FACILITATIVE SUPERVISION TOOL

Level: Sub-District → CHPS Zone

Basic Information (Interview with CHO)

District: Sub-district:

Name of CHPS Zone:

Date (DD/MM/YY) and Time: /   /Start   :   - End   :

No. of communities (catchment areas):   No. of CHMC members:

No. of active/registered CHVs: /

Status of CHO/CHN/Others

CHO/ CHN/ Others	Name	Tel. No.	Email	Supervisee (Tick)

Supervisors:

Name	Job title	Organization	Tel No.

Issues to be followed up based on the result of the previous supervision

I.   MANAGERIAL AREAS

I-I. Facility Condition and Infrastructure

No.	Check items	Means of verification	Good	Fair	Poor	Remarks
1	Are the rooms well organized and cleaned?	Obs. at room				
2	Is surrounding of the facility kept clean?	Obs. at surroundings				
3	Is water supply regular and secure? (Pipe borne, bore hole and well)	Interview				
4	Is electricity available?	Interview/Observation				
5	Are lights functioning?	Obs. at room/Interview				
6	Is mobile network available?	Interview				

I-II. Data Management

No.	Check items	Means of verification	Good	Fair	Poor	Remarks
7	Is current standard directory of filing updated?	Standard directory				
8	Is community register updated monthly?	Community registers				
9	Is community profile updated and current?	Community profile				

Please check the availability and completeness of the reports on the list below
(If not available, tick «Poor», If available but not completed, tick «Fair»)

No.	Reports/ Records	Good	Fair	Poor	Remarks
10	Monthly Midwife Returns				
11	Monthly Family Planning Returns				
12	Monthly Child Health Returns				
13	Monthly CBSV (Community Based Surveillance Volunteer) s reports				
14	Monthly Revenue Returns				
15	Monthly Drug Returns				
16	EPI Record				

I-III. Financial Management

No.	Check items	Means of verification	Good	Fair	Poor	Remarks
17	Is Internally Generated Fund recorded appropriately?	Revenue collection book, NHIS summary books				
18	Is General Counterfoil Receipt Book available and used?	GCR/CAGD Approved receipt book				
19	Are claims of NHIS compiled daily?	Cash Analysis Book, Daily claims, National revenue ledger (NHIA), returns				
20	Is cash sent to the SDHT?	Interview				

I-IV. Activities Schedule, Meetings and Training

No.	Check items	Means of verification	Good	Fair	Poor	Remarks
21	Is Daily Attendance register available and current?	Daily Attendance Register				
22	Is monthly work plan of CHPS zone available and current?	Monthly work plan				
23	Are meetings organized monthly with CHVs and meeting minutes available and current?	Interview, Minutes with CHV				
24	Does CHO have a logbook and in use?	Training logbook; interview				

Please tick the training experienced on each staff below.

CHO/ CHN	Name	Fresher CHO	Refresher (1)*	Refresher (2)**	Refresher (3)***	Life Saving Skills

* Refresher (1) = CHO Refresher Training (1) ANC/Delivery/PNC
** Refresher (2) = CHO Refresher Training (2) Community-Based MNH
*** Refresher (3)= CHO Refersher Training (3) Community Mobilization/FSV

I-V. Equipment & Assets Management

No.	Check items	Means of verification	Good	Fair	Poor	Remarks
25	Is Assets register available and updated?	Assets register/ Store ledger book				
26	Are assets labelled?	Check labels				
27	Are all equipment in use functional?	Assets register/ Store ledger book/Obsv. eqpts				
28	Are non-functioning equipment separated for sending to repair?	Obs. at storeroom, Unserviceable store ledger				
29	Are manuals and instruction filed or displayed in designated area?	Place of keeping user's manuals and instructions				
30	Is regular maintenance of equipment (e.g. Refrigerator, Solar system) conducted?	Maintenance schedule, Interview with CHO				
31	Is monthly motorbikes servicing conducted?	Interview, maintenance schedule and register				

I-VI. Supply Management

No	Check items	Means of verification	Good	Fair	Poor	Remarks
32	Are health commodities requested and issued by standard forms?	Requisition, Issue and Receipt Voucher, Requisition form book				
33	Does each drug have a bin card?	Bin cards				
34	Are all health commodities stocked above the re-order level?	Bin cards, Drug returns				
35	Are commodities kept in good condition (No sunlight, heat, moisture, dust, insect, animal)?	Storage condition at dispensary/store				
36	Are commodities aligned on shelves by labels indicating where the drug belongs?	Cross-check between labels on the shelves and drugs				
37	Are commodities organized according to FEFO (FIRST-TO-EXPIRE, FIRST-OUT)?	Check 2-3 drugs aligned				
38	Are unserviceable/excess stock stored separately to be returned?	Obs. at storeroom				
39	Are office supplies (Stationery) set in order by category?	Obs. at storeroom				
40	Are copies of Maternal Health Records Booklet stocked?	Stock of the booklet at store/service point				
41	Are copies of Child Health Records Booklet (CWC Book) stocked?	Stock of the booklet at store/service point				
42	Are used Registers/reports kept in the stores?	Storeroom				

II. QUALITY IMPROVEMENT AT WORK PLACE

II-I. Infection Prevention & Control

No.	Check items	Means of verification	Good	Fair	Poor	Remarks
43	Is routine cleaning of the facility conducted?	Interview with staff, Schedule of cleaning				
44	Are soap, alcohol rub and water available for hand-washing at service points?	Obs. at service points				
45	Are Personal Protective Equipment available with appropriate stock (Disposable glove, Mask)?	Obs. at OPD and store room				

No.	Check items	Means of verification	Good	Fair	Poor	Remarks
46	Are Re-Usable Personal Protective Materials (e.g., utility gloves, plastic apron and mackintosh) maintained cleanly?	Obs. at room				
47	Are relevant disinfectants (Chlorine/ Chlorhexidine) available and labelled?	Expiry dates, strengths on labels				
48	Are medical equipment processed and maintained for safe use (Sterilization)?	Interview with CHO				
49	Are medical equipment stored appropriately to avoid contamination?	Obs. equipment storage				
50	Are labeled waste containers for different type of waste available?	Obs. waste containers (Label, Place), Safety box				
51	Are no hazardous items (sharps, contaminated materials, flammables, harmful chemicals) exposed in the facility?	Obs. Facility				
52	Are disposal pits for general medical wastes available?	Obs. disposal pit				
53	Is placenta disposal pit available and in use?	Obs. placenta disposal pit				
54	Are medical wastes disposed appropriately (incinerator, waste disposal pit, or landfill)?	Interview with staff/Observe				

III. SERVICE DELIVERY

III-I. Maternal / Neonatal & Child Health
A. Family Planning

No	Check items	Means of verification	Good	Fair	Poor	Remarks
55	Is Family Planning Guideline/ Protocol available?	FP Guidelines/ Protocol				Not updated
56	Are family planning commodities (Condoms, Pills, Injection, Implant, IUD) available in stock?	Check all F/P commodities				
57	Is Family planning register available and completed correctly?	Family planning register				
58	Is the record of FP service completed correctly on the FP Client Card?	Check 1-2 FP Client Card				
59	Is family planning flipchart used for counselling?	Observe if clients are available. GHS Family Planning flipcharts on the desk				

B. Adolescent Health

No.	Check items	Means of verification	Good	Fair	Poor	Remarks
60	Is adolescent health corner available?	Obs. the corner				
61	Is there an adolescent health profile for the sub district?	Sub district Profile				
62	Is adolescent health service record updated?	Adolescent health service record				
63	Is there an adolescent health action plan for the sub district?	Action plan				

C. Antenatal Care + PMTCT

No.	Check items	Means of verification	Good	Fair	Poor	Remarks
64	Are Guides for Maternal and Newborn Care Part 1 and Part 2 available?	Obs. at maternity service point				
65	Is National Safe Motherhood Service Protocol available?	Obs. at maternity service point				N/A
66	Is the record of ANC services correctly completed on the ANC register?	ANC register				
67	Is the birth preparedness plan completed on the Maternal Health Record Booklet?	Maternal Health Record Booklet (If pregnant women available)				N/A
68	Is the record of ANC service correctly completed on the Maternal Health Record Booklet?	Maternal Health Record Booklet (If pregnant women available)				N/A
69	Are commodities for focused antenatal care available?	Check (Iron/folate, Multivitamin, TD, SP)				
70	Are PMTCT commodities available (HIV test, Syphilis test)?	PMTCT commodities				
71	Is the record of PMTCT services correctly completed on the register?	PMTCT register				
72	Is client's privacy ensured (Screen, Door closed, Partition) in the room?	Obs. at room				

D. Postnatal Care

No.	Check items	Means of verification	Good	Fair	Poor	Remarks
73	Are commodities for postnatal care available (Iron/folate tablets, vaccines, Vitamin A etc.)?	PNC commodities				
74	Is the record of PNC services (1st and 2nd) correctly completed on the register?	PNC register				

No.	Check items	Means of verification	Good	Fair	Poor	Remarks
75	Is the record of PNC services correctly completed on the Maternal Health Record Booklet?	If mothers available, see the booklet				

E. Emergency Delivery

No.	Check items	Means of verification	Good	Fair	Poor	Remarks
76	Are minimum quantity of emergency drugs and supplies available in the facility?	Check Oxytocin, IV fluid, Antibiotics				
77	Are minimum set of equipment available and ready for use?	See condition of 2 sterilized delivery kits				

F. Child Health (Child Welfare Clinic, EPI)

No.	Check items	Means of verification	Good	Fair	Poor	Remarks
78	Are the Child Welfare Clinic services correctly recorded on the Child Welfare Clinic Registers?	Child Welfare Clinic Register (Check two different age group registers)				
79	Are the Child Welfare Clinic services recorded on the Child Health Record Booklet?	If children available, see the booklet (CWC booklet)				
80	Is the refrigerator monitored and temperature recorded on the daily monitoring sheet?	Temperature monitoring sheet				
81	Is EPI protocol displayed?	Obs. Service corner				
82	Are there updated graphs showing coverage of various antigens (BCG, OPV, Penta, PCV, Rota, MLS, YF, TD) displayed?	Charts of coverage of 8 antigens				
83	Are dropout rates (OPV, Penta, PCV, Rota, MLS) calculated correctly and updated chart displayed?	Dropout rate chart (normally same charts the above)				
84	Are No. of vaccinations and No. of opened vials reported monthly?	EPI returns				
85	Is there a chart showing wastage of various antigens?	Vaccine wastage chart				
86	Are school health services conducted according to the schedule?	Child health returns				

G. Nutrition

No.	Check items	Means of verification	Good	Fair	Poor	Remarks
87	Are nutrition registers including CMAM and IYCF available and updated?	CMAM and IYCF registers				
88	Support visits on nutrition activities including growth monitoring are conducted?	Monitoring reports; Monthly reports				
89	Are there updated graphs showing CMAM discharge rates (cure, defaulter, died); pregnant/lactating mothers (chn 0-23mnths) counselled; Action-oriented groups and IYCF support groups facilitated?	Graphs of listed indicators				

III-II. Disease Control/ Surveillance

No.	Check items	Means of verification	Good	Fair	Poor	Remarks
90	Are there updated graphs showing cases/vital events and diseases under surveillance?	Graph of surveillance				
91	Are all CBSV supervised monthly?	CBSV Supervisory report				
92	Are CBSV reports submitted on time by CHO to SDHT?	CBSV report				
93	Are there spot maps showing areas in the CHPS Zones where diseases occur?	Spot map				

III-III. Health Promotion

No.	Check items	Means of verification	Good	Fair	Poor	Remarks
94	Is family planning health promotion carried out?	FP returns, Health promotion activity report				
95	Is promotion of early ANC, skilled delivery and PNC carried out?	Health promotion activity report				
96	Is the number of population reached from health promotion recorded by sex?	Health promotion activity report				
97	Are IEC Materials for RCH available such as flip charts, leaflets?	Obs. in the facility				
98	What do you use during health promotion activities?	Interview				
99	Were health promotion sessions conducted during the last month?	Reports of home visits, , SHEP, Health promotion activity report				

III-IV. Community Participation

No.	Check items	Means of verification	Good	Fair	Poor	Remarks
100	Are regular home visits for ANC, PNC carried out by the CHO/CHV?	Home Visit Book				
101	Is defaulter tracing conducted?	Defaulters record				
102	Have community members with the support of the CHO developed CHAP?	CHAP				
103	Is CHAP regularly monitored, reviewed and updated?	CHAP monitoring report				
104	Are CETS established in the CHPS zone?	Interview/Report/Telephone directory				
105	Does CHO support and monitor communities to implement CETS?	CETS meeting minutes (Check CHO's name)				
106	Are Durbars organized quarterly?	Meeting reports				
107	Are quarterly CHMC meetings organized and minutes available?	CHMC meeting minutes				
108	Are visits to other health partners (e.g. traditional healers) conducted regularly?	Visit record / Home visit book				
109	Is security man for CHPS compound provided and supported by communities?	Interview with CHO				
110	Do communities support in water fetching for CHO/CHN?	Interview with CHO				
111	Do communities support in cleaning/ weeding at CHPS compound?	Interview with CHO/Observe				
112	Do communities support CHPS for other activities (e.g. health campaign)?	Interview with CHO				

IV. REFERRAL and FEEDBACK

No.	Check items	Means of verification	Good	Fair	Poor	Remarks
113	Are at least 10 sets of GHS referral forms available?	Referral booklet				
114	Are entries in the referral register completed including feedback received?	Referral register				
115	No. of referral cases sent in last 3 months	Referral register	/	/	/	No.
116	No. of feedbacks received in last 3 months	Referral register	/	/	/	No.
117	Is current National Treatment Guideline available at the consultation area?	National treatment guideline				

No.	Check items	Means of verification	Good	Fair	Poor	Remarks
118	Are Essential Emergency procedures/protocols displayed for easy access and reference?	Essential Emergence procedures/protocols at service points				
119	Does documented evidence of referral sent (pink form) remain in the GHS referral booklet?	Referral booklet				
120	Are received feedback forms kept in each patient folder or a feedback file?	Patient folders/ feedback file				
121	Is transport available (National Ambulance, CETS or other mode)?	Interview				
122	Is telephone directory accessible to all staff, displayed and updated?	Telephone directory				

V. MONITORING & SUPERVISION SYSTEM (FSV)

No.	Check items	Means of verification	Good	Fair	Poor	Remarks
123	Is monthly CHVs-supervision conducted?	Monthly CHV-supervision report				
124	Are copies of supervision reports submitted to SDHT?	Copies of submitted reports at SDHT				
125	Are findings of supervision implemented from CHO to CHV?	Interview with CHO/CHV				
126	Do CHOs participate in the quarterly CHPS Review Meeting conducted by DHMT?	Interview with CHO				

SUMMARY SHEET of FSV by SDHT to CHPS

Name of CHPS: Date:

Q#	Issues identified	Action	Implementation level (CHPS/SDHT)	Name of Person Responsible	Time Frame	Remarks

Name(s) & signature(s)of supervisor(s):   Name(s) & signature(s) of supervisee(s):