

ACCREDITATION COMMITTEE

**CHECKLIST FOR PRE-REGISTRATION
“INTERNSHIP”
ACCREDITATION**

Prepared by members of the Accreditation Working Group:

How to use

It is the responsibility of the institution applying for accreditation or undergoing reassessment towards continuing accreditation to complete this form and submit it to the Accreditation committee. Each section should be filled in to the best ability of the institution and where necessary sheets may be added to give additional information or explanation.

ACCREDITATION CHECK LIST ON HOSPITALS

1. HISTORY OF FACILITY TO BE ACCREDITED.

Prior to 2002, Health Services were provided by the Ministry of Health through the Personal Health Services Department and the Public Health Department. Between ----- and -----, new clinics and a new hospital were constructed in -----and major refurbishing done on the ----- Hospital in -----.

In 2002, the Health Services Authority was established as a statutory body under the Health Services Authority Law. This provided a single umbrella for all health services through the -----, district clinics, the School Health Service and the Prison Health Service.

2. GOVERNANCE STRUCTURE

The Health Services Authority is a statutory body owned by the Ministry of Health.

Administrative oversight is provided by the Board of Directors through an executive headed by the CEO.

The Medical Director manages all clinical departments (see attachment)

3. ADMINISTRATIVE STRUCTURE (Include how the institution is managed and the contribution of Interns)

Each Clinical Department has a Head of Department who represents the department on the Clinical subcommittee of the board. The HOD is responsible for the administrative oversight of the department and will escalate issues up to the Medical Director if needs be. Performance of the junior staff including the interns and elective students is overseen by the HOD.

See the attached list of administrative posts.

- 1. 1 Chief Executive Officer**
- 2. 1 Medical Director**
- 3. 1 Chief Information Officer**
- 4. 1 Human Resources Director**
- 5. 1 Chief Nursing Officer**
- 6. 1 Chief Dental Officer**
- 7. 1 Chief Financial Officer**
- 8. 1 Chief Financial Officer Designate**
- 9. 1 Director of Primary Health Care**
- 10. 1 Director of Corporate Services**

4. PROFILE OF THE HOSPITAL

Bed capacity - 124

Active Beds - 121

Case distribution by common diagnoses

**To leading causes for contact with healthcare facilities
(inpatient/outpatient)**

-Hypertension

-Diabetes

-Mental Disorder

-Asthma

-Cancer

-Coronary Heart Disease

-Chronic Lung Disease

-Osteo-arthritis

-Congestive Heart Failure

Average total daily admissions

15 per day to include all disciplines

Average total length of stay

7.3 per day to include all disciplines

Mortality rate

MORTALITY RATES - ---- yr 2012

Infant Mortality rate (IMR) = 4.6

Neonatal Mortality Rate (NMR) = 4.6

Perinatal Mortality Rate (PMR) = 7.6

Maternal Mortality Rate = 0

Note: Live births at Maternity ward = 651

Still births = 2, Neonatal deaths = 3

(The data addresses-----)

Postmortem rate

2008=53

2009=45

2010=47

2011=55

2012=53

These are mainly Coroner's cases but there are a small number of hospital / family requests in among them.

Educational activities

-CMEs off campus (----- partners etc)

-Several CMEs on campus

-Perinatal meeting

-Teaching rounds

-Clinical session

-Drug presentations

Medical Society/Association---educational presentations

5. SUPPPORT SERVICES AND HOURS OF AVAILABILITY

(a) Laboratory	Yes (X)	No ()	Hours: 24 hours
(b) Pharmacy	Yes (X)	No ()	Hours: 6:00 am - 9:00 pm (on call available after 9:00 pm)
(c) Physiotherapy	Yes (X)	No ()	Hours: 7:00 am - 5:00 pm
(d) Operating Theatre	Yes (X)	No ()	Hours: 24 hours
(e) X-ray	Yes (X)	No ()	Hours: 24 hours
(f) Records Department	Yes (X)	No ()	Hours: 24 hours (Electronic Medical Records - Paper records are available 24 hrs 7:30 am to 7:00 pm staffed by several records clerks. After 7pm medical records are retrieved by the nursing supervisor)

6. PROFILE OF THE STAFF

Administrative

- 1 Chief Information Officer
- 1 Human Resources Director
- 1 Chief Nursing Officer
- 1 Chief Executive Officer
- 1 Medical Director
- 1 Chief Dental Officer
- 1 Chief Financial Officer
- 1 Chief Financial Officer Designate
- 1 Director of Primary Health Care
- 1 Director of Corporate Services

Medical - by discipline No. of posts Current status Projection

Consultant

Med. Officers
Interns
Locums

Anaesthesia	6 (5 consultants 1 registrar)
ENT	1 consultant
Internal Medicine	4 (3 consultants, 1 Registrar)
Mental Health	1 FT Psychiatrist, 2 PT Psychiatrists, 2 Psychologists, 1 Educational Psychologist
OBGYN	4 (3 consultants, 1 Registrar)
Ophthalmology	2 consultants 1 post vacant
Orthopaedics	2 consultants
Pain Specialist	1 consultant
Radiologist	2 consultants
Surgery	4 (3 consultants, 1 registrar)
Urology	1 consultant
A&E	13 (6 consultants)
General Practice	13 (3 consultants)

Visiting Specialists: 1 Dermatologist, 1 Oncology, 1 ENT/Maxillary Surgeon
Interns - None

Locums - are employed as the need arises

Nursing

Cadre categories	Establishment	In Post	Vacancies	Proposed
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Nurse Managers	10			
Shift Coordinators	3			
Public Health Nurses	7			
Registered Nurses	120			
Midwives	22			
Licensed Practical Nurses	28			
Health Care Aides	24			
Respiratory Therapist	1			
Nutritionist	2			

Laboratory

1 Administrative Assistant
1 Cytotechnologist
1 Histotechnologist
1 Laboratory Manager
15 Medical Technologists
1 Pathologist
4 Phlebotomists
1 Phlebotomist /Cashier & Registration Clerk
1 Quality Coordinator

Forensics

- 1 Forensics /Morgue Receptionist
- 1 Forensic Scientist
- 1 Forensic DNA Analyst
- 1 forensic Analyst

Pharmacy

Cadre Categories	Establishment	Vacancies	Proposed
Management	1 Chief Pharmacist	1 Vacant	
Specialist	3 Clinical Pharmacists		
Regular Part-time	2 Pharmacists		
Regular	11 Pharmacists		
Fulltime	1 Pharmacist Purchasing		
Regular	8 Pharmacy Technician		
Fulltime	1 Pharmacy Technician Stores		
Technical	1 Pharmacy Technician Assistant		
Technical	3 Pharmacy Assistants		
Support	1 Pharmacy Stores - Storekeeper		

Radiology

13 Radiographers
1 Radiology Manager
2 Radiology Cashiers/Registration Clerks
2 Radiologists

Physiotherapy

1 Physiotherapy Manager
1 Receptionist
1 Speech Language Therapist
1 Occupational Therapist needed
7 Physiotherapists

Dietetics and Nutrition

- 1 Registered Dietitian with Masters Degree in Public Health Nutrition**
Report to M.O.H for Public Health Issues and C.N.O. for Administration issues
Special area: Community Services including district health centers, schools, churches community groups /NCVO, Sister Islands, special projects

- 1 Registered Dietitian Report to C.N.O. for all matters**
Special Area: Hospital services including CCU, hospital wards, Dialysis, Women's Health Mental Health, ACU, Pines, special projects

Records department

CODING		
Staff	Area	Level Required
Lead Coder	HIM Coding	Associates in HIM & a Certified Coding Credential or
Coder	HIM Coding	RHIT or Coding Certification
Coder	HIM Coding	RHIT or Coding Certification
HIM		
Staff	Area	Level
HIM Manager	HIM	Bachelors HIM & RHIA & Coding Certification
HIM Team Leader	HIM	Associates in HIM or RHIA
HIM Clerks	HIM	
*Analysis		Associates in HIM or RHIT
*ROI		Associates in HIM or RHIT
*PIR (Ins)	Insurance	Associates in HIM or RHIT
*PIR (Police, Deaths)	Police, Deaths	Associates in HIM or RHIT
*Clerk	Docket request/filing	Associates in HIM or RHIT
*Clerk	Docket request/filing	Associates in HIM or RHIT

7. WHAT FACILITIES DO YOU HAVE FOR THE FOLLOWING INVESTIGATIONS?

- Blood ✓
- FBC ✓
- Electrolytes ✓
- BUN ✓
- Glucose ✓
- LFT's ✓
- Blood culture etc ✓
- CSF - Cell Count and differential count, glucose
- Urine-bedside urinalysis ✓
- Microscopy ✓
- Stool - parasitology ✓
- Radiology ✓
- X-ray ✓
- Chest ✓
- Abdomen ✓

Bones ✓
 Bacteriology ✓
 Pathology including histology ✓
 ECG ✓
 Autopsy ✓

Urine drug analysis
 Autopsy examination and toxicology
 Other tests we do are paternity testing and for
 Law Enforcement: Forensic DNA testing and data-basing
 Forensic Toxicology testing
 Forensic Narcotic testing

8. PATIENT CARE SERVICES OF THE HOSPITAL

General Inpatient services

Number of Wards: 7

- Medical
- Surgical
- Intensive Care Unit
- Paediatrics
- Maternity (Obs) Maternity (Newborn)
- NICU
- Mental Health

Distribution of patients by discipline (service)

<u>Ward</u>	<u>Week</u>	<u>Annual</u>	
-Medical	18	942	
-Surgical	29	1520	
-Intensive Care Unit		9	447
-Paediatrics	16	811	
-Maternity (Obs)	15	797	1377
Maternity (Newborn)	11		
	26	580	
-NICU	1.5		75
-Mental Health	2.5	129	

Average weekly bed occupancy rates per discipline

<u>Ward</u>	<u>Week (%)</u>
-Medical	71.1
-Surgical	72.0
-Intensive Care Unit	80.1
-Paediatrics	30.7
-Maternity (Obs)	45.4
Maternity (Newborn)	28.7
-NICU	35.8
-Mental Health	66.4

Average length of stay per discipline

(a) Average (b) Minimum (c) Maximum (day stay per patient)

<u>Ward</u>	<u>(a)</u>	<u>(b)</u>	<u>(c)</u>
-Medical	6	5	7
-Surgical	3	2	5
-Intensive Care Unit	7	4	14
-Paediatrics	2	1	2
-Maternity (Obs)	3	2	3
Maternity (Newborn)	3	2	3
-NICU	12	3	19
-Mental Health	15	10	20

Average no of investigations per week

Blood - 374

Urine - 193 (Urinalysis)

X-rays - 655

Ultrasound -

Other

 Mammogram

 CT Scan and other special x-rays

 (these are included under x-rays)

Service ward rounds per discipline

General Surgery - ward rounds twice per day

Critical Care - ward rounds twice per day

All other disciplines - ward rounds once per day

Maternity Services

Inpatient Care :

- Daily ward rounds
- Treatment of maternal/fetal problems including emergencies e.g. eclampsia , hemorrhage
- Performance of operative deliveries - Caesareans, Ventouse , forceps
- Repair of genitalia/perineum following deliveries
- Minor surgery under general or regional anaesthesia e.g .manual removal of placenta, repair following severe trauma post deliveries, uterine evacuation of retained products of conception by curettage
- Major surgery e.g. emergency hysterectomy for uncontrollable hemorrhage

Outpatient Care:

- Pregnancy counseling (genetic counseling specialist on site)
- Provide antenatal care for women (shared care - 2 midwife and 4 physician clinics /week)
- Post natal care including provision of family planning services - 4 physician clinics /month (in 3 districts)
- Post natal home visits by midwives
- Level 1 ultrasonography
- Amniocentesis

Paediatric Service

- Prenatal counselling upon request by OB/GYN
- Perinatal- Attend high risk deliveries. Perform neonatal resuscitation. Attend c/s at Faith Hospital.

- Newborn care- regular newborn care including Mx of jaundice. Responsible for neogen screen, hearing screen results.
- Level 2 NICU- Mx of most neonates >28/40 gestation
- Stabilisation of critically ill or extremely premature neonates until overseas transfer
- General pediatrics - inpatient Maangement
 - - outpatient- conduct hospital/district clinics, postnatal clinics, Faith hospital clinic
- CCU care- when the occasion arise- usually not more than twice/year
- Consults- from ER, GP and other disciplines
- Hold regular audit/CME meetings
- Pediatric support service to institutions outside HSA such as LH school, Ministry of education
- Physician input in genetics clinic

N.B- most subspecialties not available in Pediatrics on island. Patients requiring such services are referred overseas or locally to the adult specialist depending on age and Diagnosis.

Outpatient clinics- 15/week conducted by 3 pediatricians.

GCM- GTH and district:

Monday- 2 acute, 1 booked.

Tues- 1 acute, 2 booked

Wed- 1 acute, 1 booked

Thurs- 2 booked, 1 postnatal

Fri- 2 acute

Faith Hospital- 1day/week- 2 clinics

Operating theatre facilities

No of operating theatres:

Minor	}	4 (3 full operational)
Major		

Total No. of surgical procedures per week by discipline (service)
Minor operations per discipline & Major operations per discipline

<u>Operating Theatre Activity - CY 2012</u>			Annual	
Count of SPECIALTY	Major/Minor		Grand Total	
SPECIALTY	MAJOR	MINOR		
CARDIO	3	3	6	
DENTAL	27	19	46	
ENT	48	29	77	
GEN SURG	420	503	923	
GYNAE/Obs	557	310	867	
NEURO	74	22	96	
OPHTHAL	229	71	300	
ORTHOP	255	142	397	
PAIN		59	59	
PLASTIC	38	38	76	
UROLOGY	60	138	198	
Grand Total	1711	1334	3045	

Note: a) The data addresses primary Surgeon Activity and includes both Public and Private Surgeons.
 b) Operating theatre closed mid December, for the holidays, thus a decline to elective procedures by 50% in that month.

Outpatient services

No of clinics per week per discipline

Average No of new patients per clinic per discipline

Sum of # New Patients	Total annual visits
DISCIPLINE	2012
ANAESTHESIA	25

ANTENATAL	351
COLONOSCOPY	0
COLPOSCOPY	0
DERMATOLOGY	807
ENDOCRINOLOGY	64
ENT	784
FAM PLANNING	121
GYNAE	564
MEDICAL	268
NEPHROLOGY	26
NEUROLOGY	136
NUTRITION	187
ORTHOPAEDIC	687
PAEDIATRIC	190
PAIN Mgn.	306
POSTNATAL	97
SURGICAL	811
UROLOGY	171
OPHTHALMOLOGY	397
All Disciplines	5992

Average No of follow up patients per clinic per discipline

Sum of F/up	Total annual visits
DISCIPLINE	2012
ANAESTHESIA	1227
ANTENATAL	2172
COLONOSCOPY	15
COLPOSCOPY	62
DERMATOLOGY	1161
ENDOCRINOLOGY	15
ENT	1477

FAM PLANNING	1570
GYNAE	2290
MEDICAL	3233
NEPHROLOGY	508
NEUROLOGY	266
NUTRITION	186
ORTHOPAEDIC	3181
PAEDIATRIC	3133
PAIN Mgn.	736
POSTNATAL	108
SURGICAL	1498
UROLOGY	752
OPHTHALMOLOGY	397
All Disciplines	23987

Are new patients seen separately from follow up patients? **No**

Emergency medical services structure

A brief summary

The Emergency Department has 12 physicians providing 24 hour coverage. This includes 6 consultants 6 mid levels providers. Physician coverage at anytime ranges from 2 to 4. A consultant is available 24 hours.

The EMS provides 24 hour ALS (advanced life support) for ----- . Operating from 3 locations. There are 9 Paramedics 8 Intermediate 11 Basics. Working in teams of 2. (paramedic and basic or immediate and basic) The ER serves as the Medical director for the EMS

9. SOCIAL INFRASTRUCTURE

(Inside and outside of hospital)

- Cafeteria
- Multicultural
- ATM
- Beach
- Water sport
- Diving
- Cricket
- Soccer

-Staff parties
-Lounge

-Snorkeling
-Clubs

10. FACILITIES FOR TRANSPORTATION OF PATIENTS WITHIN THE HOSPITAL.

(a) Portering services
(b) Wheelchairs / Stretchers
(c) Portable Oxygen

} Good

11. FACILITIES FOR TRANSPORTATION OF PATIENTS OUTSIDE THE HOSPITAL (transfer)

Ambulance Service - Good

12. COMMUNICATION METHODS (Inside and outside of hospital)

Switchboard	Yes (✓)	No ()
Pager	Yes (✓)	No ()
Intercom	Yes (✓)	No ()
Radio	Yes (✓)	No ()
Cell phone	Yes (✓)	No ()

13. IS THERE HOSPITAL MAP/SIGN SHOWING DIRECTIONS TO OTHER AREAS?

Very good signage

14. PHYSICAL FACILITIES/EQUIPMENT

**Building is 14 years old, but well maintained.
In good condition. Modern, updated equipment**

15. EDUCATIONAL PROGRAMMES (Staff and Interns)

- Several HSA CME sessions	-Grand rounds
-Case reports	-Perinatal meetings
-Ethics committee	-Drug & Therapeutic Meetings
-OR Committee	
- Islands Medical and Dental Society CME Sessions	
-Formal teaching sessions	

16. EDUCATIONAL RESOURCES

Library: - Online, BMJ, EBSCO, onsite resources

-Surgery	8 to 10 days
-OB/GYN	8 to 10 days
-Paediatrics	8 to 10 days

23. ARE THERE FACILITIES FOR ASSESSING AND OFFERING CAREER COUNSELLING TO THE PRE-REGISTRATION HOUSE OFFICER?

No formal structure.

Counselling offered by the Medical Director and the Consultants