This tool serve to inform facilities of the roles and responsibilities related to the implementation of the Essential Package of Paediatric care.

A= The accountable person is ultimately answerable for the activity or decision. This includes "yes" or "no" authority and veto power. Only one "A" can be assigned to an action.

R= The individual(s) who complete the task. Responsible for action/implementation. Responsibility can be shared. The degree of responsibility is determined by the individual with the "A"

C= Individual(s) to be consulted prior to a final decision or action. This is a predetermined need for two-way communication. Input from the designated position is required.

I= Individual (s) who needs to be informed *after a decision or action is taken.* They may be required to take action as a result of the outcome. It is a one-way communication.

1. Accountability for implementation & achievement of Goals at Facility level rests with the CEO. Some of this accountability may be shared as indicated below.
2. There are multiple tools to be completed at various levels & by multiple people. This ensures responsibility is shared amongst all role players.
3. The chart indicates who is responsible for implementation and who should be informed if action is required for any of the tools/ interventions.

The following people should receive a copy of the dashboard each month.

1. **OM**	2. **Paediatric MO and/or Head clinical unit-paediatrics/neonate**	3. **Maternity Assistant Nurse Manage**
4. **Facility Executive**	5. **District management including Quality, Infection and nutrition Manager**	6. **DCST team**
7. **District and Paediatric area Manager**	8. **Provincial Neonatal Coordinator**	9. **Provincial Paediatrician**

Allocation				Facility																				
HHAPINeSS	**Indicator**	**Time Frame**	**Tool Completion**	**Tool**	Medical Officer (MO)	Operational Manager (OM)	Assistant Nursing Manager(ANM)	Infection Control Manager	Resuscitation Manager (RM)	Quality Assurance Manager (QAM)	Facility Information Officer	M and E Manager	Cleaning Company	Maintenance Manager	Stores Manager	Assets Manager	Laboratory Manager	Head of Pharmacy	HR manager	Finance Manager	Head Clinical Unit	Nursing Manager	Medical /Clinical Manager	Chief Executive Officer (CEO)
Leadership	Implementation plan	Quarterly	NA	DCST report	R	R	R														R	R	R	A
	Non-rotating allocated MO	Quarterly	NA	Outreach report	C														R		R		R	A
	OM qualification	Quarterly	NA	DCST report		C	R												R			A		A
	No. of MOs in Hosp. (1°)	Quarterly	NA	Outreach report															R				R	A
	Appropriate Paed cover (2°/3°)	Quarterly	NA	Call roster															R		R		R	A
Financing	Consumables Checklist	Monthly	OM	Checklist & DCST report		R	I								R					R	I			A
	Pharmaceuticals	Monthly	OM	Checklist & Outreach report	C	R	R											R			I		I	A
Infra-structure	Infrastructure assessment	Annual	DCST	Tool 1	C	C	C														I	I	I	A
	Infrastructure development plan	Annual	NA	DCST report																	R	R	R	A

HHAPINeSS	Indicator	Time Frame	Tool Comple-tion	Tool	Medical Officer (MO)	Operational Manager (OM)	Assistant Nursing Manager(ANM)	Infection Control Manager	Resuscitation Manager (RM)	Quality Assurance Manager (QAM)	M and E Manager	Facility Information Officer	Cleaning Company	Maintenance Manager	Stores Manager	Assets Manager (AM)	Laboratory Manager	Head of Pharmacy	HR manager	Finance Manager	Head Clinical Unit	Nursing Manager	Medical /Clinical Manager	Chief Executive Officer (CEO)
Equipment	Approp. N° of HC beds	Quarterly	NA	Outreach report	R	R	I								I	I				I	I	I	I	A
	Equipment assessment	6 monthly	DCST & AM	Tool 2		R	I								I	I				I	I	I	I	A
	Equipment bed audit	6 monthly	DCST & AM	Tool 3		R	I								I	I				I	I	I	I	A
	Equipment register	Annual & Monthly	DCST & OM	Register & DCST report	C	R	I								I	I				I	I	I	I	A
	Equip procurement plan	Annual	NA	DCST report	R	R	R								R	R				R	R	I	R	A
	Standardised equipment (assets) register	Quarterly	NA	DCST report																				
	Daily equipment maintenance checks	Quarterly	Staff	Checklists & DCST report		R	I								I	I					I			A
Support services	Support services assessment	Quarterly	QAM	Tool 4	C	C	C	I	+ Head radiology			R	R	R		R	R				I	I	I	A
	Maintenance register	Monthly	OM	DCST report		R	I							R							I		I	A
Systems	Systems Assessment	Quarterly	QAM	Tool 5	R	R	I			R											I	I	I	A
	Paediatric ADD	Quarterly	NA	DCST report	R	R	R				I										I	I	I	A
	Standardised Paed record	Quarterly	NA	Outreach report	R	R	R				I				I						I	I	I	A
	Transfer Register	Quarterly	NA	DCST report	R	R	I														I	I	I	A
	Handover Register	Quarterly	NA	Outreach report	R	R	I														R	I	I	A
Human Resources	Human Resources Assessment	Quarterly	DCST	Tool 6	R	R	R				I								R	R	R	A	A	A
	Staff data base	Monthly	OM	Tool 6	R	R	R				I										R	I	I	A
	Skills audits	Monthly	OM	DCST report	R	R	I				I										I	I	I	A
	Appropriate N° of nurses	Quarterly	NA	Tool 6		R	R												R	R		R		A
	Non rotation of staff	Quarterly	NA	Tool 6		R	R												R	R	R	R	R	A
	Daily MO ward round	Quarterly	NA	Outreach report	R																I		I	A
	% of staff ETAT trained	Quarterly	NA	Outreach report	R	R	R														R	I	R	A
	% of staff IMAM trained	Quarterly	NA	Outreach report	R	R	R														R	I	R	A

HHAPINeSS	Tool/Indicator	Time Frame	Tool Comple-tion	Evidence	Medical Officer (MO)	Operational Manager (OM)	Assistant Nursing Manager(ANM)	Infection Control Manager	Resuscitation Manager (RM)	Quality Assurance Manager (QAM)	Facility Information Officer	M and E Manager	Cleaning Company	Maintenance Manager	Stores Manager	Assets Manager	Laboratory Manager	Head of Pharmacy	HR manager	Finance Manager	Head Clinical Unit	Nursing Manager	Medical /Clinical Manager	Chief Executive Officer (CEO)
I – IPC	IPC Assessment	Monthly	IPC	Tool 7	R	R	I	R													I	I	I	A
	Hand washing Assessment	Monthly	IPC	Tool 8	R	R	I	R													I	I	I	A
M&E	M&E Assessment Tool	Quarterly	M&E	Tool 11	R	R	R					R									R	I	R	A
	Child PiP meeting	Monthly	NA	Outreach report	R	R	R					R									R	R	R	A
	Maternal Interviews	Monthly	ANM	Interview sheet	R	R	I			I											I	I	I	A
	Paediatric Dashboard	Monthly	QAM	Dashboard	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	A