To be completed quarterly in June, September, December and March by the Quality Assurance Manager.
Record NA/NC/PC/C for each indicator for each assessed month and calculate score using tables below.

Year:		**Unit:**	
Not applicable (NA):	Does not apply to the unit or individual assessment or not observed.		
Non-Compliant (NC):	<50% compliance		
Partially Compliant (PC):	50-79% Compliance		
Compliant (C):	80-100% Compliance		

NO.	INDICATOR	June	Sept.	December	March
Procurement					
1.	Bid evaluation committee meets monthly				
2.	Bid adjudication committee meets monthly				
3.	Cash flow committee meets monthly				
4.	End user (OM/ HCU/Clinical manager) approves purchase				
5.	Standardised NSI register in use and up to date				
6.	Unit receives monthly NSI procurement reports				
7.	NSIs are procured within 3mths				
8.	Equipment consumables ordered as proprietary items (sole provider)				
9.	80% of required consumables available (Consumables checklist)				
Laboratory and Blood service					
10.	Required consumables available- Plain tubes				
11.	Full range of paed micro containers				
12.	Urine specimen bottles				
13.	Paediatric Blood culture bottles				
14.	Cross match tubes				
15.	Cord blood tubes				
16.	Glucose tubes				
17.	There is a 24hr laboratory service				
18.	Bilirubin/LP results available within 2hrs.				
19.	FBC results available within 8hrs.				
20.	HIV, RPR & CRP tests can be done.				
21.	Blood gas machine available and functional- In hospital-District In neonatal unit-2º/3º				
22.	Required blood products are available- Fresh dried plasma				
23.	Tetanus toxoid				
24.	Polygam- 2/3º				
25.	Emergency Paed packed cells -within 24hrs -District In hospital- 2º/3º				
Pharmacy					
26.	There is an emergency pharmacy service				
27.	80% of required pharmaceuticals available(Pharmaceuticals checklist)				
Linen					
28.	Adequate amounts of clean linen daily- Towels				
29.	Cot/incubator sheets				
30.	Baby blankets				
31.	Caps				
32.	KMC wraps				
33.	There is a system in place to wash baby clothes and KMC wraps				
CSSD					
34.	Required packs and sterile items available- IV pack				
35.	Neonatal Procedure				
36.	Sinappi Expressing Cups				
	A. NA				
	NC				
	PC				
	C				

Radiology		June	September	December	March
37.	There is a 24hr mobile X-Ray service				
38.	Urgent X-Rays available within 1hr				
39.	Cranial ultrasound with preterm robe can be performed ($2^o/3^o$)				
40.	Colour dopler can be performed ($2/3^o$)				
41.	CT scans can be performed (3°)				
42.	MRI can be performed (3°)				
Cleaning					
43.	Cleaning staff are non-rotational (6 mths minimum)				
44.	Cleaning staff trained and competent in cleaning equipment				
45.	Cleaning staff terminally clean equipment				
46.	Ablution cleaning checklist current and compliant				
47.	Unit cleaning checklists current and compliant				
Maintenance					
48.	Maintenance register in use				
49.	Maintenance requests followed up monthly				
50.	All maintenance requests completed within 3 months				
51.	Neonatal unit well maintained (See checklist below)				
52.	KMC unit well maintained (See checklist below)				
53.	Lodger unit well maintained (See checklist below)				
B.	**NA**				
	NC				
	PC				
	C				
	Final Scores:	%	%	%	%

Maintenance checklist														
No	**Item**	**Neonatal Unit**				**KMC unit**				**Lodger Unit**			
	Month	Jun	Sep	Dec	Ma	Jun	Sep	Dec	Ma	Jun	Sep	Dec	Ma
1.	Walls — Dry and intact; paint-clean and smooth												
2.	Ceiling — Paint in good condition and clean												
3.	Intact –not broken or loose/missing panels												
4.	Not leaking												
5.	Lights — All bulbs present and functional												
6.	All lights covered												
7.	Windows — Glass not broken												
8.	Handles working												
9.	Can open and close (if possible)												
10.	Floors and skirting's — Clean												
11.	Intact-no holes/ridges												
12.	Furniture & Carpentry — Functional & easily cleanable												
13.	Electrics — All plugs functional												
14.	Plumbing — No leaks												
15.	No leaking taps												
16.	Ablutions — Cistern covered												
17.	Toilet seat and lid present and functional												
18.	Toilet functional and not leaking												
19.	Air-conditioning-Functional and visibly clean												
20.	Pest control checks performed monthly												
	Totals:												
	Divide by 20												
	X100=Final Percentage:												

Month	Assessed By -Sign	Print	Desig.	Date	Feedback received by:
June					
September					
December					
March					

Scoring and feedback-In Discussion with the Unit:				
June Scoring	**NA=**	**NC=**	**PC=**	**C=**
	NAx2=			**Cx2=**
	A: PC + (Cx2) =		**B: 106 - (NAx2)=**	
	A / B =		**X 100 =**	**%**
Gaps Identified:				
Action Plan:				
September Scoring	**NA=**	**NC=**	**PC=**	**C=**
	NAx2=			**Cx2=**
	A: PC + (Cx2) =		**B: 106 - (NAx2)=**	
	A / B =		**X 100 =**	**%**
Gaps Identified:				
Action Plan:				
June Scoring	**NA=**	**NC=**	**PC=**	**C=**
	NAx2=			**Cx2=**
	A: PC + (Cx2) =		**B: 106 - (NAx2)=**	
	A / B =		**X 100 =**	**%**
Gaps Identified:				
Action Plan:				
September Scoring	**NA=**	**NC=**	**PC=**	**C=**
	NAx2=			**Cx2=**
	A: PC + (Cx2) =		**B: 106 - (NAx2)=**	
	A / B =		**X 100 =**	**%**
Gaps Identified:				
Action Plan:				