HEALTH PROFESSIONS COUNCIL OF ZAMBIA

ASSESSMENT TOOL FOR EYE CLINIC (CLASS C)

Facility Name: _____   Ownership Type_____ Imprest:_____

Physical Address_____   Postal Address: _____ Bed Capacity: _____

Date: _____ District: _____   Lincence No: _____ Catchment Pop: _____

Contact Person: _____ Position: _____ Phone Number_____   Email: _____

1.   **Introduction**

2.   **Objectives**

3.   **Scope of service**

Consultation		Cataract surgery		Visual fields		Optical dispensary	
Destructive procedures		Glaucoma surgery		Laser surgery		Optical workshop	
Minor Surgeries		Squint surgery		Orbital surgeries			
Ophthalmic Pharmacy		Laboratory		Refraction			

5.   **Human Resource**

a) **Staffing Leve**

S/N	Name	Profession	HPCZ/ GNC #	Position	F/Time	P/Time	NRC	Nationality
1								
2								
3								
4								

b) **Staffing Level**

Profession	Full Time		Part Time		Profession	Full Time		Part Time	
	Need	Available	Need	Available		Need	Available	Need	Available
Ophthalmologist					CO- General				
Medical Officer					General Nurses				
Ophthalmic CO					Receptionist				
Ophthalmic Nurse					Psychosocial Counselor				
Optometrist					Data Clerks				
Technician					Cleaners				
Lab Technologist					Watchmen				
Pharmacy Tech					Other…………………				

Communications to be addressed to the Registrar

6. Standard 1: Legal Establishment, Leadership and Governance

Assessment Area	Assessment Criteria (Scoring Criteria: Met =2, Partially Met = 1 and Not Met = 0)		Score 2	1	0
Facility	Valid Annual License from HPCZ available and displayed				
Staff files	*Sample 4 Files* **and check the following:**	Comment			
	Appointment Leter/ Contract				
	Photocopy of Professional and Academic Qualification				
	Photocopy of NRC/Passport				
	Valid Practicing Licence				
	Job Descriptions on file & distributed to staff				
	Evidence of staff performance Appraisal available				
	Disciplinarily/Awards records where applicable				
Staff levels	Practitioners are -----for the scope of service / Qualified / Adequate				
Training	Records of CPD/Workshops / CPD/Training Plan				
Leave	Leave schedule (Booking log) / Records of Leave taken against accrual				
Dress Code	Official Id's won appropriately / Staff adhered to work place dress code				
Disciplinary	Discipline code available / Records of disciplinary cases and actions				
	HPCZ Code of ethics available / GNC Code of ethics available				
Governance	Evidence of business registration / Evidence of Tax Registration				
	Valid fire certification / Valid Business Permit				
	Waste management Contract / Evidence of registration with NAPSA				
Strategy management	Latest strategic plan available / Vision statement documented/displayed				
	Latest action plan available / Mission statement documented/displayed				
	Review of progress on plans / Scope of service documented/displayed				
	Approved Organogram displayed / Evidence of management meeting				
Supervision & Support	Supervision/ Tech-support log book / Supervision/Tech-support feedback				
	Compliance to Weekly supervision requirements				
Achieved Score / Total Applicable Score					**20**

7. Standard 2: Infrastructure

Assessment Area	Assessment Criteria					Score 2	1	0
Infrastructure	All eye clinic rooms meeting PHA Cap 295 (Floor area not less than 8.4 m2, Horizontal dimensions not less 2.1m, Height not less than 2.6m	*Room*	Y	N	*Comment if No*			
		Reception						
		Spectacle Dispensary						
		Consultation rooms						
		Treatments rooms						
		Eye wards						
		Ophthalmic Theatre						
		Workshop						
		Toilet						
	Building in good state of repair with the following well maintained?							
	Walls / Fixtures / Doors / Floors / Roof / Windows							
Ventilation	Adequate natural ventilation / Adequate artificial ventilation							
Lighting	Adequate natural lighting / Adequate artificial lighting							
Achieved Score / Total Applicable Score								**8**

Communications to be addressed to the Registrar

8. Standard 3: Environment, Health & Safety

Assessment Area	Assessment Criteria Assessment Criteria (Scoring Criteria: Met =2, Partially Met = 1 and Not Met = 0)					Score 2	1	0
Sanitation	Infection Prevention Committee or Designated person overseeing IPC activities							
	Functional sinks in…	Exam Rooms		Treatment rooms		Toilets		
	Running water in…	Exam Rooms		Treatment rooms		Toilets		
	Handwashing signage	Exam Rooms		Treatment rooms		Toilets		
	Male Toilet		Female Toilet		Staff Toilets			
	Sanitary bin in female toilet			Sanitary bin in Staff Toilet				
	Are toilets clean?		Male toilet		Female toilet		Staff Toilet	
Ventilation	Adequate natural ventilation			Artificial ventilation (Aircon/fan)				
Lighting	Adequate natural lighting			Artificial lighting				
Surrounding	Clean environment			Outdoor sanitary bins provided				
	Proper ground maintenance			No littering of rubbish on premises				
	Secure storage place for waste			Proper drainage system available				
Waste Disposal	Incinerator or waste contract			Bins for segregation of waste				
	Recommended Pedal bin			Colour coded bin liners				
	Sharps box			Segregation of waste adhered to				
Management of	Availability of guidelines			Bucket for plain water				
	Bucket for chlorine water			Access to sterilizer				
	Bucket for soap water			Compliance to sterilization				
Occupation health/safety	OHS Guidelines/SOP			Adequate Personal protective equip				
	Signage in all rooms			Staff vaccination program in place				
	Provision for wheelchair			Premises safe for people with disability				
Venerable Population	Written Policies available			Linkage to ZP/Victims Support				
	Register for cases			Linkage to Social welfare services				
	Case reporting system			Linkage to Referral Hospital				
Fire Safety	Functional Fire extinguisher			Bucket of sand				
	Fire exist marks in all rooms			Extinguisher servicing is up to date				
	Evidence of annual fire drills			Fire assembly point available				
Power	Electricity Available			Backup power supply				
Security	Perimeter Fence			Security Guards				
Achieved Score / Total Applicable Score								**22**

9. Standard 4: Reception requirements

Assessment Area	Assessment Criteria (scoring criteria: Met =2, Partially Met = 1 and Not Met = 0)								Score 2	1	0
Essential Equipment & suplies	Assorted frames		Frame holders		Pedal Bin		Grass pouch				
	Assorted sun grasses		Big Mirrors		Bin Liners		Lens cleaners				
	Spectacle Case		Paper towel		Lens cleaner		Exam gloves				
Stationary	Attendant register		Assorted forms		Stepuler		Perforator				
Environment	Patient's chair		Liquid Soap		Handwash-sign		Storage cabinet				
	Running water		Pedal bin (1)		Binlinner-black		Sanitizer paper				
	Work table		Staff's chair								
Achieved Score / Total Applicable Score											**6**

Communications to be addressed to the Registrar

10. Standard 5: Eye Doctor's Consulting Room

Assessment Area	Assessment Criteria				Score		
					2	1	0
Protocols	Eye care books	Refraction SOP	STG 2013	ZNF/BNF			
Essential Equipment	6m snellens chart	Ophthalmoscope	Retinoscope	Slit lamp			
	3m snellens chart	Projected Chart	Gonioscope	PD ruler			
	Ishihara`s Chart	Near reading chart	Full Trial Set	Touch			
	Stethoscope	Thermometer	BP machine	Foot step			
	Tonometer	Access to sterilizer	Visual field unit	Air-Con			
Optional	Lensometer	Keratometer	Auto refractometer	Phoropter			
Support	Patient's chair	Doctor's chair	Doctor's table	Storage cabinet			
Suplies	Exam gloves	Needle 21 G	Cotton swabs	Surgical gloves			
	Florecine	Constrcictors	Lignocaine	Sanitizer paper			
Water & sanitation	Running water	Pedal bin (2)	Binlinner-black	Liquid Soap			
	Paper towel	Sharp box	Binlinners-yellow	Handwash-sign			
Linnen	Dark curtains	Bedsheets	Pillows				
Achieved Score / Total Applicable Score							**14**

11. Standard 6: Treatment Room Requirements

Assessment Area	Assessment Criteria (Scoring Criteria: Met =2, Partially Met = 1 and Not Met = 0)				Score		
					2	1	0
Essential Equipment	Snellens chart	Ophthalmoscope	Retinoscope	Slit lamp			
	Drip stand	Projected Chart	Gonioscope	Phoropter			
	Ishihara`s Chart	Near reading chart	Full Trial Set	Touch			
	Stethoscope	Thermometer	BP machine	Foot step			
	Dressing set	Minor surgury set	Suturing set	Recievers			
	Tonometer	Access to sterilizer	Galipots	Coutch			
Optional	Lensometer	Keratometer	Auto refractometer	Phoropter			
Furniture	Patient's chair	Nurse's chair	Nurse's table	Storage cabinet			
Suplies	Exam gloves	Needle 21 G	Normal saline	Surgical gloves			
	Florecine	Constrcictors	Lignocaine	Sanitizer paper			
	Drum-cotton	Drum- Gauze	Giving set	Straping			
	Mydriatics	Bandage	Eye shield	Manital			
	Povidone	Cydex	Methylted spirit	Chlorine			
Water & sanitation	Running water	Pedal bin (2)	Binlinner-black	Liquid Soap			
	Bucket-cydex	Bucket-water	Bucket-chlorine	Bucket-soapy			
	Paper towel	Sharp box	Binlinners-yellow	Handwash-sign			
	Dark curtains	Bedsheets	Pillows	IP SOP			
Achieved Score / Total Applicable Score							**10**

Communications to be addressed to the Registrar

12. **Standard 7:** Refraction (Optometrists Room)

Assessment Area	Assessment Criteria (Scoring Criteria: Met =2, Partially Met = 1 and Not Met = 0)							Score 2	1	0
Essential Equipment	6m snellens chart		Ophthalmoscope		Retinoscope		Touch			
	3m snellens chart		Projected Chart		Jacksons cyliner		PD ruler			
	Ishihara`s Chart		Near reading chart		Full Trial Set		Screws			
	Lensometer		refractometer		Screw drivers					
Optional	Slit Lamp		Keratometer		Air conditioner		Phoropter			
Environment	Patient's chair		Doctor's chair		Lens cleaner		Storage cabinet			
	Exam gloves		Paper towel		Binlinner-black		Sanitizer paper			
	Running water		Pedal bin (1)		Handwash-sign		Dark curtains			
Achieved Score / Total Applicable Score										6

13. **Standard 8:** Ophthalmic theatre standards

Assessment Area	Assessment Criteria (scoring criteria: Met =2, Partially Met = 1 and Not Met = 0)							Score 2	1	0
Rooms	Operating room		Blocking room		Change room		Scrub area			
	Recieving bay		Store room		Preparation		Recovery			
Essential Equipment	Operating microscope		Ophthalmoscope		Cautery unit		Cataracts			
	Operating table		Work surhfaces		BP machine		Suction unit			
	EKG and/or ECG		Diagnostic		Thermometer		Notice board			
	Airway equipment		Notice board		Autoclave unit		Fridge			
Surgical set	Exenteration set		Enucleation set		Evisceration set		Cataract set			
	Squint correction		Laser treatment		Glaucoma set		Excision set			
Premeds	Constrictors		Mydriatics		Promethazine		Atropine			
Anaethetics	Lignocaine-plane		Lignocaine-adrenaline		General Anesthesia					
Sutures	9/0 or 10/0 absorbable		8/0absorbable		Nylone2/0		Nylon3/0			
Fluids	Normal saline		Ringers		Dextrose		Manital			
Drumss	Gowns		Gauze		cotton		Drapes		Towels	
Gloves	Surgical gloves – assorted size				Exam gloves – assorted size					
Suplies	Needles 21G		Cannuala		Giving set		Straping			
	Needles 23G		Bandage		Eye shield		Crape bandanges			
	Syringes 5mls		Syringes 2mls							
Cleaning material	Povidone		Cydex		Methylted spirit		Chlorine			
	roap –powdet		Soap-liquid		Vim					
Infection coontrol	Red line		Kick buckets		Bucket-chlorine		Bucket-Soapy			
	Bucket-P/water		SOPs		Bucket-Tubes					
PPE	Aprons		Head capes		Masks		Theatre scores			
Registers	Booking		Operating		Adverse event					
Inventory	Bin card for all medicines/supplies		Bin cards up to date							
Achieved Score / Total Applicable Score										30

Communications to be addressed to the Registrar

14. **Standard 9: Optical Workshop/ Laboratory**

Assessment Area	Assessment Criteria (Scoring Criteria: Met =2, Partially Met = 1 and Not Met = 0)							Score		
								2	1	0
Environment & Furniture	Table		Chair- Technician		Working station		Storage cabinet			
	Soap		Coat hunger		Lenses storing racks		Running water			
	Pedal bin		Binlinner-black		Hand wash signage					
Essential Equipment	Lens meter		Dispensing protractor		Soldering gun		PD ruler			
	Axis aligner		Frame warmer/heater		Layout marker		Plyers			
	Lens former		Lens edger-automated		Lens edger-manual		Drill			
Suplies	Ink		Screws		Soldering wire		Glue			
	Face mask		Paper towel		Lens cleaner		Gloves			
Achieved Score / Total Applicable Score									**6**	

15. **Standard 10: Eye care Practices**

Assessment Area	Assessment Criteria (scoring criteria: Met =2, Partially Met = 1 and Not Met = 0)							Score		
								2	1	0
Clinical audit (documenting of care)	History taking		Examination		Investigations		Accurate diagnosis			
	Correct treat		Right dose		Right route		Right duration			
	Clinicians' names printed on all notes				Clinicians sign off all nonets					
	Clinicians have readable handwriting				Patient adequately reviewed					
Storage practices	Functional air-condition		Room thermometer		Room Temperature chart					
	Functional fridge		Fridge thermometer		Fridge Temperature chart					
	Adequate shelves		Adequate pellets							
Inventory management	Purchase records available		No expiry supplies		Labeled expiry section					
	Bin cards for all supplies		Inventory up to date							
Emergency care	Access to emergency tray with adequate emergency medicine									
	Facility keeps a log of adverse events in the department									
Achieved Score / Total Applicable Score									**8**	

17. **Standard 11: Equipment maintenance**

Assessment Area	Assessment Criteria (Scoring Criteria: Met =2, Partially Met = 1 and Not Met = 0)			Score		
				2	1	0
Instauration &inventory	Equipment register		Equipment inventory up to date			
	Equipment installed appropriately		Non-functioning equipment isolated			
Servicing	Equipment service schedule		Equipment manuals available to users			
	Competent service personnel		Equipment serviced as per schedule			
Achieved Score / Total Applicable Score					**4**	

18. **Standard 12: Patient focus and Feedback**

Assessment Area	Assessment Criteria (Scoring Criteria: Met =2, Partially Met = 1 and Not Met = 0)			Score		
				2	1	0
Patient Focus	Appropriate Sign posts		Safe water for drinking provided			
	Adequate waiting area		Waiting area appropriately furnished			
	Adequate IEC materials		HPCZ Approved patient charter			
Patient feedback	System for collecting patient feedback (suggestion boxes/complaint register)					
	System for collecting feedback from referral facility (referral form with feedback)					
Confidentiality &Consenting	Adequate screens available		Facility has written consent form			
	Availability of the following guidelines from HPCZ;					
	Guidelines on Patient Consent		Guidelines on Patient Confidentiality			
	Guidelines on Patient's record		Guidelines on Pervasive Incentives			
Achieved Score / Total Applicable Score					**6**	

Communications to be addressed to the Registrar

19. Standard 13: Generation, Storage and management of Records

Assessment Area	Assessment Criteria (Scoring Criteria: Met =2, Partially Met = 1 and Not Met = 0)		Score		
			2	1	0
Ventilation	Adequate natural ventilation	Artificial ventilation (Aircon/fan)			
Lighting	Adequate natural lighting	Adequate artificial lighting			
Paper base data	Adequate shelves/cabinets	Records lockable and secure			
	Adequate Section for archiving	Active & inactive files separated			
Electronic data	System password protected	Access is restricted			
	System for buck up of records	user rights clearly defined			
Generation and Storage Practices	Health facility maintains patients records for minimum of 5 years before disposal				
	Facility captures sufficient patient contact information				
	Age	Patient ID No.	Emergency Contact person			
	Sex	Patients phone No.	Phone for contact person			
	Patients Name	Address				
	Availability of qualified personnel to manage patient record				
Managing Health Information (HMIS)	SOP for Data management	Monthly report to next level done			
	Assigned responsibility for HMIS	Appropriate data equipment			
	Data capturing forms e.g tally sheets,	Notifiable diseases being reported			
	Availability of OPD Register	Data trending/flagging			
Achieved Score / Total Applicable Score					**12**

20. Summary of scores for all Standard

Standard No.	Standard Description	Achieved Score	Applicable standards Scores	Total available Scores
Standard 1	Legal Establishment, Leadership and Governance			20
Standard 2	Infrastructure			8
Standard 3	Environment, Health & Safety			22
Standard 4	Reception			6
Standard 5	Eye Doctor's Consultation Room			14
Standard 6	Treatment Room			10
Standard 7	Refraction services (Optometry)			6
Standard 8	Ophthalmic Theatre services			30
Standard 9	Optical workshop/Laboratory services			6
Standard 10	Eye Care Practices			8
Standard 11	Equipment Management			4
Standard 12	Patient focus and Feedback			12
Standard 13	Generation, Storage and management of Records			12
Total scores				**158**

$$Total\ Score\ = \frac{Total\ Score}{Expected\ Score} = \frac{\quad}{\text{...............}} \ x\ 100 = \text{\_\_\_}\%$$

Communications to be addressed to the Registrar

21. Risk Grading

Score	Risk Level Identified	Colour Code		Tick (/)	Comment
100%	No risk of harm identified	Green			
75 – 100%	Relative risk of harm Identified	Yellow			
50 – 75 %	Moderate risk of harm identified	Orange			
< 50 %	High risk of harm identified	Red			

22. Major Inspection Findings and Recommendations

Summary of Major Inspection Findings and recommendations		
S/N	Major Findings	Recommendations
1		
2		
3		
4		
5		

23. Inspection Team

S/N	Name	Station	Signature	Date
1				
2				
3				
4				
5				

24. Signature of Facility Representative

S/N	Name	Positon	Signature	Date
1				
2				

25. Official Stamp (were available)

Communications to be addressed to the Registrar