



**Attend a mortality meeting in your facility.
Record Yes or No for each indicator below.**

Date:		Name of Observer:		
NO.	INDICATOR	YES	NO	
1.	Where the minutes of the previous meeting circulated prior to the meeting?			
2.	Confirmation of minutes: Did they just ask for any corrections (or did they read the whole minutes)?			
3.	Matters arising: Was only the previous months action plan reviewed?			
4.	Time keeping: Did they keep to time? Meeting length max 2 hrs.			
5.	Was the meeting conducted in a positive, non critical manner?			
6.	Did doctors from obstetrics and paediatrics attend?			
7.	Were senior hospital managers present-CEO, medical manager, nursing manager?			
8.	When presenting the data did they highlight poor /well performing indicators, trends and performance against baseline/previous year and targets (or just read out numbers)?			
9.	Did they show that the data had been verified (Register vs PPIP vs DHIS)?			
10.	Were quality indicators also presented eg EPOC Dashboard, BANC/Safe caesarian audits?			
11.	Were modifiable/avoidable factors identified?			
12.	Did the case presented include neonatal and maternal learning points?			
13.	Was there good engagement and participation from all present?			
14.	Was an action plan developed at the end of the meeting?			
15.	Did the action plan include: The problem identified/modifiable factor, measurable actions needed (eg no of people to be trained), an outcome measure (eg skills assessment), time frames and responsible people?			
16.	Do you believe the meeting was helpful and impactful in improving quality of care?			
		Totals:		
		Percentage: Total number of Yes and divide by 16 x100 =		
				%

Comments: How could the meeting have been improved?

Sign: _____

Date: _____