

MINISTRY OF HEALTH
GENERAL SUPERVISORY AND MONITORING CHECK LIST

General Information:

Name of the Health Center: Date of visit:

Dzongkhag:

Total catchment population:

Total Male:

Total Female:

No. of ORCs:

Total children under 1:

Total children under 5:

Direction: Please tick (√) in the Yes/No columns and mention the **status/ functionality/number** as appropriate in the Remark column. The hierarchy of the health facility is leveled as below: **H= only for hospital/BHU I, B = only for BHU, HB = both Hospital and BHU**

Sl.No	QUESTION	Yes	No	Remarks
1	Specialists (H)			
2	Doctors (H)			
3	GNMs/ANMs/Ans			
4	Pharmacists/Technicians			
5	Health Assistants (HB)			
6	Basic Health Workers (BH)			
7	Trained Village Health Workers (B)			

Sl.No	QUESTION	Yes	No	Remarks
8	Did you enter all reports from all health centres (BHUs and hospitals) in last 3 months in the computer?			
9	Is the number of fully immunized children equal to or less than the numbers of children immunized against Measles Rubella (MR1)?			
10	Is DIGBY System functional?			
11	Computers and Accessories: Computers Printers Scanners Fax Internet Connectivity Telephone			

Sl.No	QUESTION	Yes	No	Remarks
12	Do you have a copy of the BCSRR 2006 book?			
13	Do you have copy of the latest Position Directory and the job descriptions?			Mention the date:
14	Do you a copy of the approved staffing pattern for the 10 th FYP?			
15	Do you have a copy of the Transfer Guideline, which was circulated after endorsement of the AHC 2008?			
16	Is any service under-staffed in your health facility?			
17	Is any service over-staffed in your facility?			
18	Is there any staff who is in the same position level for more than 4 years?			

Sl.No	QUESTION	Yes	No	Remarks
19	Antenatal Service (HB)			
20	Institutional delivery (HB)			
21	Occurrence of maternal death (HB)			
22	Occurrence of neonatal death (HB)			
23	Availability of at least 3 contraceptive methods (HB)			
24	Availability of cervical cancer screening services (HB)			
25	Adequate stock of condoms (male/female) (HB)			
26	National Midwifery Standard (HB)			
27	National Contraceptive Standard (HB)			
28	National Newborn Standard (HB)			
29	RH IEC materials on display			

Sl.No	QUESTION	Yes	No	Remarks
30	Availability of a micro-plan for routine EPI			
31	Availability of cold chain equipment inventory			
32	EPI Guidelines and Manual			
33	Refrigerator temperature between +2 to +8 ° C			
34	AD syringes used for vaccination			
35	Monitoring chart displayed for the current year			
36	EPI IEC materials on display			

Sl.No	QUESTION	Yes	No	Remarks
37	Physiotherapy rehabilitation service (H)			
38	CBR training manual (HB)			
39	IEC materials on injury and disability prevention (HB)			

Sl.No	QUESTION	Yes	No	Remarks
40	NCD guidelines (HB)			
41	NCD IEC Materials on display (HB)			

Sl.No	QUESTION	Yes	No	Remarks
42	Availability of CD4 machine, test kits, vacuutainers, waterbath, centrifuge, needle syringe, blood lancet and reagents (H)			
43	VCT and PMTCT guidelines (HB)			
44	Pediatric HIV management guideline (H)			
45	Adult HIV management guideline (H)			
46	STI syndromic management guideline (HB)			
47	Trained VCT focal persons (HB)			
48	HIV/STIs IEC materials on display			

Sl.No	QUESTION	Yes	No	Remarks
49	Functioning ORT corners (HB)			
50	Availability of ARI Timer (HB)			
51	Recording Form: 2 months up to 5 years (HB)			
52	Recording Form: 1 week up to 2 months (HB)			
53	IMCI Manual (HB)			
54	IMCI trained health workers (HB)			
55	IMCI IEC Materials on display (HB)			

Sl.No	QUESTION	Yes	No	Remarks
56	MBI kit (HB)			
57	MCH hand book (HB)			
58	Iron tablets, deworming and Vit.A for the schools (HB)			
59	Salt analysis kit for iodine content (HB)			
60	Malnutrition management manual (HB)			
61	Lactation Manual (HB)			
62	Guideline, pamphlet & resource booklet on iron suppl.			
63	Practice of kitchen gardening (B)			
64	Nutrition IEC Materials on display (HB)			

Sl.No	QUESTION	Yes	No	Remarks
65	Rapid Response Team for disease outbreak (H)			
66	Hospital Contingency plan for AI pandemic (H)			
67	Availability of Personal Protective Equipment (H)			
68	AI IEC Materials on display			

Sl.No	QUESTION	Yes	No	Remarks
65	Rapid Response Team for disease outbreak (H)			
66	Hospital Contingency plan for AI pandemic (H)			
67	Availability of Personal Protective Equipment (H)			
68	AI IEC Materials on display			

Sl.No	QUESTION	Yes	No	Remarks
69	Availability of essential psychotropic drugs (HB)			
70	Trained health workers on mental health (HB)			
71	Mental health training guideline (HB)			
72	Mental Health IEC materials on display (HB)			

Sl.No	QUESTION	Yes	No	Remarks
73	Functional microscopes			
74	Revised TB manual and guideline (HB)			
75	Adequate stock of: sputum cups, slide/slide box, reagents			
76	Availability of Anti-TB drugs (HB)			
77	TB IEC materials on display (HB)			

Sl.No	QUESTION	Yes	No	Remarks
78	General medical check up for the students			
79	Health promotional activities in schools			
80	Basic drugs supply to schools			
81	Supervision visits by health staff to schools			

Sl.No	QUESTION	Yes	No	Remarks
82	Daily blood slide examination records (HB)			
83	Functional microscopes (HB)			
84	Adequate stock of chemical/insecticides (HB)			
85	Adequate stock of anti-malarials (HB)			
86	Adequate stock of net (LLIN)			
87	Vector surveillance (HB)			
88	VBDCP IEC materials on display			

Sl.No	QUESTION	Yes	No	Remarks
89	Trained VHWs			
90	Active VHWs			
91	VHW Drop-out			
92	VHWs serving more than 3 years			
93	New VHW training received			
94	Refresher training received			
95	VHW manual			

Sl.No	QUESTION	Yes	No	Remarks
96	RWSS Focal Engineers (H)			
97	Health workers trained on CDH workshop (HB)			

Sl.No	QUESTION	Yes	No	Remarks
98	Any leprosy patients in your catchment area			
99	Any patients on leprosy treatment			
100	Availability of leprosy drugs			
101	Leprosy IEC materials on display			

Sl.No	QUESTION	Yes	No	Remarks
102	Posters (HB)			
103	Leaflets (HB)			
104	Brochures (HB)			
105	Flipcharts (HB)			
106	IEC/IPC/BCC trainings received (HB)			
107	Locally developed IEC materials (HB)			

Sl.No	QUESTION	Yes	No	Remarks
	Sexually Transmitted Infections (STIs)			
108	a RPR testing kits (HB) with shaker			
109	b HBsAg testing kits (H)			
110	c HCV testing kits (H)			
	Drinking Water Quality			
111	a Bacteriological analysis (H)			

Sl.No	QUESTION	Yes	No	Remarks
	Maintenance of registers:			
112	a. OPD Registers			
113	b. Laboratory registers			
114	c. In-door registers			
115	d. On-call registers			
116	e. Stock register			
117	Staff training record			
118	Functional X-ray			
119	Blood Bank refrigerator			

Sl.No	QUESTION	Yes	No	Remarks
120	Color waste bins for waste segregation *			
121	Nurses changing room			
122	Washing facilities:			
123	a. Running water			
124	b. Clean towel			
125	c. Soap			
126	Deep pit burial			
127	Infection control and Waste management IEC Materials on display			

**[Note: Blue – Food waste, Red – Infectious waste, Green – General waste and Yellow – Sharp waste]*

Sl.No	QUESTION	Yes	No	Remarks
128	Diabetes guideline books			
129	Gluco-meter			

Sl.No	QUESTION	Yes	No	Remarks
130	Telemedicine service			
131	Electricity			
132	Computer & Accessories through Telemedicine Program			

Sl.No	QUESTION	Yes	No	Remarks
133	Drugs storage as per First Expiry First Out (FEFO) policy			
134	Controlled drugs (CD)** stored under lock and key			
135	Formula to quantify medical supplies			
	Availability of books and guidelines:			
136	a. Essential Drugs List			
137	b. Bhutan National Formulary			
138	c. Antibiotic Guideline			
139	d. Store Management Manual			
140	e. Standard Treatment Guideline			
141	Stock of vital drugs (Adrenaline 1mg/ml injection, Atropine sulphate 0.6mg/ml injection, Diazepam 5mg/ml injection, Dextrose 5% injection, Ferrous sulphate + folic acid tablet, Medroxyprogesterone acetate 150mg/ml injection, Pethidine 50mg/ml injection, Tetanus Toxoid (TT) injection, Oxytocin 5units/ml injection)			

*** Note: CD are all narcotics & psychotropic drugs such as morphine, pethidine, codeine etc*

Sl.No	QUESTION	Yes	No	Remarks
142	First Aid facilities			
143	Ambulance equipped with first aid facilities			
144	First aid course:			
145	a. Quarterly			
146	b. Biannually			
147	c. Yearly			

Sl.No	QUESTION	Yes	No	Remarks
148	Drug Storage and Maintenance:			
149	a. Supplies maintained in alphabetical order			
150	b. Appropriate conditions (away from direct sunlight, secured, ordered, room temperature, etc)			
151	Regular update in the stock ledger			
152	Tally between physical and ledger balance with proper entry and stock maintenance			
153	Supplies of drugs Form I and Form II			
154	Mobilization form for excess drugs			
155	Dispensing envelopes clearly marked			