

Tool 6: Paediatric Human Resources Audit

		ne HR manager and Maternity ANM and Q3 by t indicator for each assessed month and calculate	-		
	ty Name:	Year:	score using table	s below.	
	pplicable (NA):	Does not apply to the unit or individual assess	ment or not obser	rved.	
	Non-Compliant (NC): <50% compliance				
Partially Compliant (PC): 50 - 79% Compliance					
	pliant (C):	80 - 100% Compliance			
r					
NO.	INDICATOR			April	Q3
Nurs	ing				
1.	Staff database in use a	nd current			
2.	Appropriate N° of nurs	rses in paediatric department (no vacant posts)			
3.		propriate post graduate qualification in charge	of the		
	paediatric unit. (Paeds,	/child critical care 2º/3º)			
4.	Min 66% Non-rotation	al staff are allocated to paediatric unit (Staff data	abase)		
5.		per shift meet norms for bed numbers (See norn	-		
Med			,		
6.	Medical staff must be a	allocated to paediatric unit for a minimum of 3 -	6 months		
7.		cluding weekends & public holidays) is done by a			
8.	· · · ·	available/on call for the paediatric unit 24 hours			
9.	-	doctors are on duty in the unit for the number a	-		
5.	(See norms below)	doctors are on duty in the drift for the number a	id level of beds		
10.		charge of the unit with offsite support after he	ours (2º/3º)		
11.					
12.	The consultant does not rotate for at least 6 months (2°/3°) There is a weekly telephonic consultant round (District Hospitals)				
13.		reach visits (District Hospital)			
Train					
14.	-	(destars and purses) have had INAANA training			
		(doctors and nurses) have had IMAM training	T the late a		
15.	67% of professional nurses in A &E (casualty) and POPD have had ETAT training				
16.		e had ETAT training (district hospitals)			
17.		ors have had ETAT training (2°/3°)			
18.		en trained in ETAT and IMAM (2º/3º)			
19.		onthly in-service training			
20.	Resources are available for going education e.g. SAPA resus. booklet, textbooks,				
	journals, course notes (2°/3°)				
21.	All staff have completed 6 monthly skills assessments (as per staff database)				
Auxi	-				
22.	There is a ward clerk allocated to the paediatric unit				
23.	A general orderly/cleaner is allocated to the paediatric unit day & night (2 in bigger				
N / I +	units)				
24.	disciplinary There is a dietician in the hospital (District Hospital)				
24. 25.		the hospital (District Hospital) ocated to paediatric care (2°/3°)			
26.		s conducted by the dietician			
27.	-	er available in the hospital			
28.		OT team available in the hospital			
29.	At least weekly rounds	· · · · · · · · · · · · · · · · · · ·			
			NA		
			NC		
			PC		
			C		
		l			L

Month	Assessed By - Sign	Print	Desig	Date
April				
Q3				
	·	·		•

Month	Feedback received by - Sign	Print	Desig	Date
April				
Q3				

Nursing staff norms for paediatric units

Levels of care	Bed numbers (District)	Required Nurses/Shift	Ratio: RN:EN
High Care	Minimum 2 beds	1 nurse to 3 children	1:1
General Care		1 nurse to 6 children	1:3

Medical staff norms for paediatric units

Levels of care	Bed numbers (District)		
District Hospitals	1MO: 20 Patient day equivalents(PDE)		
Regional/Tertiary Hospitals			
High Care	1:5		
General Care	1:15		
Paediatrician	1:40 000 in catchment population		

NB Functional minimum to support 2 on call at night = 12

Scoring and feedba	ck-In Discussion with the	Unit:		
April Scoring	NA =	NC =	PC =	C =
	NA x 2 =			C x 2 =
	A: PC + (C x 2) =		B: 58 - (NA x 2) =	
	A / B =		X 100 = %	
Gaps Identified:				
Action Plan:				
Q3 Scoring	NA =	NC =	PC =	C =
	NA x 2 =			C x 2 =
	A: PC + (C x 2) =		B: 58 - (NA x 2) =	
	A / B =		X 100 =	%
Gaps Identified:				
Action Plan:				