

Protocol of Regional Health Directorate Assessment Visit

In our unwavering commitment to advancing health services and fostering transformative change within infection prevention and control nationally, we are introducing a comprehensive assessment tool tailored to support the ongoing health transformation initiatives in regional health directorates.

This tool is poised to serve as a pivotal instrument in the systematic evaluation of our operations, policies, and overall performance. Aligned with our dedication to accountability and continuous improvement, the assessment protocol outlined here is designed to guide us through the pre-assessment, assessment visit, and post-assessment phases. As we anticipate the imminent visit by a central team comprising dedicated experts, our collective efforts are geared towards achieving a profound impact on the quality of healthcare services provided to our community. Together, we embark on a journey of introspection, collaboration, and innovation, reinforcing our commitment to the health and well-being of those we serve.

Pre- Assessment:

The Monitoring and Development department has already established scheduled visit dates for each region. At least 2 Members of GDIPC (central team) will carry out the assessment visit. Before the visit by the central team, thorough preparation is essential to ensure a smooth and effective assessment process. The following are essential steps that members of the central team should undertake in preparation for their visits:

1- Manage logistical arrangements:

- Arrange travel, accommodation, and transportation for the assessment visit.
- Prepare All necessary information about the location and schedule.
- Forward the visit(s) schedule to Regional Health Directorate's Infection Prevention and Control (IPC) Director, detailing both the visit dates and the names of the assessors in advance since the approval of the visit schedule.

2- Preparatory Meeting with M&D:

- Schedule a preparatory meeting between the central visiting team and the Monitoring and Development Department members.

- Share the objectives, scope, and expectations of the assessment.
- Discuss key performance indicators (KPIs) relevant to the department's functions.
- Review any specific documents, reports, or data that the department should prepare for the assessment.
- Address any questions or concerns raised by the department.
- Foster collaboration and ensure alignment between the central team and the department in achieving the assessment goals.

3- Data Collection and Documentation:

- Compile relevant documents, templates and data that will be reviewed during the assessment.
- Gather all essential deliverables: (ex: documents, information, templates, and key performance indicators (KPIs)).

4- Communicate with RHD IPC Director:

The central visiting team leader/ member should:

- Establish communication channels with the Regional Health Directorate's Infection Prevention and Control (IPC) Director at least a week prior to the visit.
- Share the purpose and goals of the upcoming assessment.
- Collaborate with the IPC Director to ensure that the protocol and practices will be thoroughly & smoothly assessed during the visit.
- Distribute the assessment tool (CAR form) along with the list of required deliverables, such as documents, KPIs, reports, memos, emails, to the Regional Health Directorate (RHD) Infection Prevention and Control (IPC) Director via email officially -at least-one week prior to the scheduled visit.
- Provide necessary information to the Monitoring and Development Department for their input if needed.

Assessment visit:

1. Ensure that the central team adheres to the approved schedule during the visit.
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2. Meet with Regional Health Directorate's Infection Prevention and Control (IPC) Director & his assistant to start the evaluation process (RHD coordinators could be invited accordingly)
2. Utilize the assessment tool (CAR form) , verify the presence of all deliverables.
3. Collect clear soft copies of the required documents (to be attached in the assessment form (CAR form)).
3. Allocate sufficient time for the visit to ensure a thorough examination of the assessed stations (2 Days).
4. Provide recommendations on a scientific and evidence-based foundation.
5. Enter auditing scores into the data collection tool following the approved mechanism.
6. Review the auditing report before submission.

Post -Assessment:

1. Submit the assessment tool to the Monitoring and Development department, ensuring that all deliverables are attached (clear soft copies).
 2. Arrange a meeting/communication method with the Monitoring and Development department to communicate the assessment findings and inquire about any required support from GDIPC, if needed.
 3. **Conduct a follow-up meeting with the Regional Health Directorate (RHD) as scheduled to review and implement the corrective action plan.**
 4. **Complete the assessment CAR form and submit it, along with all required deliverables, to the Monitoring and Development department after follow- up.**
 5. In the post-assessment visit protocol, the assessment team (in each half) will be considered **the focal point** supporting team in the same half to provide any guidance to the visited Regional Health Directorate (RHD).
 6. The visiting team (focal point) should promptly escalate any identified issues to the GDIPC directors or the Monitoring and Development (M&D) director and assess the necessity for additional support from the GDIPC.
 7. The visiting team will share updates on the assessed Regional Health Directorate (RHD) during GDIPC transformation meetings.
 8. As part of the post-assessment visit protocol, it is essential that the Regional Health Directorate (RHD) provides constructive feedback by completing the designated **feedback form**.
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In conclusion, the implementation of this comprehensive health assessment tool marks a significant stride toward elevating the standards of IPC within our regional health directorate. By providing a structured framework for evaluation and improvement, the tool empowers us to identify strengths, address weaknesses, and strategically plan for the future. As we embark on this journey of continuous enhancement, the valuable insights garnered from the assessment process will not only inform immediate action plans but will also contribute to the broader landscape of health transformation within our region. This tool serves as a catalyst for positive change, reinforcing our commitment to delivering quality healthcare services and fostering a culture of ongoing improvement for the well-being of our healthcare service.

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