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.

## ACCREDICATION 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 daily admissions  Average total length of stay
Mortality rate
Postmortem rate

## **Educational activities**

	5.	<b>SUPPPORT</b>	<b>SERVICES</b>	<b>AND</b>	HOURS	OF	<b>AVAIL</b>	ABIL	T
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- (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

Consultant Med. Officers Interns Locums

Nursing

Cadre categories Establishment In Post Vacancies Proposed

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shment Vacancies Proposed

## 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

#### 8. PATIENT CARE SERVICES OF THE HOSPITAL

**Number of Wards:** 

Distribution of patients by discipline (service)

Average weekly bed occupancy rates per discipline

Ward Week (%)

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Average length of stay per discipline

Average no of investigations per week

Service ward rounds per discipline

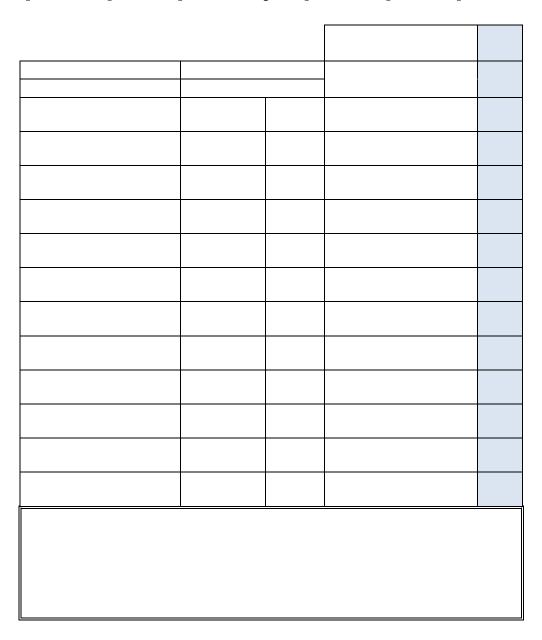
**Maternity Services** 

Paediatric Service

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Operating theatr	e facilities
No of operating	theatres:
Minor	)
	>
Major	J

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



# **Outpatient services**

No of clinics per week per discipline

Average No of new patients per clinic per discipline

Average No of follow up patients per clinic per discipline

Are new patients seen separately from follow up patients? Emergency medical services structure

9. SOCIAL INFRASTRUCTURE

(Inside and outside of hospital)

- 10. FACILITIES FOR TRANSPORTATION OF PATIENTS WITHIN THE HOSPITAL.
- 11. FACILITIES FOR TRANSPORTATION OF PATIETNS 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

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?