# **ASSET MANGEMENT SYSTEM (AMS)**

## **FACILITY ASSESSMENT TOOLS**

Hospital Services Management Directorate General of Health Services Health Services Division Ministry of Health & Family Welfare

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### Facility Readiness to Introduce Software based Asset Management System (AMS)

#### 1. Basic Information

Name of the facility	:	
Division	:	District :
No. of Beds	:	
Year of Establishment	:	
Year of upgradation to current	:	
bed capacity		
Bed occupancy rate (last CY)	:	
No. of OPD patients/day	:	
No. of departments	:	
Mention the name of the	:	
departments		
No. of types of assets	:	
Mention the types of the assets		
	Division  No. of Beds  Year of Establishment  Year of upgradation to current bed capacity  Bed occupancy rate (last CY)  No. of OPD patients/day  No. of departments  Mention the name of the departments  No. of types of assets	Division :  No. of Beds : Year of Establishment : Year of upgradation to current bed capacity Bed occupancy rate (last CY) : No. of OPD patients/day : No. of departments : Mention the name of the departments : No. of types of assets :

#### 2. Organizational determinants

2.1	Human resources	:	□ RMO	□ Store Keeper	
	(Put tick marks on available		□ Statistical Officer/ Assistant		
	personnel)		□ CO (designated)		
2.2	Specific job description available	••	□ RMO	□ Store Keeper	
	for each position		☐ Statistical Officer/ Assistant		
			□ CO (designated)		
2.3	Functional mechanism for	:	□ Satisfactory	□ Moderate	
	condemnation		□ Not satisfactory		
2.4	Hospital information management	:	□ Satisfactory	□ Moderate	
	culture		□ Not satisfactory		

#### 3. Financial determinants

3.1	Average Annual Budget of the hospital (in lac BDT)	:	<ul><li>□ Revenue Budget:</li><li>□ Development Budget:</li><li>□ Budget for Acquisition</li></ul>	of Asset (Rev+Dev):
3.2	Availability of Budget for electronic and manual data management (at least 5% of the total annual expenditure)	:	□ Satisfactory □ Not satisfactory	□ Moderate



#### 4. Technical / Infrastructure determinants

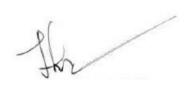
4.1	Availability of IT infrastructure	:	□ Computer	☐ Handheld devices
			□ Internet connection	
4.2	Availability of Manual Stock	:	□ Yes	□ No
	registers and ledgers			
4.3	The data on Registers and ledgers	:	□ Yes	□ No
	are updated			
4.4	Store Management in the hospital	:	□ Satisfactory	□ Moderate
			□ Not satisfactory	
4.5	Adequacy of the logistics data	:	□ Satisfactory	□ Moderate
			□ Not satisfactory	
4.6	Availability of electronic database	:	□ Satisfactory	□ Moderate
	for Medical assets (at least in		□ Not satisfactory	
	excel format)			
4.7	Capacity for computerized	:	□ Satisfactory	□ Moderate
	software management		□ Not satisfactory	
4.8	Availability of asset tag (Physical	:	□ Satisfactory	□ Moderate
	identification number)		□ Not satisfactory	

#### 5. Behavioral determinants

5.1	Staffs' knowledge and skill on	:	□ Satisfactory	□ Moderate
	hospital asset management		□ Not satisfactory	
5.2	Staffs' attitude and motivation to	:	□ Satisfactory	□ Moderate
	introduce software based AMS		□ Not satisfactory	

#### Weight for Scoring

Satisfactory	5
Moderate	3
Not satisfactory	1



### **Questionnaire for Hospital Management:**

Sl. No.	Questions	Answer (Put the tick √ mark in following column)		Remarks
		YES	NO	
1.	What assets do you own? (Gov't/Own/Donation/CMSD)			
2.	Have you maintained any record keeping system for fixed assets?			
3.	Do you have any Fixed Assets Register? (Please answer the following questions)			
3.a	Have you maintained any kind of Fixed Asset Register (Manual/Digital register)?			
3.b	Do you know what Type of Asset, Procurement Year and Procuring Entity?			
3.c	Can you differentiate/Identifying type of assets (medical, IT and office equipment)			
3.d	Are you able to determine lifecycle of assets?			
3.e	Where are these located?			
3.f	Are these being used?			
3.g	Who/which unit is using it?			
3.h	Is the asset in working condition?			
3.i	If not, has it been sent for repair/maintenance?			
3.j	If yes, has it been received back from servicing agency?			
3.k	If yes, has it been assigned to its previous user?			
3.1	If not, who is the new person/unit which the asset has now been assigned to?			
3.m	Is the asset unserviceable and needs to be disposed of?			
4.	Do you maintain physical identification mark on the asset?			
5.	Do you have supplier contact details information?			
6.	Do you maintain high cost equipment warranty information?			
7.	Do you have any policy for Fixed Asset Management?			
8.	Have you maintained any standard/uniform practice for repair/maintenance (Hospital itself/CMSD/NEMEW/vendor)?			
9.	Do you know/measure useful life of asset?			/

Sl. No.	Questions	Ans (Put the mar follow colu	e tick √ k in wing	tick √ in Remarks
		YES	NO	
10.	Do you follow methodology to carry out revaluation, subsequent expenditures, repair cost including accessories			
11.	Have you maintained a depreciation methodology (For example - Straight line, Reducing balance method)?			
12.	Do you have any Asset retirement (disposal) policies? Yes/No (If "Yes" give us the copy)			

