



### LEVEL 6B

## 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 person:
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	<b>A health facility that offers super-specialised medical or dental services limited to a given specialty including diagnostic, curative, preventive, promotive and rehabilitative services in inpatient and outpatient settings limited to the scope of practice.</b>
List of services	1. 2. 3. 4. 5.



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	6.
	7.
	8.
	9.

### SECTION B: MANDATORY REQUIREMENTS

*Does the facility offer any of the following service? Yes -2, Partial - 1, No – 0*

	YES	PARTIAL	NO	REMARKS
1. Offer super/sub specialist services (2Marks)				
2. Training centre/ Research for medical and dental students, interns, specialists and subspecialists (2Marks)				
3. Separate OPD and Accidents and Emergency Department (2Marks)				
4. Minimum 60 in-patient beds. (2Marks)				
5. Should have infrastructure and equipment relevant to the field of super/sub specialty practice (2Marks)				
6. ICU capacity of at least 12, (2Marks)				
7. HDU capacity of at least 12 beds (2Marks)				
8. Laboratory class F (2Marks)				
9. At least 2 functional Major theatres (2Marks)				
10. At least 1 functional minor theatre (2Marks)				



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11. General medical/dental specialist in the relevant field (at least 4 fulltime) <b>(2Marks)</b>				
12. Subspecialists in the relevant field (E.g. Paediatric Endocrinologist); at least one (1) sub specialist in each sub-speciality field – Full Time <b>(2Marks)</b> .				
13. Medical officers (at least 1 for every 10 inpatients) <b>(2Marks)</b>				
14. Critical Care Specialists <b>(2Marks)</b>				
15. Anaesthesiologist <b>(2Marks)</b>				
16. CSSD <b>(2Marks)</b>				
17. Radiology and imaging services (relevant to the specialty) <b>(2Marks)</b>				
18. Differentiated Pharmacy services to include main, outpatient and ward-level pharmacy <b>(2Marks)</b>				
19. Advanced life support (AED, set and ACLS ambulance) <b>(2Marks)</b>				
20. Quality improvement systems i.e. quality improvement teams, policies <b>(2Marks)</b>				

**TOTAL** /40

#### SECTION C: SERVICES OFFERED

*Does the facility offer any of the following service? Yes -2, Partial - 1, No – 0*

	YES	PARTIAL	NO	REMARKS
1. Preventive health services focusing on the field of sub/super specialty practice <b>(2Marks)</b>				



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2. Screening and early detection of common conditions within the field <b>(2Marks)</b>				
3. Emergency services <b>(2Marks)</b>				
4. Advanced life support (AED, set and ACLS ambulance) <b>(2Marks)</b>				
5. Radiology and imaging services as per level of sub/super specialty <b>(2Marks)</b>				
6. 24 hours laboratory services of Laboratory class F. <b>(2Marks)</b>				
7. Blood transfusion services <b>(2Marks)</b>				
8. 24-hour pharmacy services <b>(2Marks)</b>				
9. Mortuary services (10% of the inpatient) <b>(2Marks)</b>				
10. Nutrition services <b>(2Marks)</b>				
11. Rehabilitative services relevant to the field of sub/super specialised practise <b>(2Marks)</b>				
12. Biomedical engineering (resident or contracted services). <b>(2Marks)</b>				
<b>TOTAL:</b>	<b>/24</b>			
<b>SECTION D: FACILITY INFRASTRUCTURE AND EQUIPMENT</b>				
<i>Does the facility have any of the following infrastructure and equipment? Yes -2, Partial - 1, No – 0</i>				
	<b>YES</b>	<b>PARTIAL</b>	<b>NO</b>	<b>REMARKS</b>
1. Signage with: <b>(2Marks)</b>				
a) Name of facility				



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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)				
2. Outpatient Department with the following: <b>(2Marks)</b>				
a) Reception/ waiting area/Customer care				
b) Pay point (Teller)				
c) 4 consultation rooms each with:				
i. 1 table				
ii. 3 chairs				
iii. Examination couch covered with a mackintosh				
iv. Handwash basin with running water and soap				
v. Colour coded Pedal bins with corresponding bin liners. i. Black ii. Yellow iii. Red				
vi. Sharps safety box				
vii. Stethoscope				
viii. Tongue depressors				
ix. Pulse oximeter				
x. Thermometer(accessible)				
xi. Weigh scale (accessible)				
xii. Foot stepper				
xiii. Examination light				
xiv. Diagnostic set				



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xv. Pen torch				
xvi. Privacy screen				
3. At least two (2) treatment room each with: <b>(2Marks)</b>				
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: <b>(2Marks)</b>				
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) Colour coded decontamination				



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buckets				
i) Cabinets or shelves				
j) Procedure trolley				
k) Suction machine				
5. Triage room each with: <b>(2Marks)</b>				
a) Table				
b) Chairs				
c) Adult/paediatric 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. i. Black ii. Yellow iii. Red				
l) Sharps safety Box				
6. Accident and Emergency department with: <b>(2Marks)</b>				
a) Ambulance Bay				
b) Receiving area				
c) Resuscitation area				
d) Acute Treatment area				
e) Triage area				
f) Nursing station				



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g) Portable X-ray machine				
h) Continuous Positive Airway Pressure (CPAP) machine				
i) Trolley Bay				
j) Cloak room				
k) Store for consumables				
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 <b>MUST</b> 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. Sub/super Speciality clinics as per the field of speciality. (E.g. Paediatric neurosurgery) <b>(2Marks)</b>				
8. At least three (3) functional theatres two (2) major and one (1) minor with; <b>(2Marks)</b>				





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**CHECKLIST FOR THE CATEGORIZATION OF FACILITIES**

<i>Note; for sub-specialised surgical hospitals minimum of Two (2) functional major theatres are required.</i>				
a) Receiving area				
b) Pre-operative area				
c) Post-operative area				
d) Oxygen source (Piped and Cylinder)				
e) Anaesthetic machine				
f) Scrubbing area				
g) Changing rooms for both male and female				
h) Sluice room				
i) Store for Linen				
9. Radiological and imaging infrastructure (as relevant to the field) including: <b>(2Marks)</b>				
a) X-ray				
b) Fluoroscopy				
c) Image intensifier				
d) Mammography				
e) CT scan				
f) Ultrasound				
g) MRI				



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**CHECKLIST FOR THE CATEGORIZATION OF FACILITIES**

h) OPG/IOPA				
i) EEG				
j) PET Scan				
k) Radionuclide isotope				
l) ECG				
10. High dependency unit with twelve (12) beds (adult, paediatrics and neonatal); <b>(2Marks)</b>				
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)				
11. ICU with twelve (12) beds(adult, paediatric and neonatal); <b>(2Marks)</b>				
Each bed should have;				
a) A multichannel patient monitor;				
b) A ventilator;				
c) An infusion pump				
d) Oxygen source preferably piped				



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e) Portable light source				
f) A ripple mattress				
g) Piped oxygen supply				
h) Continuous Positive Airway Pressure (CPAP) machine				
In addition to these the ICU should have				
a) A nursing station				
b) Changing rooms				
c) Blood gas analyser				
12. Inpatient Department with separate wards for various sub-speciality departments with: <b>(2Marks)</b>				
a) Nursing Station				
b) Treatment room				
c) Drug cabinet				
d) Sluice room				
e) Ablution services				
f) Covered patient walkways				
13. 24-hour Pharmacy (include inpatient, outpatient and ward level); <b>(2Marks)</b>				
a) Shelves				
b) Security				
c) Lockable cabinets				
d) DDA cabinets				
e) Secure Damp proof and well ventilated				
f) Hand wash basin with running water and soap in the office				



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14. Drug store for pharmaceutical and non-pharmaceutical <b>(2Marks)</b>				
a) Shelves and Pallets				
b) Security				
c) Lockable cabinets				
d) DDA cabinets				
e) Secure, damp proof and well ventilated store				
f) Hand wash basin with running water and soap in the office				
15. Infrastructure and equipment for class F laboratory. <b>(2Marks)</b>				
a) Phlebotomy/specimen collection area				
b) Health records office/LIMS				
c) Cold chain				
d) Blood Transfusion Services				
e) A decontamination area				
f) 2 Handwashing basin per section				
g) Colour coded Pedal bins with corresponding bin liners. i. Black ii. Yellow iii. Red				
h) Sharps safety box				
16. Equipment as per the scope e.g. Endoscopy and colonoscopy unit (where applicable) <b>(2Marks)</b>				
17. On call rooms for at least eight (8)				



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staff; Each ward and each outpatient department should have at least one call room; <b>(2Marks)</b>				
18. Infrastructure and equipment for Rehabilitative services relevant to the specialty field including Physiotherapy, Occupational therapy, Speech therapy <b>(2Marks)</b>				
19. Resource centre (at least 2) with: <b>(2Marks)</b>				
a) Measuring at least 10 by 15 ft				
b) Seating capacity of 20				
c) At least one full time librarian				
d) Accessibility to the Learning Resource Centre (LRC)				
e) Adequate lighting and ventilation				
f) Adequate study area				
g) Access to computer and internet				
h) Access to washrooms				
20. Mortuary to accommodate at least Eight (8) bodies (capacity should be at least 10% of the inpatient capacity) <b>(2Marks)</b>				
21. Water storage capacity with a minimum of 50,000 litres				



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(2Marks)				
22. Waste management system (NEMA Approved) which may include incinerator, microwave, compost pit, placenta pit/macerator, OR Valid service contract with NEMA Approved medical waste disposal company <b>(2Marks)</b>				
23. At least 2 ACLS ambulances and one of which should be four-wheel drive. <b>(2Marks)</b>				
24. Disability-friendly infrastructure; <b>(2Marks)</b>				
a) Ramp (25°-30° incline with rails on both sides, non-slip floor)				
b) Lifts dedicated for patient use.				
c) Accessible washrooms				
25. Kitchen; <b>(2Marks)</b>				
a) Receiving area				
b) Store for dry ration				
c) Store for perishable items				
d) Freezer				
e) Cateresses office				
f) Central cooking area				
g) Serving area				
h) Cooking area fitted with a Chimney hood and cooking pots				



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**CHECKLIST FOR THE CATEGORIZATION OF FACILITIES**

i) Crockery area				
j) Good drainage				
k) Running water at different point				
l) Food trolleys				
m) Washing area				
n) Gas cookers				
o) LPG area where gas cylinders are kept outside the main kitchen area in a secure and well-ventilated compartment				
p) Meat preparation area				
q) Male and female toilets				
r) A waste segregation area				
<b>26. Laundry with: (2Marks)</b>				
a) Segregated wet and dry processes and clean and dirty processes				
b) Running water				
c) Washing machine/dobi sink				
d) Ironing area				
e) Store for supplies				
f) Safety equipment i.e. safety boots and heavy gauge/duty gloves				
<b>27. Medical engineering unit (2Marks)</b>				
<b>28. Administration unit with: (2Marks)</b>				
a) A reception				



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b) One cash office				
c) At least two stores				
d) Administration offices as required				
e) One room for health records				
29. One public health office (2Marks)				
30. Ablution block; (2Marks)				
a) 1 toilet and 1 bathroom for every 6 inpatient per gender;				
b) Toilets in each service department in each floor;				
c) Staff toilet and bathroom at least 1 for each 6 staff per gender				
31. Power supply (2Marks)				
a) Electricity (main supply)				
b) Back-up power supply				
c) Automatic power generator minimum capacity 250 kVA				
32. Security systems (2Marks)				
a) CCTV with a backup system				
b) Secure fence and gate				
c) Alarm system				
33. At least 1 Motorcycle; (2Marks)				
34. At least 1 utility vehicle; (2Marks)				
TOTAL				/68
SECTION E: PERSONNEL				





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*(Does the facility have the following personnel?)*

	YES	PARTIAL	NO	REMARKS
1. Medical officers (at least 1 for every 10 inpatients) <b>(2Marks)</b>				
2. General medical/dental specialist in the relevant field (at least 4 fulltime) <b>(2Marks)</b>				
3. Subspecialists in the relevant field (E.g. Paediatric Endocrinologist); at least one (1) sub specialist in each sub speciality field – Full Time. <b>(2Marks)</b>				
4. Anaesthesiologists (2) <b>(2Marks)</b>				
5. Critical care specialists (2) <b>(2Marks)</b>				
6. Radiologists (At least 1); <b>(2Marks)</b>				
7. Public health specialists (At least 1); <b>(2Marks)</b>				
8. General and specialised clinical officers (20); <b>(2Marks)</b>				
9. Kenya registered community health nurses (60); <b>(2Marks)</b>				
10. Pharmacists (At least 2) <b>(2Marks)</b>				
11. Clinical pharmacists (At least 2) <b>(2Marks)</b>				
12. Oncology pharmacists (At least 2) – mandatory if the hospital offers oncology services; <b>(2Marks)</b>				
13. Pharmaceutical technologists (At least 7) <b>(2Marks)</b>				



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14. Rehabilitative service providers as per the services provided including:				
a) Physiotherapists <b>(2Marks)</b>				
b) Speech therapist <b>(2Marks)</b>				
c) Occupational therapists <b>(2Marks)</b>				
15. Psychologists (At least 2); <b>(2Marks)</b>				
16. Radiographer (At least 4); <b>(2Marks)</b>				
17. Sonographer (At least 2); <b>(2Marks)</b>				
18. Radiation monitoring and safety officer (At least 1); <b>(2Marks)</b>				
19. Medical social workers (At least 4); <b>(2Marks)</b>				
20. At least 12 laboratory technologists of different cadres <b>(2Marks)</b>				
21. Medical superintendent/Medical Director (1) <b>(2Marks)</b>				
22. Health administrative officers (at least 1) <b>(2Marks)</b>				
23. Clerks (at least 6) <b>(2Marks)</b>				
24. Office administrators (1) <b>(2Marks)</b>				
25. Accountants (1) <b>(2Marks)</b>				
26. Account assistants (at least 1) <b>(2Marks)</b>				
27. Supply chain officers (1) <b>(2Marks)</b>				
28. Supply chain Assistants (4) <b>(2Marks)</b>				



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29. Health records information management officers (6) (2Marks)				
30. ICT officers (2) (2Marks)				
31. Medical engineering technologists/ technicians (3) (2Marks)				
32. Nutrition and dietetic officers /technologists/technicians (4) (2Marks)				
33. Caterers (1) (2Marks)				
34. Cooks (10) (2Marks)				
35. Public health officers (1) (2Marks)				
36. Drivers (4) (2Marks)				
37. Support staff (to be determined by institution's capacity) e.g. Cleaners, groundwork (2Marks)				
38. Mortician (at least 1 if the facility has a mortuary) (2Marks)				
39. Mortuary attendants (at least 4) (2Marks)				
40. Security officers (at least 10) (2Marks)				
<b>TOTAL:</b>	<b>/84</b>			

#### 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)				



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



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g) Fire control Mechanism (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)				
<b>Total</b>				<b>/36</b>

### SCORE SUMMARY

Area of Assessment		Score per section (A)	Total mark per section (B)	Percentage per assessment area i.e. $(A \div B) \times 100\%$
1.	Mandatory		<b>40</b>	
2.	Services Offered		<b>24</b>	
3.	Infrastructure and Equipment		<b>68</b>	
4.	Personnel		<b>84</b>	
5.	Documentation		<b>36</b>	
	<b>Total score (C)</b>			<b>=</b>
	<b>Average percentage i.e. <math>(C \div 5)</math></b>			

### 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



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		months
50 and Below	Non-Compliant	Facility not suitable for upgrade. Re assess with the suitable level checklist

## Key findings

## Recommendations



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**SIGN OFF:**

<b>Registered facility owner/ in-charge /Administrator</b>		
Name:		Designation:
Qualifications:		Regulatory body:
Registration no.:		License No:
Phone number:		E-mail:
Date:		Signature:

<b>INSPECTION TEAM</b>		
<b>Name</b>	<b>Organization</b>	<b>Signature</b>
1.		
2.		
3.		
4.		
5.		

Date of inspection ..... Time .....