



LEVEL 4A

CHECKLIST FOR THE CATEGORIZATION OF FACILITIES

SECTION A: FACILITY INFORMATION

REGISTRATION/ GAZETTED NAME	
Master facility no:	Registration No.
Physical location	Current License
County	Name of contact:
Sub-County	Qualification of contact person:
Ward	Address
Town/Market	Code:
Building/Plot no	Phone Number:
Current facility level	Email:
Facility ownership	Government/Public entity <input type="checkbox"/> Faith based <input type="checkbox"/> Private <input type="checkbox"/> Other <input type="checkbox"/>
Catchment population	
Monthly outpatient workload	
In patient bed capacity	
Description of location (prominent landmark)	
Facility level description	Primary care referral hospital that offers services that compliment primary healthcare services to allow for delivery of a more comprehensive care.
List of services	1. 2. 3. 4. 5. 6. 7.
SECTION B: MANDATORY REQUIREMENTS	



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Does the hospital have the following mandatory requirements? (YES=2, PARTIAL=1, NO=0)

	YES	PARTIAL	NO	REMARKS
1. Advanced life support (Automated External Defibrillator(AED), intubation set and ALS ambulance) (2Marks)				
2. Radiology and imaging (x-ray, ultrasound, OPG/IOPA) services (2Marks)				
3. Mortuary & autopsy services (2Marks)				
4. Run weekly Medical, Surgical, Paediatric, Obstetric & gynaecological outpatient clinics (2Marks)				
5. Laboratory services of Lab class D (2Marks)				
6. At least 4 resident specialists, surgeon, obs/gyn, paediatrician and physician (2Marks)				
7. At least two theatres- one maternity and one general (2Marks)				
8. A clinical officer or a nurse anaesthetist (2Marks)				
9. One medical officer for every 10 inpatient beds (2Marks)				
10. Quality improvement systems i.e. quality improvement teams and policy documents (2Marks)				
11. Referral protocols (ambulance both BLS and ALS and a referral protocol				



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policy) (2Marks)				
TOTAL				/22
SECTION C: SERVICES OFFERED				
<i>Does the facility offer any of the following service? Yes -2, Partial - 1, No – 0</i>				
	YES	PARTIAL	NO	REMARKS
1. Elimination of communicable disease (2Marks)				
2. Management of Medical, Surgical, Paediatric, Obstetric & Gynaecological Inpatients and Outpatients (2Marks)				
3. Advanced life support, (Automated External Defibrillator (AED), intubation set and ALS ambulance) (2Marks)				
4. Management of high-risk pregnancies and Obstetric & Gynaecologic complications (Pre-term labour Caesarean sections, Pelvic Inflammatory Disease (PID) treatment (2Marks)				
5. Management of surgical and medical emergencies (2Marks)				
6. Surgical procedures:				
a) Emergency (2Marks)				
b) Elective (2Marks)				
7. Radiology and imaging services				
a) X-ray (2Marks)				
b) Ultrasound (2Marks)				
c) OPG/IOPA services (2Marks)				



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8. 24 hours laboratory services of Lab class D and above with a KMLTTB license displayed with a decontamination area				
a) Haematology (2Marks)				
b) Microbiology (2Marks)				
c) Serology (2Marks)				
d) Urinalysis (2Marks)				
e) Culture and sensitivity (2Marks)				
f) Biochemistry (2Marks)				
g) Blood transfusion services (2Marks)				
9. 24-hour pharmacy services (2Marks)				
10. Provides:				
a) Highly effective Anti-Retroviral Therapy (HAART); (2Marks)				
b) Antiretroviral (ARV) prophylaxis for children born of HIV +ve mothers (2Marks)				
c) Tuberculosis management (2Marks)				
11. Screening/examination for:				
a) Cervical cancer (2Marks)				
b) Breast cancer (2Marks)				
c) Prostate cancer (2Marks)				
12. Vaccinations (in addition to the routine KEPI vaccines, should also provide;				



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a) Tetanus (2Marks)				
b) Rabies (2Marks)				
c) Hepatitis B (2Marks)				
d) Anti-snake venom (2Marks)				
e) Immunoglobulins: Anti-D (2Marks)				
13. Mortuary & autopsy service (2Marks)				
14. Pathology services (2Marks)				
15. Renal dialysis (2Marks)				
16. MCH /FP services (2Marks)				
17. Dental service. (2Marks)				
18. ENT services (2Marks)				
19. Ophthalmology services (2Marks)				
20. Nutrition services (2Marks)				
21. Palliative care (2Marks)				
22. Rehabilitative services				
a) Physiotherapy (2Marks)				
b) Speech therapy (2Marks)				
c) Occupational therapy (2Marks)				
d) Orthopaedic services (2Marks)				
23. Screening for animal transmitted conditions (2Marks)				
24. Biomedical engineering (2Marks)				
25. Health promotional services (posters, videos, health talks) (2Marks)				
TOTAL:				/92
SECTION D: FACILITY INFRASTRUCTURE				
	YES	PARTIAL	NO	REMARKS
1. Signage with: (2Marks)				



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a) Name of facility				
b) Mission and Vision				
c) Displayed list of services to be offered				
d) Displayed service charter				
e) All licenses displayed (facility, laboratory, radiology and pharmacy)				
f) Patient charter				
2. Outpatient Department with the following: (2Marks)				
a) Reception/ waiting area/Customer care				
b) Pay point (Teller)				
c) At least 8 consultation rooms each with:				
i. 1 table				
ii. 3 chairs				
i. Examination couch covered with a mackintosh				
ii. Handwash basin with running water and soap				
iii. Colour coded Pedal bins with corresponding bin liners.				
i. Black				
ii. Yellow				
iii. Red				
iv. Sharps safety box				
v. Stethoscope				
vi. Tongue depressors				
vii. Pulse oximeter				
viii. Thermometer(accessible)				
ix. Weigh scale (accessible)				
x. Foot stepper				
xi. Examination light				



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xii. Diagnostic set				
xiii. Pen torch				
xiv. Privacy screen				
3. At least two (2) treatment/observation room each with: (2Marks)				
a) Observation couch covered with a mackintosh				
b) Foot stepper/step stool				
c) Oxygen cylinder and flowmeter/ oxygen concentrator				
d) Functional portable examination light				
e) Handwash basin with running water and soap				
f) Privacy screen if required				
g) Drip stand				
h) Nebulizer				
4. Procedure room each with: (2Marks)				
a) Examination couch – covered with a mackintosh				
b) Surgical set as per speciality				
c) Oxygen cylinder and flowmeter/ oxygen concentrator				
d) Foot stepper				
e) Drip stand				
f) Colour coded Pedal bins with corresponding bin liners. i. Black ii. Yellow iii. Red				
g) Sharps Safety Box				
h) Color coded decontamination buckets				
i) Cabinets or shelves				
j) Procedure trolley				
k) Suction machine				



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CHECKLIST FOR THE CATEGORIZATION OF FACILITIES

5. Triage room each with: (2Marks)				
a) Table				
b) Chairs				
c) Adult/pediatric weighing scale				
d) stadiometer				
e) Blood pressure machine				
f) Pulse oximeter				
g) Thermometer				
h) MUAC tape				
i) Handwash basin with running water and soap				
j) Glucometer				
k) Colour coded Pedal bins with corresponding bin liners.				
l) Black				
m) Yellow				
n) Red				
o) Sharps safety Box				
6. Accident and Emergency department with: (2Marks)				
a) Ambulance Bay				
b) Receiving area				
c) Resuscitation area				
d) Acute Treatment area				
e) Triage area				
f) Nursing station				
g) Portable X-ray machine				
h) Continuous Positive Airway Pressure (CPAP) machine				
i) Trolley Bay				
j) Cloak room				
k) Store for consumables				

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l) Observation couch with mackintosh cover				
m) Foot Stepper/ step stool				
n) Oxygen source: oxygen cylinder and flow meter/ oxygen concentrator/ piped oxygen				
o) Suction machine				
p) Emergency tray MUST have adult and paediatric intubation set				
q) Nebulizer				
r) Automated External Defibrillator				
s) Examination light				
t) Handwash basin with running water and soap				
u) Client waiting area				
7. Minor theatre (2Marks)				
8. Major theatres				
a) sluice room				
b) Luminous flour air system				
c) Separate receiving bay				
d) Separate recovery area				
e) Functional patient monitoring equipment				
f) oxygen source for both mothers and baby				
g) functional resuscitaire				
h) suction machine				
i) Functional Ventilators				
j) theatre light				
k) scrubbing sink with running water and soap				



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l) Emergency trolley Should include PPE/PPH kit				
m) theatre bed				
n) shelf or cabinet for sterile supplies				
o) Changing rooms with lockers				
p) surgical instruments including:				
q) Caesarean Section Set				
r) Laparotomy Set				
9. Outpatient and inpatient pharmacy (2Marks)				
10. Health records department (2Marks)				
11. Observation/ recovery ward (2Marks)				
12. Sluice rooms (2Marks)				
13. Staff lounge (2Marks)				
14. Clinical units with: (2Marks)				
a) Waiting bay				
b) Consultation room				
c) Nursing station				
15. Cloak rooms for staff and clients (2Marks)				
16. Infrastructure and equipment for class D laboratory services: (2Marks)				
17. Radiological and imaging infrastructure and equipment (2Marks)				
18. Dialysis unit (2Marks)				
19. Dental unit with 2 dental chairs				



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(2Marks)				
20. Dental laboratory (optional) (2Marks)				
21. In patient unit with at least 60 beds (2Marks)				
a) Nursing station for each inpatient ward				
b) Male ward				
c) Female ward				
d) Paediatric ward				
e) New born unit with;				
i. Functional Resusitaires				
ii. Cots and incubators				
iii. Phototherapy unit/machine				
iv. Suction machine				
v. Wash hand basin with running water and soap				
vi. Oxygen supply				
vii. Protective shoes				
22. Maternity ward with; (2Marks)				
a) Ante-natal ward				
b) Labour ward with a capacity of two beds				
c) Delivery suit with functional delivery bed/couch and non-slip floors				
d) 2 functional Resusitaires				
e) Fully equipped emergency tray				
f) Post-natal ward				



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g) Functional drainage system				
23. High dependency unit with twelve (12) beds (adult, paediatrics and neonatal); (2Marks)				
Each bed should have;				
a) A patient monitor				
b) Oxygen source preferably piped				
c) An infusion pump				
d) Portable light source				
e) A ripple mattress				
In addition to these the HDU should have				
a) A nursing station				
b) Changing rooms				
c) Blood gas analyser				
d) Emergency trolley (Intubation set and AED)				
24. Central sterile supply unit (2Marks)				
25. Toilet and ablution block (one toilet for 6 persons for various gender) (2Marks)				
26. Nutrition department with; (2Marks)				
a) Weighing scale				
b) Stadiometer				
c) MUAC tape				
d) Measuring tape				
e) Reference charts				
f) Functional glucometer and strips				
g) Functional blood pressure machine				



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h) Supplements				
i. Iron				
ii. Zinc				
iii. Folate				
iv. Vitamin A				
v. RUSF				
vi. RUTF				
i) Store for the supplements				
27. Laundry (2Marks)				
a) Laundry room				
i. Running water				
ii. Dobi sink				
iii. Washing machine				
iv. Segregation of dirty and clean processes and also wet and dry processes				
v. Ironing area				
vi. Packing and storage				
vii. Detergents				
viii. Disinfectants				
ix. Safety boots				
b) Valid laundry services contract				
28. Kitchen (2Marks)				
a) Receiving area				
b) Store for dry ingredients				
c) Store for perishable items				
d) Freezer				
e) Caterer's office				
f) Central cooking area				
g) Serving area				



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h) Chimney hood				
i) Good drainage				
j) Running water at different point				
k) Food trolleys				
l) Cooking pots				
m) Washing area				
n) Gas cookers				
o) LPG area outside the kitchen area in a secure and well-ventilated compartment				
29. Biomedical engineering Department (2Marks)				
30. General cleaning services (2Marks)				
31. Infection prevention and control facilities (2Marks)				
32. Administration block with various offices (2Marks)				
33. Public health department (2Marks)				
34. On Call rooms for each ward (2Marks)				
35. Clean potable running water with a backup storage capacity of at least 20,000 litres (2Marks)				
36. Macerator/placenta pit (2Marks)				
37. Power source (adequate power backup source minimum of 250 kVA) (2Marks)				
38. Waste management system/proof of contract with a licensed waste				



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disposal company (NEMA approved)/ Fenced incinerator (NEMA approved) (2Marks)				
39. Utility vehicle (2Marks)				
40. Ambulance (at least 1 ACLS and 1 BLS ambulance) (2Marks)				
41. Disability-friendly infrastructure; (2Marks)				
a) Ramp (25°-30° incline with rails on both sides, non-slip floor)				
b) Lifts dedicated for patient use.				
c) Accessible washrooms				
42. Mortuary at least 50 bodies (10% of inpatient capacity) (2Marks)				
43. Security systems (2Marks)				
i. CCTV with backup system				
ii. Secure fence and gate				
iii. Alarm system				
TOTAL				/84

SECTION E: PERSONNEL

(Does the facility have the following personnel?)

	YES	PARTIAL	NO	REMARKS
1. At least one Specialist in the major disciplines;				
a) Internal medicine (Mandatory) (2Marks)				
b) General surgery (Mandatory) (2Marks)				



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c) Paediatrics (Mandatory) (2Marks)				
d) Obstetrics gynaecology (Mandatory) (2Marks)				
e) Family medicine (2Marks)				
f) Psychiatry (2Marks)				
g) Public health (2Marks)				
h) Anaesthesia or Critical Care Specialist (mandatory if the facility has any HDU/ICU) (2Marks)				
i) Radiologist (2Marks)				
j) Pathologist (2Marks)				
k) Orthopaedic surgery (2Marks)				
l) ENT Surgery (2Marks)				
m) Ophthalmology (2Marks)				
n) Nephrologist (mandatory if the facility has renal dialysis unit) (2Marks)				
o) Oral and Maxillofacial surgeon (1) (2Marks)				
2. Medical officers at least 14 (one for every 10 inpatients) (2Marks)				
3. Dental officers at least 2 (2Marks)				
4. Pharmacists at least 2 (2Marks)				
5. Pharmaceutical technologists at least 4 (2Marks)				
6. Public health officers/technician at least 2 (2Marks)				



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7. General clinical officers at least 10 (2Marks)				
8. Specialized clinical officers;				
a) CO Anaesthetists (3) (2Marks)				
b) CO paediatrics (1) (2Marks)				
c) CO Lung and skin (2) (2Marks)				
d) CO Ophthalmology (2) (2Marks)				
e) CO Dermatology (1) (2Marks)				
f) CO Mental health (1) (2Marks)				
g) CO Oncology/palliative care (1) (2Marks)				
9. Nurses of various cadres (60) should include;				
a) Midwives (2Marks)				
b) Ophthalmic (2Marks)				
c) Peri-operative/theatre nurse (2Marks)				
d) Paediatric/neonatology (2Marks)				
e) Mental health/psychiatry (2Marks)				
f) Renal (mandatory if the facility has dialysis) (2Marks)				
g) Critical care (at least one for each HDU/ICU bed)				



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(2Marks)				
h) Sign language staff at least 1 staff of any cadre (2Marks)				
10. Physiotherapist (3) (2Marks)				
11. Orthopaedic trauma technician/technologists (3) (2Marks)				
12. Occupational therapist (3) (2Marks)				
13. Speech therapist (1) (2Marks)				
14. Dental technologist (at least 1 if the facility has a dental laboratory) (2Marks)				
15. Community oral health officers (2) (2Marks)				
16. Laboratory technologists/technicians (12) (2Marks)				
17. Medical social workers (4) (2Marks)				
18. Counselling Psychologists (2) (2Marks)				
19. Clerks/data officers (6) (2Marks)				
20. Health records information management officer (4) (2Marks)				
21. Nutrition and dietetic officers/technologists/technicians (4) (2Marks)				
22. Supply chain officers/assistants (3) (2Marks)				
23. Morticians (2) (2Marks)				
24. Mortuary attendants (4) (2Marks)				



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25. Support staff to be determined by institution's capacity (2Marks)				
26. Drivers (at least 3) (2Marks)				
27. Security officers (at least 10) (2Marks)				
28. Administrative staff;				
a) Medical superintendent/ medical director (1) (2Marks)				
b) Health administrative officer (at least 1) (2Marks)				
c) Human resource officer (at least 1) (2Marks)				
d) Accountant (1) (2Marks)				
e) Account assistant (1) (2Marks)				
f) Cashiers (4) (2Marks)				
g) Office administrator/assistant (1) (2Marks)				
h) ICT officers (2) (2Marks)				
TOTAL:				/140

SECTION F: DOCUMENTATION

Does the medical clinic have the following documentation? (Yes=2, Partial= 1, No=0)				
	YES	PARTIAL	NO	REMARKS
1. Valid Registration and Licenses Displayed (Mandatory):				
a) Kenya Medical Practitioners and Dentists Council (2Marks)				
b) Pharmacy and Poisons Board (2Marks)				



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c) Kenya Medical Laboratory Technicians and Technologists Board (2Marks)				
d) Kenya Nuclear Regulatory Authority (2Marks)				
e) Others (Specify):				
2. Valid registration and licence for the health professional(s) seen (mandatory) (2Marks)				
3. Personnel files (2Marks)				
4. Use of the standard WHO death reporting form? (2Marks)				
5. Hospital staff training in correct Medical Certification of Cause of Death? (2Marks)				
6. Standard Operating Procedures on:				
a) Emergency/ referral protocols (2Marks)				
b) Infection prevention and control (2Marks)				
c) Waste management (2Marks)				
d) Hygiene protocols (hand washing protocols) (2Marks)				
e) Cleaning protocols (requires evidence of a cleaning roster) (2Marks)				
f) SOPs for all the service delivery areas (2Marks)				
g) Fire control Mechanism				



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(Fire extinguisher/ sand buckets, firefighting protocols) (2Marks)				
7. Valid contracts for any outsourced services e.g. waste management, hygiene, security, etc (2Marks)				
8. Disaster management preparedness policy (2Marks)				
9. Quality Improvement Policy (2Marks)				
Total				/36

SCORE SUMMARY

Area of Assessment		Score per section (A)	Total mark per section (B)	Percentage per assessment area i.e. (A ÷ B) × 100%
1.	Mandatory		22	
2.	Services Offered		92	
3.	Infrastructure		84	
4.	Personnel		140	
5.	Documentation		36	
			Total score (C)	=
			Average percentage i.e. (C÷5)	

COMPLIANCE CATEGORIES AND ACTION:

Facility score (% of the total score)	Compliance Category	Action
81% and above	Compliant	Facility eligible for registration/ upgrade. Re-inspect in a year
71 – 80%	Fairly Compliant	Facility is eligible for registration/upgrade. Inspect in 6 months
51- 70%	Partially Compliant	Facility is eligible for registration/upgrade. Inspect in 4 months



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REGISTERED OWNER INCHARGE OF FACILITY	
Name	Regulatory body:
Qualifications	Designation No:
Registration/ID No:	Licensed No:
Phone No:	Email:
Date:	Signature:

INSPECTION TEAM		
NAME	ORGANIZATION	SIGNATURE
1.		
2.		
3.		
4.		



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DATED THIS.....DAY OF.....