

Directorate General of Health Services  
Health Systems Strengthening (HSS), MIS  
**Onsite Monitoring Form**

Name of facility:

District:

Upazila:

Date: \_\_\_\_|\_\_\_\_|\_\_\_\_  
(dd|mm|yy)

INPUT	Leadership/ Governance/ Management		
	Was a HMC/Hospital Coordination meeting held last month? (Please check meeting attendance sheet)?	-Yes	-No
	Were the HMC/Coordination meeting minutes preserved for last month?	-Yes	-No
	Were there any actions and or decisions based on last month's statistics report for this facility as per the HMC/Coordination meeting minutes?	-Yes	-No -Partial
	Were any death reviews conducted in this facility in the last month?	-Yes	-No -Partial
	Was a community death review conducted by this facility in the last month?	-Yes	-No -Partial
	Were any clinical audit conducted in this facility in the last month?	-Yes	-No -Partial
	Are sign boards for the SMS complaints system publicly displayed?	-Yes	-No -Partial
	Are complains/suggestions board displayed at main entrance?	-Yes	-No -Partial
	Health Financing		
	Whether at least 80% of your budget was executed in the last month?	-Yes	-No -Partial
	Health Workforce		
	Were at least 80% of the doctors and nurses/midwives on duty in the facility over the last 24 hours? (based on attendance register and the roster plan)	-Yes	-No
	Confirm functionality of the biometric attendance machine by staff	-Yes	-No
	Health Information System		
	Are monthly EmOC data matching with the registry book for last month? <i>(not applicable Super Specialized Hospital)</i>	-Yes	-No
	Are monthly IMCI data matching with the registry book for last month? <i>(not applicable Super Specialized Hospital)</i>	-Yes	-No
	Are monthly EPI infant and women data matching with the registry book for last month? <i>(not applicable District Hospital, Medical College Hospital, Super Specialized Hospital)</i>	-Yes	-No
	Are daily OPD, emergency visits & admission data matching with the registry book for last month?	-Yes	-No
	Are monthly hospital bed statement data matching with the registry book for the last month?	-Yes	-No
	Are monthly major equipment data matching with the registry book for last month?	-Yes	-No
	Are monthly HMC meeting data matching with the registry book for last month?	-Yes	-No
	Access to Essential Medicines/ equipment, logistics/ utilities/ infrastructure		
	Is the medicines availability list displayed outside the pharmacy?	-Yes	-No
	Are available laboratory tests displayed with prices?	-Yes	-No -Partial
	Are there stocks of infection control materials (gloves, surgical masks, anti-septic/ disinfectant, soap (bar or liquid))?	-Yes	-No -Partial

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	Is an autoclave machine being used in labor room?	-Yes -No -Partial
	Is an oxygen cylinder (not empty) available at emergency, indoor and labor rooms?	-Yes -No -Partial
	<b>Service Delivery / Management</b>	
	Has screening and cross-matching been performed for any blood transfusion?	-Yes -No -Partial
	Is the pathology laboratory service functional?	-Yes -No -Partial
	Are all imaging services functional?	-Yes -No -Partial
	Are the ambulance services available?	-Yes -No -Partial
	Overall maintenance and infrastructure:	
	- Cleaning and painting	
	o Are both indoor and outdoor floors, walls, windows and doors clean?	-Yes -No - Partial
o Are both indoor and outdoor colors maintained		
- Waste management and sanitary facilities	-Yes -No - Partial	
o Was any garbage found outside garbage bins or outside defined areas?	-Yes -No - Partial	
o Are toilets available and functional (doors, bolts, light)?	-Yes -No - Partial	
o Are toilets available and functional in separate units for both male and female?	-Yes -No - Partial	
o Are toilets clean (floor, walls, pan/commode)?		
- Water and electricity		
o Is 24 hour water supply available?	-Yes -No - Partial	
o Is a generator/alternative power supply available and functioning?		
- Sitting, privacy arrangements and signage:	-Yes -No - Partial	
o Are patient sitting arrangements available at all service areas (OPD, emergency, lab and imaging)?	-Yes -No - Partial	
o Are privacy arrangements (curtain or separate room with closed door) available for female patients at all service areas?	-Yes -No - Partial	
o Are guiding signs available to all service areas?	-Yes -No - Partial	
<b>OUTPUT</b>	<b>Quality</b>	
	Is there a functional quality management system for the laboratories (based on records)?	-Yes -No -Partial
	Performance of major surgery (three randomly selected surgeries over the last month) conducted according to standards (by reviewing the completeness of operation notes) <i>(not applicable Upazila Health Complex)</i>	-Yes -No -Partial
	Appropriate referral protocol is maintained (based on facility register) <i>(not applicable Medical College Hospital)</i>	-Yes -No -Partial
	Are patients receiving medicines according to essential drug list available in the hospital during the time of visit (any five patients)?	-Yes -No -Partial
	<b>Safety (including infection control)</b>	
	Are separate color coded waste bins for infectious materials being used?	-Yes -No -Partial

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Access	During screening of patients in the outdoor clinic were staffs in charge of patients adhering to infection control practices (based on observation)?	-Yes	-No	-Partial
	At least 80% of essential medicines are available during the visit	-Yes	-No	-Partial

**Qualitative questions (not used for scoring)**

1. What are the most positive aspects of performance in this facility?
2. What are the main challenges in the performance of this facility?
3. Recommendations for review during the next visit

Divisional Director/Civil Surgeon  
Divisional Directorate Office/Civil Surgeon Office,  
Division/District:  
Facility manager:  
Date and location: