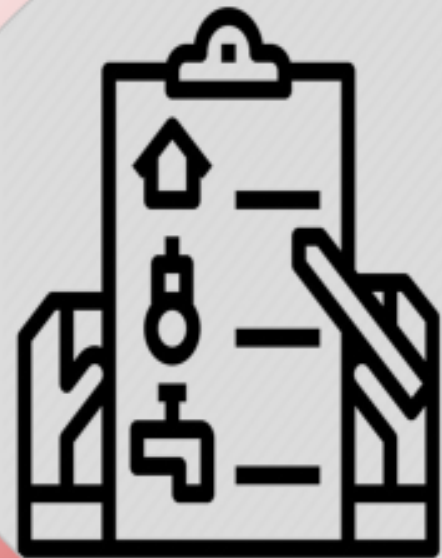




Office of Health Standards Compliance  
Ensuring quality and safety in health care

# Regulatory District Hospital Inspection Tool v1.3



Health Technology Services/Clinical  
Engineering



Facility:
Date:

- **Tool Name:** Regulatory District Hospital Inspection tool v1.3 - Final
- **HEs Type:** Hospitals
- **Sector:** Public
- **Specialization:** District
- **Created By:** Health Standards Development and Training

## 8 Health Technology Services/Clinical Engineering

### Domain 8.2 CLINICAL GOVERNANCE AND CLINICAL CARE

#### Sub Domain 8.2.1 7 Clinical management

**Standard 8.2.1.1 7(2)** (b) A health establishment must establish and maintain systems, structures and programmes to manage clinical risk.

**Criterion 8.2.1.1.1 7 The health establishment implements process to ensure environmental cleanliness.**

**8.2.1.1.1.1** All work completed is verified by the cleaning supervisor or delegated health care personnel.

**Assessment type:** Document - **Risk rating:** Essential measure

Daily inspections will ensure the cleanliness of the building. The person responsible for overseeing the cleaning service must inspect the building daily to confirm that cleaning has been carried out according to the schedule, and that all areas attended to have been cleaned thoroughly. Monitoring tools (i.e. checklists/tick sheets) listing all cleaning tasks must be completed for each room or area. Not applicable: Where there is no standalone health technology unit.

Score	Comment

**8.2.1.1.1.2** The health technology unit is observed to be clean.

**Assessment type:** Observation - **Risk rating:** Vital measure

Inspector to observe general cleanliness of the unit including but not limited to whether the unit is free of dirt, dust and stains. Not applicable: Never

Score	Comment

**Criterion 8.2.1.1.2 7 Communication systems must be available and functional to facilitate adequate user care, and safety of user and health care personnel.**

**8.2.1.1.2.1** Functional, accessible telephones are available in the unit.

**Assessment type:** Observation - **Risk rating:** Essential measure

Maintaining and sustaining communication is essential for user safety. Telephones must be functional and available. Not applicable: Where there is no standalone health technology unit.

Score	Comment

**Criterion 8.2.1.1.3 7 The health establishment must adhere to a planned schedule for maintaining medical equipment.**

**8.2.1.1.3.1** Records from the previous 12 months show that equipment is maintained according to a planned schedule.

**Assessment type:** Document - **Risk rating:** Vital measure

For the equipment listed below, examine the planned preventive maintenance schedule in the unit as well as the manufacturer’s instructions and the schedule of maintenance conducted. Determine whether the service intervals in the maintenance schedule correspond with the manufacturer’s instructions. In the event that manufacturer’s instructions are not available, they may be replaced by documented guidance from the local health technology team. Score 1 if this requirement is met and 0 if not met. Score NA (not applicable) where the health establishment does not have the equipment listed.

Score	Comment

Unit 1 Maintenance schedule available

Aspects	Score	Comment
1. Anaesthetic machine(s)		
2. Ventilator(s)		
3. Defibrillator(s)		
4. Automated external defibrillator (AED/s)		
5. Non-invasive blood pressure (NIBP) machines		
6. Infusion pumps		
7. Blood gas analyser machine(s)		
8. Syringe pumps		
9. Cardiac monitors		
10. Cardiotocograph machines		
11. Laser camera		
12. X-ray machines		
13. Sonar machine		
14. ANC Doppler		
15. Theatre beds		
16. Treadmill machine (for stress exercises- where available)		
17. Lung function test machine (where available)		
18. Electroencephalograph (EEG) machine (where available)		
19. 12-lead electrocardiograph (ECG)		

Unit 2 Schedule aligned to manufacturer's instructions

Aspects	Score	Comment
1. Anaesthetic machine(s)		
2. Ventilator(s)		
3. Defibrillator(s)		
4. Automated external defibrillator (AED/s)		
5. Non-invasive blood pressure (NIBP) machines		
6. Infusion pumps		
7. Blood gas analyser machine(s)		
8. Syringe pumps		
9. Cardiac monitors		
10. Cardiotocograph machines		
11. Laser camera		
12. X-ray machines		
13. Sonar machine		
14. ANC Doppler		
15. Theatre beds		
16. Treadmill machine (for stress exercises- where available)		
17. Lung function test machine (where available)		
18. Electroencephalograph (EEG) machine (where available)		
19. 12-lead electrocardiograph (ECG)		

Unit 3 Maintained according to schedule

Aspects	Score	Comment
1. Anaesthetic machine(s)		
2. Ventilator(s)		
3. Defibrillator(s)		
4. Automated external defibrillator (AED/s)		
5. Non-invasive blood pressure (NIBP) machines		
6. Infusion pumps		

7. Blood gas analyser machine(s)		
8. Syringe pumps		
9. Cardiac monitors		
10. Cardiotocograph machines		
11. Laser camera		
12. X-ray machines		
13. Sonar machine		
14. Lung function test machine (where available)		
15. Theatre beds		
16. Treadmill machine (for stress exercises- where available)		
17. Lung function test machine (where available)		
18. Electroencephalograph (EEG) machine (where available)		
19. 12-lead electrocardiograph (ECG)		

**8.2.1.1.3.2** Each machine has a log and service history.

**Assessment type:** Document - **Risk rating:** Essential measure

Sample a minimum of five machine and check if the records of the service history for each machine are done according to the manufacture's guide. Where records are not available, the machine must have been serviced at least within the previous financial year. Records must be available, even if the service is outsourced. Score 1 if compliant and 0 if not.

Score	Comment	
Aspects	Score	Comment
1. Machine 1		
2. Machine 2		
3. Machine 3		
4. Machine 4		
5. Machine 5		

**Domain 8.3 CLINICAL SUPPORT SERVICES**

**Sub Domain 8.3.1 13 Medical equipment**

**Standard 8.3.1.1 13(1)** Health establishments must ensure that the medical equipment is available and functional in compliance with the law.

**Criterion 8.3.1.1.1 13(2)(a)** The health establishment must ensure that equipment is licensed where required from the relevant licensing body.

**8.3.1.1.1.1** Certificates of compliance for medical equipment are available.

**Assessment type:** Document - **Risk rating:** Vital measure

Request a certificate of compliance for each of the medical equipment items listed below. The certificate to include validity period, relevant licensing body for each equipment. Score 1 if the certificate is available and 0 if not available. Score NA in health establishments where the equipment is not utilised as the services are not provided.

Score	Comment	
Aspects	Score	Comment
1. Ventilators		
2. Anaesthetic machines		
3. CT Scan (where available).		
4. MRI Scan (where available).		

**Domain 8.4 GOVERNANCE AND HUMAN RESOURCES**

**Sub Domain 8.4.1 20 Occupational health and safety**

**Standard 8.4.1.1 20(1)** The health establishment must comply with the requirements of the Occupational Health and Safety Act, 1993.

**Criterion 8.4.1.1.1 20(2)(b)** Awareness of safety and security issues must be promoted

**8.4.1.1.1.1** The emergency evacuation plan is prominently displayed.

**Assessment type:** Observation - **Risk rating:** Essential measure

The evacuation plan must include but is not limited to route/directions to be followed during evacuation, emergency exits and assembly point(s). This must be visibly displayed. Not applicable:

Never

Score	Comment

**8.4.1.1.1.2** The healthcare personnel are familiar with the emergency evacuation procedure.

**Assessment type:** Staff interview - **Risk rating:** Essential measure

Interview three health care personnel to establish whether they are able to explain the evacuation procedure as illustrated in the evacuation plan. Score 1 if they explain the procedure as illustrated in the evacuation plan and 0 if not. Where no evacuation plan is available, this measure must be scored 0.

Score	Comment

Aspects	Score	Comment
1. Healthcare personnel 1		
2. Healthcare personnel 2		
3. Healthcare personnel 3		

**Domain 8.5 FACILITIES AND INFRASTRUCTURE**

**Sub Domain 8.5.1 14** Management of buildings and grounds

**Standard 8.5.1.1 14(1)** The health establishment and their grounds must meet the requirements of the building regulations.

**Criterion 8.5.1.1.1 14(2)(b)** The health establishment must as appropriate for the type of buildings and grounds of the establishment have a maintenance plan for buildings and the grounds.

**8.5.1.1.1.1** No obvious safety hazards are observed during the visit.

**Assessment type:** Observation - **Risk rating:** Vital measure

Inspect the surroundings for maintenance-related safety hazards in the ward, including but not limited to loose electrical wiring, collapsing ceiling or roof, collapsing doors, or any other type of safety hazards that represent a risk to the health and safety of personnel, users and visitors. Not applicable: Where there is no standalone health technology unit.

Score	Comment

### Official Sign-Off

The National Health Act, 2003 (Act No. 61 of 2003) provides for quality requirements and standards in respect of health services provided by health establishments to the public. The main objective is to promote and protect the health and safety of the users of health services and contribute to improved outcomes and improved population health.

To achieve this mandate standardised inspection tools aligned to Norms and Standards Regulations applicable to different categories of health establishments promulgated by the Minister of Health in 2018 have been developed for District Hospitals.

### Acknowledgements

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- The Certification and Enforcement Committee of the OHSC Board for reviewing the tools and for recommending to the Board for approval.

**It is hereby certified that the Regulatory District Hospital Inspection tools version 1.3 was developed by the Office of Health Standards Compliance.**

**Ms W Moleko**

**Signature:**



**Executive Manager: Health Standards  
Development Analysis and Support**

**Date:**

10/08/2022

**Dr Sipiwe Mndaweni**

**Signature:**



**Chief Executive Officer: OHSC**

**Date:**

10/08/2022



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A decorative graphic at the bottom of the page consists of three curved, overlapping bands. The top band is light blue, the middle band is red, and the bottom band is green. The bands curve from the left side towards the right, creating a sense of movement and depth.