

## **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 Stat	us Person responsible
1. General Management	
Hospital Vision, Mission, Goal & Objectives are displayed	
<ul> <li>Meeting with service providers for maintaining daily attendance timely (arrival and departure) by using finger print device/ register</li> </ul>	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 ♀ in ticket counter/pharmacy/consultation room.	
2. Patients' Rights	
2.1. Information for clients:	-
Patients'right board displayed	President QIC
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

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

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