EngenderHealth
for a better life

COPE for Contraceptive Security in Malawi
Facility Assessment Questionnaire

Facility Name:_____

District_____

Region_____

Facility Type

Dispensary..... **2**
Health Center..... **3**
District Hospital..... **4**

Locality of Facility

Rural..... **1**
Urban **2**

Interviewer's Name_____

Today's Date

Day	Month	Year

Interviewer's Signature

Interviewer:	**FIND THE PERSON PRESENT AT THE FACILITY WHO IS IN CHARGE. EVERY PERSON WHO YOU INTERVIEW MUST PROVIDE THEIR INFORMED CONSENT BEFORE PARTICIPATION. READ THAT PERSON THE MESSAGE SHOWN BELOW:**		
	Hello, My name is ..... I am representing EngenderHealth, an International NGO conducting a project to improve contraceptive security in your region. I would like to ask you to participate in research about the contraceptive security situation in your facility. This information will be used to develop the COPE for Contraceptive Security activity in this facility and others and will be used as a baseline and endline for comparison after the activity is complete. Your participation is voluntary, and there is no penalty if you choose not to participate. If you agree to participate, I will ask questions about the practices related to contraceptive security in this facility, and I will ask to see certain contraceptives, commodities, equipment, and supplies. You will not be compensated in any way for your participation in this interview. Participating in this interview does not pose any risk to you. All the information that you give to me will be kept confidential; your name will not be used and you will not be identified in any way. The questionnaire used during this interview will only be accessible to EngenderHealth researchers and program staff. This information gathered may be presented in the form of a report or a PowerPoint presentation, but the names of individuals or individual facilities will not be used. This interview should take approximately one hour to complete. You may refuse to be in this study; you may refuse to answer any question in the interview; and you may stop the interview at any point without any penalty. If you have any questions, please contact Siti Kachingwe at 265 995658610. Do you have any questions? Do I have your agreement to participate? If the respondent agrees, then you may begin the interview.		
	_____ Interviewer's Signature (Indicates Respondent's willingness to participate)	_____/_____/_____ **Date**	
101	May I begin the interview?	Yes ☐ No ☐ **If NO then STOP**	

NUMBER	PROVIDER INFORMATION			
102	How many total staff does this facility have?			
103	How many staff of this facility have received training in: *Write the number in the column marked "Number", or tick "Don't know" if the respondent does not know.*		**Number**	**Don't know**
		a. Completion and submission of LMIS reports		
		b. Proper storage of health products		
		c. Determining order quantities		
		d. Maintaining proper stock levels		
		e. Determining issue quantities		
		f. Estimating quarterly needs		
		g. Reviewing reports and records		

104	How would you describe the funding for each of the following:		Less than adequate	Adequate	More than adequate	Don't know
		a. Products				
		b. Storage of contraceptive products				
		c. LMIS Tools(ledgers, stationery etc)				
		d. Transportation				
		e. Logistics staff development				
		f. Logistics staff additional income				
		g. Waste management				

LOGISTICS MANAGEMENT		
105	Does the facility have a logistics officer or a designated staff member responsible for management and procurement of contraceptives and commodities?	Yes ☐ No ☐ Don't Know ☐
If the facility <u>does</u> have a logistics officer or staff member designated as responsible for management and procurement of contraceptives and commodities, ask to meet that staff member, obtain their informed consent, and complete the remaining questions with that staff member. **If the facility <u>does not</u> have a logistics officer** other staff member that is responsible for commodities and supplies, ask the staff who would be the best person present to support the remainder of the facility checklist, which will primarily consist of checking stock levels.		

106	**COMMON EXPENDABLE MEDICAL SUPPLIES**	**✓ in stock?**
a.	Soap or antiseptic agents (for surgical scrub)	
b.	Small sterile towel (for hand drying)	
c.	Alcohol-based hand rub	
d.	Sterile gloves	
e.	Iodine	
f.	Sterile gauze	
g.	Surgical Adhesive Tape	
h.	Local anesthetic – 1% or 2% lidocaine without epinephrine,	
i.	Distilled water to dilute lidocaine, if 2%	
j.	5 ml syringe with 1.5 inch (3.8 cm), 27-gauge needle	
k.	10-12 ml syringe with 1.5 inch (3.81 cm), 27 gauge needle	
l.	Scalpel blade (#10)	
m.	Scalpel blade (#11)	
n.	Chromic catgut or non-absorbable silk or cotton suture for ligation	
o.	Absorbable suture (on an atraumatic needle)	
p.	Scrotal support (optional)	
q.	Sterile surgical drapes	
r.	Sterile fenestrated surgical drapes	
s.	Drapes to cover surgical cushion table	
t.	Drapes for packing instruments	
u.	Sterile small drape	
v.	Client's gown	
w.	Sterile surgeon's and surgeon's assistant gowns	
x.	Cap and face mask	
y.	Sanitary pads	
z.	Band-aid	
aa.	Arm bandage	

General Supplies: Verify whether these items are in stock at the time of the visit by observing the items yourself. Tick the column to the right if the supplies are in stock. If they are out of stock, leave this column blank.

107	**COMMON MEDICAL INSTRUMENTS**	✓ **in stock?**
a.	Cup/bowl/gallipot	
b.	Forceps, Rampley, sponge-holding, straight, 5.5 inches (13.8 cm)	
c.	Scissors, operating, Mayo, straight, 5.5 inches (13.8 cm)	
d.	Forceps, intestinal, Allis, delicate, (5X6 teeth) 6 inches (2) (15.2 cm)	
e.	Forceps, intestinal, baby Babcock, 5.5 inches (2) (13.9 cm)	
f.	Artery Forceps, Kelly, straight, 5.5 inches (2) (13.9 cm)	
g.	Vaginal retractor, Jackson, (deep blade) 1.5 inches (3.8 cm) x 3 inches (7.6 cm) or Vaginal Speculum, Graves, medium (1.38 in X 4 in) or (3.5 cm x 10.2cm)	
h.	Forceps, Schroeder-Braun, uterine tenaculum, 9.5 inches (24.1 cm)	
i.	Forceps, dressing, standard pattern, 5 inches (12.7 cm)	
j.	Forceps, tissue, delicate pattern, 5.5 inches (13.8 cm)	
k.	Needle holder, Mayo Hegar, 7 inches (17.8 cm)	
l.	Scissors, tonsil, Metzenbaum, curved, 7 inches (17.8 cm)	
m.	Scissors, operating, Mayo, curved 6.75 inches (17.1 cm)	
n.	Scalpel handle, # 3	
o.	Forceps, sponge, Foerster, straight, 9.5 inches (24.1 cm) (2)	
p.	Forceps, Rampley, sponge-holding, straight, long	

108	**MEDICAL EQUIPMENT**	✓ **in stock?**
a.	Adjustable Operating table	
b.	Step Stool	
c.	Operating Light (fixed, or portable with stand)	
d.	Instrument tray on a Mayo Table	
e.	Auxiliary Table	
f.	IV Stand	
g.	Waste Bucket	
h.	Plastic bucket (for instrument decontamination)	
i.	Sphygomonometer (one in each area- operating theater, recovery, etc)	
j.	Stethoscope	
k.	Medicine Cabinet	
l.	Stretcher with wheels and sides, or a wheelchair	
m.	Examination table	
n.	Support for arm (if implants are offered)	

109	PAIN MANAGEMENT DRUGS	✓ in stock?
Analgesic, non-narcotic		
a.	Diclofenac	
b.	Ibuprofen	
c.	Paracetamol	
Pre-Medication		
d.	Atropine Sulfate Injection	
e.	Promethazine injections	
Sedative		
f.	Diazepam	
g.	Midazolam (alternative to diazepam)	
Analgesic, narcotic		
h.	Fentanyl Injection	
i.	Pentazocine Injection	
j.	Meperidine (Pethidine) Injection	
k.	Nalbuphine Injection	

Method-Specific Supply Questions

Interviewer: Along with the designated staff member, first identify whether the facility has a trained provider for each method. If the facility has a trained provider, identify whether the necessary items are available at the time of the visit. If the interviewee reports that no trained provider for a method is currently available at the facility, **skip all items related to that method.**

Male Sterilization via No-Scalpel Vasectomy[1]			
201	Does this facility have a provider trained in vasectomy?	Yes ☐ No ☐ **➔204** Don't Know ☐ **➔204**	
202	Does this facility offer no-scalpel vasectomy (NSV)?	Yes ☐ No ☐ **➔204** Don't Know ☐ **➔204**	
			✓ in stock?
203a	NSV Ringed clamp (forceps), 4mm		
203b	NSV dissecting forceps		

[1] All items are listed separately although the may be supplied in a kit.

Female Sterilization via Minilaparotomy					
204	Does this facility have a provider trained in female sterilization?	Yes ☐ No ☐ **➔207** Don't Know ☐ **➔207**			
205	What female sterilization techniques are used in this facility?		**Yes**	**No**	**DK**
		a. Minilap suprapubic			
		b. Minilap subumbilical			
		c. Tubal occlusion during c-section			
		d. Tubectomy			
		e. Traditional laparotomy			
		f. Laparoscopy			
		g. Other: ____ _____			

			✓ in stock?
206a	<u>Unique</u> Instruments and Contraceptive Devices	Tubal hook*	
206b		Uterine elevator, Ramathibodi*	
206c	<u>Indispensable</u> Instruments for the procedure†	Abdominal retractor, Richardson-Eastman (2 piece set) or Army-Navy retractor (2 piece set) double ended	

* The tubal hook and the uterine elevator, though not indispensible to a tubal ligation procedure on a regular basis, they prove to be indispensible in certain situations, e.g. obese clients, clients with high level of anxiety, or clients with acutely retroverted uterus.

† A Minilaparotomy kit should have <u>all</u> of the listed instruments

Intrauterine Device (IUD)		
207	Does this facility have a provider trained in IUD insertion?	Yes ☐ No ☐ **➔210** Don't Know ☐ **➔210**
208	Does this facility have a provider trained in IUD removal?	Yes ☐ No ☐ Don't Know ☐

			✓ in stock?
209a	Unique Contraceptive Devices	IUD (TCu 380A, Multi-load, or LNG-IUS)	
209b	Indispensable Instruments for Insertion	Uterine sound, Sims, 13 inches (33 cm)	
209c		Forceps, Schroeder-Braun, uterine tenaculum, 9.5 inches (24.1 cm)	
209d		Speculum, vaginal, Graves, medium (1.38 in X 4 in) (3.5 cm x 10.2 cm)	
209e		Scissors, Mayo, curved, 6.75 inches (17.1 cm)	
209f	Indispensable Instruments for Removal	Speculum, vaginal, Graves, medium (1.38 in X 4 in) (3.5 cm x 10.2 cm)	
209g		Forceps, Bozeman, uterine dressing, straight, 10.5 inches (26.7 cm)	
209h		IUD removal forceps, alligator jaw, 8 inches* (20.3 cm)	
209i		IUD string retriever*	
* Alligator jaw IUD removal forceps and IUD string retriever only needed if the IUD string not visible and IUD cannot be removed with Bozeman forceps alone.			

Hormonal Implants		
210	Does this facility have a provider trained in implant insertion?	Yes ☐ No ☐ **➔213** Don't Know ☐ **➔213**
211	Does this facility have a provider trained in implant removal?	Yes ☐ No ☐ Don't Know ☐

			✓ in stock?
212a	Unique Instruments and Contraceptive Devices	Contraceptive Implant (Jadelle, Sino-Implant II, Implanon)	
212b		Trocar and Cannula *[required separately if implant does not come pre-loaded, in a kit]*	
212c	Indispensable Instruments for Removal	Scalpel-handle (#3)	
212d		Forceps, mosquito, straight, 5 inches (12.7 cm)	
212e		Forceps, mosquito, curved, 5 inches (12.7 cm)	

General Family Planning		
213	Does this facility have a provider trained in family planning counseling?	Yes ☐ No ☐ Don't Know ☐

214	Method	✓ in stock?
a.	Male condoms	
b.	Female condoms	
c.	Fertility Awareness Beads/Cycle Beads	
d.	Vaginal Contraceptive Ring (i.e. NuvaRing)	
e.	Progestin only pills	
f.	Combined Oral Contraceptive Pills	
g.	Depo-Provera DMPA-IM 150 mg/1 ml	

215: Supply requirements for providing quality LA/PM services			✓ in stock?
The following products should already be available for proper service provision:			
a.	**Infection Prevention Expendable Supplies** [2]	Alcohol	
b.		Cotton	
c.		Hand brush for cleaning equipment	
d.		Chlorine bleach, detergent or disinfectants	
e.		Safety box	
f.		Utility gloves	
g.	**Infection Prevention Equipment**	Autoclave (sterilizer)	
h.		Steam-cooker/ portable steam cooker‡	
i.		Drums	
j.		Metal pans and metal covers	
k.		Plastic buckets, different colors	
l.		Garbage buckets	
m.	**Infection Prevention Infrastructure**	Clean running water source	
n.		Electricity source	
o.		Generator	
p.		Fuel or solar power	
q.	**Emergency Management Drugs**	Adrenaline	
r.		Aminophylline	
s.		Hydrocortisone	
t.		Intravenous solutions (normal saline and 5% dextrose in water)	
u.	**Emergency Resuscitation Equipment**	Adult Ambu bag (self-inflating breathing bags with masks)	
v.		Oxygen cylinder	

[2] These are basic equipment, supplies and infrastructure which are not listed in the method specific checklist

NUMBER	LOGISTICS MANAGEMENT INFORMATION SYSTEM				
300	Does the facility have in-stock:		**Yes**	**No**	**DK**
		a. Stock-keeping records?			
		b. Records of the arrival of new commodities and supplies?			
		c. Requisition/request forms?			
		d. Inventory record books/control cards?			
		e. Bin cards?			
		f. Issue vouchers?			
301	How many staff of this facility are responsible for: *Write the number in the "Number" column, or put a tick in the "Don't know" column if the respondent does not know.*		**Number**	**Don't Know**	
		a. Managing and using the logistics management information system			
		b. Calculating quantities needed and filling out request forms			
		c. Signing for contraceptives/commodities when they arrive			
		d. Inventory management, storage and distribution			
		e. Organization of inventory storage			
		f. Supervision of stocks and inventory levels			
		g. Communicating regularly with the district			
302	Have you had a supervisory visit from the district in which logistics and commodity issues were discussed in the last three months?	Yes ☐ No ☐ Don't Know ☐			
303	How many emergency orders for contraception have been placed in the last three months?	*Write the number in the boxes or tick "Don't know" if the respondent does not know.* ☐☐ Don't Know ☐			
304	Does the facility have the means to transport supplies from the district if needed?	Yes ☐ No ☐ → 400 Don't Know ☐ → 400			
305	What means does the facility have to	*Check all that apply :* a. Bicycle ☐			

NUMBER	LOGISTICS MANAGEMENT INFORMATION SYSTEM		
	transport supplies from the district when needed?	b. Personal vehicle	☐
		c. Commercial vehicle	☐
		d. Public transportation	☐
		e. Public sector vehicle	☐
		f. Donor-provided vehicle	☐
		g. Other *(specify) :*_____	

ACCEPTABLE STORAGE CONDITIONS[3]		
400	All products are arranged so that identification labels and expiry dates and/or manufacturing dates are visible.	Yes ☐ No ☐
401	All products are stored and organized in a manner accessible for first-to-expire, first-out (FEFO).	Yes ☐ No ☐
402	Cartons and products are in good condition, not crushed. If cartons are open, determine if products are wet or cracked due to heat/radiation (fluorescent lights in the case of condoms; cartons right-side up for all products).	Yes ☐ No ☐
403	The facility has separated damaged and/or expired products from usable products and removed them from inventory.	Yes ☐ No ☐
404	All products are protected from direct sunlight.	Yes ☐ No ☐
405	Storage area is visually free from harmful insects and rodents. (Check the storage area for traces of rodents [droppings or insects].)	Yes ☐ No ☐
406	Storage area is secured with a lock and key.	Yes ☐ No ☐
407	Products are stored at the appropriate room temperature.	Yes ☐ No ☐
408	Roof is maintained in good condition to avoid sunlight and water penetration.	Yes ☐ No ☐
409	Storeroom is maintained in good condition (clean, all trash removed, sturdy shelves, organized boxes).	Yes ☐ No ☐
410	The current space and organization is sufficient for existing products and reasonable expansion (i.e., receipt of expected product deliveries for foreseeable future).	Yes ☐ No ☐
411	Products are stored separately from insecticides and chemicals.	Yes ☐ No ☐
412	Products are stacked at least 10 cm off the floor.	Yes ☐ No ☐

[3] Adapted from Kolapo, Usman, Elizabeth Bunde, Erika Ronnow and Elizabeth Igharo. 2007. *Nigeria: Contraceptive Logistics Management System Report.* Arlington, Va.: USAID | DELIVER PROJECT, Task Order 1.

ACCEPTABLE STORAGE CONDITIONS[3]		
413	Products are stacked at least 30 cm away from the walls and other stacks.	Yes ☐ No ☐
414	Products are stacked no more than 2.5 meters high.	Yes ☐ No ☐

Comments or other observations:_____

_____

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