

දුරකථන
தொலைபேசி
Telephone

2698475
2698490
2698507

ෆැක්ස්
பெக்ஸ்
Fax

2692913
2694860

විද්‍යුත් තැපෑල
மின்னஞ்சல் முகவரி
e-mail

secretary@health.gov.lk

වෙබ් අඩවිය
இணையத்தளம்
website

www.health.gov.lk



සුවසිරිපාය
சுவசிரிபாய
SUWASIRIPAYA

මගේ අංකය
எனது இல
My No.

MA/MS/M/01/2013

ඔබේ අංකය
உமது இல
Your No. :

දිනය
திகதி
Date

18.06.2013

සෞඛ්‍ය අමාත්‍යාංශය
சுகாதார அமைச்சு
Ministry of Health

All Heads of Line Ministry Institutions,

Meeting of the Heads of Line Ministry Institutions - 2013

The next meeting of the Heads of Line Ministry Institutions, will be held on Friday 28th June, 2013 at **9.30am at the Auditorium of the National Blood Centre, Narahenpita.**

Please be present for this meeting without fail with relevant documents and other related materials.

(The meetings will be held every other month in the auditorium of the National Blood Centre Narahenpita and the meeting schedule for the year 2013 is as follows :)

| Date | Time |
|---------------------------------|---------|
| 30 th August, 2013 | 9.30 am |
| 25 th October, 2013 | 9.30 am |
| 20 th December, 2013 | 9.30 am |

You are hereby instructed to do a presentation of 10 minutes on the performance of your institution. The contents of the presentation are illustrated in the attached document. Two presentations will be selected randomly on the day of the meeting and be displayed on the screen. Therefore be ready to do your presentation at quick notice.

You are not expected to present outside the parameters given in the format.

Your presence and active participation will be greatly appreciated.

Dr.P.G.Maheepala
Director General Health Services

Copies:

1. Secretary of Health
2. Director General of Health Services
3. Addl.Secretary(Admin),Addl.Secretary(Development), Addl.Secretary(MS), SAS(I),SAS(II),SAS(MS),Chief Accountant, Chief Internal Auditor
4. DDG(MS)I,DDG(MS)II,DDG(LS),DDG(BME),DDG(L),DDG(P),DDG(PHS)I,DDG(PHS)II,DDG(DS), DDG(ETR),DDG(F)I,DDG(F)II,DDG(A)I.,DDG(A)II,DDG(I)
5. D(MS),D(TCS),D(PCS),D(LS),D(IH),D(Training)DN(MS),D(A)I,D(A)II,D(A)III.D(A)IV,D(A)VI, DF(BK),D(PA),D(DS),DN(Education),D(RMO),D(Building),D(Information),D(P),DF(Supply), DF(Stock Verification),D(Build.Engi),D(O&D),DA(MS),D(MH),D(NCD),D(PHSD),D(E&OH), D(E&UH), D(Quarantine),D(Examination), DN(PHS)

Health Institution Performance

General Information

Name:

Category: TH / PGH / DGH / BH / DH

Facility Information

- Total no of wards /units
- Total no of beds
- Total admissions
- Bed occupancy rate
- Patients turnover
- Average length of stay

- No of operation theatres and theater tables available
- No of ICUs and ICU beds available
- No of labor rooms and labor room beds

Human Resource Details

| Category | Approved Cadre | In Position | Remarks |
|------------------|-----------------------|--------------------|----------------|
| Director | | | |
| Deputy Directors | | | |
| Consultants | | | |
| Medical officers | | | |
| Nurses | | | |
| MLTs | | | |
| Pharmacists | | | |
| Radiographers | | | |
| ECG Technicians | | | |
| PHMs | | | |
| Attendants | | | |
| Minor Staff | | | |
| Drivers | | | |

Utilization Details

| In-word Admissions | | | |
|---------------------------|----------------------------|--|--|
| | Average monthly admissions | Average no of admissions per day per Medical Officer | Average no of admissions per day per Nursing Officer |
| Surgery | | | |
| Medicine | | | |
| Pediatrics | | | |
| Gyn & Obs | | | |

| Clinic Attendance | | |
|--------------------------|----------------------------|---|
| | Average Monthly attendance | Average no of attendance per day per MO |
| Surgery | | |
| Medicine | | |
| Pediatrics | | |
| Gyn & Obs | | |

| OPD and Dental Attendance | | |
|----------------------------------|--|--|
| OPD Attendance | | |
| Dental Clinic Attendance | | |

| Pharmacy Attendance | Average monthly attendance | Average no of attendance per Pharmacist per day |
|----------------------------|----------------------------|---|
| | | |

Procedures

| | Average per month | Average per surgeon / VOG per month |
|---------------------|-------------------|-------------------------------------|
| Major Surgeries | | |
| Minor Surgeries | | |
| Major Gyn Surgeries | | |
| Minor Gyn Surgeries | | |
| | | |
| Deliveries | | |
| NVDs | | |
| LSCSs | | |

| | Average Number per month |
|---|--------------------------|
| Percentage of Elective LSCSs out of total LSCSs | |
| Post delivery infection rate | |
| still births | |
| Maternal deaths | Average no per year |
| early neonatal deaths | |
| LRTs done | |

Transfers / Medical Supplies

| Transfers | Average no per month |
|--|----------------------|
| Transfers out | |
| Transfers in | |
| Main reasons for transfers out in weekdays | |
| Main reasons for transfers out in weekends | |

| Medical Supplies | Average per month |
|--|-------------------|
| Local purchase | |
| Average local purchase per consultant per month | |
| | |
| Availability of Review Bulletin for Hospital Performance | |

Diagnostic services

| Type of test | Number of tests performed in the Lab | | |
|---------------------|--------------------------------------|---------------------------------|------------|
| | Routine | | Urgent |
| | Tests done | No per day per MLT / Technician | Tests done |
| Biochemistry | | | |
| Haematology | | | |
| Microbiology | | | |
| Clinical Pathology | | | |
| Histopathology | | | |
| | | | |
| X-Ray | | | |
| ECG | | | |
| Ultrasound Scanning | | | |
| CT Scan | | | |
| MRI Scan | | | |
| Endoscope | | | |

Financial review

| | | Amount | | |
|------------------|---------------------|------------|-------------|---|
| | | Allocation | Expenditure | Expenditure as a percentage of allocation |
| Capital | Activity 1 | | | |
| | Activity 2 | | | |
| | Activity 3 | | | |
| | Activity 4 | | | |
| Recurrent | Electricity | | | |
| | Water | | | |
| | Telecommunication | | | |
| | Laundry Services | | | |
| | Janitorial Services | | | |
| | Security Services | | | |

Quality Improvement

- Instruction of 5s
- Instruction of WIT Circle
- Conducting Patient satisfaction survey
- Average Patient waiting time at OPD
- No of complains

Management and Medical Review

| Type of meeting | No. of meetings held per period | Regular / Irregular |
|-----------------------------|---------------------------------|---------------------|
| Management committee | | |
| Perinatal Mortality reviews | | |
| Drug review meetings | | |
| Infection control meetings | | |
| Sectional heads meetings | | |
| Building reviews | | |
| Other (specify) | | |