To be completed quarterly in May, August, November and February 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	May	August	November	February
Records					
1.	Standardised neonatal records in use				
2.	Clinical management checklists available in every file and current				
3.	Inpatient files available for each baby and correctly divided				
4.	Old notes secured in order and correctly divided awaiting discharge				
Management meetings					
5.	There are weekly minuted unit management meetings				
6.	These meetings include the doctors and nurses.				
7.	These meetings include communication, mortality, record audits and in-service education				
8.	There is a monthly management meeting with medical and nursing managers from neonatal and obstetric units.				
Handover and allocation					
9.	There is a written medical handover (red/blue flag) system				
10.	The handover system verifies that unstable/critically ill patients & new admissions are reviewed twice / day				
11.	Daily nursing allocation register in use and current				
12.	Each baby has an allocated nurse responsible for total care of baby				
13.	There is evidence of effective delegation of responsibility in the unit –Daily allocation book and Champion list current				
Referral					
14.	There is an up and down referral guideline including which babies require up/down referral and to which hospital/s they should go.				
15.	There is a current transfer register				
16.	Receiving hospitals have a current record of babies awaiting transfer				
17.	Receiving hospitals have a record of number of referrals received, number accepted and outcomes.				
18.	Babies are transferred up or down within 24hrs				
19.	Mothers accompany all babies immediately/within 24hrs				
DHIS					
20.	Neonatal Transfer register in use and current				
21.	Neonatal ADD in use and current (all data captured)				
22.	Neonatal midnight headcount register in use and current				
23.	Neonatal stats register in use and current				
24.	DHIS Data is verified daily, weekly and monthly.				
Donor milk					
25.	There is a donor milk bank/ system to access donor milk				
26.	There is a system to sterilise and store donated milk				
27.	There is a system to identify and recruit potential milk donors				
28.	There is a system to record donor and recipient				
29.	There is a system for appropriate storage & dispensing of donor milk				
Stock control					
30.	There is a system to ensure adequate stock levels are maintained				
	NA				
	NC				
	PC				
	C				
	Final Scores:	%	%	%	%

Month	Assessed By -Sign	Print	Desig.	Date	Feedback received by:
May					
August					
November					
February					

Scoring and feedback-In Discussion with the Unit:				
May Scoring	NA=	NC=	PC=	C=
	NAx2=			Cx2=
	A: PC + (Cx2) =		B:60 - (NAx2)=	
	A / B =		X 100 = %	
Gaps Identified:				
Action Plan:				
August Scoring	NA=	NC=	PC=	C=
	NAx2=			Cx2=
	A: PC + (Cx2) =		B: 60 - (NAx2)=	
	A / B =		X 100 = %	
Gaps Identified:				
Action Plan:				
November Scoring	NA=	NC=	PC=	C=
	NAx2=			Cx2=
	A: PC + (Cx2) =		B: 60 - (NAx2)=	
	A / B =		X 100 = %	
Gaps Identified:				
Action Plan:				
February Scoring	NA=	NC=	PC=	C=
	NAx2=			Cx2=
	A: PC + (Cx2) =		B: 60 - (NAx2)=	
	A / B =		X 100 = %	
Gaps Identified:				
Action Plan:				