CHECKLIST FOR PRIMARY CARE ASSESSMENTS

Criteria No.	BHU PATIENT RECORD REVIEW PATIENT RECORDS	Patients					Total Ticks
		1 √	2 √	3 √	4 √	5 √	
1.2.1	Patient registers show current date of attendance of patient Information is entered in registers for each patient No obvious errors						
1.2.2	Registers contain for each patient: - Dates - Name, sex, age, address - Diagnosis - Treatment – dosage, times/day, no. of days - Follow-up						
1.2.3	Sufficient information about patients to inform the patient/carer about their care is recorded for each patient in one or more of the following registers: - Health cards for mothers and children - Immunization cards - Register of expectant mothers and deliveries - OPD register.						
1.2.4	Coding system used for patients in all registers						
1.3.2	Trace records with notifiable diseases to see if reported within 24 hours or register if available						
2.5.5	Completed referral forms for emergency referrals kept at the facility						
2.8.3	Basic assessments recorded for each patient: - temperature - blood pressure - symptoms						
2.8.4	Basic assessments for under five year olds: - weight - immunization status - temperature - level of consciousness - symptom identification						
2.8.5	Patient history recorded						
2.8.6	Evidence of treatment appropriate to diagnosis, assessment, test results, guidelines						
2.8.7	Copies of letters of referral to other services						
2.8.8	Evidence of future appointments in registers or appointment book						
2.8.9	Outcomes of care or treatment recorded						
2.10.2	Health cards show weight plotted, followed up						
2.10.3	Immunization cards checked						

BHU STAFF RECORD CHECKLIST		Staff					
Criteria No.	**STAFF RECORDS**	**1** √	**2** √	**3** √	**4** V	**5** √	**Total Ticks**
	STAFF FILES						
1.11.1	Appropriate qualifications and experience in line with requirements in job description						
1.11.2	Evidence of induction programme completed						
1.11.4	Current job description						
1.11.5	Conditions of employment						
1.11.7	Performance appraisal in last twelve months						
1.11.8	Files current, complete with personal details, leave and pay information						
1.11.9	Record of training for staff – health and safety, quality improvement, patient rights						