Quality Improvement Secretarial
Ministry of Health and Family Welfare
www.qis.gov.bd

Hospital Minimum Standards

Name of Hospital: _____

Date of review: _____

Areas and activities	Status	Person responsible
1. General Management		
• Hospital Vision, Mission, Goal & Objectives are displayed		
• Meeting with service providers for maintaining daily attendance timely (arrival and departure) by using finger print device/ register		President QIC will monitor the issue
• Ensure use of apron by doctors withname tag		President QIC
• Visitor control mechanism developed		Superintendent
• Ensure waste management using color bins (3 colored bins: red, black & yellow) in OPD/IPD/OT and others areas		RMO
• Ensure waste segregation at source		Nursing-in-Charge
• Ensure pit management for waste dumping		Ward Master
• Establish reception and information center		President QIC
• Separate row of male &female in ticket counter/pharmacy/consultation room.		
2. Patients' Rights		
2.1. Information for clients:		President QIC
• Patients'right board displayed		
• Patient flow chart displayed		
2.2. Patient feedback:		
• Establish complain box and develop mechanism for feedback		
2.3. Privacy & dignity:		
• Separate Male /female sitting arrangement		
• Privacy (screen) during patient examination		
3. Service delivery standards: continuum of care		
3.1. Access:		
• Provide wheel chair in emergency and OPD		RMO
• Signage (S2)		QIC focal person
3.2. Continuity of care:		
• Admission form are completely filled up		QIC focal person

Areas and activities	Status	Person responsible
• 8 hourly measure of Pulse, BP, Temperature, and input-output chart		WIT team leader
• Doctors and nurses'duty roster in place		WIT team leader
• Patient identification system		President QIC will take necessary action
• Triage for Critically ill patient		President QIC
• Ensure all Patient investigation form /Register Discharge certificate/ Referral slip		QIC focal person
• Ensure utilization the SOP of OPD , IPD & Housekeeping(S3)		QIC focal person
• Fresh linen of the patient		WIT team leader
• Ensure proper Hand wash		QIS focal person
3.3. OT:		
• Introduce Safe Surgery Check list		WIT team leader
• Use SOP for OT		WIT OT team leader
3.4. Emergency department:		
• Emergency SOP		Facilitator of WIT
• Ensure emergency drug tray		WIT team leader
• Ensure emergency room equipment		WIT team leader
• Ensure emergency duty roster		WIT team leader
4. Support service standards		
4.1. Laboratory services:		
• Introduce lab SOP		WIT Team leader
• Display the name of the test		WIT Team leader
• List of equipment		WIT Team leader
• Ensure all necessary equipment according to list		WIT Team leader
• Maintain all necessary forms and Register		WIT Team leader
4.2. Radiology services:		
• Introduce SOP		WIT Team leader
• Display the name of the imaging		WIT Team leader
• List of Equipment		WIT Team leader
• Ensure all necessary equipment according to list		WIT Team leader
• Maintain all necessary forms and Register		WIT Team leader

Note: Other Support services and ancillary standards will be introduce later on