

Roles & Responsibilities: Neon. Dashboard

This tool serve to inform facilities of the roles and responsibilities related to the implementation of the Essential Package of Neonatal 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	Tool/Indicator	Time Frame	Tool Completion	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)	
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 ^o)	Quarterly	NA	Outreach report															R					R	A
	Approp. Paed cover (2 ^o /3 ^o)	Quarterly	NA	Call roster															R			R			R
Financing	Consumables	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	I	A
	Plans to address gaps	Annual	NA	DCST report																	R	R	R	R	A

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Equipment	Equipment assessment	6mthly	DCST& AM	Tool 2		R	I								I	I					I	I	I	I	A
	Equipment bed audit	6mthly	DCST& AM	Tool 3		R	I								I	I					I	I	I	I	A
	Equipment register	Annual & Mthly	DCST & OM	Register & DCST report	C	R	I								I	I					I	I	I	I	A
	Approp.no of HC beds	Quarterly	NA	Outreach report	R	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
	Equipment maintenance checks	Daily	Staff	Checklists & DCST report		R	I								I	I						I			A
Support services	Support services assess.	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
	Neonatal ADD	Daily	Staff	DCST report	R	R	R				I											I	I	I	A
	Standardised neon. record	Quarterly	NA	Outreach report	R	R	R				I				I							I	I	I	A
	Neonatal SOPs in use	Quarterly	NA	Outreach report	R	R	R				I				I							I	I	I	A
	Neonatal Stats register	Daily	OM	Register & DCST report	R	R	R					I	R									I	I	I	A
	Transfer Register	PRN	MO	DCST report	R	R	I															I	I	I	A
	Handover Register	Daily	MO	Outreach report	R	R	I															R	I	I	A
Human Resources	Human Resources Assess.	Quarterly	DCST	Tool 6	R	R	R			I									R	R	R	A	A	A	A
	Appropriate no. 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	R	A
	Daily MO ward round	Quarterly	NA	Outreach report	R																	I		I	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
	% of staff KINC trained	Quarterly	NA	Outreach report	R	R	R															R	I	R	A
	ESMOE firedrill cover	Quarterly	NA	Outreach report	R	R	R															R	I	R	A
A-asphyxia	Resuscitation Assessment	Quarterly	RM	Tool 7	R	R	I		R	I												I	I	I	A
	Resus. trolley checklist	Daily	Staff	Checklist	R	R	I		I	I												I	I	I	A
	HBB Firedrill Coverage	Quarterly	NA	DCST report	R	R	R		R													R	I	R	A

