

HEALTH PROFESSIONS COUNCIL OF ZAMBIA

COMPLIANCE MONITORING ASSESSMENT TOOL FOR DIAGNOSTIC IMAGING

Facility Name_____ Catch pop_____

Physical Address_____ District_____

Postal Address_____ Phone No_____ Imprest_____

HPCZ No._____ Class_____ Date_____ Nationality: _____

Inspectors 1._____ 2._____ 3._____

1. Introduction

2. Objectives

3. Scope of service

Categories	Service					
Radiological services	X-ray unit		Ultrasound		MRI	
	Dental X-ray		Mammogram		CT Scan	
	Other services (Specify).....					

4. Human Resource

a) Staffing Level

S/N	Name	Profession	HPCZ/ GNC #	Position	F/Time	P/Time	NRC	Nationality
1								
2								
3								
4								
5								

b) Staffing Level

Profession	Full Time		Part Time		Profession	Full Time		Part Time	
	Need	Available	Need	Available		Need	Available	Need	Available
Medical Officer- Radiologist					Receptionist/Cashier				
Radiographer					Data Clerks				
Radiography Tech					Cleaners – Indoor				
Sonographer					Cleaners – Outdoor				
Dark Room Assistant					Watchman				

5. 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						
Legality	The imaging services should be certified by Radiation Protection Authority (RPA)						
Staff files	Sample 4 Files and check the following:		Y	N	Comment		
	Appointment Letter/ Contract						
	Photocopy of Professional and Academic Qualification						
	Photocopy of NRC/Passport						
	Valid work permit (Applicable to non-citizens)						
	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				
	Updated ZRA Annual returns		Updated PACRA Annual returns				
	Valid fire certification		Valid Business Permit				
	Waste management Contract		Evidence of updated NAPSA returns				
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				
Achieved Score / Total Applicable Score						18	

6. Standard 2: Minimum Infrastructure Requirement

Assessment Area (Room)	Assessment Criteria (scoring criteria : Met =2, Partially Met = 1 and Not Met = 0)				Score	
	Specification	Y	N	Comment if No	2 or 1 or 0	
Reception	All rooms in the building meeting Public Health Act Cap 295 of the Laws of Zambia(Floor area not less than 8.4 m², Horizontal dimensions not less 2.1m, Height not less than 2.6m					
Toilets						
X-Ray rooms						
Ultrasound Room						
Control room						
MRI Room						
CT Scan Room						
Achieved Score / Total Applicable Score						14

7. Standard 3: Sanitary Facilities

Assessment Area	Assessment Criteria (scoring criteria : Met =2, Partially Met = 1 and Not Met = 0)										Score 2/1/0	
Male Sanitary	Toilet	Clean state		Running water		Lighting		Hand washing signage				
		Good state of infrastructure					Adequate Natural ventilation					
Female Sanitary	Toilet	Clean state		Running water		Lighting		Hand washing signage				
		Good state of infrastructure				Natural ventilation			Sanitary bin			
Staff sanitary	Toilet	Clean state		Running water		Lighting		Hand washing signage				
		Good state of infrastructure				Natural ventilation			Sanitary bin			
Achieved Score / Total Applicable Score												6

8. Standard 4: Environment, Health & Safety

Assessment Area	Assessment Criteria (Scoring Criteria: Met =2, Partially Met = 1 and Not Met = 0)												Score										
													2	1	0								
Human Resource	Infection Prevention Committee or Designated person overseeing IPC activities																						
Parking space	Adequate parking space		Ambulances				Clients/visitors				Designated staff												
State of infrastructure	All rooms in good state of repair with the following well maintained?																						
	Walls				Fixtures				Windows				Doors				Floors				Roof		
Ventilation	Adequate natural ventilation								Artificial ventilation (Air conditioner/fan)														
Lighting	Adequate natural lighting								Artificial lighting														
Surrounding	Clean environment						Outdoor sanitary bin						No littering of rubbish										
	Ground maintenance						Drainage system																
Waste Disposal	Incinerator or waste contract						Rubbish pit if incinerator not available						Rubbish pit Secured										
	Segregation of waste						Adequate pedal bins						Sharp boxes										
	Adhered to						Adequate bin liners						Waste storage section										
Occupation Health & Safety	OHS Guidelines/SOP						Wheelchairs available						Personal protective equip										
	Signage in all rooms						Provision for disabled's						Staff vaccination Program										
Fire Safety	Fire extinguishers						Extinguisher servicing						Bucket of sand										
	Available fire exit marks						Evidence of fire drills						Fire assembly point										
Power supply	Electricity Available						Backup power supply																
Security	Perimeter Fence						Security Guards																
Achieved Score / Total Applicable Score														22									

9. Standard 5: 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 &Consent g	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	

10. Standard 6: 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								
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											
Managing Health Information	SOP for Data management						Monthly report to next level done								
	Assigned responsibility for HMIS						Appropriate data equipment								
	Specimen Register														
Achieved Score / Total Applicable Score												10			

11. Standard 7: Standard X-Ray Imaging Services

Assessment Area	Assessment Criteria (scoring criteria : Score =2, Partially Score = 1 and Not Score = 0)											Score 2/1/0						
Staff levels	Valid practicing license for radiology Personnel available and displayed																	
	Adequate Staff		Radiographer				Radiotherapy Tech				DR assistant							
State of building	Building in good state of repair with the following well maintained?																	
	Walls				Fixtures				Doors				Floors			Roof		
X-ray imaging	Walls 23cm (9”) thick						Walls made of bricks						Air conditioner					
	Functional X-ray machine						Foot step						Exam gloves					
Control room	Control unit							Viewing glass (5) equivalent to 2mm lead										
Barium studies	Medicine Fridge					Pedal bin					Sharp box					Contrast media		
	Fridge Thermometer					Cannula					Strapping					Needles/syringes		
Dark room (N/A for automated or digital system)	Developing machine						Fixer machine						X-ray film dryer					
	Baths for developing films						X-ray films						X-ray film hunger					
	Developing chemicals						Envelopes						Fixing chemicals					
	Film viewing boxes?						Exam gloves											
Automated processing	Automated developing, fixing and drying unit								X-ray films									
	Developing chemicals						Envelopes						Fixing chemicals					
	Film viewing boxes?						Exam gloves											
Digital printing	Adequate radiation printers							Radiation Imaging CDs										
Office	Office furniture							Lockable cabinet										
	Patients register							Coat hunger										
Radiation Safety	Radiation SOP/Manual							Lead painted inner wall										
	Adequate lead aprons							Radiation badges for each staff										
	Trefoil symbol (danger sign)							Radiation operation red light										
Achieved Score / Total Applicable Score													20					

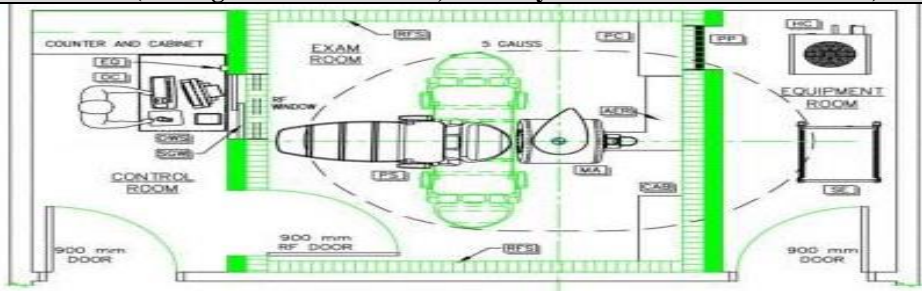
12. Standard 8: CT Scan Services

Assessment Area	Assessment Criteria (scoring criteria : Score =2, Partially Score = 1 and Not Score = 0)										Score 2/1/0
Layout											
Control Room	Room at least 4 x 2m full thickness					Viewing glass (5) equivalent to 2mm lead					
	Walls 23cm (9") thick			Walls made of bricks			Pedal bin with liners				
	Working surface/Table			Communication devices			Chairs 2		Register		
	Operator console		Oxygen monitors		EKG monitor			Keyboard input			
CT Exam Room	Room at least 4 x 6m full thickness					Inner walls and doors lined with 2mm lead					
	Walls 23cm (9") thick			Walls made of bricks			Storage cabinets				
	Working surface/Table			Communication devices			X-ray film viewer-2				
	CT scan unit			CT infusion pump set			Bowl, lotion small 30				
	Sterilizing drum (L)			Sterilizing drum (S)							
	Chairs		Stool		Wedges		contrast media		Cardiac lead		
	Sharp box		Trays		Drip stand		Air conditioner		Kidney dish		
	Forceps		Linen		Kick bucket		Running water		Surg. gloves		
	Giving set		Sponges		Liquid soap		Room Thermometer		Exam glove		
	Pedal bin		Straps		Paper towel		Liners- color coded		Cannula		
	Straps		Cushions		Disinfectant		Handwashing sign		Strapping		
	Safety	Operating warning (Red) light				Trefoil symbol (danger sign)				Lead aprons	
Achieved Score / Total Applicable Score											8

13. Standard 9: Ultrasound scanning services

Assessment Area	Assessment Criteria (scoring criteria : Score =2, Partially Score = 1 and Not Score = 0)												Score 2/1/0			
Infrastructure	Scanning room in good state of repair with the following well maintained?															
	Walls		Fixtures		Doors		Floors		Roof							
Functional Equipment	Ultrasound unit				Pedal bin (2)				Couch				Foot step			
	Running water				Handwashing sign				Air conditioner				Lighting			
Supplies	Exam gloves				Surgical gloves				Bin liners				Paper towel			
	Scanning gel				Bin liners-yellow				Bin liners-black							
Stationery/Sop	Scanning SOP				Register				Report forms							
Achieved Score / Total Applicable Score																8

14. Standard 10: MRI Scanning services

Assessment Area	Assessment Criteria (scoring criteria : Score =2, Partially Score = 1 and Not Score = 0)										Score 2/1/0
Layout											
Control Room	Room at least 3.6 x 2.5 m surface area				Ceiling Height min 2.6 m after shielding						
	Communication devices		Chairs		Viewing glass (5) equivalent to 2mm lead						
	Operator console		Oxygen monitors		EKG monitor		Keyboard input				
MRI Exam Room	Room at least 3.5 x 3.5 m surface area				Ceiling Height min 2.6 m after shielding						
	acoustic shielding		Radiofrequency shielding				Walls contracted in layers				
	Magnetic shielding		Strong floor-hold heavy weight				Running water/Sink				
	Work surfaces		Storage cabinet		Instrument trolley		Oxygen supply				
	MRI infusion pump		MRI Stretcher		Sterilizing drum		Suction machine				
	Chairs		Stool		Wedges		contrast media		Cardiac leads		
	Sharp box		Trays		Drip stand		Air conditioner		Kidney dish		
	Forceps		Linen		Kick bucket		Running water		Surgical glove		
	Giving set		Sponges		Liquid soap		Room Thermometer		Exam gloves		
	Pedal bin		Straps		Paper towel		Liners- color coded		Cannula		
	Straps		Cushions		Disinfectant		Handwashing sign		Strapping		
Equipment Room	Room at least 6.5 x 4 m area				Ceiling Height min 2.6 m after shielding						
	Radiofrequency unit		helium pump		Water pump						
	Universal power unit		Gradient unit		Water chiller						
Safety	Operating warning (Red) light			Trefoil symbol (danger sign)				Lead aprons			
Achieved Score / Total Applicable Score											10

15. Standard 11: Equipment maintenance

Assessment Area	Assessment Criteria (scoring criteria : Score =2, Partially Score = 1 and Not Score = 0)										Score 2/1/0		
Equipment Maintenance	Equipment register					Equipment service schedule							
	Competent service staff/Company					Equipment installed per operator's							
	Non-function equipment Isolated					Equipment inventory up to date							
	Equipment serviced as scheduled by qualified &competent person					Equipment manuals available to users/servicing staff							
Infection control	Decontamination corner				Bucket-Chlorine				Bucket- Soap				
	Decontamination SOP				Bucket- Plane water				Drums				
	Equipment sterilized				Cleaning schedule				Chital forceps				
Achieved Score / Total Applicable Score													4

16. 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			18
Standard 2	Minimum Infrastructure requirements			14
Standard 3	Sanitary Facilities			6
Standard 4	Environment, Health & Safety			22
Standard 5	Patient focus and Feedback			6
Standard 6	Generation, Storage and management of Records			10
Standard 7	Standard X-Ray Imaging			20
Standard 8	CT Scanning			8
Standard 9	Ultrasound Scanning			8
Standard 10	MRI Scanning			4
Total scores				116

$$Total\ Score = \frac{Total\ Score}{Expected\ Score} = \frac{\quad}{\quad} \times 100 = \quad\%$$

17. 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		

18. Summary of Major Inspection Findings and Recommendations

S/N	Major Findings	Recommendations
1		
2		
3		
4		
5		

19. Conclusion

20. Inspection Team

S/N	Name	Station	Station	Signature
1				
2				
3				

21. Signature of Facility Representative

S/N	Name	Positon	Signature
1			
2			

22. Facility Official Stamp (where available)