



REPUBLIC OF RWANDA



MINISTRY OF HEALTH

ASSESSMENT CHECKLIST: LEVEL TWO TEACHING HOSPITAL STANDARDS

February 2022

INTRODUCTION

The need to strengthen governance, leadership and accountability in clinical training hospitals will result in building a robust human resource for health that is a key pillar in establishment and maintenance of a strengthened health system. The main goal of medical education and continuous health professional development for health professionals is improved health to the public. The Human Resource for Health Secretariat (HRHS) undertook development of training standards to ensure the training programmes, and health professional clinical teaching hospitals are responsive to emerging and expanding health care needs of the populations. The use of these norms and standards in assessment and accreditation of clinical teaching hospitals, and Level Two Teaching Hospital in the country will provide the standardized training of health professionals.

Becoming a Level Two Teaching Hospital is an exciting and transformative event for a health education. However, given the long lasting implications, starting the journey requires a well thought out plan to ensure a variable and successful Health Professional Education.

The checklist below serves as a road map for executives as they begin this process for a quick assessment of Level Two Teaching Hospital. The outline requirements are illustrated against each standard for technical details.

All health professional training Level Two Teaching Hospital are called upon to adhere to these standards and ensure their training programmes are accredited to provide holistic clinical training of health professionals with requisite skills, competences and professionalism that guarantees the public of their right to highest attainable standards of health.

This checklist can be used for assessing health professional training hospital searching accreditation of second teaching hospital as well as for regular follow up assessment compliance

AUDIT SCORE

This Health Professional Level Two Teaching Hospital Assessment Checklist contains Ten main sections for a total of five hundred and thirteen (513) **points**. Each item shall be awarded a point value of 1, 2,3 or 5 points, based upon relative importance and/or complexity. Responses to all questions will be, “YES”, “PARTIAL”, or “NO”. Items marked “YES” receive the corresponding point value. Items marked “PARTIAL” receive 1 point. Items marked “NO” receive 0 points. When marking “PARTIAL” or “NO”, notes should be written in the comments field to explain why the Level Two Teaching Hospital did not fulfil this item to assist the Level Two Teaching Hospital with addressing these areas of identified need following the audit.

AUDIT SCORE SHEET

1:Standard	Governance, Management and Leadership	31 Pts
2:Standard	Financial Resources and Management	5 Pts
3:Standard	Student management	15Pts
4:Standard	Standard: Quality Assurance	12 Pts
5:Standard	Research and Innovation	15 Pts
6:Standard	Resources	
6.1	Core Service Departement	36 Pts
6.1.1	Internal Medicine	24 Pts
6.1.2	Pediatrics	24 Pts
6.1.3	Neonatology	18 Pts
6.1.4	General Surgery	21Pts
6.1.5	Obstetrics and Gynecology	31 Pts
6.1.6	Mental Health	13 Pts
6.1.7	Theatres	18 Pts
6.1.8	Accident Emergency	31 Pts
6.1.9	Radiology& Imaging	24 Pts
6.1.10	Biomedical Laboratory	50Pts
6.1.11	ENT	13 Pts
6.1.12	Ophthalmology	15Pts
6.1.13	Pharmacy	15Pts
6.1.14	Physical &functional rehabilitation	15 Pts
6.1.15	Dentistry	15 Pts
6.1.16	Nutrition &Dietetics	8 Pts
7.	Infection prevention and Control	40 Pts
8.	Information management	5 Pts
9.	Safety Assessment	9 Pts
10.	Quality Management System	10 Pts
Total Score		513 Pts =100%

REQUIREMENT	SCORE
All questions must score $\geq 80\%$ to be recommended as a Level Two Teaching Hospital (Minimum score shall be 410)	%

1. HOSPITAL INFORMATION

- Name of the Hospital.....
- Postal Address.....
- Physical Address.....
- Telephone No.....Fax.....
- E-Mail.....
- Administrative District/.....
- Hospital DG or Equivalent
- Number of Bed
- Number of Theater.....

S/ N	Criteria	Indicator	Means of verification	Y/P/N	Target Score	Comments
1.Standard : Governance, Management and Leadership						
1.1	Vision of Second Level teaching hospital	Vision of Level Two Teaching Hospital	Written statement of the vision that is relevant to the clinical training of health professionals and aligns to the values of training		/2Pts	
1.2	Mission of Second Level teaching hospital	Mission of Level Two Teaching Hospital	Written statement of the mission reflecting triple mission: Treating, Teaching and research		/2Pts	
1.3	Philosophy of Second Level teaching hospital	Philosophy of Level Two Teaching Hospital that addresses quality of education with respect to acquisition of professional clinical competence in line with national health needs and priorities	Philosophy of Level Two Teaching Hospital that addresses: 1. Mutual Responsibility and teaching institution involvement 2. Relevance of clinical education with respect to service needs 3. Clinical skills learning 4. Core values including ethics, integrity, respect for human right, team work spirit		/ 2Pts	
1.4	Strategic plan	Five-year and above strategic plan linked to the MOH strategic plan and national health needs and priorities	Presence of the strategic plan for the Level Two Teaching Hospital		/2Pts	
1.5	Action plan	Action plan approved by competent authority	Approved action plan		/2Pts	
1.6	Management structure	Organogram	Defined and documented organization structure with compliance		/3Pts	
1.7	Board of directors	Appointments	Minutes of meeting of meeting Schedule of meeting		/3Pts	

1.8	Heads of departments	Heads of departments offices	Dual or joint appointment		/3Pts	
1.9	Teaching coordination	Teaching coordination office Desk of student	Appointment letter Report of teaching co-ordination to upper managerial level Communication and		/3 Pts	
1.10	Communication and cooperation	Memo of understanding with teaching institutions	Minutes of meeting and correspondence		/3Pts	
1.11	Standing Committees	Education Committee	List of committee members		/3Pts	
		Research and Publications committee	List of committee members		/3Pts	
1. Total Score Governance, Management and Leadership					/31Pts	
2. STANDARD: Financial Resources and Management						
2.1	Financial plan	Realistic/implementable financial plan and projections for 1 year	Financial plan document		/3Pts	
2.2	Audited accounts	Audited accounts	Annual audited accounts		/2Pts	
Total Score Financial resources and management					/5 Pts	
3.Standard : Student Management						
3.1	Policy on student management	Student education support	Evidence of policy with the following information : I. Student induction and orientation II. Teaching plan III. Mentoring development plan IV. Career guidance		/3 Pts	
3.2	Are there SOP for Student induction and orientation (Teaching plan)	Induction and Orientation SOP	Records of student induction and orientation		/2 Pts	

3.3	Have all the trainers been trained for Mentorship and teaching methodology	Training plan	Certificates of mentorship training		/2 Pts	
3.4	Are there SOP for Career guidance	Career Guidance Plan	Reports of career guidance		/2 Pts	
3.5	Are there evidence of students' support desk	Presence of Student support desk	Records of student supports		/2 Pts	
3.6	Is there a SOP for dress code	Dress code SOP	Student dressing manner		/2 Pts	
3.7	Is there an appropriate accommodation and feeding facilitation	Accommodation and feeding facilities	Records of restaurant and accommodation		/2 Pts	
3.Total score: Student Management					/15 Pts	

4. Standard: Quality Assurance

4.1	Policy on quality assurance	Quality assurance policy	Policy Document		/3 Pts	
4.2	M&E Framework	M&E Plan and Schedule	Annual M&E report		/3 Pts	
4.3	Student Feedback	Student feedback reports for each cohort/Category	Student feedback report and actions taken (if applicable)		/3 Pts	
4.4	Improvement plan	Follow up action plan	Follow up action plan report and actions taken (if applicable)		/3 Pts	
4.Total Score Quality Assurance					/12 Pts	

5.Standard : Research and Innovation

5.1	Operation annual research Agenda	Research Agenda	Each department to provide annual research agenda		/3 Pts	
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6.1 Criteria: Core Service Departements

5.2	Research Incentives	Attending national & International Conferences	Evidence of funds allocated attending conferences		/3 Pts	
5.3	Publication outcome	Paper published	Each department publish a paper per year		/3 Pts	
5.4	Grant application	Grant application per year	One grant submitted each year by Level Two Teaching Hospital		/3 Pts	
5.5	Research governance committees	IRB or RPC or research committees	Evidence that one of these committees are formed and active		/3Pts	
Total Score Research and Innovation					/15 Pts	
STANDARD 6 : RESSOURCES						

(For each item present, please mark Yes and Mark No for absent item. The final results is the number of Yes scored

Functional Unit	YES/NO	Score	Comments
Internal medicine		/2 Pts	
Surgery		/2 Pts	
Pediatrics and Neonatology		/2 Pts	
Obstetrics and Gynecology		/2 Pts	
Accident and Emergency		/2 Pts	
Ear, Nose & Throat (ENT)		/2 Pts	
Mental Health services		/2 Pts	
Intensive care Unit/High dependency Unit		/2 Pts	
Outpatient clinics		/2 Pts	
Dentistry		/2 Pts	
Ophthalmology		/2 Pts	
Operation Theatres		/2 Pts	
Pharmacy		/2 Pts	
Biomedical Laboratory		/2 Pts	
Radiology and imaging		/2 Pts	
Rehabilitation services		/2 Pts	
Nutrition services		/2 Pts	
Biomedical Engineering and Maintenance		/2 Pts	
Others(List Them)			
Total Score			/36Pts

For each item present, please mark Yes, present but incomplete mark partial and Mark No for absent item.

6.1.1 INTERNAL MEDECINE					
Services	Item	Requirement	Assessment findings (Y), (P) (N)	Target Score	Comments (Each item score 2Pts)
6.1.1.1 Inpatient	Average No.Of inpatients per month for last 6 Months	(150)		/2 Pts	
	Number of Bed	(40)		/3 Pts	
	Mean hospital stay	(5)		/2 Pts	
	Tutorial room	(1)		/2Pts	
S/Total score			/9 Pts		
6.1.1.2 Medical outpatient clinic	Item	Requirement	Assessment findings (Y), (P) (N)	Target Score	Comments
6.1 1.2.1 Equipments and essential materials	Consultation rooms	(2)		/3 Pts	
	Triage	(1)		/2 Pts	
	S/Total			/ 5 Pts	
	Stethoscope	(4)			
	BP machine	(4)			
	Mobile lamp	(2)			
	Patella Hammer	(2)			
	Otoscope	(2)			
	Ophthalmoscope	(2)			
	Stationery	(2)			
	X-ray view box	(1)			
	Desk	(2)			

	Chairs	(2)			
	Examination couch	(2)			
	Examination tray	(2)			
	Resuscitation trolley	(1)			
S/Total					/5 Pts.
6.1 1.2.2 Personnel	No. Of physicians (Internists)	(2)			
	No. of General Practitioners	(5)			
	Specialist nurses or equivalent	(2)			(Ideal 2 but not mandatory)
	Registered Nurses:	(16)			
S/Total Score					/5Pts
Total Score Internal Medicine					/24 Pts
6.1.2 PEDIATRICS					
6.1.2.1 Wards	Item	Requirement	Assessment findings (Y), (P) (N)	Target Score	Comments
	No. of beds	(30)		/3 Pts	
	No. of nurses	(20)			
	No. of specialist nurses/equivalent	(3)			
	Number of GPs	(4)			
	Pediatricians	(2)			
	S/Total Score (Personnel)			/5 Pts	
	Average No.of inpatients in last six months	(250)		/2Pts	

	Total no. of hospitalization days in last month	(refer to bed occupancy rate if <60%=0, if above 60 and <70%=1, if >70=2)		/2 Pts	
	Tutorial room	(1)		/2 Pts	
6.1.2.2 Examination rooms	No of consultation rooms	(2)		/3 Pts	
	Triage room	(1)		/2 Pts	
6.1.2.3 Equipments and other essential materials	Stethoscope	(2 for nurses)			
	BP machine	(3)			
	Mobile Lamp	(3)			
	Tongue depressors	available			
	Patella Hammer	(3)			
	Otoscope	(4)			
	Ophthalmoscope	(1 per room)			
	Stationery	(1)			
	X-ray view box	(1per room)			
	Desk	(1 per room)			
	Chairs	(3 per room)			
	Examination couch (1 per consultation room)				
	Examination tray	(2)			
	Waiting area seats	10 Seats			
S/Total Equipements			/ 5 Pts		
S/Total Pediatrics Unit			/ 24 Pts		

6.1.3 NEONATOLOGY					
6.1.3.1 Wards	Item	Requirement	Assessment findings (Y), (P) (N)	Target Score	Comments
	Beds	(30)		/3 Pts	
	Nursing station	(1)			
	Sluice room	(1)			
	Breast milk room	(1)			
	Kangaroo care room	(1)			
	Tea room	(1)			
	store room	(1)			
	Washrooms (Staff & Patients)	(4)			
S/Total				/5 Pts	
6.1.3.2 Equipment and Essential Materials	Incubator	(10)			
	Radiant warmers	(5)			
	Phototherapy lamps	(3)			
	Breast milk fridge	(1)			
	Resuscitation trolley	(1)			
	UPS (Uninterrupted Power Supply)	(1)			
S/Total				/5 Pts	
6.1.3.3 Clinical Staff	Neonatologist	(1)			
	Specialist Neonatology nurses	(2)			
	Nurses	(1:4 Ratio)			
S/Total				/5 Pts	
S/Total Neonatology Unit				/18 Pts	
6.1.4 GENERAL SURGERY					

6.1.4.1 Wards (with separate children, male and women)	Item	Requirement	Assessment find- ings (Y), (P) (N)			Target Score	Comments
	No.of inpatients last month	(250)				/2 Pts	
	Total no. of hospital- ization days in last month	(refer to bed occupancy rate if <60%=0, if above 60 and <70%=1, if >70=2)				/2 Pts	
6.1.4.2 Examina- tion rooms	Tutorial room	(1)				2 Pts	
	No of consultation rooms	(2)					
	Plaster room	(1)					
	Triage room	(1)					
S/Total			/5 Pts				
6.1.4.3. Equipements and Essential materials	Stethoscope	(2 for nurses)					
	BP machine	(3)					
	Mobile Lamp	(3)					
	Tongue depressors (available)						
	Patella Hammer	(3)					
	Otoscope	(4)					
	Proctoscopy	(1)					
	Ophthalmoscope	(1 per room)					
	Stationery	(1)					
	X-ray view box	(1per room)					
	Desk	(1 per room)					

	Chairs	(3 per room)			
	Examination couch	(1 per consul- tation room)			
	Examination tray	(2)			
	Waiting area seats	(10 Seats)			
S/Total			/5 Pts		
6.1.4.4. Personnel	General surgeons	(2)			
	Number of GPs	(4)			
S/Total			/5 Pts		
S/Total Surgery Unit				/21 Pts	
6.1.5 OBSTETRICS AND GYNAECOLOGY					
Service	Item	Requirement	Assessment find- ings (Y), (P) (N)	Target Score	Comments
6.1.5.1 Maternity wards	Total no. of mid- wives	(54)			
	No. of Nurses	(4)			
	No of GP	(5)			
S/Total			/5 Pts		
Antenatal wing	No. of beds	(15)			
Postnatal wing	No of beds	(20 per ward)			
S/Total			/5 Pts		
6.1.5.2 Labour ward	No of beds	(6)			
	CTG Monitors	(6)			
	Ultrasound machine	(1)			
	Displayed emer- gency SOP	(1)			
S/Total			/5 Pts		

6.1.5.3 Delivery Room	No of delivery beds	(6)			/3 Pts
	Oxygen cylinder/ wall oxygen	(3)			
	Baby resuscitation table	(6)			
	Radiant warmer	(6)			
	Aspirator	(4)			
	Ambu Bag for new- born	(6)			
	Ambu Bag for mother	(6)			
	No of Delivery kits	(50)			
	Vacuum extractor	(3)			
	Measuring tape	(6)			
	Mobile lamp for delivery	(4)			
	Weighing scale	(3)			
	Linen (available)				
	Monitor/ Fetoscope monitors)	(3)			
	Trolley per room	(1)			
S/Total				/5 Pts	
6.1.5.4 Gynecological outpatient Clinic Equipments and essential materials	No of consultation rooms	(2)		/2 Pts	
	Triage	(1)		/2 Pts	
	No of midwives	(2)			
	Stethoscope	(3)			
	BP machine	(3)			
	Mobile Lamp	(2)			

	Stationery	(1)			
	Desk and chairs/room	1Desk and 4 Chairs/room			
	Waiting Chairs	(20 seats)			
	Examination couch	(2)			
	Linen (Disposable)	Available			
	Height scale	(2)			
	Weighing scale	(2)			
	Measuring Tape	(12)			
	Thermometer	(4)			
	Monitor/Fetoscope	(3)			
	Examination tray with speculums	(4)			
	Ultrasound machine	(2)			
	Family planning trays	(2)			
S/Total			/5 Pts		
5.1.5.5 Specialists	Mandatory minimum No obstetrician /gynecologists	(2)		3 Pts	
Total Obstetrics and Gynecology			31 Pts		
6.1.6 MENTAL HEALTH					
Service	Item	Requirement	Assessment findings (Y), (P) (N)	Target Score	Comments
6.1.6.1 Triage	waiting room	(1)			
6.1.6.2 Wards	No of beds	(6)			
Outpatient	Patients/per day	(10)			

consultation					
6.1.6.3	Counselling room	(1)			
Examination rooms	Consultation room	(1)			
	Secure room	(2)			
S/Total				5 Pts	
6.1.6.4 Equipment and essential materials	Stethoscope	(4)			
	BP Machine	(4)			
	Mobile lamp	(2)			
	Stationery	(1)			
	Desk and office chairs	1 Desk and 3 office chairs			
	Chairs	(20 seats)			
	Examination couch	(5)			
	Examination tray	(5)			
	Linen (Disposable)	Available			
S/Total			/5 Pts		
6.1.6.5 Personnel	Mental health officer	(2)			
	Clinical Psychologist	(2)			
S/Total			/3 Pts		
Total / Mental Health				/13 Pts	
6.1.7 THEATRES					
Service	Item	Requirement	Assessment findings (Y), (P) (N)	Target Score	Comments
6.1.7. 1 Operating room	No of functional Theatres	(4)		/3 Pts	

6.1.7.1.1 Equipment and Essential Materials	No. of Anesthesiology machines	(5)			
	Cardiac Monitors	(8)			
	Operating tables	(4)			
	Suction machines	(6)			
	Fluids stands	(15)			
	Diathermy (electric)	(4)			
	No. of scialitic lamps	(8)			
	Wall Oxygen and Cylinder	(8)			
	No. of surgical kits for each type of operation	(2 kit per operation)			
	Autoclaves	2			
S/Total			/5 Pts		
6.1.7.2 Post Anesthesia Care unit	No of rooms	(2)		/2 Pts	
6.1.7.2.1 Equipements and essential materials	No of beds	(4)			
	Wall Oxygen and cylinder	(4)			
	Cardiac Monitors	(4)			
	Suction machines	(3)			
	Resuscitation tray	(4)			
	Fluids stands	(4)			
	BP Machine	(4)			
	Stethoscopes	(4)			
	Thermometers	(4)			
	Ophthalmoscope	(4)			
S/Total			/5 Pts		

6.1.7.3 Personnel	Nurses	(18)			
	Anesthesiologists(MDs)	(2)			
	Anesthetists(NPA)	(12)			
S/Total				/5 Pts	
Total/Theatres					
3.4.8 ACCIDENT AND EMERGENCY					
6.1.8.1 Triage	Item	Requirement	Assessment findings (Y), (P) (N)	Target Score	Comments
	Number of Beds	(10)		2 Pts	
	No of nurses	(16)		2 Pts	
	BP machine	(8)			
	Thermometer	(10)			
	Stethoscopes	(10)			
	Weight scale	(2)			
	Height Scale	(2)			
	Oxymeter	(20)			
		Otoscopy	(10)		
	Endoscopy	(10)			
S/Total			/5 Pts		
6.1.8.2 Bay area	No of wheelchairs	(5)			
	No of stretches	(5)			
	Fluids stands	(10)			
S/Total			/3 Pts		
6.1.8.3 Examination room	Resuscitations trays	(2)			
	Wall Oxygen and Cylinder	(10)			
	Suction machine	(8)			

	Suture packs	(30)			
	Scissors	(30)			
	Mobile Lamp	(7)			
	Tongue depressors	(10)			
	Needles ,cannulars, sample bottles				
	Catheters, NG tubes, infusion sets etc				
	Laryngoscope	(7)			
	Strappings				
S/Total			/5 Pts		
6.1.8.4 Resuscitation Room	Cardiac monitor	(2)			
	Defibrillator	(2)			
	Resuscitation trolley	(2)			
	Oxygen	(2)			
	Suction machine	(2)			
S/Total			/3 Pts		
6.1.8.5 Minor Surgery theatre	Procedure table	(1)			
	Mobile Lamp	(1)			
	Wall Oxygen and one Cylinder	(5)			
	Surgical Kits	1 per			
	Theatre/procedure room	(1)			
S/Total			/3 Pts		

6.1.8.6 Personnel	Trained special- ists on ATLS, ACLS, ETAT	(2)			
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3.4.8.6	No of Nurses	(16)			
	No. of GPs	(4)			
S/Total			/5 Pts		
6.1.8.7 Emergency training policy	Availability of training policy and procedures for emergency care (Advanced Trauma Life Support (ATLS), Advanced Cardiac Life Support (ACLS) Emergency Triage Assessment and Treatment (ETAT)	Staff trained on policy and procedures			
S/Total				/3 Pts	
Total Accident/Emergency				/ 31pts	
6.1.9 RADIOLOGY & IMAGING UNIT					
Service	Item	Requirement	Assessment findings (Y), (P) (N)	Target Score	Comments
6.1.9.1 Examination rooms	X-ray rooms 2 radiation protected rooms	(2)		/3 Pts	
6.1.9.2 Equipments	No of Functional X-rays machines	(1)		/2 Pts	

	Mobile x-ray machine	(1)		/2Pts	
	No of ultrasound machines (2)	(2)		/2 Pts	
6.1.9.3 Safety equipment	Anti-radiation shields	(5)		/2 Pts	
	Wall and door protection in place				
	Well displayed signage on safety precautions (wherever applicable)	Available		/2 Pts	
	Records showing that radioactive waste management systems are in place.			/2 Pts	
	Monitoring and records confirming that there is a radiation safety service provider.			/2 Pts	
	View boxes	(2)		/2 Pts	
6.1.9.4 Personnel	Radiologists (Teleradiography)	(1)			
	No of radiologists technicians	(5)			

S/Total			/5 Pts		
Total Radiology and Imaging			/24 Pts		
3.4.10.1 Hematology Unit					
6.1.10 BIOMEDICAL LABORATORY					
	3.4.10.1 HAEMATOLOGY UNIT				
	Item	Requirement	Assessment findings (Y), (P) (N)	Target Score	Comments
6.1.10.1.1 (Essential equipment and Materials)	Full blood count machine	(2)			
	UPS (5KVA)	(1)			
	Blood Mixer rollers	(2)			
	Centrifuge (Electrical eight tubes)	(1)			
	ESR Stands (10 Slots)	(2)			
	Blood Bank refrigerator	(1)			
	Laboratory refrigerators	(2)			
	Laboratory Deep freezer (-80 ^o c)	(1)			
	Microscope (Binocular)	(2)			
	Microscope (Teaching four Heads)	(1)			
	Neubaeur chambers	(10)			

	Pipettes(adjustable) 1-10, 20-100,100- 200, 200-1000 μ L,	Two for each measure			
S/Total			/3 Pts		
6.1.10.1.2 Examination Rooms	Rooms	(1)			/2 Pts
6.1.10.1.3 Personnel	Lab scientists	(2)			/2 Pts
S/Total Hematology				/7 Pts	
6.1.10.4 Bacteriology Unit					
6.1.10.4.1 Equipements and Essential Materials	Microscopes (Binoc- ular)	(2)			
	Gram Staining kits	(2)			
	Incubators 37 ⁰ c	(1)			
	Water bath	(1)			
	Hotplate	(1)			
	Antibiogram Dispenser	(2)			
	Analytical Balance	(1)			
	Anaerobic jar	(2)			
	Bunsen Burners	(2)			
	Inoculating wire loops	(10)			
	Timers	(2)			
	Pipettes(adjustable) 1-10, 20-100,100- 200, 200-1000 μ L,	Two for each measure			

	Culture media including but not limited to the following (BA, Maconkey Agar, MSA, CLED, Gelose Chocolate, Kligrel, Blood culture enriched medium, Mueller Hinton	500 mg for each media			
	Biochemical Identification (API 20E or Enterosystem, or Equivalent API NH, ONPG, Optochin, Novobiocin, Catalase test, Coagulase Test	100 tests for each			
	Different ATB Discs of refer to CLSI Guidelines				
	Biosafety Cabinet Class I				
S/Total			/3 Pts		
6.1.10.5.2 Examination rooms	Rooms	(2)		/2 Pts	
6.1.10.5.3 Personnel	Lab scientists/ Microbiology Specialist	(1)		/2Pts	

S/Total Bacteriology Unit			/7 Pts		
3.4.10.3 Parasitology Unit					
6.1.10.3.1 Equipements and essential Materials	Binocular Microscope	(4)			
	Staining Racks	(2)			
	Giemsa Staining	(1L)			
	May Grunewald Staining	(1L)			
	Kato Kat staining Kit	(1L)			
	/2 Pts				
6.1.10.3.2 Examination rooms	Room	(1)		/2 Pts	
6.1.10.3.3 Personnel	Lab Scientists	(2)		/2Pts	
S/Total Parasitology			/6 Pts		
6.1.10.4 Mycobacteriology (TB) Unit					
6.1.10.4.1 Equipements and essential Materials	Immunofluorescence Microscope	(3)			
	Biosafety Cabinet class II	(1)			
	Staining Package (Auramine)	(1)			
	Staining Package (Ziehl Nelsen)	(1)			
	Binocular Microscope	(2)			

	Gene-Expert Machine	(1)			
S/Total				/2 Pts	
6.1.10.4.2 Examination Rooms	Rooms	(2)			/2 Pts
6.1.10.4.3 Personnel	Lab Scientist	(1)			/2 Pts
S/Total Mycobacteriology				/6 Pts	
6.1.10.5 Clinical Chemistry Unit					
6.1.10.5.1 Equipements and essential materials	Chemistry Analyzer	(2)			
	Centrifuge (8 buckets)	(1)			
	Refrigerator(2-8 ⁰ c)	(2)			
	Deep freezer (-20 ⁰ C)	(1)			
S/Total				/2 Pts	
6.1.10.5.2 Examination rooms	Room	(1)			/2 Pts
6.1.10.5.3 Personnel	Lab scientists	(1)			/2 Pts
S/Total Clinical Chemistry				/7 Pts	
3.4.10.6 Immunology/Serology Unit					
3.4.10.6.1 Equipements and essentials Materials	ELISA reader	(2)			
	ELISA Washer	(2)			
	UPS (5KVA)(1)				
	Incubator				

	Electrophoresis analyzer				
	Refrigerators 2-8°C	2			
	Deep freezer -20°C or -70-80°C	1			
	Centrifuge (8 buckets)	1			
	Incubators	(2)			
	Timers	(2)			
	Different rapid tests	Validated tests			
	Anti Human globulin Kit	(1)			
	Pipettes(adjustable) 1-10, 20-100, 100-200, 200-1000µL,	Two for each measure			
S/Total				/3 Pts	
6.1.10.5.2 Examination rooms	Room	(1)			/2 Pts
6.1.10.5.3 Personnel	Lab scientists	(1)			/2 Pts
S/Total Immunology/Serology				/7 Pts	
6.1.10.7 Quality assurance					
6.1.10.7 .1 Offices	Lab Manager	(1)			
	Quality officer	(1)			
S/Total				/2 Pts	
6.1.10.7 .2 Operation	Proficiency Testing (PT) Program	For all tests			
	Manuals/Policies and procedures	Updated			

	Results review and validation	All tests			
	Improvement plan	Plan			
	Analysis of non-conformities	Incident report			
	Quality indicators monitoring (TAT, Stock out, productivity)	QI Monitoring report			
	Thermometers	Each unit, wall Thermometers, and each refrigerator			
S/Total				/3 Pts	
3.4.10.7 .3 Personnel	Lab Manager	(1)			
	Quality officer	(1)			
	Safety Officer	(1)			
S/Total				/2 Pts	
S/Total Quality Assurance			/7 Pts		
3.4.10.8 Lab Cross Cutting Unit					
3.4.10.8.1 Operation rooms	Stock	(1)			
	Sterilization Room	(1)			
	Tutorial Room	(1)			
3.4.10.8.2 Equipements	Autoclave (120L-200), (20-50 L)	(2)			
	UPS central Unit	(1)			

	Distiller	(1)			
	Deionizer	(1)			
	Freezers -70-80 ⁰ c	(2)			
	Freezers -20-40 ⁰ c	(2)			
	Multi head Microscope	(1)			
	Centrifuge				
3.4.10.8.2 Personnel	Store Manager	(1)			
S/Total Cross Cutting			/3 Pts		
Total Biomedical Laboratory					
6.1 11 EAR,NOSAL THROAT (ENT)					
Services	Item	Requirement	Assessment findings (Y), (P) (N)	Target Score	Comments
6.1.11.1 Infrastructure	Waiting room	(1)			
	Consultation Room	(1)			
S/Total	/3 Pts				
6.1.11.2 Equipements and Essential Materials	Cholesectomy Kit	(1)			
	Bronchoscopy set	(1)			
	Tumor instrument set	(1)			
	Tympanoplasty instrument set	(1)			
	Set for surgery on the septum	(1)			
	Set for surgery on the septum	(1)			

Set for dressing and repairing wound	(1)			
Set of laryngoscopes	(1)			
Set of micro-laryngoscopes	(1)			
Head lights	(1)			
Otoscope	(4)			
Tongue depressors	(5)			
Speculum	(2)			
Suction machine	(1)			
Tonsillectomy and adenoidectomy set	(2)			
Oto acoustic Emission (OAE)	(2)			
ENT basic clinic instrument sets	(2)			
ENT clinic endoscopes/lights	(1)			
Clinic ENT microscope	(2)			
ENT treatment unit (cabinet)	(1)			
Tympanometry	(2)			
Electronystagmography (ENG)	(1)			
Brain stem evoked response audiometry (BERA)	(2)			
Patient's chair	(2)			

	Doctor's chair	(2)			
	Operating magnifier	(1)			
	Hearing aid pro-grammer/ hearing aid analyzer	(1)			
	Audit base (audiology) software program	(1)			
	Head and neck surgery set	(2)			
	Incision and drainage set	(2)			
S/Total			/5 Pts		
6.1.11.3 Personnel	Nurses	(2)			
	Medical doctor specialists	(1)			
S/Total			/5 Pts		
Total ENT			/13 Pts		
6..1.12 Ophthalmology					
Services	Item	Requirement	Assessment findings (Y), (P) (N)	Target Score	Comments
6.1.12.1 Infrastructure	Waiting area	(1)			
	Consultation room	(1)			
	Tutorial room	(1)			
	Triage/refraction room	(1)			
	Investigation room	(1)			

	Minor intervention room/Laser room	(1)			
S/Total			/5 Pts		
6.1.12.2 Equipements and Essential Materials	Automated Field Analyzer	(1)			
	Torch	(2)			
	Retinoscope	(2)			
	Direct ophthalmoscope	(2)			
	Auto-refractometer	(1)			
	Vision charts + Refraction sets	(01)			
	Indirect ophthalmoscope with 20D lens	(1)			
	Gonio lens	(1)			
	Hand Held Applanation tonometer	(1)			
	A Scan+ Keratometer	(1)			
	B Scan	(1)			
	Yag laser with Capsulotomy and Iridotomy Lenses	(1)			
	Argon Laser with appropriate lenses	(1)			
	Slit lamp Lens and applanation tonometer	(1)			
	90 D lens	(1)			

	Low vision assessment tools	(1)			
	Vision charts to examine children & prisms	(1)			
	Operating microscope with camera and screen	(1)			
	Cataract surgical sets	(02)			
	Minor surgical set	(01)			
	Autoclave in theater (Flash)	(1)			
	Lensometer	(01)			
	Major & minor OT	(1)			
	Anterior Vitrectomy machine	(1)			
S/Total			/5 Pts		
6.1.12.3 Personnel	Ophthalmologists (01)				
	Ophthalmic clinical officers (02)				
S/Total			/5 Pts		
Total Ophthalmology				/15 Pts	
6.1.13 Pharmacy					
Services	Item	Requirement	Assessment findings (Y), (P) (N)	Target Score	Comments

6.1.13.1	Dispensing counters	(2)			
Infrastructure	rooms				
	Main distribution Pharmacy	(1)			
	Office room	(1)			
	Stock	(2)			
	Compounding area	(1)			
S/Total			/5 Pts		
6.1.13.2	Medication carts	(5)			
Equipments	Pill counters	(3)			
& Materials	Locked cupboard	(1)			
	Refrigerator 2-8°C	(2)			
	Freezer (18-20°C)	(2)			
	Trolleys, large	(3)			
	Trolleys, medium	(3)			
	Trolleys, small	(3)			
	Cold chain boxes	(4)			
	Wall thermometers	(6)			
S/Total			/5 Pts		
3.4.13.3	Pharmacists	(1)			
Personnel	Clinical pharmacists or equivalent.	(1)			
	Nurse/ Pharmacy technicians	(3)			
S/Total			/5 Pts		
Total Pharmacy			/15 Pts		
6.1.14 Physical and functional rehabilitation services					
6.1.14.1	Item	Requirement	Assessment findings	Target Score	Comments
Infrastructure					

			(Y), (P) (N)		
	Waiting room	(1)			
	Treatments Rooms	(4)			
	Consultation room	(1)			
	1 Gymnastic room	(1)			
S/Total			/5 Pts		
6.1.14.2 Equipments and essential materials	Rock cage (1) and accessories	(1)			
	Rope & Pulley	(10)			
	Espalier	(2)			
	Advance of espalier	(1)			
	Weight (bag 1Kg, 2Kg, 3Kg, 4kg, 5kg) (20)	(2)			
	Physioball	(2)			
	Vibrator	(3)			
	Spirometer	(Single use)			
	TENS (Transcutaneous electrical nervestimulation) machine	(2)			
	Infrared lamp	(4)			
	Ultrasound machine	(1)			
	Treadmill	(1)			
	Refrigerator	(2)			
	Medicine Balls - different sizes	(5)			
	Walking frame	(4)			
	Standing bars	(2)			
	Crutches (aluminum)	(2)			
	Dumbbell set	(1)			

Mats, exercise	(4)			
Mobile crawler (e.g. PRONE)	(2)			
Wrist roll	(5)			
Electric tilt table and accessories	(1)			
Wobble board	(2)			
Quadriceps bench	(2)			
Ankle Arc Plus	(2)			
X ray viewer	(1)			
Goniometer	(4)			
Tape measure	(4)			
Treatment couch	(4)			
Trampoline	(1)			
Pedal exerciser	(2)			
CPM machine for lower and upper limbs	(2)			
E-Z exercise board for fingers	(2)			
Digital hand dynamometer	(2)			
Stacking cones	(2 sets)			
Upper limb workstation	(2)			
Traction table	(1)			
Pediatric stand positioned	(2)			
Cervical Traction Unit	(1)			

	Hand Therapy Small Items	(1set)			
	Ergo stationary bikes	(3)			
	Hot and cold packs, standard size	(5)			
S/Total			/5 Pts		
6.1.14.3 Personnel	Physiotherapist (Msc degree)	(1)			
	Physiotherapist	5)			
S/Total			/5 Pts		
			/15Pts		
3.4.15 DENTISTRY					
Item		Requirement	Assessment findings (Y), (P) (N)	Target Score	Comments
6.1.15.1 Infrastructure	Triage and Waiting room	(1)			
	Billing station	(1)			
	Changing rooms	(2)			
	Sterilization room	(1)			
	Tutorial room	(1)			
	Consultation rooms	(4)			
	Tea room	(1)			
	Dental X-ray room	(1)			
S/Total			/5 Pts		
6.1.15.2 Equipments and other essential Materials	OPG X-ray	(1)			
	CBCT machine (Dental Cone Beam CT)	(1)			
	Lead aprons (4)				
	Radio Visio Graphy (RVG) Digital	(1)			
	Complete dental chair	(4)			

Sterilization Machine	(2)			
Dental Basic Examination sets	(50)			
Portable Dental operating micro motor kits	(8)			
Impacted wisdom tooth extraction set	(5)			
High speed handpiece	(10)			
Slow speed hand piece (Contra angle)	(10)			
Examination trays	(50)			
Bone file	(10)			
Bone curettes	(10)			
Haemostatic forceps	(10)			
Extraction set for Molars, premolars, canine and incisor (lower & upper) set	(10 for each)			
Root canal treatment sets	(5)			
Endo machine	(2)			
Apex locator	(2)			
Magnifier loops	(4)			
Cement spatula	(20)			
Filling instrument serrated	(40)			
Excavators (four types)	(40)			
Gracey curette	(50)			
Universal Scaler	(50)			

	Rubber dam Frame	(15)			
	Rubber dam clamps	(15)			
	Rubber dam Punch for- ceps 17 cm	(15)			
	Pulp testers	(3)			
	Ultrasonic scalers	(8)			
	Periodontal curette	(20)			
	Periodontal probes	(20)			
	Sickle scalers	(20)			
S/Total			/5 Pts		
6.1.15.3 Personnel	Dental therapists	(3)			
	Dental surgeons	(1)			
	Dental assistant	(2)			
S/Total			/5 Pts		
Total Dentistry			/15 Pts		

6.1.16 NUTRITION & DIETETICS					
Services	Item	Requirement	Assessment findings (Y), (P) (N)	Target Score	Comments
Infrastructure	Consultation room	(1)			
	Offices	(1)			
	Catering room	(1)			
	Nutrition counsel- ling hall	(1)			
S/Total				/3 Pts	
Equipment	Adult & Baby scales	(2)			

	BP machine	(2)			
	Adult Stadiometer	(2)			
	Infant meter (length board)	(2)			
	Adult Middle upper arm Circumference (MUAC)	(2)			
	Infant Middle up- per arm Circumfer- ence (MUAC)	(2)			
	Skinfold calipers	(2)			
	Tape measures	(2)			
S/Total				/3Pts	
Clinical staff	Dietician Nutri- tionists/	(2)			
	Clinical nutritionists	(5)			
S/Total				/2 Pts	
Total Nutrition				/8 Pts	

7: INFECTION PREVENTION AND CONTROL

For each item present, please Write Yes (Y), in its place and write No (N) when absent .If one item is missing for one departement P, score Partial (P) as the final result.

The final note is the number of Yes scored plus number of Partials scored: **staff (Yes Equal to two points, Partial one point and No equal to zero**

Items	Internal medicine	Surger y	Pedi- atrics and Neo- natol- ogy	Obstet- rics and Gyne- cology	Acci- dent and Emer- gency	ENT	Men- tal Healt h	ICU/ HDU	Den- tistry	Oph- thal- mology	Thea- tres	Phar- macy	Physi- cal Re- habili- tation services	Bio- medical Labora- tory	Final Score/ Yes/N O/P
.Hygiene protocol															
7.1 Does the fa- cility have hy- giene protocol															
7.1.2 Is there a system of re- porting and monitoring qual- ity and safety non conformity? (Occurrences/in- cidents,)															
7.3 Does the hy- giene protocol have a dedicated staff roster															

7.2.5 Is there evidence of disinfectant use?																				
7.2.6 Are PPE equipment available?																				
7.3.General facility cleanliness																				
7.3.1 Is the facility odour-free?																				
7.3.2 Is the paint work acceptable?																				
Is the floor smooth?																				
7.3.3 Is the ceiling free of cobwebs and dust?																				
7.4.General compound cleanliness																				
7.4.1 Is the grass well maintained																				
7.4.2 Are the bushes neatly kept?																				
7.4.3 Is the site free of odour?																				

8: INFORMATION MANAGEMENT				
For each item present, please write Yes (Y), or No (N) For each item absent. All elements of the item must be satisfactorily present to indicate "yes"				
		Yes/No		Comments
8.1.Does the Level Two Teaching Hospital have an archiving system in place?				
8.2 Are archived data easily retrievable?				
8.3.Is the Level Two Teaching Hospital using an online data management system?(EMR, HMIS, e_LMIS, MEMS)				
8.4.Does the Level Two Teaching Hospital have adequate internet connectivity?				
S/total		/2pts		
Does the Second level teaching has data manager and Monitoring evaluation officers ?				
Are Data manager and M&E certified for data quality?				
S/Total		/3 Pts		
S/Total score for information Management			/5 Pts	

9 : SAFETY ASSESSMENT

For each item present, please write Yes (Y), and write No (N) when absent.

S/N	A. Building	Yes	No	Target Score	Comments
9.1	Does the Level Two Teaching Hospital display legible signage				
9.2	Does the facility have an accessibility ramp for disabled/wheelchair patients?				
S/Total					/2 Pts
S/N	B. Ventilation	Satisfactory			Comments
9.3	Does the facility have adequate ventilation? Standard: Ventilation is defined as at least 5% of the overall wall size of the room, or artificial ventilation.			/2 Pts	
09.4	Lighting				
09.4.1	Does the facility have sufficient lighting? Standard: Adequate lighting is at least 10% of the overall size of the room.	Yes		/2 Pts	Comments
9.5	C. Utilities	Yes	No	Target Score	Comments
9.5.1	Is safe, clean and sufficient water available from a tap or container?				
9.5.2	Is there a stable source of power and Backup Generator?				

9.5.3	Are clean toilets available for both male and female clients?				
9.5.4	Is the facility access controlled?				
9.5.5	Does the Level Two Teaching Hospital have a fire control mechanism such as a fire extinguisher, sand buckets, hose, alarm system, fire assembly point?				
9.5.6	Does the Level Two Teaching Hospital display emergency exit?				
9.5.7	Is there Evidence that all the staff has the firefighting training				

/3 Pts

/9 Pts

Total Score Safety

10.Quality Management (Refer to Accreditation standards)

10.1 Customer satisfaction& Quality monitoring

	Client Service	Y/	No	Target Score	Comments
10.1.1	Is the client service charter displayed in all departments/areas?				
10.1.2	Does it mention waiting times for clients?				
10.1.3	Does it mention ways to communicate with management regarding problems and complaints?				
10.1.4	Does the Level Two Teaching Hospital have a regular performance review for the charter targets?				

10.1.5	Is there a tool for regularly evaluating client satisfaction, staff suggestions and is the feedback received effectively utilized to improve services?				
10.1.6	Are all management and support service positions on the organization structure filled?				
10.1.7	Is the hospital certified as a CPD Provider?				
10.1.8	Does the hospital have a HR software (SMART HR)				
10.1.9	Is the hospital enrolled in national or international accreditation process by a recognized accrediting body				
10.1.10	Does the facility have a quality improvement team?				
10.1.11	Are quality indicators collected, monitored and reviewed?				
10.1.12	Are performance indicators shared with staff and published regularly?				
10.1.13	Is there a functional client feedback mechanism (e.g. suggestion box or hotline number)?				
10.1.14	Is client feedback reviewed at least biweekly?				
10.1.15	Are client suggestions documented in a report?				
10.1.16	Does the Level Two Teaching Hospital have a client handbook				

S/Total Score

/5 Pts

10.2	Equipment's maintenance				
10.2.1	Is there a service contract for maintenance of all hospital equipments?				
10.2.2	Is there a written schedule (including next service date) for				

	maintaining equipment?				
10.2.3	Are equipment installed and placed as specified in the operator's manuals and uniquely labeled or marked?				
10.2.4	Are equipment operated by trained, competent and authorized personnel?				
10.2.5	Are all equipment and methods validated/verified on-site upon installation and before use and is documented evidence available?				
10.2.6	Does the hospital have documented estimates of measurement of uncertainty (Uncertainty Measurement)?				
	Total Score				/5 Pts
Total score/ quality Management					/10Pts

11. REFERENCES

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10. List of requirements teaching hospital/ Clinical services-Rwanda Ministry of Health
11. Rwanda Healthcare Accreditation Standards

12. ASSESSORS TEAM

S/N	NAMES	INSTITUTION	SIGNATURE
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			

13. RECOMMENDATIONS

SEE ATTACHED TABLE ON NON CONFORMITIES

Follow Up action Plan if Possible			
Non Conformity Identified	Follow up corrective action	Person responsible	Timeline