

# Kayakalp assessment questionnaire

## Award categories:

1. **Inter ward Swachhta award Scoring:** Staff nurse score + Safaiwala score + Ward attendant score+ Housekeeping rating score + BMW Handling score + toilet rating score= Total score
2. **Best Safaiwala:** Scoring from the questionnaire (Individual scoring)
3. **Best kitchen staff:** Scoring from the questionnaire (Individual scoring)
4. **Best laundry staff:** Scoring from the questionnaire (Individual scoring)
5. **Award for supporting staff:** for office use

**Note:** Each question should be rated as 0, 1, 2 pattern

Rating: 0= No answer

1= Partial answer

2= Complete answer

## **A. HOUSEKEEPING RATING: (Total max score 12)**

Sl no.	<u>Areas</u>	<u>Excellent (2)</u>	<u>Good (1)</u>	<u>Poor (0)</u>
1.	Floors			
2.	Corridors			
3.	Walls			
4.	Furniture			
5.	Door			
6.	Windows			

**B. BMW handling rating: (Total max score 8)**

<u>Sl no.</u>	<u>Area</u>	<u>Excellent (2)</u>	<u>Good (1)</u>	<u>Poor (0)</u>
<u>1</u>	Segregation			
<u>2</u>	Collection			
<u>3</u>	Labeling			
<u>4</u>	Transport			

**A. C. Toilet inspection rating (Total max score 14)**

<u>Sl no</u>	<u>Areas</u>	<u>Excellent (2)</u>	<u>Good (1)</u>	<u>Poor (0)</u>
1	Cleaning			
2	Lighting			
3	Availability of water			
4	Condition of door			
5	Floors of the toilet			
6	Wash basins			
7	Toilet pans			

**C. Questionnaire for staff nurse (Total max score 52)**

1. Is the staff aware about cleaning schedule and activities?
2. Is the cleaning staff aware about frequency of cleaning in a day? Are cleaning records verified with Housekeeping records?
3. Is staff aware of how to manage small spills?
4. What is the availability of spill management Kit?

5. Is staff aware of management of large spills?
6. Does staff know how to make Chlorine solution?
7. Does staff know when and how they clean the operating surfaces either by chlorine solution or Disinfectant like carbolic acid?
8. Do they check whether instruments are decontaminated with 0.5% chlorine solution for 10 minutes?
9. Do they check adequate Contact Time for decontamination?
10. Are Floors, walls, furniture and fixture are thoroughly cleaned once in a week?
11. Are Furniture, & Fixtures are without grease and dust and cleaned daily?
12. Are Auxiliary Areas cleaned at least twice in the day with wet mop?
13. Is staff aware of use of gloves, when to use (occasion) and its type?
14. Does staff know correct method of wearing and removing gloves?
15. Does staff know correct Method of wearing mask and cap?
16. Is the Staff aware of Standard Precautions?
17. Does facility staff know to demonstrate 6 steps of normal hand wash?
18. Does staff know about the situations, when hand wash is mandatory? (5 steps of hand washing).
19. Does the staff use gloves during examination, and while conducting procedures?
20. Does cleaning staff use correct concentration of cleaning solution?
21. Does staff use Three bucket system for cleaning?
22. Is the Staff aware of Mercury Spill management?
23. Do they know the need of solid waste segregation?
24. Do they know the use of blue/green colour dustbin?
25. Do they know the correct procedures for biomedical waste segregation, collection, labelling, transport and disposal?
26. Are they aware of restrain protocol?

#### **D. Questionnaire for Safaiwalas (Total max score 42)**

1. Is the staff aware about cleaning schedule and activities?
2. Is the cleaning staff aware about frequency of cleaning in a day?
3. Is staff aware of how to manage small spills?
4. Is staff aware of management of large spills?

5. Does staff know how to make Chlorine solution? Ask them to demonstrate.
6. Does staff know when and how they clean the operating surfaces either by chlorine solution or Disinfectant like carbolic acid?
7. Do they check whether instruments are decontaminated with 0.5% chlorine solution for 10 minutes?
8. Do they check adequate Contact Time for decontamination?
9. Are Floors, walls, furniture and fixture are thoroughly cleaned once in a week?
10. Are Furniture & Fixtures are without grease and dust and cleaned daily?
11. Are Auxiliary Areas cleaned at least twice in the day with wet mop?
12. Do they know about PPE kit and its use?
13. Is staffs aware of use of gloves, when to use (occasion) and its type?
14. Does staff know correct method of wearing and removing gloves?
15. Does staff know correct Method of wearing mask and cap? Ask them to demonstrate.
16. Is the Staff aware of Standard Precautions?
17. Does facility staff know to demonstrate 6 steps of normal hand wash? Ask them to demonstrate.
18. Does staff know about the situations, when hand wash is mandatory? (5 steps of hand washing).
19. Does the staff use gloves during examination, and while conducting procedures? Ask them to demonstrate.
20. Does staff know the use of Three bucket system for cleaning? Ask them to demonstrate.
21. Do they know the correct procedures for biomedical waste segregation, collection, labelling, transport and disposal?

#### **E. Questionnaire for ward attendants (Total max score 16)**

1. Do they know the need of solid waste segregation?
2. Do they know the use of blue/green colour dustbin?
3. Do they know the correct procedures for biomedical waste segregation, collection, labelling, transport and disposal?
4. Is the staff aware about cleaning schedule and activities?
5. Is the cleaning staff aware about frequency of cleaning in a day?
6. Are they aware of restraining protocol?

7. Does facility staff know to demonstrate 6 steps of normal hand wash? Ask them to demonstrate.
8. Do they know the correct procedures for biomedical waste segregation, collection, labelling, transport and disposal?

#### **F. Questionnaire for kitchen staff (Total max score 30)**

Do they know?

1. The standard precaution
2. Maintain appropriate self hygiene
3. Their vaccination status
4. About their three monthly medical examination?
5. Do they wear apron, mask, cap, gloves etc before cooking?
6. To store all the food properly and at appropriate temperature?
7. To maintain records for waste material generated and disposed?
8. To maintain records of cleaning of the drains?
9. To clean the area before and after cleaning?
10. To maintain records of cleaning of the equipment.
11. To clean the table for preparation of food
12. To clean all the cooking equipment after use?
13. To clean the kitchen drains before and after cooking?
14. Do they know the need of solid waste segregation?
15. Do they know the use of blue/green colour dustbin?

#### **G. Questionnaire for Laundry staff: (Total max score 30)**

Whether the laundry staff

1. knows about the details of the stock
2. wears their personal protective equipment
3. knows about correct procedure of collection, transport and storage of used linen
4. collect dirty and infected/soiled separately
5. maintain daily records for collection of linen
6. treat the infected soiled linen with 5% bleaching powder for 30 min before the

general washing process

7. knows about the machinery and their use
8. knows to repair linen if damaged
9. knows what is to be done with irreparable clothes
10. correct procedure of delivery to the wards
11. knows hand washing techniques
12. Knows the segregation and disposal of waste materials.
13. maintain records of linen collected, damaged, delivered and disposed
14. knows that the mattresses and pillows with plastic covers should be wiped over with a neutral detergent
15. Knows that the hospital should have fixed schedule for the collection of linen from different areas of the hospital

### **SCORING SHEET FOR INTERWARD SWACHHTA COMPETITION**

Scoring for interward swachhta award: A+B+C+D+E

MAX SCORE= 144

SL NO.	NAME OF THE WARD	WARD INCHARGE NAME	SCORES OBTAINED
1			
2			
3			
4			
5			
6			
7			

**NAME AND SIGNATURES OF THE ASSESMENT TEAM**




**NAME AND SIGNATURES OF THE ASSESMENT TEAM**

**SCORING SHEET FOR KITCHEN STAFF (SCORE OF QUESTIONNAIRE F)**

SL NO	NAME OF KITCHEN STAFF	SCORE OBTAINED

**NAME AND SIGNATURES OF THE ASSESMENT TEAM**



**SCORING SHEET FOR LAUNDRY STAFF (SCORE OF QUESTIONAIRE G)**

SL NO	NAME OF LAUNDRY STAFF	SCORE OBTAINED

**NAME AND SIGNATURES OF THE ASSESMENT TEAM**