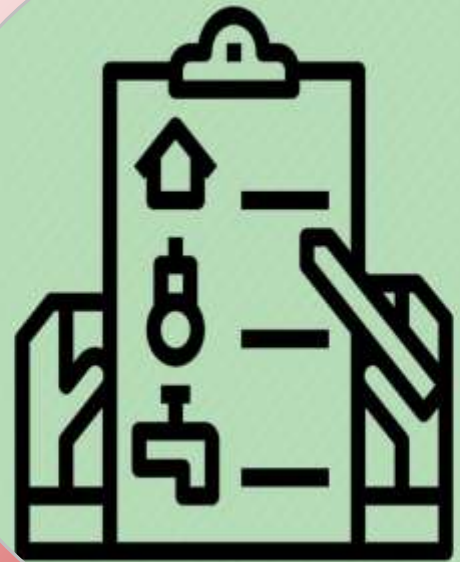




Office of Health Standards Compliance  
Ensuring quality and safety in health care

# Regulatory Central Hospital Inspection Tool v1.0



Stores



Facility:
Date:

- **Tool Name:** Regulatory Central Hospital Inspection Tool v1.0
- **HEs Type:** Hospitals
- **Sector:** Public
- **Specialization:** Central
- **Created By:** Health Standards Development and Training

## 40 Stores

### Domain 40.3 CLINICAL SUPPORT SERVICES

**Sub Domain 40.3.1 10** Medicines and medical supplies.

**Standard 40.3.1.1 10(1)** The health establishment must comply with the provisions of the Pharmacy Act, 1974 and the Medicines and Related Substances Act, 1965.

**Criterion 40.3.1.1.1 10(2)(a)** The health establishment must implement and maintain a stock control system for medicine and medical supplies.

**40.3.1.1.1.1** A document outlining the ordering and delivery schedule for medical supplies is available.

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

A document detailing when to place orders and when to expect delivery of the orders must be available.

Not applicable: Never

Score	Comment

**40.3.1.1.1.2** The stock control system shows minimum and maximum levels and/or reorder levels for medical supplies.

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

Randomly sample ten items held as stock and verify whether minimum, maximum and/or reorder levels are documented. The levels must be recorded on the bin cards or equivalent. The system may be manual or electronic. Score 1 if compliant and 0 if not compliant.

Score	Comment	
Aspects	Score	Comment
1. Item 1		
2. Item 2		
3. Item 3		
4. Item 4		
5. Item 5		
6. Item 6		
7. Item 7		

8. Item 8		
9. Item 9		
10. Item 10		

**40.3.1.1.1.3** Physical stock of medical supplies corresponds to stock control system.

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

Randomly sample ten items held as stock and verify whether their availability corresponds with the balance indicated on the bin cards or equivalent. The system may be manual or electronic. Score 1 if compliant and 0 if not compliant.

Score	Comment	
Aspects	Score	Comment
1. Item 1		
2. Item 2		
3. Item 3		
4. Item 4		
5. Item 5		
6. Item 6		
7. Item 7		
8. Item 8		
9. Item 9		
10. Item 10		

**40.3.1.1.1.4** A stocktake for medical supplies was conducted in the previous twelve months.

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

Documented evidence must be available in the form of report, including a variance report indicating that a stocktake has been completed in the previous twelve months.

Not applicable: Never

Score	Comment

**Criterion 40.3.1.1.2 10(2)(b)** The health establishment must ensure the availability of medicines and medical supplies for the delivery of services.

**40.3.1.1.2.1** Medical supplies storage complies with requirements listed below.

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

Verify whether the medical supplies storage area in the unit complies with the aspects listed below. Score 1 if the aspect is compliant and 0 if not compliant.

Score	Comment	
Aspects	Score	Comment
1. Stores has sufficient space in storage area for orderly arrangement of stock and proper stock rotation. Explanatory note: Verify that medical supplies are not stored up to the ceiling or against windows.		
2. Storage area is free of cracks, holes or signs of water damage.		
3. Storage area is clean (shelves are dusted, floor is swept, and walls are clean)		
4. Medical supplies are stored according to a classification system.		
5. Medical supplies are not stored in direct contact with floor (i.e. on a shelf or pallet).		
6. Only authorised persons have access to medical supplies.		

**40.3.1.1.2.2** Basic medical supplies (consumables) are available.

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

Request the list of medical supplies/consumables for the health establishment, randomly sample thirty items and check whether the sampled items are available and not expired (where applicable). Document the name of the non-compliant items that were sampled. Score 1 if the selected item is available and not expired (where applicable) or 0 if not available or expired or if there is no list of medical supplies/consumables available.

Score	Comment	
Aspects	Score	Comment
1. Item 1		
2. Item 2		
3. Item 3		
4. Item 4		
5. Item 5		
6. Item 6		
7. Item 7		
8. Item 8		
9. Item 9		
10. Item 10		

11. Item 11		
12. Item 12		
13. Item 13		
14. Item 14		
15. Item 15		
16. Item 16		
17. Item 17		
18. Item 18		
19. Item 19		
20. Item 20		
21. Item 21		
22. Item 22		
23. Item 23		
24. Item 24		
25. Item 25		
26. Item 26		
27. Item 27		
28. Item 28		
29. Item 29		
30. Item 30		

### 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 Central Hospitals.


### Acknowledgments


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- National Department of Health for their input and comments on the inspection tools during the consultation phase.
- The Provincial Departments of Health for their input and comments during the consultation phase.

**It is hereby certified that the Regulatory Central Hospital Inspection Tools version 1.0 was developed by the Office of Health Standards Compliance.**

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A decorative graphic on the left side of the page, consisting of three curved, overlapping bands of color: a dark blue band at the top, a red band in the middle, and a green band at the bottom. The bands curve from the left edge towards the right, creating a sense of movement and depth.