



MEDICAL COUNCIL OF ZAMBIA



ART ACCREDITATION ASSESSMENT TOOL

May 2009



USAID
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HSSSP
Health Services and Systems Program
Contributing to improved health status of Zambians



ZAMBIANS AND AMERICANS
IN PARTNERSHIP TO FIGHT HIV/AIDS

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Section 1: Assessment Tool for Health Facilities

Particulars of the Health Institution

1. Name of facility: -----

2. Type of facility: -----

3. Owner of the facility: -----

4. Physical address: -----

5. (a) Telephone No -----

(b) Fax No -----

(c) Email -----

6. Are premises approved by Local/Provincial Planning Authority?

YES /NO

Comment: -----

7. Is the location of the facility in relation to other business premises acceptable?

YES /NO

Comment: -----

Section 2: Assessment Tool for Accreditation of ART Sites

Table-1

Domain 1: HIV Care and ART Team Leadership		
Domain Area	Capacity	Score
Supervision	Has no medical practitioner at the site	1
	Has medical practitioner available but not for ART services	2
	Has health care services, but needs assistance with setting up HIV care/ART and training	3
	Has an ART trained medical practitioner stationed at the site or accessible for consultation and supervision	4
	Has medical practitioner who is spearheading ART services on site, and is a resource person	5
Focal Point Person	Has no focal point person at site	1
	Focal point person identified	2
	Focal point person orientated in ART service provision	3
	A medical practitioner, medical licentiate, clinical officer or nurse as a focal person trained in ART	4
	Focal point person trained and is a resource person	5
Total Leadership Score (sum of domain area scores)		
Leadership Domain Score (Total Leadership Score/2)		

** Supervisor and focal point person could be the same person depending on service level of the facility*

Table -2

Domain 2: National Guidelines and Standard Operating Procedures and QA systems		
Domain Area	Capacity	Score
National Guidelines and SOPs	Has no documents in any of the categories	1
	Has only documents in category (B)	2
	Incomplete documents in category (A)	3
	Have all the category (A) documents	4
	Have all documents in both category (A) and (B)	5
Quality Assurance Systems	Has no QA system	1
	Has committee for QA	2
	Has committee for QA and some tools	3
	Has committee and supervisors for QA	4
	Has all components of a QA systems	5
Total National Guidelines/SOP/QA Score (sum of domain area scores)		
National Guidelines/SOP/QA Domain Score (Total National Guidelines/SOP/QA Score/2)		

**For satellite sites evidence of affiliation to an accredited site suffices*

Table - 3

Domain 3: Level of Health Care and Clinical Services		
Domain Area	Capacity	Score
Comprehensive services	Has no services in any of the categories	1
	Has only services in category B	2
	Incomplete category A services	3
	Have all the category A services	4
	Have all category A and at least 2 in category B	5
Physical Space*	Has no room for Examination , adherence counselling, pharmacy, laboratory and reception	1
	Has room for Examination and reception but overall space is limited	2
	Has room for Examination , adherence counselling and reception	3
	Has room for Examination ,adherence counselling, reception and pharmacy	4
	Has room for Examination ,adherence counselling, reception , pharmacy and laboratory	5
Total Level of Health Care and Clinical Services Score (sum of domain area scores)		
Level of Health Care and Clinical Services Domain Score (Total Level of Health Care and Clinical Services Score /2)		

**Physical space for ART clinic does not have to be a separate or stand alone ART clinic*

Measurements of each room should have a floor area of not less than 8.361 square metres, horizontal dimensions of not less than 2.1336 metres and minimum height of at least 2.5908 metres according to the Public Health (Building) Regulations.

Table 4

Domain 4: Laboratory Capacity		
Domain Area	Capacity	Score
Staffing levels	Has no laboratory personnel	1
	Has laboratory staff not qualified to do basic recommended tests	2
	Has minimum of one laboratory personnel not trained in L.M.S	3
	Has minimum of one qualified lab personnel trained in L.M.S	4
	Has qualified lab personnel trained L.M.S, ART and is a resource person	5
Capacity to do investigations	Has no access to required labs as defined in national protocols	1
	Has limited access to required labs as defined in national protocols	2
	Has access to required category A basic recommended tests	3
	Has access to required category A and B basic recommended laboratory tests	4
	Has full spectrum of tests as in Category A,B and (1) in C	5
Quality control	Has no laboratory access	1
	Has laboratory access but no quality control	2
	Laboratory accessible and able to provide evidence of internal Quality Control(report or records) for HIV and Hb	3
	Laboratory accessible and able to provide evidence of internal Quality Control (report or records) for all the basic recommended tests	4
	Laboratory accessible and able to provide evidence of internal and external quality control	5
Total Laboratory Capacity Score (sum of domain area scores)		
Laboratory Capacity Domain Score (Total Laboratory Capacity Score /3)		

**Laboratory access means sending specimens to the laboratory and not the patient*

Table- 5

Domain 5: Health Management Information System and Monitoring & Evaluation		
Domain Area	Capacity	Score
HMIS Staffing	Has no data staff/records clerk	1
	Has data management staff/records clerk but not computer literate	2
	Has minimum of one data management personnel/records clerk who is computer literate but not trained in HMIS/SmartCare	3
	Has minimum of one data management personnel/records clerk who is trained in HMIS/SmartCare	4
	Has HMIS/SmartCare trained data management personnel who is a resource person	5
ART Monitoring and Evaluation	Has no components of the HMIS/SmartCare system	1
	Has some components of the HMIS/SmartCare System	2
	Has all components of HMIS/SmartCare system (Procedures manuals, data collection tools and/or computers) but no HMIS/SmartCare trained data management personnel	3
	Has HMIS/SmartCare trained data management personnel and all HMIS/SmartCare system with M&E components for patient monitoring and decision making	4
	Has evidence of reports in period discussed, analysed and submitted to the next level (DHO, PHO &/or MOH)	5
Total HMIS/SmartCare and M&E Score (sum of domain area scores)		
HMIS/SmartCare and M&E Domain Score (Total HMIS/SC and M&E Score/2):		

* Components of HIMS/SmartCare system-(Procedures Manuals, Data Collection Tools and/or Computers,Software or Forms, Register and Trained Personnel)

Domain 6: Human Resource and Continuing Professional Development		
Domain Area	Capacity	Score
Staffing Levels	No ART clinical team	1
	Has an incomplete ART clinical team	2
	Has a complete ART clinical team but not all members trained	3
	Has a complete ART clinical team with all members trained	4
	Has complete ART clinical team with all members trained and includes a resource person	5
Certified Staff	No clinical team members are certified (by an appropriate regulatory body) to provide ART services	1
	Has only one team member certified in the ART clinical team	2
	Has more than one team member certified in ART clinical team	3
	Has all team members certified in the ART clinical team	4
	All ART clinical team members are certified including the resource person	5
Continuing Professional Development	Has no CPD plans of any kind	1
	Has incomplete CPD plan	2
	Has CPD plan but does not address HIV and AIDS and ART	3
	Has CPD plan which addresses HIV and AIDS and ART	4
	Has evidence of implementing CPD plan which addresses HIV and AIDS and ART	5
Total Human Resource and CPD Score (sum of domain area scores)		
Human Resource and CPD Domain Score (Total Human Resource and CPD Score/3):		

** Clinical meetings are also recognised as part of the CPD program*

Table- 7

Domain 7: Pharmaceutical and Logistics Management Systems (LMS)		
Domain Area	Capacity	Score
Staffing Levels	Has no pharmacy personnel	1
	Has minimum of one pharmacy personnel not trained in LMS, LMIS, ART and pharmaceutical management system	2
	Has minimum of one pharmacy personnel trained in LMS and LMIS but not ART	3
	Has minimum of one pharmacy personnel trained in LMS, LMIS and ART	4
	Has computer literate pharmacist trained in LMS, LMIS and ART and is a resource person	5
Logistics Management Information System	Has no established procedure for inventory management of drugs	1
	Has limited inventory management procedures for other essential drugs and no inventory management procedures for ARVs	2
	Has established inventory management procedures for other essential drugs but lacks all the ART LMIS system components	3
	Has established inventory management procedures for other essential drugs and have all ART LMIS system components	4
	Has all drug inventory management systems and a minimum of one ART trained pharmacist who is a resource person	5
Total Pharmaceutical and Logistics Management Systems Score(sum of domain area scores)		
Pharmaceutical and Logistics Management Systems Domain Score (Total Pharmaceutical and Logistics Management Systems Score/2):		

Table 8
Determination of Stages for ART Site Accreditation

Domain		Domain Score	Lowest Area Score in domain
1	HIV Care and ART Team Leadership		
2	National Guidelines, Standard Operating Procedures and Quality Assurance for ART		
3	Level of Health Care and Clinical Services		
4	Laboratory Capacity		
5	HMIS/SmartCare, Monitoring & Evaluation Capacity		
6	Human Resource and Continuous Professional Development		
7	Pharmaceutical and Logistics Management Systems		
	Overall Program Total		
	Stage		

Table- 9

Key to Scoring Range Stage	Stage	
7-13	1	Mobilization
14-20	2	Service delivery planning
21-27	3	Preparation
28-34	4	Activation/Continuation
35	5	Centre of Good Standing

