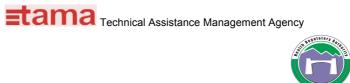
CHECKLIST FOR PRIMARY CARE ASSESSMENTS

	BHU PATIENT RECORD REVIEW	Patients							
Criteria	PATIENT RECORDS	1	2	3	4	5	Total		
No.				$\sqrt{}$			Ticks		
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								
100	Follow-up Sufficient information about patients to inform				-				
1.2.3	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,								
227	assessment, test results, guidelines Copies of letters of referral to other services				+				
2.8.7	Evidence of future appointments in registers or				+				
2.0.0	appointment book								
2.8.9	Outcomes of care or treatment recorded				+				
2.10.2	Health cards show weight plotted, followed up				+				
2.10.2	Immunization cards checked	-			+				
2.10.3	minumzation carus oncokeu		<u> </u>		1		l		





Criteria No.	BHU STAFF RECORD CHECKLIST STAFF RECORDS	Staff								
		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									



