



Republic of Zambia
MINISTRY of HEALTH

**Performance Assessment Tool
for
Training Institutions**

PREPARED BY:

DIRECTORATE OF TECHNICAL SUPPORT SERVICES

WITH SUPPORT FROM THE HEALTH SYSTEMS SUPPORT PROGRAMME

JULY 2007



Republic of Zambia - Ministry of Health
Performance Assessment Tool for Training Institutions

Province:..... Name of Training Institution:.....

Period under Review:..... Date of assessment:.....

FUNCTIONAL AREA	MINIMUM ACCEPTABLE STANDARD	INDICATOR	SOURCE OF INFORMATION	PREVIOUS PA PERIOD (6 months)	CURRENT PA PERIOD (6 months)	COMMENTS
1. General Administration / Systems Strengthening / Governance						
<i>Objective: To strengthen existing operational systems, financing mechanisms and governance arrangements for efficient and effective delivery of health services</i>						
1.1 Action points from previous PA	1.1.1 80% of action points from previous PA addressed according to agreed timelines.	# of recommendations made during previous PA addressed / # of recommendations	Actions taken report and previous PA report; records and physical checks			
		List unresolved AP's and indicate reasons why	Actions taken report and previous PA report; records and physical checks			
1.2 Review of Action Plan	1.2.1 Action plan reviewed using information from Performance Assessment	Updated action plan and budget available	Updated Action Plan			
	1.2.2 80% of the planned activities for the period under review fully completed.	# of planned activities completed / total # of activities planned	Activity reports; Action Plan			
1.3 Institutional meetings	1.3.1 Management Meeting (Monthly)	# of meetings held / # of meetings planned for period	Minutes			

	1.3.2 Education Committee meeting (Quarterly)	# of meetings held / # of meetings planned for period	Minutes			
	1.3.3 Student Disciplinary Committee meeting (Ad hoc)	All disciplinary actions agreed by Student Disciplinary Committee	Minutes			
	1.3.4 Finance / procurement meeting (Monthly)	# of meetings held / # of meetings planned for period	Minutes			
	1.3.5 General Student – Staff Meeting (Monthly)	# of meetings held / # of meetings planned for period	Minutes			
1.4 Recruitment	1.4.1 Student enrolment	General nursing: # of students enrolled / recommended capacity	Student register			
		Midwifery: # of students enrolled / recommended capacity	Student register			
	1.4.2 Gender guidelines adhered to; Female/male ratio 3;1 on enrolment	# female enrolments-general nursing / total number of enrolments - general nursing	Student register			
		# female enrolments-midwifery / total number of enrolments - midwifery	Student register			
1.5 Accounts	1.5.1 Financial Management according to FMIS standards (Standards: 1.5.1)	# of standards achieved / # of standards set	Accounts records Observations			
	1.5.2 Designated TI accountant	Standard achieved	HR register			

	1.5.3 Quarterly Financial Reports submitted	# of quarterly financial reports submitted / # of quarterly financial reports expected to be submitted	Reports			
1.6 Stores	1.6.1 Use of standard operating procedures for stores management and store room (Standards 1.6.1)	# of standards achieved / # of standards set	Stores records Observations			

2. Human Resource

Objective: To provide a well-motivated, committed and skilled professional workforce who will deliver cost effective quality health care services as close to the family as possible.

2.1 Human Resources – Teaching Staff	2.1.1 At least 75% of tutor (lecturer) establishment filled	General Nursing: # of tutors (lecturers) / MoH establishment for TI	HR Register			
		Midwifery: # of tutors (lecturers) / MoH establishment for TI	HR Register			
	2.1.2 At least 75% of clinical instructor establishment filled	General Nursing: # of clinical instructors / MoH establishment for TI	HR Register			
		Midwifery: # of clinical instructors / MoH establishment for TI	HR Register			
	2.1.3 Tutor (classroom) to student ratio: 1 per 20 students	General Nursing: # of tutors (lecturers) / # of students	HR register Student register			

		# tutors/ # courses taught				
		Midwifery: # of tutors (classroom)/ # of students	HR register Student register			
	2.1.4 Clinical Instructor to student ratio: 1 per 10 students	General Nursing: # of clinical instructors / # of students	HR register Student register			
		Midwifery: # of clinical instructors / # of students	HR register Student register			
	2.1.5 At least 75% of external (guest) lecturer needs fulfilled	General Nursing: # of guest lecturer hours hired / # of guest lecturer hours required				
		Midwifery: # of guest lecturer hours hired / # of guest lecturer hours required				
2.2 Human Resources – Non-teaching and support staff	2.2.1 At least 75% of non-teaching and support staff establishment filled (List all the different cadres: e.g. accountant, librarian, secretary, driver, housekeeper, cook, security, CE's, etc.)	# of non-teaching staff / MoH establishment for Training Institute	HR register			

3. Infrastructure and equipment						
<i>Objective: To significantly improve on the availability, distribution and condition of essential infrastructure and equipment so as to improve equity of access to the basic health care package</i>						
3.1 Academic facilities	3.1.1 Classrooms and Skills lab and offices meeting standards (Standards 3.1.1)	# of standards achieved / # of standards set	Physical check			
3.2 Library	3.2.1 Minimum standards for library facility met (Standards 3.2.1)	# of standards achieved / # of standards set	Records Observations Physical check			
3.3 Teaching aids	3.3.1 Availability of teaching aids as per standard (Standards 3.3.1)	# of standards achieved / # of standards set	Asset register Physical check			
3.4 Equipment	3.4.1 Availability of ICT / communication equipment as per standard (Standards 3.4.1)	# of standards achieved / # of standards set	Asset register Physical check			
3.5 Transport	3.5.1 Minimum one institutional utility vehicle and one bus (Standards 3.5.1)	# of standards achieved / # of standards set	Asset register; Policy; logbooks			

4. Academic Performance						
4.1 Student Performance	4.1.1 Examination pass rate > 85 %	General Nursing: # of students passed / # of students entering the exam	Exam results (1 st and 2 nd attempt)			

		Midwifery: # of students passed / # of students entering the exam	Exam results (1 st and 2 nd attempt)			
	4.1.2 Progression rate > 85 %	General Nursing: # of students progressed to next semester / total # of students	End of semester exam results; Enrolment register			
		Midwifery: # of students progressed to next semester / total # of students	End of semester exam results; Enrolment register			
4.2 Teaching staff performance	4.2.1 Completed Planned Continuous Assessment of teaching staff	# of teaching staff assessments by principal tutor / # of assessments planned	Continuous Tutor Assessment Guidelines;			
		# of teaching staff assessments by students / # of assessments planned	Student – tutor evaluation			
4.3 Curriculum performance	4.3.1 100% of planned courses in curriculum covered	# of courses in curriculum taught / # courses in curriculum planned	Classroom register, curriculum			
	4.3.2 Courses in curriculum delivered by appropriate teacher	# of courses in curriculum delivered by appropriate teacher / total # of courses in curriculum taught	Classroom register			
	4.3.3 Course Evaluation done	# of courses evaluated / # of courses given	Course evaluation forms / records			
	4.3.4 Training Master Plan available.	Master plan available and displayed and implemented	Master plan reports			

4.4 Student practicals	4.4.1 Recommended practicals completed (including assessments)	# of students who completed all practicals / total # of students	Student evaluation manuals; assessment forms and report book			
	4.4.2 Practical sites GNC or MCZ accredited	# of practical sites GNC or MCZ accredited / total # of practical sites	School register			
	4.4.3 midwives delivery experience					

5. Student / staff welfare:						
5.1 Recreation facility	5.1.1 Minimum standards for recreation are met (Standards: 5.1.1)	# of standards achieved / # of standards set	Assets register Observation			
5.2 School kitchen / cafeteria / dining hall	5.2.1 Minimum standards for student catering are met (Standards: 5.2.1)	# of standards achieved / # of standards set	Assets register observation			
5.3 Hostels / Student accommodation:	5.3.1 Student accommodation meeting minimum standards (Standards: 5.3.1)	# of standards achieved / # of standards set	Physical check, school records			
5.4 Student welfare	5.4.1 Access to standard medical care provided	Medical care for students available	Policy paper, records			
	5.4.2 HIV school / workplace policy available	Policy available and known by staff and students	Policy document, hospital records; Student interviews			
	5.4.3 Gender policy and Gender Focal Point person	Policy and gender FPP available and known by staff and students	Policy document; Student interviews			

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Training Institution Standards

<p>1.5.1 Financial Management:</p> <ol style="list-style-type: none"> 1) All general vouchers completed 2) Daily update of cash book and ledger cards 3) Daily cash reconciliations 4) Evidence of monthly random checks by principal tutor 5) Monthly schedule of outstanding imprest 6) Updated inventory of fixed assets available 7) 100% of assets labelled 	<p>1.6.1 Stores Management:</p> <ol style="list-style-type: none"> 1) Burglar bars 2) Grill door 3) Fire extinguishing equipment 4) Adequate storage procedures (Rodent protection, moisture protection, temperature control) 5) Goods arranged according to FEFO and FIFO 6) Stock control cards present and up to date for all goods 7) Monthly physical count
<p>3.1.1 School academic facilities:</p> <ol style="list-style-type: none"> 1) Minimum 2 spacious classroom 2) Minimum one skills lab / demonstration room as per standards 3) Teaching staff offices (one per tutor) 4) Common staff room 	<p>3.2.1 Library facility:</p> <ol style="list-style-type: none"> 1) Library to sit 25% of school capacity (minimal) 2) Resource books at least 2 copies of each recommended titles 3) Study books for circulation - book: student ratio of 1 : 10 4) One trained library assistant 5) Computer with internet facility
<p>3.3.1 Teaching aids:</p> <ol style="list-style-type: none"> 1) All anatomical models and charts 2) Overhead projector 3) Slide projector 4) Writing boards / flip charts 5) TV set with video cassette recorder and / or DVD player 6) LCD and laptop 7) Photo camera 8) All required rugs & medical supplies 	<p>3.4.1 IT and communication equipment:</p> <ol style="list-style-type: none"> 1) Computers (one per tutor) 2) Facsimile 3) E-mail and internet access 4) Telephone 5) Photocopier
<p>3.5.1 Transport:</p> <ol style="list-style-type: none"> 1) One utility vehicle 2) One student minibus 3) Transport policy (usage, maintenance, etc.) 4) Logbooks maintained and signed 	<p>5.1.1 Recreation facilities:</p> <ol style="list-style-type: none"> 1) TV set 2) VCR and / or DVD player 3) DSTV access 4) Sports equipment 5) Sports ground
<p>5.2.1 Student catering (Kitchen / cafeteria / dining hall):</p> <ol style="list-style-type: none"> 1) Minimum of 3 cooks 2) Minimum 2 uniforms per cook 3) Biannual medical examination of food handlers 4) minimum of 2 electrical cooking pots 5) Cold room & kitchen store room 6) Fire fighting equipment 7) Sufficient sitting capacity 	<p>5.3.1 Student accommodation / hostels:</p> <ol style="list-style-type: none"> 1) Maximum 2 students per room 2) ITN's provided 3) Toilets: 1 per 6 students 4) Showers: 1 per 8 students 5) Sanitary towels disposal facilities available 6) Student lounge / recreation hall 7) Fire fighting equipment

8) Hand and utensils washing facilities	8) Housekeeper / 'Student mother'
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Summary

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List of participants

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List of achievements

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PROBLEM IDENTIFIED	ANALYSIS	RECOMMENDATIONS	BY WHEN	BY WHOM

Technical Support to be provided by Provincial Health Office

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Provincial Health Office

Assessed Training Institution

Date

Date