



Quality Improvement Secretariat

Ministry of Health & Family Welfare

www.qis.gov.bd

Format for Assessing WIT performance for Award Giving Ceremony

Area Name:

WIT Team no:

Date of Assessment:

Name of Assessor(s):

Sl.	Assessment points and marks	Scoring guide	Score break up	Score obtained	Comments
1	Leadership [Total score=26]				
1.1	QI File (present, organized, in good condition)	Yes and organized in good condition=4, Yes but not organized in good condition=2, No=0	4		
1.2	WIT meetings	Two meetings done in last 30 days=6, One meeting done=3, No meeting=0	6		
1.3	Action plan	Action plan prepared and updated with in last two months=6, Action plan prepared once and not updated with in last two months =3, No action plan prepared =0)	6		
1.4	Action plan implementation	Initial and updated action plan implemented more than 80%=6, Less than 80% but more than 40%=3, Less than 40% but more than 10%=1, Nothing implemented=0	6		
1.5	Communication and information	TL Knows: (Who is the focal person of QI? Under which Monitoring team this WIT belongs to? Knows about 5S, PDCA, SSC, Clinical audit)=4, Partially knows=2, Knows nothing=0	4		
2	Status of sorting (S1) [Total score 10]				
2.1	Presence of Non-functional, irreparable things in work area	Not present=6, Present but properly tagged=6, Present but partially tagged=3 Present without tag=0)	6		
2.2	Presence of functional things	Functional and necessary=4, Functional but unnecessary =0	4		
3	Status of setting (S2) [Total score 26]				
3.1	Room/sections are numbered and labeled	All room/sections are numbered and labeled=6 All room/sections are partially numbered and labeled=3 All room/sections are not numbered and not labeled=0	6		

3.2	Applicable signs (Safety sign/danger sign/Trolley sign/Wheel chair sign etc) as necessary	Applicable signs are present (Safety sign/danger sign/Trolley sign/Wheel chair sign etc) as necessary=6 Applicable signs are partially present (Safety sign/danger sign/Trolley sign/Wheel chair sign etc) as necessary=3, Absent=0	6		
3.3	Alignments (if applicable) maintained for beds, furniture, filings etc	Alignments (if applicable) maintained for beds, furniture, filings etc=4 Alignments (if applicable) not maintained for beds, furniture, filings etc=0	4		
3.4	Almira/Cupboard/Safe etc free from unnecessary items and necessary items are labeled.	Almira/Cupboard/Safe etc free from unnecessary items and necessary items are labeled=6 Almira/Cupboard/Safe etc free from unnecessary items and necessary items are partially labeled=3 Not labeled=0	6		
3.5	File management	Labeled and arranged according to numerical or alphabetical order=4 Not labeled and arranged according to numerical or alphabetical order=0	4		
4	Status of shining (S3) [Total score 28]				
4.1	Cleaning schedule	Present=4, Nor present=0	4		
4.2	General cleanliness	Floor, wall, window, door, fan, ceiling are clean=6 Floor, wall, window, door, fan, ceiling are partially clean=3 Floor, wall, window, door, fan, ceiling are not clean=0	6		
4.3	Waste management	Using appropriate color bins and placed in favorable place=4, Using appropriate color bins but not placed in favorable place =2 Not using appropriate color bins for the work area=0	4		
4.4	Body of the bins are clean	Body of the bin(s) are clean=4 Body of the bin(s) are not clean=0	4		
4.5	Bins found cleared today	Yes=4, No=0	4		
4.6	All linen observed are clean	Yes=6, Partial=3, Dirty=0	6		
5	Innovation in 5S implementation [Total score 10]				
5.1	Innovation in 5S implementation	Any innovation=10 No evidence of innovation=0	10		
Total Score out of 100					

Signature