



## MEDICAL COUNCIL OF MALAWI CHECKLIST FOR A DISTRICT HOSPITAL

### GENERAL INFORMATION

No	ITEM	
1	Name of the Health facility	
2	Owner of the facility	
3	Category of health facility	
4	Registration status	
5	Physical Address	
6	Postal Address	
7	Name/Title Facility In charge	
8	In charge contact	
9	Contacts of proprietor	
10	Email	
11	MCM Registration Status	
12	Mode of Communication	
13	*water source /running, backup reservoir/storage drums	
14	Power source/Power Backup	
15	Transpiration Accessibility	
16	Catchment Population	

### STAFFING LEVELS

No	CADRE ( <i>Write names and Reg. Number of all MCM regulated</i> )	ESTABLISHMENT	CURRENT
17	Medical Officers		
18	Clinical Associates (Int. Med/Paeds/OBGY/Surgery/Anaesthesia /technician)		
19	Physiotherapist/technician		
20	Lab Technologist/Technicians		
21	Radiologists/Technician		
22	Ophthalmic Technician /optometrists /Technician		
23	Dental Therapist/Technician		
24	Pharmacy Technician/Assistant		
25	No of Clinical Officers		
26	No of Medical Assistants		
27	No of Nurses (RN/NMT/Community)		
28	No of HSAs		
29	Pharmacy Technician/Assistant		

<b>30</b>	Hospital Attendants		
<b>31</b>	Data Clerks		
<b>32</b>	Ground labourers		
<b>33</b>	Guards		
<b>34</b>	Other		

#### INFRASTRUCTURE AND EQUIPMENT

No	ITEM	SECTION	IDEAL STATUS	CURRENT STATUS
<b>1</b>	<b>BUILDING</b>	ROOF	Minimum corrugated iron sheets but not leaking	
		FLOORS	Smooth and non-slippery surfaces	
		WALLS	Inside plastered and painted (oil paint/wash & wear paints)	
		VENTILATION	Openable window (Each room)	
		LIGHTING	Escom /Solar/Natural	
<b>2</b>	<b>PREMISES</b>	HOSPITAL GROUNDS	Cleanliness	
		Patient charter	Availability	
		DUSTBINS	Availability	
		HANDWASHING	Availability	
		<b>fire extinguisher or bucket of sand</b>	Availability	
<b>3</b>	<b>ROOMS</b>	(a) WAITING AREA/RECEPTION	Seats and registration table	
			Health Passport Books	
			Weighing scale (both adult and Paeds)	
			Outpatient Register for patients (OPR)	
	<b>ROOMS</b>	(b) CONSULTATION ROOM(s)	Table and three chairs	
			Examination couch with a curtain/screen	
			Cap aboard/or filling cabinet	
			Patella hammer	
			Diagnostic sets	
			Stethoscope	
			Pulse oximeter	
			BP Machine	
			Two Thermometers	
			<b>**Resuscitation equipment (Pulse oximeter/ Ambu Bags (Adult &amp; Paeds)/Mention the drugs Atropine/adrenaline/aspirin/50% dextrose/ salbutamol inhaler or aminophylline )</b>	

			Disposable Spatula	
			Drip stand	
			Angle poised light	
			Treatment Guidelines (Latest version) thus MSTG/BNF/Paeds handbook//clinical H/book	
			Infection Prevention (IPC) Guidelines	
			SOPs, Protocols	
			Weighing scale (Adults, Paeds )	
			**Biomedical, Non biomedical bins and sharp box	
			IPC Buckets for Disinfection	
			Hand washing facility/handsanitiser	
			Gloves	
<b>3</b>	<b>ROOMS</b>	(C) TREATMENT ROOM/EMERGENC Y ROOM	Examination couch with curtain/ screen around syringes 2ml/5ml/10ml Sterile syringe Tray Examination couch with curtain/ screen around	
			Drug trolley /emergency room	
			Suction machine	
			Oxygen concentrator	
			Nebulizer	
			Drip stand	
			Examination light	
			Biomedical & non-biomedical	
			Sharp box	
			IPC Buckets for Disinfection	
			Hand washing facility/Handsanitiser	
	<b>ROOMS</b>	(D) DRESSING ROOM	Sterilized Dressing sets set(I&D/suturing/stitch removing ) Hand washing facilities Dressing stool/Patient seat Drainage System Wheel chair & Stretcher Screen Drip stand Instrument trolley Infusion pump Instrument storage drums (big medium/ small) IPC buckets Hand washing facility with soap/Handsanitiser Biomedical, non-biomedical bin and a sharp box	

		TOILETS FACILITIES	Pit latrine or water closet (Clean and tidy) and label	
		SLUICE ROOM	Condition	
	WARDS	MALE WARD	Total monthly admissions	
			Availability of Nurses station Emergency Tray, thermometer, steth, pulse oximeter, O2Concentrator, sanction machine, BP Machine	
			Status of the ward (ceiling/wards/windows/floor )	
			Number of Beds	
			Bedside lockers	
			Hand washing facilities	
			Curtains/screen for Privacy	
			Status of Toilets	
			Sluice Room	
		FEMALE WARD	Total monthly admissions	
			Availability of Nurses station Emergency Tray, thermometer, steth, pulse oximeter, O2Concentrator, sanction machine, BP Machine	
			Status of the ward (ceiling/wards/windows/floor )	
			Number of Beds	
			Bedside lockers	
			Hand washing facilities	
			Curtains/screen for Privacy	
			Status of Toilets	
			Sluice Room	
		PAEDIATRIC WARD	Total monthly admissions	
			Availability of Nurses station Emergency Tray, thermometer, steth, pulse oximeter, O2Concentrator, sanction machine, BP Machine, Nebuliser	
			Status of the ward (ceiling/wards/windows/floor )	
			Number of Beds	
			Bedside lockers	
			Hand washing facilities	
			Curtains/screen for Privacy	
			Status of Toilets	
			Sluice Room	

		NURSERY/ KANGAROO	No of baby colts	
			Resuscitaire	
			Oxy concentrator/cylinder	
			BP machine	
			Thermometer	
			Weighing scale	
			resuscitation tray	
			Heater	
		GENERAL ISOLATION AREA/ROOM	Availability of Nurses station Emergency Tray, thermometer, steth, pulse oximeter, O2Concentrator, sanction machine, BP Machine, Nebuliser	
			Status of the ward (ceiling/wards/windows/floor )	
			Number of Beds	
			Bedside lockers	
			Hand washing facilities	
			Curtains/screen for Privacy	
			Status of Toilets	
			Sluice Room	
		ANTENATAL WARD	Availability of Nurses station Emergency Tray, thermometer, steth, pulse oximeter, O2Concentrator, sanction machine, BP Machine, Nebuliser	
			Status of the ward (ceiling/wards/windows/floor )	
			bed and mattress	
			bedside locker	
			mosquito net	
			screen	
			Drip stand	
			hand washing facility	
			Bathroom and toilets	
			curtains or fitted with translucent windows	
			fetal scope	
			weighing scale	
			BP machine	
			curtains or fitted with translucent windows	
	<b>WARDS</b>	LABOUR WARD	No of Deliveries (monthly)	
			No of delivery bed with mackintosh	
			Drip stand	
			Curtains & screen	
			Stepping stool	
			No of delivery packs	
			Drums for storage	

			Emergency tray	
			Ambu bags (adult and Paeds) & Penguin suckers	
			Suction Machine	
			Fetal scope	
			BP machine	
			Doppler	
			Stethoscopes	
			Wall clock	
			Protocol charts (HTN, Bleeding infection, )	
			Baby Scale	
			Aprons (Disposable & heavy duty)+ Syringes, Gloves (sterile and Latex )	
			Sharp boxes	
			IPC Buckets & Placenta bucket	
			Availability Disinfectants	
			Biomedical & non-biomedical	
			Heavy-duty Apron & Gumboots	
			Functional Sluice Room	
	<b>WARDS</b>	POSTNATAL WARD	Availability of Nurses station Emergency Tray, thermometer, steth, pulse oximeter, O2Concentrator, sanction machine, BP Machine, Nebuliser	
			Status of the ward (ceiling/wards/windows/floor )	
			bed and mattress	
			bedside locker	
			mosquito net	
			screen	
			Drip stand	
			hand washing facility	
			Bathroom and toilets	
			curtains or fitted with translucent windows	
			fetal scope	
			weighing scale	
			BP machine	
			curtains or fitted with translucent windows	
		FAMILY PLANNING ROOM /VIA /MVA	Examination couch with privacy	
			examination light	
			STERILISED instruments in storage drum	
			BP Machine	
			thermometer & weighing scale	

			instrument set for ICUD	
			Norplant set	
			forceps	
			tubligation	
			vasectomy sets	
			Relevant protocols	
			sharps box	
			Wet and dry waste	
			Decontamination buckets	
			Separate patient & staff entrance	
		OPERATING THEATRE	Patient waiting area	
			Receiving area with a barrier/couch/light	
			Separate Staff changing rooms (Male and female)with barrier/clean clothes/masks/ caps	
			Sundries ( White operating boots, white clogs)	
			Toilets (Male and female)	
			Scrubbing area with hands free tap	
			<b>Staff room</b> Surgeons/ Anesthetist	
			Nurses	
			Store Room	
			<b>Entrance to theatre</b> Middle Red line demarcating Incoming and outgoing flow. Separate trolleys for in and outgoing of patient Swinging doors in all outlets with metal scatting	
		OPERATING THEATRE	<b>Main Operating Room</b> Spacious operating Room Only metal/aluminum window frames allowed (no wooden frames) with a translucent glass Hatch window Adequate sterile gloves Cabinet for dangerous drugs Cabinet for Instruments Theatre hollow ware set Ant static instrument trolley with shelves Air condition, fan and air extractor in each theatre room Std adjustable operating table Ceiling mounted Operating light. Mobile Operating light with battery backup 12voltes double hook drip stand X- Ray viewer	
			Hygiene protocols/SOP for waste mgt	
			IPC Buckets	
			Infectious and non-infectious buckets	
			Disinfectants	

			<b>Instruments sets for</b> Lap/ortho/BTL/LP/CS/D&C/Hernia/Hysterectomy	
			O <sub>2</sub> Concentrator/ Cylinder with regulator Adequate back-up oxygen, separate from anesthetic machine	
			<b>Anaesthetic Section</b> Diathermy machine, Pulse Oximeter, BP Machine, ECG with at least 3 leads, Esophageal stethoscope/ laryngoscope, endotracheal tubes Pressure pump, Anesthesia machine, EMO with OMV Vaporizer Resuscitator (Adult and infant) with light source and warmer. Diagnostic set for MD/CO Adequate Ambu bags (adult & Paeds),Anaesthetic drugs Adequate monitors	
			Instrument Sterilizer	
			An observation window to the Nurse's Station. Wall clock	
			<b>Recovery room</b> Adequate lighting Suction machine, BP Machine, pulse oximeter, Oxygen concentrators/cylinders Monitors, Drip stand, Adjustable height beds with sliding rails.	
			<b>sluice room</b> A door connecting to the sterilization room Adequate washing sinks, Trolley decontamination buckets, Solution  <b>PPEs</b> (heavy duty gloves/gowns/masks)	
	<b>ROOMS</b>	DENTAL	Dental unit	
			Dental chair	
			Dental light	
			Suction unit	



			Dental hand pieces	
			Stool for dentist/dental therapist.	
			Stool for dental assistant	
			Wall mounted x-ray equipment	
			lockable instrument cabinet (Labelled)	
			basic medicines	
			Amalgams	
			Amalgamator	
			Endodontic box	
			Set of mouth mirrors	
			Sets of dental probes	
			Bar sterilizer	
			Zinc oxide engenal cement	
			Zinc phosphate	
			Calcium hydroxides	
			Silicate and silocophosphates	
			Composite material	
			Emergency tray or First Aid box	
			Have a wash basin or sink and a large container for storing water.	
			Cabinet for patient's records	
			Functional emergency oxygen (Oxygen Concentrator/cylinder)	
			Decontamination in line with current IP protocols	
			steam or dry sterilizer	
			Functional compressor	
			PPEs (Heavy duty, Examination and Surgical Gloves, masks, face shields, protective goggles, heavy duty Aprons, white coat and gum boots)	
		OPHTHALMOLOGY	Waiting room with seats	
			consultation room 6 meter (or 3-meter-long with mirror) and Treatment room	
			Table and 2 chairs	
			lockable drug cupboard/cabinet	
			Snellen's chart	
			near vision chart	
			ophthalmoscope	
			pen torch	
			tonometer	
			BP machine	

			stethoscope	
			trial set, trial frame and occluder & pinhole	
			slit lamp	
			epilation forceps	
			chalazion set	
			artery forceps (2)	
			lid retractor (2)	
			scalpel blades	
			syringes	
			diagnostic drugs Tropicamide Lidocaine/cyclopentolate	
			fluorescein drops/strips	
			Sterilization	
			Biomedical and non- biomedical	
			IPC Buckets	
			Sharps box	
		XRAY DEPT	waiting area/reception Be outside X ray room	
			Tables 2/chairs/waste bin	
			Functional warning Light on top entrance door & biohazard placard placed outside	
			Unshielded openings located a height 2m from floor outside x-ray room	
			x-ray room 18-30 sq. m and length 4 by 6 m	
			Walls should be nine inches (plaster) or 4½ inch plaster with 1.25 mm barium plaster or 150 mm concrete or other equivalents of 22 mm pb	
			<b>Shielding</b> Be for walls/doors/ceiling/floors Darkroom be shielded	
			<b>Organ shield</b> for reproductive organs, Eye shield for carotid angiography	
			<b>Illumination control room</b> with Fluoroscopy equipment –adequate darkness	
			<b>Control Panel</b> Should operate @ 125kvp or more Installed in a separate room & have appropriate shielding Direct viewing Distance between panel and x-ray unit be 3m	
			sink/wash hand facility	
			change room for patients	
			Dark room	

			film storage facility	
			workbenches in the dark room	
			X ray Viewers	
			Emergency drugs tray + resuscitation equipment	
			toilet facilities	
		ULTRASOUND ROOM	Room not less than 10 x 8Ft US scanner and printer Exams couch Acoustic coupling agents (US gel) Sonographer's desk (office) Adequate Lighting	
		PHYSIOTHERAPY	A waiting area/Reception room;	
			Adequate ventilation and lighting	
			gymnastic area of at least 30 square meters;	
			a treatment room of at least 5 square meters	
			Couch and screen	
			Two sets of linen – blanket, sheets, towels & Four pillows	
			One wheelchair	
			Two pairs of crutches – adjustable	
			One adjustable walking frame	
			One set of parallel bars	
			One wall bar	
			One full-length exercise mirror	
			One exercise mat	
		PHYSIOTHERAPY	Toys	
			Two gymnastic balls	
			Weights, e.g. sandbags	
			One foot/arm bath	
			One measuring tape	
			One Goniometer	
			One Stethoscope	
			BP Machine	
			One complete First Aid box	
			Disinfectants and other cleaning materials	
			Waste Bins	
			Hand washing facility	
		ORTHOPAEDIC ROOM		
		PHARMACY	Roof to have ceiling	
			Adequate size for storage space dispensing area	
			shelves are labelled and neatly packed medicines supplies	
			Stock cards well filled and appropriately placed	
			Functional aircon or fan	
			wash basin	

			Wall thermometer & temperature monitoring chart	
			lockable cabinet controlled medicines	
			Dispensing packs, tablet counter	
			Burglar bar door for Security	
		LAUNDRY	washing area	
			Functional washing & dry machines	
			hanging area	
			Functional Iron & ironing area	
			adequate linen supply	
			Availability of running water	
		LABORATORY		
Design of the laboratory	Design of laboratory lay out		<b>Waiting area</b> Benches, chairs	
			<b>Sample collection</b> Benches, Table	
			<b>Sample preparation</b> Bench Sink (or tapped bucket and basin) Hand washing basin	
			<b>Testing Area</b> Benches, Stool Sink (or tapped bucket and basin)	
			<b>Recording area</b> Table, Chair	
			<b>Sample storage</b> Refrigerator/Freezer	
			Reagent storage Refrigerator	
			<b>Storage area</b> For other supplies (may be cupboards, drawers, shelves etc.)	
			<b>Washing Up area</b> Sink(or tapped bucket and basin) Autoclave dryer	
			<b>Waste Disposal area</b> Bins for biomedical and non-biomedical waste	
			<b>Staff resting Area</b> Chairs, table	

		<b>DRAINAGE</b> All sinks, toilets are connected to the sewer line. Rubbish pit for where tapped bucket and basin are used.	
<b>CATEGORY C LABORATORIES</b>			
<b>Minimum requirements</b>	light binocular microscope	built-in light source	
		3 objective lenses x10 x 40 and x 100	
		oil immersion lens	
		6 or 12 volt car battery	
		ac/oc transformer	
		associated consumables available	
	centrifuge	electrical	
		at least 3000rpm compatible centrifuge tubes	
	water bath		
	heamoglobinometer	consumables and ability to do WBC count	
	glucometer	(reagents available)	
	refrigerator	Separate compartment for storage of specimens and reagents Temperature control charts Working thermometers	
	autoclave	Able to reach 121°C 15kpa pressure	
	hot air oven	Useful but not mandatory	
	Bunsen burner or spirit lamp		
	blood grouping tile	At least Anti-A, Anti-B, Anti-AB and Anti-D Pasteur pipettes	
	Neubauer Counting Chamber		
	PoC CD4 COUNT MACHINE	And consumables	
	waste disposal bucket	Separate bins for biomedical and non-biomedical waste With BIN liners	
<b>CATEGORY D LABORATORIES</b>			
<b>MINIMUM REQUIREMENTS</b>	Clinical Chemistry	<b>Chemistry analyzer</b> Reagents in stock	
		Centrifuge	
		<b>Electrolyte analyzer</b> Reagents in stock	

	Heamatology	<b>Heamatology analyzer</b> Capable of performing differentials	
		Sample mixers	
		Binocular Microscope	
		Differential counter	
		ESR Stand	
		<b>CD4 analyzer</b> Where CD4 counts are performed	
	Microbiology	Incubators	
		<b>Anaerobic or candle Jar</b> Where TB testing is done	
		Class II: Safety cabinet	
		Light (binocular) Microscope	
		<b>Fluorescent or Lead Microscope.</b> Where TB testing is done	
		Staining racks	
		Centrifuge	
		<b>Magnetic stirrer</b> Where blood cultures are done	
		Analytical balance	
	Parasitology	Light (Binocular) Microscope	
		Staining jars	
		Centrifuge	
		Mortar and pistil (Optional)	
		Test tube rack	
		Centrifuge tubes	
	Immunology	To be assessed on case by case by a competent technologist	
	Blood Bank	Blood Bank Refrigerator	Blood grouping sera AHG Presence of backup power source Thermometers
		Refrigerator	
		Water bath	
		Centrifuge	
		Micro centrifuge	
		Blood weight scale	
		Blood collection boxes	
	MORTUARY	separate building	
		functional cold room	
		shelves	
		post mortem table	

<b>WASTE MANAGEMENT</b>	DISPOSAL OF MEDICAL WASTES	Availability of a functional incinerator	
		Ash pit	
		Rubbish pit	
		Placenta Pit	
		Back up pit latrines	

**Strengths:**

**Gaps/Weaknesses**

**Recommendations**