

Reproductive Health Sub-Working Group/Jordan

Comprehensive Reproductive Health Services Supervisory Checklist

Background and acknowledgment:

Maternal and newborn health services are key indicators to tell about country health status during emergency, recovery and development. During humanitarian crisis the priority intervention is to provide life saving services and to structure coordination mechanism to ensure efficient management of the available resources. So, in response to Syrian crisis in Jordan UNFPA has been tasked with leading reproductive health sub- working group (RH SWG). During coordination , reporting and field visits the need emerged to further standardized the basic pillars for services among different partners, to strengthen the capacity of the managerial and field staff, to increase health providers awareness and utilization of the available resources. Accordingly, RH SWG took the decision to work on tools for improving the quality of care and to follow up of services, checklists development was the tool to ensure basic pillars are well integrated, friendly use and informative tool for actions and further needs

The objective of the checklist is to provide supportive supervision through it`s utilization by reproductive health projects , clinics managers and others during field visits, the checklist encompasses major areas could be interfaced during delivery of reproductive health services which includes: antenatal care, post natal care, family planning , sexual transmitted disease , Gender based violence (GBV), delivery service, community integration.

Special task force emerged from RH SWG members to take the task of developing the checklists , members contributed from the following agencies in this task force: UNFPA, MOH, JHAS, Mdm, Abt associate, IMC and SCJ were actively involved in this activity, a big appreciation and thank you for the positive enrollment and commitment to do extra work , finalization of the checklists undergone several changes and successful piloting conducted during August 2014, agencies involved in piloting were: IRC and Mdm , both agencies are very much appreciated for successfully completing the piloting and providing feedback.

Comprehensive Reproductive Health Services Supervisory Checklist is ready to use and RH SWG highly recommending using it on quarter bases and whenever a new reproductive health clinic is established.

For any comments or feedback, please write back to Maysa Al-Khateeb / Reproductive health officer at UNFPA:mal-khateeb@UNFPA.org

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List of Acronyms:

ANC: Antenatal care
CBOs: Community Based organizations
CCASS: Clinical care of sexual assaults Survivors
COC: Code of Conducts
CMR: Clinical management of Rape
MdM: Medine Due Monde
EDD: Expected Delivery Date
EmOC: Emergency obstetric
FP: Family planning
Hb: Hemoglobin test
HLD: High level Disinfectant
HIS: Health Information System
HIV: Human Immuno Deficiency Virus
IEC: Information, Education and communication
IMC: International Medical Corps
IRC: International Rescue committee
IUD: Intra Uterine Device
JHAS: Jordan Health aid society
LMP: Last Menstrual Period
MISP: minimum initial service package
MOH: Ministry of Health
NGOs: Non Governmental Organizations
NHIS: National Health Information system
PEP: Post Exposure prophylaxis
PNC: post natal care
RH: Reproductive Health
Rh: Rhesus Factor
RH SWG: Reproductive Health Sub Working group
SCJ: Save the children Jordan
STI: Sexual Transmitted Infection
SGBV: Sexual Gender Based Violence
SOPS: Standards Operating Procedure
TT: Tetanus Toxoid
UNFPA: United Nation population Fund
WHO: World Health Organization

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Name of the Supervisor:	List of key staff interviewed:	
Name of the facility:	Name:	Job title:
Address of the facility:	Name:	Job title:
Date of visit:	Name:	Job title:

Additional staff list interviewed:

Name:	Job title:

Section 1: Infrastructure and Guidelines

Infrastructure and Guidelines	Yes	No	Action	Responsible	Time Frame
ANC log book available and used					
ANC cards available and used					
PNC log book available and used					
FP log book available and used					
Client FP cards/files available and used					
Private STIs log book available and used					
Protected space for examination (Private room, privacy screen, curtains)					
Availability of PEP					
Comprehensive list of equipment for ANC ¹					
Comprehensive list of equipment for PNC ²					
Comprehensive list of equipment for FP ³					

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Section 2: Guidelines (Recommended Guidelines are listed with Annex)					
Guidelines	Yes	No	Action	Responsible	Time Frame
Guidelines for Syndromic management of STIs available, WHO guideline ⁵					
FP Clinical Guidelines available ⁶					
Infection Control Guidelines ⁷					
ANC guidelines are available ⁸					
Referral as per guidelines of high risk pregnancy to higher service level available ⁹					
CMR protocol					
Occupational hazard policy exists ¹⁰					
IEC awareness raising material on ANC (e.g: Hygiene, TT vaccine, Regular Visits, Danger signs of pregnancy...etc)					
IEC awareness raising material on PNC(e.g: Breast feedings, warning signs of infection , vaccination ...etc)					
IEC materials on STIs are available and distributed to clients(e. g Hygiene, signs of infection, HIV awareness..etc)					
Section 3: Documentation					

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ANC Documentation	Yes	No	Action	Responsible	Time Frame
Current age					
Number and sex of living children					
AN card contains past medical / surgical history, obstetric history, menstrual history, family history, etc					
LMP and EDD clearly listed					
Findings of general medical examination clearly listed including fundal height at each visit					
Results of routine investigations clearly listed (GUE, Hb, ABO/Rh)					
Dates of ANC s visits and general assessment at visit clearly listed					
TT history clearly listed and missing doses identified / given					
Weight and height clearly listed					
Iron and folic acid supplementation provided and documented					
Time for follow up visit is documented					
PNC Documentation	Yes	No	Action	Responsible	Time Frame
Current age					
Number and sex of living children					
Lab tests:HB, Urine test					

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PNC counseling (Breast Feeding, exercise, nutrition, medication ,FP..)					
Physical exam for the baby					
Health education documented for the mother and the baby					
Health education on Vaccination					
Schedule for follow up visit is documented					
FP Documentation	Yes	No	Action	Responsible	Time Frame
Current age					
Number and sex of living children					
Time of last delivery/abortion					
Desire for more children					
Timing for next child					
History of pregnancy complications & Current pregnancy status as applicable					
History /signs of STIs					
Mark method actually received or continued					
Time for follow up visit is documented					
STIS Documentation	Yes	No	Action	Responsible	Time Frame
Log book for STIs is remained confidential					
Basic demographic data (Age ,Sex ,place of living documented)					
Diagnosis					
Treatment					
Relevant reports to MoH if requested are prepared/contact number					

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for MoH is available					
Time for follow up visit is documented					
Section 4:Reporting					
Reporting mechanism exists and consistent between the clinic and the central organization					
Reporting mechanism to national health system when applicable or Mandatory if exists					
Reporting to relevant systems support response to crisis is exist (e.g: HIS)					
Section 5:Human Resources					
Human Resources	Number	Date of last training?	Action	Responsible	Time frame
Total trained midwives per shift?					
Total trained physicians / shift					
Specific training Topics	Number	Date of last training?	Action	Responsible	Time frame
MISP					
CMR					
CCASS					
RH protocols (General)					
FP counseling					
FP Specific method training					
STIs management					
SGBV SoPs including referral					

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pathway					
RH HIS training					
EmOC training					
Post abortion management training					
Infection control training					
Medical waste management training					
COC training					
Any other training (please list)					
Training Type	Number	Date of last training?	Comment		
1-					
2-					
3-					
4-					
Section 6: Community Integration					
Community Integration	Yes	No	Action	Responsible	Time frame
Mapping of Available CBOs, NGOs, clinics, hospitals and related facilities is available					
Mechanism of coordinating with the community is available (E.g:Key Contact information,					

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channel of communication, referral mechanism, coordination of events...etc)					
Events organized in collaboration with local community					
Community outreach mechanism					

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Infection Control

No	Infection Control Items	Yes	No	Comment and actions	Responsible	Time frame
1.02	Facility has designated area with proper sink used instruments' processing					
1.03	Facility has a toilet for patients and another one for staff					
1.04	Facility has a sterilizer or hot oven with a working temperature gauge that is in good working condition					
1.05	Facility has sharp box at each medical procedure site					
1.06	Facility has covered, labeled waste bin and yellow bags for medical waste segregation at each medical waste generation site					
1.07	Facility has liquid soap or any kind of hand washing disinfectant solution					
1.08	Facility has enough antiseptic solutions to follow the IP protocol (Enzymatic decontamination detergent/ solution, liquid detergent for cleaning, and chloride solution for surface cleaning)					
1.09	Facility has three separate containers marked for decontamination, washing, and rinsing					
1.10	Facility has sufficient number brushes of different sizes, towels, and racks for instruments cleaning and drying					
1.11	HLD (high-level disinfected), surgical and disposable gloves of good quality					
1.12	Facility has the capacity to provide tissue or sheet underneath the clients when examined.					
1.13	Facility has an incinerator for medical waste treatment within the facility					
1.14	Facility has proper active arrangement for medical waste transport and disposal at least once a week with an authorized institutions					
1.15	Instructions on hand washing, IP and medical waste management steps are posted in the designated area					
National Infection Prevention and Medical Waste Management Protocols are implemented						

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No	Infection Control Items	Yes	No	Comment and actions	Responsible	Time frame
1.16	Providers wear clean lab coats or clinic blue / green suits					
1.17	Providers wash their hands with soap and water before and after each patient and after handling waste or using the toilet.					
1.18	Providers wear heavy-duty utility gloves to use for infection prevention activities including handling medical waste or performing cleaning task.					
1.19	Providers are fully vaccinated against hepatitis B, and booster doses are up to date					
1.20	Providers know what to do in cases of needle prick and when they have a client with STI or other infection					
Providers follow the three-steps for infection prevention for equipment (including uterine sounds, specula, tenaculæ, forceps, and scissors) that have contact with body fluids						
1.21	Step 1 full emersion in enzymatic detergent for decontamination					
1.22	Step 2 washing with detergent and water using a brush and rinsing immediately					
1.23	Step 3 high-level disinfection using hot oven or sterilizer					
1.24	Leave the packed instrument in the autoclave for 30 min, the unpacked for 20 min at 121 ⁰ C and 106 mmHg or in the hot oven at temperature 170 ⁰ C for 1 hour or 160 for 2 hours.					
1.25	Start timing after the oven reaches the desired temperature and stays until the process is completed					
1.26	Discard of chlorine solution in the designated area followed by the same amount of diluted chlorine					
1.27	Facility is cleaned and surfaces that come in contact with body fluids are wiped with a 0.5% chlorine solution and then wash with soap and water.					
1.28	Sharp needles and blades are disposed appropriately in a sharp box					
1.29	Medical waste is segregated at the generation site and collected in the special bins					

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No	Infection Control Items	Yes	No	Comment and actions	Responsible	Time frame
1.30	Medical wastes are disposed appropriately according to national guidelines yellow bags which are adequately secured by a plaster					

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Delivery checklist – **For Facilities providing Basic EOC**

Name of the Supervisor:	List of staff interviewed:	
Name of the facility:	Name:	Job title:
Address of the facility:	Name:	Job title:
Date of visit:	Name:	Job title:

Section 1:Physical resources:					
Registration and Data Collection Tools	Yes	No	Comments and Actions	Responsible	Time Frame
Availability of Logbook for cases					
Availability of Medical record / patients file					
Patient file completed for medical history, Obstetric history, ANC care, ABO/Rh, and complete physical examination					
Availability of Partogram					
Availability of referral forms and a list of referral facilities and 24/7 ambulance services / telephone numbers			Referral for higher level available		
Tally sheets for reporting to HIS / NHIS					
Template for regular reporting / copies of most recent report					
Section 2:Guidelines	Yes	No	Comments and Actions	Responsible	Time Frame
Guidelines for the management of delivery, including complications?					
Availability of referral guidelines					
Availability of occupational hazard policy					
Availability of Health Care Waste Management Guidelines, including for placenta					
IEC awareness raising material on early initiation of BF					
Section 3:Allocated Space	Yes	No	Comments and Actions	Responsible	Time Frame

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Protected space for examination? - (Private room, privacy screen, curtains)					
Adequate space and bed capacity allocated for stage 1					
Adequate space and bed capacity allocated for stage 2					
Adequate space and bed capacity allocated for stage 3					
Section 4: Availability of Supplies / Equipment	Yes	No	Comments and Actions	Responsible	Time Frame
Cleaning (running water, soap and towel)					
Disinfectants / Antiseptics					
Gloves – Clean and sterilized					
Gowns – Clean and sterilized					
Autoclave – in working order					
Adequate number of beds					
Clean / disposable sheets					
Room Thermometer - Functioning					
Safe sharp disposal / Container					
Safe waste disposal / Container – yellow bags					
Safe container for contaminated laundry					
Stethoscope					
Sphygmomanometer					
Cardio-tocograph					
Episiotomy sets - Sterile			Minimum number of Delivery sets available? please mention: ()		
Forceps sets - Sterile					
Vacuum extractor					
Sterile cord clamps					
Sterile cords scissors					
Mother and baby labels					
IV catheter					
Syringes / needles					
Urinary catheter					

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Baby trolley					
Baby scale					
Suction machine with baby tubes					
Baby cloth					
Baby crib					
Baby blanket					
Fridge					
Emergency / parenteral medications (oxytocin, ergometrine, magnesium sulphate, diazepam, calcium gluconate, ampicillin, gentamycin, metronidazole, Ringer's lactate, other....)					
IV fluids					
Oxygen					
Blood transfusion					
Section 5: Management of Delivery / Practices					
Management of first stage	Yes	No	Comments and Actions	Responsible	Time Frame
Parturient woman received with the necessary documentation completed					
Parturient woman gowned in delivery room gown					
Parturient woman assessed for the stage of delivery					
Partogram used					
Tocography used					
Periodic monitoring every 30 min					
Bladder emptied					
Progress of delivery recorded					
Management of second stage	Yes	No	Comments and Actions	Responsible	Time Frame
Parturient woman properly positioned					
Parturient woman monitoring every 5 min					
Staff scrub and gloved / gowned before delivery					
Proper management of birth					

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Management of third stage	Yes	No	Comments and Actions	Responsible	Time Frame
Proper clamping of the umbilical cord					
Parturient woman properly assisted to complete placental delivery					
Placenta checked for complete expulsion					
Baby handled, dried and wrapped in clean dry towel					
Apgar score at 1 and 5 minutes and recording results					
Suction of baby airways, if necessary					
Weighing of baby and recording weight					
Supporting mother for early bonding and initiation of BF					
Proper disposal of the placenta					

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Annex1: Comprehensive check list of ANC checklist:

List of Medical Equipments for Ante Natal Care Room

Item	Yes	No	Comment
1. Ultrasound			
2. Examination coach			
3. Privacy Curtains			
4. Fetal Heart Doppler			
5. Hemoglobin meter (HemoCue)			
6. Stethoscope			
7. Sphygmomanometer			
8. Thermometer			
9. Weight scale			
10.Height Scale			
11.Glucometer machine and strips			
12.Pregnancy Strips			
13.Urine strips			
14.Urine cups			
15.Tourniquet			
16.Syringes			
17.Gloves			
18.Sharp item container			
19.Hand disinfectant			

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Annex 2: Comprehensive checklist of PNC checklist:

List of Medical Equipments for Post Natal Care Room			
Item	Yes	No	Comment
1. Ultrasound			
2. Examination coach			
3. Privacy Curtains			
4. Hemoglobin meter (HemoCue)			
5. Stethoscope			
6. Sphygmomanometer			
7. Thermometer			
8. Weight scale for the mother			
9. Height Scale for the mother			
10. Weight scale for the baby			
11. Height Scale for the baby			
12. Glucometer machine and strips			
13. Tourniquet			
14. Syringes			
15. Gloves			
16. Sharp item container			
17. Hand disinfectant			

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Annex 3:

Comprehensive checklist of FP checklist:

4. Equipment	Available Number	Equipment condition / Comments
1. Examination couch		
2. Gyn. couch		
3. Stool		
4. Adult scale		
5. Examination light		
6. Step		
7. Trolley		
8. Double basin		
9. Autoclave/ sterilizer Or High capacity Hot oven		
10. U/S with vaginal probe		
11. Ultrasound printer		
12. Additional screen for ultrasound		
13. Sphygmomanometer		
14. Stethoscope		
15. Measuring tape		
16. Small Speculums		
17. Medium Speculums		
18. Large Speculums		
19. Tenaculums (25 cm fine teeth)		
20. Sounds (32 cm rigid)		
21. Forceps (thin teeth) 26 cm		
22. Forceps 23cm		
23. Ovum Forceps (Sponge		

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4. Equipment	Available Number	Equipment condition / Comments
holder 25 cm)		
24. Shettle Forceps		
25. Alligator Forceps		
26. Scissors (22 cm) different sizes		
27. Sonic aid		
28. Instrument Containers		
29. Instruments tray		
30. Kidney cup		
31. Iodine Cup		
32. Pap smear Jars		
33. Blade holder		
34. Sharp box		
35. Microscope		
36. Jars Long+Short		
37. Storage cupboard for medicines and contraception that protects them from sunlight		

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5. Supplies	Available Number	Supplies Stock Out during last 6 months Yes/ No	Actions / Comments
38-Contraceptives			
Combined oral contraceptives			
Progesterone only pills			
Cu-T IUD			
Depo provera injections			
Implants			
Condoms			
Emergency contraceptives			
Other			
39-Medical Supplies			
Iodine\bottles			
Local anesthesia; Xylocaine or lidocaine			
Antiseptic-Alcohol			
Chlorine solution			
Sterile gloves			
Latex gloves			
Disposable gloves			
Utility gloves			
Detergent			
Cotton			
Gauzes of different			

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5. Supplies	Available Number	Supplies Stock Out during last 6 months Yes/No	Actions / Comments
sizes			
Cotton Swab sticks			
Spatula			
Brush for Pap smear			
Slides			
Cover for slides			
Tongue depressors			
Tape			
Lubrication jelly			
Potassium hydroxide solution (KOH)/saline with pipette			
Buckets marked for decontamination, washing and rinsing			
Large bucket for immersing and cleaning instruments			
Brush for instruments' cleaning			
40-IEC Materials			
Posters			
Flip chart			
Brochure/pamphlet			
Counseling cards			
Other			