

# 5005: Self Evaluation Tools

Quality Improvement Secretariat

[www.qis.gov.bd](http://www.qis.gov.bd)

# 5S Self Evaluation Checklist

## 5S Indicators

The following indicators will be used for assessment of implementation of 5S practice

01. Employees are aware of 5S
02. Hospital is free from unwanted items
03. Central stores established for unwanted and unserviceable items
04. Guidelines and schedules are established for sorting and disposal
05. Hospital appears organized
06. Directions to facilities of the hospital are indicated at the entrance
07. Locating have been named
08. Items have inventory labels
09. Visual controls including color coding is practiced
10. Infrastructure is free of hazards i.e. roofs, wiring are maintained safely
11. Hospital is clean at all areas
12. Color coded waste bins are available throughout the hospital
13. Cleaning maps and schedules are available
14. Appropriate cleaning tools are available
15. Standardized warning signs are practiced
16. Clinical and other processes are standardized
17. Checklists are used for inspection
18. Quality circles are formed are each unit
19. Monthly inspections have been carried out by the senior management and by quality circles
20. Indicators have been developed to assess progress
21. Monthly discussion have been carried out on Five-S by senior management and quality circles
22. Inter-unit competitions and rewarding are practiced

## **To assess overall quality**

01. Customer satisfaction indicator (based on a survey)
02. Mortality rates
03. Avoidable death rates
04. Infection rates
05. Case fatality rates e.g. for infections, for diarrhea etc.
06. Percentage of capital budget for improving infrastructure for patients and to acquire medical equipment
07. Average hospital stay
08. Bed occupancy rates
09. Level of employee satisfaction (based on a survey)
10. Level of absenteeism
11. Percentage of ESR investigations done at overtime rate
12. Percentage of the value of drugs and consumables missing (pilferage) at the annual stock take
13. Cost of drugs per inpatient
14. Number of innovations initiative % of annual capital budget utilized
15. Timely submission of reports and budget requirements to higher authority

