				Yes	No	In progress
<b>Monitoring and Surveillance of Covid19 situation &amp; Risk Communication with general</b>	Ensure continuous monitoring and surveillance of Covid19 situation to inform planning and adjustment in	63	Are daily reports uploaded in the DGHS website?			
		64	Are there separate register for suspected cases available at OPD, isolation and ICU room?			



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population	implementation status	65	Do you have mechanism to review Covid19 situation per day in the facility?				
		66	Are Social and Behavioral Change Communication (SBCC) materials for Covid19 (Poster, flyers, job aid, LED message etc.) available in the facility?				
		67	Does the facility practice any communication measure to aware general people on Covid-19?				
<b>7. WASH IN HEALTH FACILITY, WASTE MANAGEMENT &amp; ENVIRONMENTAL CLEANING</b>							
Response	Objectives	Sl.	Response readiness activities	Verification			
				Yes	No	In progress	
WASH in Health Facility	To create an enabling environment for improved WASH/IPC	68	Is Running water available in the hospital (emergency /outpatient / inpatient)?				
		69	Are safe and reliable drinking-water points always accessible?				
		70	Is the hospital equipped to prepare chlorine solution at the central location of its water supply system?				
		71	Are there separate toilet for male and female patients?				
		72	Is one (1) toilet for every 6 beds for the inpatient department?				
		73	Are functional handwashing facilities with running water and soap and / or alcohol-based hand rub available (at least 2 for 20 beds.)				
		74	Is 24 hours cleaning service available in Health Care Facilities?				
		75	Are Hospital Wastewaters (produced from washbasins, showers, sinks, flushing toilets) removed through City/Municipality drainage system?				
		76	Are Hospital Wastewaters (produced from washbasins, showers, sinks, flushing toilets) removed through its own on-site disposal system?				
		77	Is Waste Management Protocol/guideline available?				
78	Is Environmental Cleaning guideline available?						



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<b>Waste Management &amp; Environmental Cleaning</b>		79	Is Management protocol of liquid spill from patient available?			
		80	Do you regularly clean the triage area?			
		81	Do you regularly clean the hospital floors?			
		82	Do you wash the linen according to protocol?			
		83	Are 3 color coded waste bin available?			
		84	Does the hospital have a waste disposal system (Incineration / waste pit)?			
		85	Is there a contract with private company (PRISOM or others) to collect and dispose hospital waste?			
<b>8. ESSENTIAL SUPPORT SERVICE</b>						
<b>Response</b>	<b>Objectives</b>	<b>Sl.</b>	<b>Response readiness activities</b>	<b>Verification</b>		
				<b>Yes</b>	<b>No</b>	<b>In Progress</b>
<b>Essential Support Service (Administration and Health Financing)</b>	Implement financial managerial and administrative support mechanisms needed for the response.	86	Are there roster duty of doctors, nurses, and other medical and auxiliary staffs practiced according to the circular of DGHS?			
		87	Do you have backup of roaster duty personnel (doctors, nurses & others)?			
		88	Do you have accommodations and foods supply for working doctors and staffs?			
		89	Do you have vehicle support for doctors and medical staffs?			
		90	Do you have designated area as a morgue?			
		91	Are diagnostic procedures free for COVID-19 suspected cases?			
		92	Are treatment costs of COVID 19 infected patients free in the facility?			



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9. ESSENTIAL HEALTH SERVICES AND PATIENT CARE							
Response	Objectives	Sl.	Response readiness activities	Verification			
				Yes	No	In progress	
<b>Continuation of Essential Health Services and patient Care</b>	To ensue uninterrupted & continuity of essential medical and surgical care (e.g. emergency services, urgent surgical operations, maternal and child-care)	93	Have you identified hospital services (OT, emergency, IPD services are available) that your facility must provide always and under any circumstances?				
		94	Are adequate human resources available to ensure the continuity of the identified essential hospital services?				
		95	Are adequate logistics available to ensure the continuity of the identified essential hospital services?				
		96	Are National protocol for MNCH and FP services during Covid19 available in the facilities?				
		97	Have the Health Service Providers received training on providing MNCH and FP service during Covid19?				
		98	Are Essential MNCH services going on during Covid19 pandemic?				
		99	Are Essential FP services going on during Covid19 pandemic?				
		100	Are Immunization services going on during Covid19 pandemic?				
		101	Are Essential nutrition services going on during Covid19 pandemic?				
10. EQUIPMENT							
<b>Note:</b> Only Equipment are included in this checklist. DGHS Covid commodities dash board has status of all consumables <a href="https://scmpbd.org/index.php/covid-19-dashboard">https://scmpbd.org/index.php/covid-19-dashboard</a>							
Response	Objectives	Sl.	Response readiness activities	Verification			
				Yes / No	If Yes, Number	How many are functional?	How many are repairable?
<b>EQUIPMENT MANAGEMENT</b>	To estimate availability of functional equipment to support provision of quality treatment for admitted Covid patients	102	Oxygen concentrator 5 LPM				
		103	Oxygen concentrator 10 LPM				
		104	Oxygen cylinder, Size C, 170 liters				
		105	Oxygen cylinder, Size D, 240 liters				





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		106	Oxygen cylinder, Size E, 680 liters				
		107	Oxygen cylinder, Size F, 1360 liters				
		108	Oxygen cylinder, Size G, 3400 liters				
		109	Oxygen cylinder, Size H, 4100 liters				
		110	Oxygen cylinder, Size J, 6800 liters				
		111	Flow-splitter, for oxygen supply				
		112	Flowmeter, Thorpe tube				
		113	Humidifier, non-heated				
		114	Nasal oxygen cannula, with prongs				
		115	Bag Valve mask-adult				
		116	Bag Valve mask -child				
		117	Bag Valve mask -infant				
		118	Portable Ultrasonogram				
		119	Biochemistry analyzer				
		120	Digital thermometer				
		121	Cricothyrotomy set				
		122	High Flow Nasal Cannula, with accessories				
		123	Electronic drop counter				
		124	Continuous positive air pressure (CPAP), with tubing and patient interfaces for adult and pediatric				
		125	Bilevel positive airway pressure (BIPAP)				
		126	Ventilator patient, for adult. (Non-invasive)				
		127	Ventilator patient, pediatric (Noninvasive)				
		128	Patient ventilator, for critical care (invasive)				
		129	Colorimetric end tidal CO2 detector				
		130	Endotracheal tube introducer, Stylet				
		131	Endotracheal tube introducer, Bougie				
		132	Endotracheal tube, with cuff				
		133	Endotracheal tube, without cuff				
		134	First aid box				
		135	Laryngoscope - adult/child				
		136	Laryngoscope - neonate				
		137	Oxygen concentrator				
		138	Oxygen Cylinder				



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		139	Resuscitator, adult				
		140	Resuscitator, child				
		141	Suction devices				

**Additional information:**

Signature:

Data collector's name: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact number:

Name of agency:

Signature:

Name of health manager: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact number:

Name of health facility:

**List of responders with name designation and contact number:**

**N.B please send scan copy to [hss@mis.dghs.gov.bd](mailto:hss@mis.dghs.gov.bd); [arif24ju@gmail.com](mailto:arif24ju@gmail.com); [directorhospital@ld.dghs.gov.bd](mailto:directorhospital@ld.dghs.gov.bd)**