

Initial Evaluation Criteria

Premises and Layout

1	The consulting area/room is private
2	The waiting area/room is comfortable and near the consultation area
3	The consulting area is clean, neat and tidy
4	All working surfaces are finished in a smooth impermeable and washable material for easy maintenance and cleaning
5	The floor surface is of an impermeable material
6	Examination couch with spare linen is present
7	The temperature in consulting area is below 25°C
8	There is a suitable trolley/cabinet for the required equipment
9	Hand wash basin with hot and cold water is present
10	Rubbish bin with lid and disposable plastic liners are present
11	Biohazardous material bin is present
12	Sharps container is present
13	The consultation area is accessible to people with disabilities

Medicines

14	All thermolabile medicines are stored in a refrigerator between 2°C and 8°C
15	The refrigerator stores only medications and in a systematic manner
16	The refrigerator is suitable and in good working order
17	The refrigerator is fitted with a system to indicate that refrigeration has failed, or temperatures are below or above 2°C and 8°C
18	The temperature of the refrigerator is recorded twice a day on the appropriate document
19	The layer of ice freezer is less than 0,5cm
20	There is a cooler box and sufficient ice packs available for immunisation sessions?
21	All the Family Planning agents are available?

Documentation and signage

22	Copies of the following documents are available: (a) The Cold Chain Operations Manual (2015) (b) The New Vaccine Guidelines (Dec 2015) (c) The Vaccinators Manual (October 2012) (d) The EPI Disease Surveillance Field Guide (2012) (e) National Contraception Clinical Guidelines (2019) (f) Proof of annual registration with regulatory body
23	Copy of the Official data collection tool
24	The data collection system allows for data of state vaccinations to be captured separately
25	The Health worker on duty wears a name tag to be easily identifiable. It should state her/his name and designation.

Standard Operating Procedure

26	Cold Chain Management (includes procedures to follow in case of power failure)*
27	Good Housekeeping (Cleaning procedure etc.)*

Clinical practice

28	There is an emergency tray with: (a) Adrenaline ampoules (b) Promethazine ampoules (c) Hydrocortisone vials (d) Plaster (e) Gauze (f) Cotton wool (g) Sterile wound dressings
29	The Emergency procedure is displayed and clearly visible in the Immunisation room
30	There are Case investigation forms available for all 4 EPI Disease Surveillance conditions – viz. AFP, Measles, NNT, AEFI
31	Patient Information leaflets are available for clients

Storage

32	There is no expired stock on the shelves or trolley
33	There is a documented stock management system in place

Health Care Risk Waste

34	The facility is registered on Departments IPWIS System (The Integrated Pollutant and Waste Information System)
35	Copy of Western Cape Health Care Waste Management Act, 2007
36	General waste and medical waste clearly marked and separated
37	Sealable plastic containers exist to store waste such as needles, unwanted or expired medicines and are stored a safe place.
38	Registered service provider appointed to transport health care risk waste externally