



## MEDICAL COUNCIL OF MALAWI CHECKLIST FOR A HEALTH CENTRE

### GENERAL INFORMATION

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

### STAFFING LEVELS

No	CADRE ( <i>Write names and Reg. Number of all MCM regulated</i> )	ESTABLISHMENT	CURRENT
17	No Medical Doctor		
18	No of Clinical Officers		
19	No of Medical Assistants		
20	No of Nurses (RN/NMT/Community/Auxiliary)		
21	No of HSAs		
22	Pharmacy Technician/Assistant		
23	Lab		
24	Environmental health officers		
25	Hospital Attendants		
26	Data Clerks		
27	HDA		
28	Ground labourers		
29	Guards		
30	Other		

<sup>1</sup> Health Center also applies to health centre or dispensary which will not have maternity

<sup>2</sup> Those items with Asterisks (\*) means they are more crucial than others

**INFRASTRUCTURE AND EQUIPMENT**

No	ITEM	SECTION	IDEAL STATUS	CURRENT STATUS
1	BUILDING Nature of surrounding Premises (Permanent structure)	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 windows (Each room)	
		LIGHTING	ESCOM /Solar/Natural	
2		HOSPITAL GROUNDS	Cleanliness	
		Patient charter	Availability	
		DUSTBINS	Availability	
		HANDWASHING	Availability	
			fire extinguisher or bucket of sand	Availability
3	ROOMS	(a) WAITING AREA/RECEPTION	Seats and registration table	
			Health Passport Books/ electronic	
			Weighing scale (both adult and Paeds)	
			Outpatient Register for patients (OPR)	
3	ROOMS	(b) CONSULTATION ROOM(s)	Table and three chairs	
			Examination couch with a curtain/screen	
			Cupboard/or filling cabinet	
			Patella hummer	
			Diagnostic sets	
			Stethoscope	
			BP Machine	
			Two Thermometers	
			Examination Gloves	
			**Resuscitation equipment (Pulse oximeter/ Ambu Bags (Adult & Paeds)/Mention the drugs Atropine/adrenaline/aspirin/50% dextrose/ salbutamol inhaler or aminophylline )	
			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 Cleaning	
			Hand washing facility with soap or handsanitiser	
3	ROOMS	(C) TREATMENT ROOM/EMERGENCY ROOM	Examination couch with curtain/ screen around	
			syringes 2ml/5ml/10ml	
			Sterile syringe Tray	
			Drug trolley /emergency room	
			Oxygen concentrator	
			Suction Machine	
			Nebulizer	
			Drip stand	
			Examination light (torch)	
			**Biomedical & non-biomedical	
			Sharp box	
			IPC Buckets with soap and water	
			Hand washing facility/Handsanitiser	
3	ROOMS	(D) DRESSING ROOM	Sterilized Dressing sets set(I&D, suturing, stitch removing, FB Removal )	
			Hand washing facilities	
			Dressing stool/Patient seat	
			Drainage System	
			Wheel chair & Stretcher	
			Screen	
			Drip stand	
			Instrument trolley	
			Instrument storage drums (big medium and small)	
			IPC buckets	
			Hand washing facility with soap/Handsanitiser	
			Biomedical, non-biomedical bin and a sharp box	
3	ROOMS	EXTENDED PROGRAMME OF IMMUNIZATION (EPI)	Chairs and desk	
			Wooden shelves	
			Cupboard	
			Set of cleaning utensils	
			27 litre vaccine storage insulated cold box	
			Electric/gas/solar Refrigerator	
			Vaccine carrier	
			Thermometers	
			Temperature monitoring chat	

4	WARDS	Observation room		
			Availability of Nurses station Emergency Tray, thermometer, steth, pulse oximeter, O2Concentrator, sanction machine, BP Machine	
			Status of the ward (ceiling/walls/windows/floor )	
			Number of Beds	
			Bedside lockers	
			Hand washing facilities	
			Curtains/screen for Privacy	
		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	
			translucent windows or with curtains	
			fetal scope	
			weighing scale	
			BP machine	
			curtains or fitted with translucent windows	
4	WARDS	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, HBB )	
			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	
4	WARDS	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	
5		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	
			Instrument Sterilizer	
			An observation window to the Nurse’s Station. Wall clock	
6		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	
			Availability of essential drugs	
			Burglar bar door for Security	
7		LAUNDRY	washing area	
			Functional washing & dry lines	
			hanging area	
			Functional Iron & ironing area	
			adequate linen supply	
			Availability of running water	
8		LABORATORY	Staffing	
			waiting room	
			sample collection area	
			laboratory tests conducted	
			Equipment if any	
			Quality Control	
			Quality assurance	
			Evidence of Quality Control results in register	
			Total Quality controls documented in previous quarter	
WASTE MANAGEMENT	DISPOSAL OF MEDICAL WASTES		Availability of a functional incinerator	
			Ash pit	
			Rubbish pit	
			Placenta Pit	
			Back up pit latrines	

## **Strengths:**

## **Gaps/Weaknesses**

## **Recommendations**