

## CHILD HEALTH SERVICES SUPERVISORY TOOL

Immunisation practices	Yes	No	Comment	Notes for supervisor
Can the immunizer indicate how and when the Rotavirus vaccine is administered? Also indicate the maximum age that the Rotavirus vaccine can be given?				Given as liquid drops per mouth at 6 and 14 weeks. RV cannot be given after 24 weeks of age
Can the immunizer name the injection sites of the Pentaxim Vaccine				Intramuscularly in left thigh at 6,10 & 14 weeks & in the left arm at 18 months
Is there an emergency tray with at least Adrenaline,Promethazine and hydrocortisone injections?				Check that none of the drugs have expired
Emergency procedure displayed in the immunization room?				
Are infection control measures observed				Handwashing between patients,etc
Is the RTHB checked and correctly filled in?				Observe
INP	Yes	No	Comment	Notes for supervisor
Was the weight correctly plotted in the RTHB/C?				
Is MUAC measured & recorded 3 monthly?				
Was Vitamin A administered according to schedule & recorded on the RTHB/C				6-11 months: 100 000iu every 6 months; 12-59 months: 200 000iu every 6 months
Stock Management	Yes	No	Comment	Notes for supervisor
Is there an up-to-date,completed stock card for all vaccines,diluents and Vitamin A?				date,qty received, batch number, pack size/presentation (status of temp regulatory devices in the case of vaccines must also be recorded)
Have any of the following items been out of stock (check stock cards):				
Hepatitis B vaccine				
2ml syringes				
Vitamin A 100 000iu				
Does the number of measles vials equal the number of measles vaccine diluent?				Number of vaccine vials must be equal to the number of vaccine diluents
EPI Disease Surveillance	Yes	No	Comment	Notes for supervisor
Are there Case Investigation Forms for all 4 conditions (AFP,Measles, NNT,AEFI)?				
Information Management	Yes	No	Comment	Notes for supervisor
Does the immunizer have a copy of the daily tick sheet?				
Is the data at the facility the same as the data at the next level?				
Cold Chain Management	Yes	No	Comment	Notes for supervisor
Are there any vaccines with expired VVMs?				The square must be lighter than the surrounding circle
Is a contingency plan in place?				
<b>Cooler box:</b>				
Are there any frozen icepacks?				Icepacks must not be frozen solid, but must be conditioned
Is a functional continuous electronic monitoring device used to record temperatures in the coolerbox?				Check if this has been activated and is working properly. Also check that temperatures have not gone below 2 degrees Celsius
<b>Multi Dose Vial Policy (MDVP): Check the following</b>				
Measles Vaccine- vial has the opening date and time printed on the vial				Reconstituted Measles vaccine must be used within 6 hours of opening
Td (Diftavax)- vial has opening date printed on the vial				Opened Td must be used with 4 weeks of opening
Needles/syringes left inserted in vials				This contrary to MDVP and must be discarded immediately
<b>Vaccine Fridge:</b>				
Are the fridge temperature records completed twice daily and appropriate action taken if temperature excursions occur ?				Temperatures must be plotted twice a day. Check that temperature excursions have not occurred in succession
Is the fridge only used for vaccines?				No food, or other drugs stored in the vaccine fridge
Is a purpose-built fridge is used to store the vaccines?				
Is a functional continuous electronic monitoring device used to record temperatures in the fridge and is it correctly placed?				Check that the device is activated and placed near the vaccines in the middle of the fridge
Have there been any temperature excursions recorded in the last 30 days (check logger and temp records)?				
Does the fridge have a dedicated plug with a warning notice?				
Is the layer of ice in the freezer less than 0.5cm?				
Have any vaccines frozen in the last month?				Check stock records, temperature monitors. Also check for physical signs of freezing such as wet packaging, ice around vials,etc
Is there reconstituted Measles vaccine in the fridge?				Discard immediately
Human Resources	Date		Comment	Notes for supervisor

State the date of the last EPI course that the immunizer been on				Contract only valid if competency training done in the last 3 years
State the date of the last cold chain training the immunizer received				
	<b>Yes</b>	<b>No</b>	<b>Comment</b>	<b>Notes for supervisor</b>
Immunizer wears a name badge				
<b>Documentation</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>	<b>Notes for supervisor</b>
Is there a copy of the following documents:				
The Cold Chain Operations Manual (Sep 2003)				
The New Vaccine Guidelines (Oct/Nov 2009)				
The Vaccinators Manual (April 2005)				
The EPI Disease Surveillance Field Guide (Oct 1998)				
Proof of annual registration with regulatory body				Healthcare professional and service site
<b>Additional</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>	<b>Notes for supervisor</b>
Prices of services and a notice indicating DoH stock availability is placed in a prominent place				Applicable to the private sector only

<b>Reproductive Health</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>	
Is there a copy of the following documents:				
Proof of annual registration with regulatory body				
Certificate in FP course and updates				
Authorisation to practice				
National Contraception Policy Guidelines				
National Contraception Service Delivery Guidelines				
Reporting document for AEF Contraceptive method				
Data Collection Tool				
Medicine Control Procedure				
Reports on audits conducted				

**INSPECTION TOOL**

**Details of Business/ Pharmacy**

Name of Business: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Tel : \_\_\_\_\_  
 Email address: \_\_\_\_\_

	N	Area of Inspection	Yes	No	Comment
<b>Premises and Layout</b>	1	The consulting area/room is private			
	2	The waiting area/room is comfortable and near the consultation area			
	3	The consulting area is clean, neat and tidy			
	4	All working surfaces are finished in a smooth impermeable and washable material for easy maintenance and cleaning			
	5	The floor surface is of an impermeable material			
	6	Examination couch with spare linen is present			
	7	The temperature in consulting area is below 25degreesC			
	8	There is a suitable trolley/cabinet for the required equipment			
	9	Hand wash basin with hot and cold water is present			
	10	Rubbish bin with lid and disposable plastic liners are present			
	11	Biohazardous material bin is present			
	12	Sharps container is present			
	13	The consultation area is accessible to people with disabilities			
<b>Medicines</b>	14	All thermolabile medicines are stored in a refrigerator between 0-8 Celsius			
	15	The refrigerator stores only medications and in a systematic manner			
	16	The refrigerator is suitable and in good working order			
	17	The refrigerator is fitted with a system to indicate that refrigeration has failed or temperatures are below or above 2°C and 8°C			
	18	The temperature of the refrigerator is recorded twice a day on the appropriate document			
	19	The layer of ice freezer is less than 0,5cm			
	20	There is a cooler box and sufficient ice packs available for immunisation sessions?			
	21	All the Family Planning agents are available?			
	N	<b>Area of Inspection</b>			
<b>Documentation and signage</b>	22	Copies of the following documents are available: Cold Chain Operations Manual (Sept 2003) New Vaccines Guidelines (Oct/Nov 2009) The Vaccinators' Manual (Apr 2005) EPI Disease Surveillance Field Guide (Oct 1998) National Contraception Clinical Guidelines (Jan 2013)			
	23	Copy of the Official data collection tool			
	24	The data collection system allows for data of state vaccinations to be captured separately			
	25	The Health worker on duty wears a name tag to be easily identifiable. It should state her/his name and designation.			
<b>SOP</b>	26	Cold Chain Management (includes procedures to follow in case of power failure)			

	27	Good Housekeeping (Cleaning procedure etc)			
Clinical practice	28	There is an emergency tray with: Medication: adrenaline, promethazine and hydrocortisone Equipment: Plaster, gauze, cotton wool, sterile wound dressings			
	29	The Emergency procedure is displayed and clearly visible in the Immunisation room			
	30	There are Case investigation forms available for all 4 EPI Disease Surveillance conditions – viz. AFP, Measles, NNT, AEFI			
ge	31	Patient Information leaflets are available for clients			
	32	There is no expired stock on the shelves or trolley			
	33	There is a documented stock management system in place			

**Date of Inspection:** \_\_\_\_\_

**Name of the person in charge during the inspection:** \_\_\_\_\_

\_\_\_\_\_

**Name of the person doing the inspection:** \_\_\_\_\_

\_\_\_\_\_