

ACCREDITATION COMMITTEE

**CHECKLIST FOR PRE-REGISTRATION
"INTERNSHIP"
ACCREDITATION**

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.
2. GOVERNANCE STRUCTURE
3. ADMINISTRATIVE STRUCTURE (Include how the institution is managed and the contribution of Interns)
4. PROFILE OF THE HOSPITAL

Case distribution by common diagnoses

Average total daily admissions

Average total length of stay

Mortality rate

Postmortem rate

Educational activities

5. SUPPPORT SERVICES AND HOURS OF AVAILABILITY

- | | | |
|-------------------------------|----------------|--------|
| (a) Laboratory | Yes () No () | Hours: |
| (b) Pharmacy | Yes () No () | Hours: |
| (c) Physiotherapy | Yes (X) No () | Hours: |
| (d) Operating Theatre | Yes (X) No () | Hours: |
| (e) X-ray | Yes (X) No () | Hours: |
| (f) Records Department | Yes (X) No () | Hours: |

6. PROFILE OF THE STAFF

Administrative

Medical - by discipline	No. of posts	Current status	Projection
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Consultant
Med. Officers
Interns
Locums

Nursing

Cadre categories	Establishment	In Post	Vacancies	Proposed
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Laboratory

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Forensics

Pharmacy

Cadre Categories	Establishment	Vacancies	Proposed

Radiology

Physiotherapy

Dietetics and Nutrition

Records department

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
EKG
Autopsy

8. PATIENT CARE SERVICES OF THE HOSPITAL

Number of Wards:

Distribution of patients by discipline (service)

Average weekly bed occupancy rates per discipline

<u>Ward</u>	<u>Week (%)</u>
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Average length of stay per discipline

Average no of investigations per week

Service ward rounds per discipline

Maternity Services

Paediatric Service

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Operating theatre facilities
 No of operating theatres:
 Minor }
 Major }

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

Are new patients seen separately from follow up patients?

Emergency medical services structure

9. SOCIAL INFRASTRUCTURE
(Inside and outside of hospital)

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10. FACILITIES FOR TRANSPORTATION OF PATIENTS WITHIN THE HOSPITAL.

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

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?

14. PHYSICAL FACILITIES/EQUIPMENT

15. EDUCATIONAL PROGRAMMES (Staff and Interns)

16. EDUCATIONAL RESOURCES

17. IS YOUR ADMINISTRATION AWARE OF THE AIMS AND OBJECTIVES FOR THE PRE-REGISTRATION HOUSE OFFICER (INTERNSHIP PERIOD)?

18. ACCOMMODATION FOR INTERNS

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19. PROPOSAL FOR SUPERVISION OF INTERNS

20. NAME AND QUALIFICATIONS OF HOSPITAL INTERNSHIP SUPERVISOR

21. NAMES AND QUALIFICATIONS OF INTERN SUPERVISORS

22. PROPOSED PATIENT LOAD OF INTERN

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