

Checklist for assessing diagnostics available at Community Health Centres

1. Basic information

Name of the Community Health Centre	
Address	
District	
City/Town/Village/Chiefdom	
CHC team lead	

Notes

2. Hours of service provided by Community Health Centre?

- 24x7
- Others (specify)

3. a. Number of CHP & MCHP covered by the Community Health Centre:

b. Mobility of CHC to cover CHP&MCHP is by ?

- Motorbike
- Bicycle
- Government Vehicle
- Public Vehicles
- Others.....

4. Location of the Community Health Centre:

5. Approximate population covered by the Community Health Centre:



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6. Which district hospital is the nearest to the CHC: Name: _____
Approx distance: _____ kms

7. Does the CHC have a laboratory?
 Yes
 No

7a. If yes, timings of laboratory: Open from until hours

7b. If no, are diagnostic tests outsourced to a specific private laboratory? (If yes, specify):
.....

7c. If no, are specimens sent to another public facility for testing? (If yes, please specify)
.....

7d. If yes, are all tests done in the same place, if not where else in the CHC are tests done?
.....

8. Facility description

8a. Describe the exterior of the facility (size, design, paintwork, signage, any porch/ veranda)

8b. What materials is the facility building made from and what condition are they in?

8c. Where is the facility located (e.g. on main road/ side street/ next to church, mosque / on residential street etc.) and what other buildings or facilities are nearby?

8d. Describe the inside of the facility (layout, number and size of rooms, furnishings, windows, heat, smells, lighting)

8e. Any relevant background/context to facility (e.g. When it was opened, what services it provides (maternity, delivery, feeding programmes, NGO?), was the facility functioning during Ebola times? Any changes in services during Ebola times? Recent closures or changes in staffing, any recent events for national/state programmes. Anything else that marks it out as distinct from other facilities.)

9. Availability and Quality: Tests available at this moment, at the Community Health Centre laboratory

Purpose of the checklist is to observe and verify if the tests is available, hence it requires the lab technician to show the test to the observer. Please ask to make a picture of each test, consumable, reagent, so that you can note down the name of manufacturing company.

Tests listed below are those that are listed in the Sierra Leone Basic Package of Essential Health Services 2015-2020 to be available at CHC level. Tests highlighted in yellow are tests that were listed in the Test Menu Algorithm document made by the Laboratory Working Group. Please verify the availability of all tests listed, not only those highlighted in yellow.

Name of the test	Yes/No	Not verified	If yes, method used (rapid test, specify strip or cassette)	If no, when last used	Government supplied + name of manufacturing company	Private supplied + name of manufacturing company + supplier	WHO pre-qualified (Yes/No)	Notes
Pregnancy test RDT								
Haematology								
<u>Haematology (Hb)</u>								
White Blood Cell Count (WBC)								
Malaria Parasite (MP) (blood film)								
Malaria RDT								
Sickle cell disease								
Blood Grouping								
Blood glucose Level (Diabetes Monitoring)								
Random Blood Sugar								
Urine glucose level								
Haemoglobin Glycated								

Name of the test	Yes/No	Not verified	If yes, method used (rapid test, specify strip or cassette)	If no, when last used	Government supplied + name of manufacturing company	Private supplied + name of manufacturing company + supplier	WHO pre-qualified (Yes/No)	Notes
<i>Kidney Function Test</i>								
Urea kit								
Uric Acid kit								
Creatinine kit								
Sodium kit (electrolyte)								
<i>Microbiology</i>								
Biological specimen routine analysis (specify specimen type; urine, stool)								
Multi stick for urinalysis (dip-strip)								
TB Sputum Routine for AAFB								
Skin snip (Oncho)								
Leishmania diagnosis								
Blood microscopy (Tryp, Filaria)								
Yeast and mould identification								
Faecal Occult Blood								

Name of the test	Yes/No	Not verified	If yes, method used (rapid test, specify strip or cassette)	If no, when last used	Government supplied + name of manufacturing company	Private supplied + name of manufacturing company + supplier	WHO pre-qualified (Yes/No)	Notes
H Pyloric Ab Dip strip								
HBsAg Combo (Hep b) IgG/IgM								
HBV (hep B) profile								
HCV (hep C) HCV Ag-Ab)								
Syphilis /TPHA/RPR								
HIV rapid test								
HIV I and II (Recombigen)								
CD4 Count								
Prostrate Monitoring PSA								
<i>Other not listed in basic package of</i>								
Cholera (during an outbreak) RDT &								
Widal test (semi-quantitative titre)								
Stool microscopy (for Ova, Cysts, Protozoa)								

Name of the test (any other tests not mentioned above..)	Yes/ No	Not verif ied	If yes, method used (rapid test, specify strip or cassette)	If no, when last used	Government supplied + name of manufacturing company	Private supplied + name of manufacturing company + supplier	WHO pre- qualified (Yes/No)	Notes

Reagents	Yes/No	If no, when last used	Government supplied + name of manufacturing company	Private supplied + name of manufacturing company + supplier	Notes
Field stain A&B					
Normal saline					
Gram Staining Kit					
Sodium					
Turk's Solution (WBC)					
Giemsa Stain Solution					
Retic View Stain Kit					
Methylene Blue					
TB Ziehl-Neelsen Kit					
Harris Hematoxylin					
Xylene					
HCL					
Absolute Ethanol					Not mentioned in basic package
Distilled water					Supplied by Malaria program –
Grouping sera					Not mentioned in basic package

Name of the Consumables	Yes/No	If no, when last used	Government supplied + name of manufacturing company	Private supplied + name of manufacturing company + supplier	Notes
Pasteur pipette					
Microscopy slides					
Coverslips					
Cryovial tubes					
Blood collection tubes					
Filtered pipettes tips					
Hand Sanitizer					
Hair dryer					
Face shields					
Plastic cuvettes					
Glass cuvettes					
Blood Lancet					
Cotton wool					
Needles and syringes					
Nitrile disposable gloves					
powdered-disposable gloves					
Cryovial storage boxes					
Beakers					
Measuring cylinders					
Test tubes					

Name of the Consumables	Yes/No	If no, when last used	Government supplied + name of manufacturing company	Private supplied + name of manufacturing company + supplier	Notes
Graduated bottles with screw cap					
laboratory tissues					
Biohazard/disposal bags - black					
Biohazard/disposal bags - yellow					
Biohazard/disposal bags - red					
Cool/Shipping boxes					
Tourniquet					
Haemocue cuvettes					
Urine/stool (universal) containers					
Disposable scalpel set					
Micropipette sets					
pH tester					
WHO Haemoglobin colour match					

Notes/ Comments/ Observations on diagnostics, reagents, consumables and accessories in laboratory. (e.g. any additional information on internal or external quality assurance, where was survey information sourced, where SOPs were found etc):

Notes: E.G: Source of survey information, were SOPs found on site

Comments:

Observations:

10. Equipment

Equipment	Yes/No	If Yes, quantity	Energy source (if relevant e.g. battery; mains; generator; solar; gas)	Equipment in working condition (Yes or No)
Multifocal light microscope				
Water distillation unit / deioniser				
Refrigerator				
Hand centrifuge				
Centrifuge				
Incubator				
Autoclave				
Sterilizer				
Haemocue machines				
Water bath				
Thermometer				
Balance				
Gas cylinder				
Bunsen Burner				
Spirit lamp				
Pipette stands				
Manual pipette pump				
Test tube washer				
protective eye goggles				
Laboratory coats				
Sharps container				
Dustbin				
Fire extinguisher				
Fire blankets				

Equipment continued	Yes/No	If Yes, quantity	Energy source (if relevant e.g. battery; mains; generator; solar; gas)	Equipment in working condition (Yes or No)
First aid kit				
laboratory boots				
laboratory head gear				
laboratory nose mask				
Tube racks				
Stopwatch				
Aprons				
Slide racks				
Glass dryer				
Staining bath				

11. Maintenance of equipment in the laboratory

i¹. Is there a biomedical engineer that service your laboratory equipment?

- Yes No

ii. Do you service your laboratory equipment?

- Yes No

iii. If yes, how often?

- Once every one year Every two years Never been serviced
 Any time a biomedical engineer is available

iv. if yes, list the type of equipment that gets

serviced.....

a. Is there a maintenance schedule for the equipment, other than daily cleaning?

- Yes No Do not know

b. Is there a maintenance record? Yes No

c. In case of a breakdown, how are repairs handled?

- Send for repair
 Dedicated service engineer will come onsite
 Repair will be done locally by non-specialized engineer
 other: A written complaint is sent to the district health management team and then it is worked upon

d. Are the records of refrigerator/freezer temperatures maintained? Yes No

Notes

¹ Questions i-iv were added at later stage, gave these numbers so as not to confuse earlier numbering.



e. Is there a service and maintenance contract for major equipment? Yes/No

Details:

f. Do you know if each piece of (or all) equipment has a service agreement with a maintenance/service agent?

.....

g. how long on average does it take before repair is handled?

h. Are used and non-functional equipment removed from the lab, or sent to a central place for destruction, or repair?.....

12. Coverage: Test utilization at the CHC

<u>Tuberculosis</u>		
Name of the test	Number of tests done in last 3 months	Number of suspected TB patients or contacts of confirmed TB patients visited the facility in last 3 months
Sputum AFB		
....		
<u>HIV</u>		
Name of the test	Number of tests done in last 3 months	Number of suspected HIV patients or contacts of confirmed HIV patients visited the facility in last 3 months
HIV rapid test		
...		
<u>Malaria</u>		
Name of the test	Number of tests done in last 3 months	Number of patients with acute febrile illness visited the facility in last 3 months
Malaria microscopy		
Malaria RDT		

Notes e.g. Where survey information sourced (e.g. availability of ledgers)/ any missing data/ anomalies.

<u>Hepatitis B</u>		
Name of the test	Number of tests done in last 3 months	Number of suspected Hep B patients visited the facility in last 3 months
Hepatitis B antigen		
<u>Typhoid</u>		
Name of the test	Number of tests done in last 3 months	Number of suspected typhoid cases visited the facility in last 3 months
Widal test		

Notes e.g. Where survey information sourced/ any missing data/ anomalies.

<u>Maternal, Newborn and Child Health</u>		
Name of the test	Number of tests done in last 3 months	Number of pregnant women visited the facility in last 3 months
Hemoglobin estimation		
Blood sugar		
Urine pregnancy test		
HIV rapid test		
Syphilis rapid test		
Hepatitis B rapid test (HBsAg)		
TB symptom screening (cough, fever, weight loss, hemoptysis)		
Tuberculin skin test* (not done at CHC according to test menu)		
Malaria RDT		
Sickling		
<u>Type 2 diabetes</u>		
Name of the test	Number of tests done in last 3 months	Number of patients with suspected or high risk of type 2 diabetes visited the facility in last 3 months
Blood glucose		
Urine glucose (dipstick)		

Any other diagnostic tests available:

13. Are the standard operating procedures (SOPs) available in this laboratory/maternity wing to perform the tests?

Yes No

14. How is the reporting of test results done in the Community Health Centre?

- a. Telephonically
- b. Through online portal
- c. Same day to the patient
- d. When patient comes back later (how many days later:)

Notes/ Comments/ Observations (e.g. where was survey information sourced, where SOPs were found etc):

15. Human Resource available at the Community Health Centre:

Notes e.g. Any recent changes to staffing:

Staff designation (see basic package for staffing norms)	Available at the CHC, yes/no	Number of post (formal/on paper)	Number in post actually filled (pincode (P); on volunteer V)
Community Health Officer (CHO)			
Community Health Assistant			
Public Health Aide			
Environmental Health Officer			
Midwife			
State Enrolled Community Health Nurse (SECHN)			
Maternal and Child Health Aid (MCH Aides)			
Community Mental Health Aide			
Laboratory technician			
Laboratory assistant			
Pharmacy technician			
Assistant nutritionist			
Porter/Cleaner			
Security			
Other:			

16. Transportation of specimens

a. When are the specimens transported for the tests?

- Within 24 hrs of sample collection
- Next day of sample collection
- Within 7 days of sample collection

b. How are the specimens transported to the other lab?

- Through courier
- Through lab attendant or any other designated person
- Through patient/patient's attendant
- Other method (specify):

c. When are the reports received from the other laboratory/Community Health Centre?

- Same day
- Next day
- One week
- More than week (specify):

d. How are the reports received from the other laboratory/Community Health Centre?

- Telephonically
- Through email
- Through lab attendant or any other designated person
- Other method (specify):

**Notes e.g. Where survey information sourced/
any missing data/ anomalies.**

**What package material is used to transport
specimens?**

e. If there is a specimen transported which mode of transport is used:

- a) By Government transport
- b) By bicycle
- c) By public transport
- d) By Keke (Tri cycle)
- e) Others.....

f. Are specimen transported in a cold chain?

- Yes
- No

17. Electricity

- a. Is there electricity in all parts of the Community Health Centre?
 - In all parts
 - In some parts
 - None

- b. Regular Power Supply Continuous Power Supply
 - Occasional power failure
 - Power cuts in summer only
 - Regular power cuts
 - No power supply

- c. Stand by facility (generator/UPS) available in working condition today (e.g. is there fuel)? Yes No

Notes

d. Are there renewable energy technologies at the facility (e.g. solar) Yes No

e. Please specify _____

f. Is air-conditioner (AC) available at the laboratory? Yes No

g. Is the AC supported by stand by electricity facility? Yes No

h. Who provides electricity? (circle all relevant answers)

1. MOHS
2. WHO
3. Global Fund
4. CDC
5. CHC fund
6. Other:.....

i. How long do you use the fuel provided?

1. 24 hours
2. 12 hours
3. 9am to 1pm
4. 3 Hours
5. When there are samples in the laboratory

j. What source is the electricity provided?

1. Generator
2. Power plant
3. National grid
4. Solar
5. Others:.....

Notes

18. Water

- a. Is there a water supply at the facility? Yes No
- b. Is there a sink in the laboratory? Yes No
- c. Are there water purification chemicals or filter? Yes No
- d. Does the facility have a running tap? Yes No
- e. Does the facility have a bore hole water? Yes No
- f. Does the facility have a storage tank? Yes No

19. Diagnostic waste management in the CHC laboratory

Availability of waste management/disposal unit	Yes/No	Notes
Waste management SOP		
Incinerator		
burial pit		
Septic tanks		
Drainage system		
Sharps containers in laboratory		
Sharps containers in wards/consultation		
Placenta pit		
Sanitation facilities for patients		
Sanitation facilities for staff		

Any **observable** anomalies in the segregation of waste?
E.g. waste in the wrong coloured bin.

Describe the condition of the burning pit/incinerator (location, is it fenced, brick enclosure on the ground, waste residues/ashes buried, any leftover glassware or other things that didn't burn, animals around?)

Describe the condition of the waste bins in wards/lab, are they overflowing, is there waste next to the bin?

19a. If an incinerator is present, which materials do you incinerate/autoclave.....

19b. If no, how do you disinfect your pathogenic wastes? By burning In a Pit In an open dumping ground

19c. Does the community contribute in the Laboratory waste management? Yes No

19d. If yes, how does the community contribute to Laboratory waste management

20a. Condition of waste receptacles

To observe: Segregation of waste at point of collection

- a1. are there separate bins for medical waste and general waste in laboratory? Yes No
- A11. Have bags been placed at the inner side of the waste bins? Yes No
- A2. Is waste bin with red bag (highly infectious waste) available in the lab? Yes No
- A3. Is waste bin with yellow bag (infectious waste) available in the lab? Yes No
- a4. Is waste bin with black bag (general waste) available in the lab? Yes No
- a5. Segregation of waste at point of final disposal: is medical waste disposed separately from general waste? Yes No
- a6. Is the biohazard symbols imprinted over the waste bins? Yes No
- a7. Are posters to guide users displayed near waste bins? Yes No
- A8. Do laboratory staff double waste bags in a bin? Yes No

b To observe: mutilation of recyclable waste:

- | | | |
|--|------------------------------|-----------------------------|
| b1. Are used hypodermic needles destroyed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b2. Is nozzle of syringes destroyed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b3. Are used hypodermic needles found re-capped? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b4. Are used hypodermic needles found bent? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| B5. Are sharp bins provided at this facility? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

B6 How are dipsticks disposed? (circle which is relevant based on observation in laboratory)

1. Dipstick place in chlorine solution and placed in a yellow disposable bag
2. Dipstick placed in a black disposable bag
3. Dipstick placed in the bin
4. Dipstick placed in a plain plastic bag

Questions to ask:

- a8. Who is responsible for disposing of waste?
- a9. How often is waste disposed in incinerator/pit? Everyday weekly monthly
- a10. Who provides waste disposal bags/bin liners to the lab/ward?
- a11. Is there infectious waste treatment procedure carried out for such waste before disposal?
- a12. Is there a (assigned) person/staff responsible to ensure waste is segregated and/or treated before disposed (waste and disposal system)?
- a13. Is there regular training provided to waste handlers and assigned person/staff responsible for waste disposal system?
How often is this training?
- a14. Is there some form of supervision on waste disposal system from Ministry? From NGO?



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Any further comments on availability and quality of diagnostic equipment.

Data collected by:

Date: