

Government of the Peoples Republic of Bangladesh
Ministry of Local Government, Rural Development and Cooperatives Urban
Primary Health Care Services Delivery Project

Checklist for Quality Assurance of service delivery at PA HQ

City Corporation/Municipality: _____		Code: _____
Name of the PA: -----		
Address: ----- ----- -----		
PA NO: Name of the PHCC:		
Date of Visit		
User Identification:		

Checklist for ensuring quality of care services in PA HQ under UPHCSDP

A. Contract document is reviewed			
1.	Updated Work Plan		
	Target (Service wise/PHCC wise/CRHCC wise)		
B. Staff training			
1.	Updated list of all staff position		
2.	Training Register developed & maintained for on the job training		
3.	Update training plan monthly		
C. Management			
Staff monitoring			
1.	Monthly meeting with PHCC, CRHCC and SC staff related to service provision held at PA HQ office		
2.	Staff meeting register and minutes are maintained		
3.	Area mapping with clinic location exists at PA HQ office		
4.	MIS & Financial report maintained on a monthly/quarterly basis		
5.	Medicine requirement and supply ensured		
Total Score			