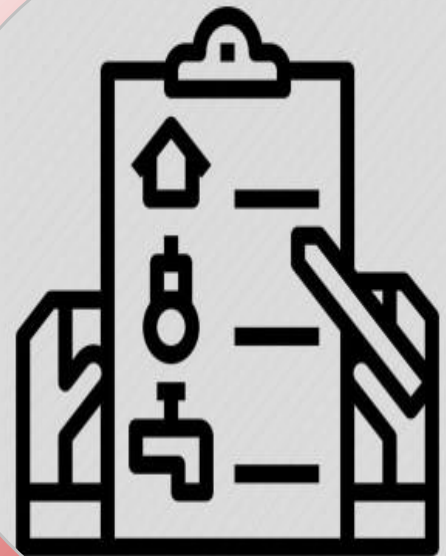


# Regulatory Regional Hospital Inspection Tool v1.3



**Stores**



Facility:
Date:

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

## 40 Stores

### Domain 40.2 CLINICAL GOVERNANCE AND CLINICAL CARE

#### Sub Domain 40.2.1 7 Clinical management

**Standard 40.2.1.1 7(1)** The health establishment must establish and maintain clinical management systems, structures and procedures that give effect to national policies and guidelines.

**Criterion 40.2.1.1.1 7 Healthcare providers are informed on the health establishment and their specific responsibilities.**

**40.2.1.1.1.1** Health care personnel have been informed about the Standard Operating Procedures for management of medical supplies.

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

Documented evidence that personnel have been informed about the Standard Operating Procedures for management of medical supplies must be available. This could include but is not limited to distribution lists which include personnel signatures to indicate they have read and understood the document (which must be dated and signed), proof of attendance at meetings where policies, guidelines and standard operating procedures are discussed, or similar evidence for electronic distribution. Not applicable: Never

Score	Comment

**Standard 40.2.1.2 7(2)** (b) A health establishment must establish and maintain systems, structures and programmes to manage clinical risk.

**Criterion 40.2.1.2.1 7 The health establishment implements process to ensure environmental cleanliness.**

**40.2.1.2.1.1** 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 unit. The person responsible for overseeing the cleaning service must inspect the unit daily to confirm that cleaning has been carried out according to the schedule and that all areas attended to have been effectively cleaned. Monitoring tools (including, but not limited to, checklists/tick sheets) listing all cleaning tasks must be completed for each room or area. Not applicable: Never

Score	Comment

**40.2.1.2.1.2** The 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

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**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

Each item held as stock must have documented minimum, maximum and/or reorder levels. These levels must be recorded on the bin cards or equivalent. The system may be manual or electronic. Not applicable: Never

Score	Comment

**40.3.1.1.1.3** A stocktake for medical supplies was conducted in the previous 12 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 12 months. Not applicable: Never

Score	Comment

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

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

Randomly select five 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	Comment	
Aspects	Score	Comment
1. Item 1		

2. Item 2		
3. Item 3		
4. Item 4		
5. Item 5		

**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 are available in the store's unit.

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

Inspect the surgical store, dry dispensary store or consumables store to verify whether each of the listed items is present. Score 1 if the item is present and 0 if not present. NB: Expired medical supplies must be scored non-compliant.

Score	Comment	
Aspects	Score	Comment
<b>Surgical supplies:</b>		
1. Intravenous administration set 20 drops/ml.		
2. Intravenous administration set paediatrics 60 drops/ml.		
3. Blood administration set 10 drops/ml.		
4. Urinary (Foley's) catheter, silicone/latex, 6f		
5. Urinary (Foley's) catheter, silicone/latex, 8f		
6. Urinary (Foley's) catheter silicone/latex 10f		
7. Urinary (Foley's) catheter silicone/latex 12f		
8. Urinary (Foley's) catheter silicone/latex 14f		
9. Urinary (Foley's) catheter, silicone/latex, 16f		
10. Urinary (Foley's) catheter silicone/latex 18f		
11. Urinary (Foley's) catheter, silicone/latex, 20f		
12. Urinary (Foley's) catheter, silicone/latex, 22f		
13. Catheter, suction respiratory, 500mm 06f		
14. Catheter, suction respiratory, 500mm 08f		
15. Catheter, suction respiratory, 500mm 10f		
16. Catheter, suction respiratory, 500mm 12f		

17. Catheter, suction respiratory, 500mm 14f		
18. Urine drainage bag		
19. Simple face mask or reservoir mask or nasal cannula (prongs) for oxygen, adults		
20. Simple face mask or reservoir mask or nasal cannula (prongs) for oxygen, paediatric		
21. Face mask for nebuliser or face mask with nebuliser chamber (adult)		
22. Face mask for nebuliser or face mask with nebuliser chamber (paediatric)		
23. Nasogastric feeding tube 600mm fg5		
24. Nasogastric feeding tube 600mm fg6		
25. Nasogastric feeding tube 600mm fg8		
26. Nasogastric feeding tube 1000mm fg10 or 12		
27. Sheath, incontinence, 25mm		
28. Sheath, incontinence, 30mm		
29. Sheath, incontinence, 35mm		
30. Disposable aprons		
31. Disposable eye patches		
32. Disposable razors or clippers		
33. HB strips/slides		
34. Ultrasound gel medium viscosity (where Doppler or ultrasound machines are available)		
35. Gloves exam non-sterile large (box)		
36. Gloves exam non-sterile medium (box)		

37. Gloves exam non-sterile small (box)		
38. Gloves surgical sterile size 6 or 6.5		
39. Gloves surgical sterile size 7 or 7.5		
40. Gloves (surgical sterile) size 8		
41. Facemasks		
42. Respirators, e.g. N95 or KN95 or FFP2		
43. Disposable aprons		
44. Face shields		
45. Intravenous cannula 18g green (box)		
46. Intravenous cannula 20g pink (box)		
47. Intravenous cannula 22g blue (box)		
48. Intravenous cannula 24g yellow (box)		
49. Needles: 18 pink or 20 yellow (box)		
50. Needles: 21 green (box)		
51. Needles: 23 blue (box) or 22 black (box)		
52. Needles, 25 orange (box) Syringes 3-part 2ml (box)		
53. Syringes 3-part 5ml (box)		
54. Syringes 3-part 10 (box)		
55. Syringes 3-part 20ml (box)		
56. Syringes 3-part 60ml and catheter tip		
57. Insulin syringe with needle (box)		

58. Suture chromic g0/0 or g1/0 1/2 75cm		
59. Suture nylon g2/0 or g3/0 3/8 45cm		
60. Suture nylon g4/0 or g3/8 45cm		
61. Blade stitch cutter (pack)		
<b>Only applicable if the health establishment uses an older haemoglobinometer (HB) model:</b>		
62. Haemolysis applicator sticks		
63. Haemoglobinometer (HB) clip		
64. Haemoglobinometer chamber glass-grooved		
65. Haemoglobinometer cover glass-plain		
<b>Only applicable if the health establishment uses an AED.</b>		
66. Replacement pads for automated external defibrillator (adult)		
67. Replacement pads for automated external defibrillator (paediatric)		
<b>Dressing supplies:</b>		
68. Basic disposable dressing pack (should contain, as a minimum, cotton wool balls, swabs, disposable drape)		
69. Gauze swabs plain non-sterile 100 x 100 x 8-ply (pack)		
70. Gauze paraffin 100 x 100 (box)		
71. Bandage crepe		
72. Adhesive micro-porous surgical tape 24/25mm or 48/50mm		
73. Gauze absorbent grade 1 burn (pack)		

74. 70% isopropyl alcohol prep pads 24 x 30 1ply or 2 ply (box)		
75. Plaster roll		
76. Cotton wool balls 1g (500s)		
77. Stockinette 100mm or 150mm (roll)		
78. Sodium carboxymethylcel (intrasite), 15g		
79. Sanitary towels, maternity pack		

**40.3.1.1.2.2** Medical supplies are stored and managed in compliance with medical supply management principles.

**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. There should be sufficient space to move around the storage area without the risk of falling or injury while attempting to locate and retrieve medical supplies.		
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. Storage area is free of pests.		
7. Only authorised persons have access to medical supplies.		

**Domain 40.4 GOVERNANCE AND HUMAN RESOURCES**

**Sub Domain 40.4.1 20 Occupational health and safety**

**Standard 40.4.1.1 20(1)** The health establishment must comply with the requirements of the Occupational Health and Safety Act, 1993.

**Criterion 40.4.1.1.1 20(2)(b) Awareness of safety and security issues must be promoted**

**40.4.1.1.1.1** 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

**40.4.1.1.1.2** 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 40.5 FACILITIES AND INFRASTRUCTURE**

**Sub Domain 40.5.1 14** Management of buildings and grounds

**Standard 40.5.1.1 14(1)** The health establishment and their grounds must meet the requirements of the building regulations.

**Criterion 40.5.1.1.1 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.

**40.5.1.1.1.1** 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 unit. This will include but is 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: Never

Score	Comment

**Criterion 40.5.1.1.2 14(2)(d)** The health establishment must as appropriate for the type of buildings and grounds of the establishment have ventilation systems that maintain the inflow of fresh air, temperature, humidity and purity of the air within specified limits set for different service areas such as theatres, kitchen and isolation units.

**40.5.1.1.2.1** Stores unit has natural ventilation or functional mechanical ventilation.

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

The national building regulations stipulate that satisfactory ventilation is only provided by forcing outdoor air into a space mechanically or passively through either ducting or apertures open to the outside, including, but not limited to, windows or ventilation grilles. Verify whether the stores area has natural ventilation (windows and doors that can be opened) or functional mechanical ventilation (i.e. a ducting system). Not applicable: Never

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 Regional Hospitals.

### Acknowledgements

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- Provincial Department of Health personnel, Quality Assurance Managers, District Managers, Programme Managers, Operational Managers for their valuable feedback
- 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 Regional 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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