

HOSPITAL DAILY MONITORING CHECKLIST (WRITE YES/NO) DATE/TIME

1. <u>OPD</u>		6. <u>Diagnostic Facility</u>	
1.1 Reception & Help Desk - Patient guidance, Information regarding services & Doctor.		6.1 Pathology Lab	
1.2 Registration - Availability as per made of staff, stationary, prescription slips, HMIS (Hospital statistics).		6.11 Staff	
1.3 Senior Citizen Counter display.		6.12 Equipments & their functioning status.	
1.4 Complaint Box.		6.13 Consumables	
1.5 Chambers of Doctors & Specialist, Patient's sitting arrangement, Patient disposal.		6.14 Whether range of investigation is consistent with the Medical Services provided.	
1.6 Dispensary - Availability of drugs, Pharmacist, duty roster.		6.15 Reports - whether being released in time to O.P.D/Wards.	
1.7 Grievance Redressal by RMO/ Superintendent.		6.2 Radio Imaging	
1.8 Minor O.T. - Dressing material, instruments, sterilised drums, Gloves etc.		6.21 X-Ray/CT Scan Machine & functioning status.	
1.9 Plaster Room, Injection Room Availability of material & performance status.		6.22 Availability and Quality of Fixer developer, X-Ray Film.	
1.10 Referral Register		6.23 USG - Functioning status.	
1.11 Enquire whether Patients are getting Medicine or Not.		6.24 Radiation Safety officer nominated.	
2. <u>Causality</u>		6.25 Reports - whether being released in time to OPD/Ward.	
2.1 Availability of Doctor, Nurse, compounder, other support staff Duty Roster. CMO daily report.		6.26 Status of Radiation Protection Protocol, Badges is being regularly used.	
2.2 Availability of emergency tray having drugs, oxygen, Ambubag, suction, equipment functioning, support staff, Duty Roster.		7. <u>Store</u>	
2.3 Status of emergency ward.		7.1 Store Keeper/Pharmacist - Availability.	
2.4 Skill of Medical/paramedical in life saving practices emergency ward, emergency Box having drugs stitching material, dressing material for Disaster.		7.2 Storage of Drugs in order, cleannes.	
3. <u>Dispensary</u>		7.3 Security status.	
3.1 Availability of sufficient drug stock.		7.4 Drugs- sample stock check, expiry (FEFO).	
3.2 Stock Book entry, Daily expenditure entry verification.		8. <u>O.T/ICU</u>	
3.3 Drug dispensing in envelops.		8.1 Anaesthetist- Specialist/ M.O.	
4. <u>H.R. status check Attendance</u>		8.2 Support staff	
4.1 Medical, Para Medical		8.3 Functioning status of Equipment.	
4.2 Support staff, Behaviour of staff among colleagues and with patient.		8.4 Duty Roster, OT checklist, Infection Control Measures -fumigation / Culture	
5. <u>Ambulance</u>		8.5 Emergency/OT Drugs/sterilization of linen/instrument.	
5.1 24x7 Availability & functioning, Diesel, Petrol.		9. <u>Labour Room</u>	
5.2 Driver - Available round the clock.		9.1 Availability of Staff, Drugs, Five trays.	
5.3 Daily Log Book verification.		9.2 Availability & status of Resuscitation equipment	
		9.3 Status of Labour Table, Mattress Macintosh.	
		9.4 Cleanliness Status, Availability of dustbins, water supply etc.	

Checked by : _____ date _____ (Enclose remarks of improvement if any as per Guidelines on www.health.mp.gov.in)

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10. <u>Wards-</u>			
10.1 Status of Mattress, Sheets, Drugs.		17. <u>Patient's/Attendant's feed backs for</u>	
10.2 Staff - Regular Rounds by Medical Officer/Specialist to be ensured.		18. <u>Care of Dead/Mortuary arrangements/ Post-mortem.,</u>	
10.3 Record Keeping- Drugs, Case sheet etc.		19. <u>Hospital Furniture- wooden, steel,</u>	
10.4 Nursing & support staff.		20. <u>Hospital Waste Management</u>	
10.5 Enquire patients regarding services behaviour of the staff.		20.1 Collection	
11. <u>House Keeping</u>		20.2 Segregation	
11.1 OPD		20.3 Maintenance of Record	
11.2 Wards		20.4 Transportation	
11.3 OT/ICU		20.5 Disposal- if in-house whether protocol is	
11.4 L.R.		20.6 Destruction & Disposal of sharps.	
11.5 Premises		20.7 Destruction & Disinfection of rubber, glass & Plastics.	
11.6 Drainages		20.8 Colours coded Bins are in place in OPD, in	
11.7 Toilets cleanliness, Lights		20.9 Regular Changing of polythenes.	
11.8 Toilets for OPD patients, use of Disinfectants.		20.10 Use of protective gear, boots, apron etc by	
12. <u>Water Supply</u>		21. <u>Observance & Practice of Infection Control Protocols.</u>	
12.1 Drinking water RO/Aqua guard.		21.1 In O.T.	
12.2 Water Cooler- Maintenance.		21.2 In ICU	
12.3 Overhead tanks		21.3 In L.R.	
12.4 Taps & fittings, Leakages.		21.4 Hand wash Practice	
12.5 Washroom		21.5 Protective gloves, apron etc	
12.6 Washbasins			
13. <u>Electric Supply</u>		22. <u>Record Room</u>	
13.1 General- Switches, wiring, Lights.		22.1 Cleanliness/pests/Rodents	
13.2 Generator- Functional status.		22.2 Proper filing stocking	
13.3 Availability of Electrician during routine/Emergency Hours.			
14. <u>Diet</u>			
14.1 Availability of Staff			
14.2 Availability of Food items & Timings of Food supply.			
14.3 Utensils- Availability & Cleanliness.			
14.4 Food Trolley			
14.5 Water supply			
14.6 General Cleanliness			
15. <u>Hospital Signage, Display Boards, Timings display.</u>			
16. <u>Fire fighting Equipment</u>			

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REMARKS OF HOSPITAL SUPERINTENDENT/ INCHARGE:

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