

CIRCULAR

In pursuance to NQAS standards and in order to ensure the maintenance of essential services, each department/store needs to maintain the following records in their department on daily basis.

1. Stock out rate for all essential drugs in their respective areas. The format is annexed for reference (Annexure-1).
2. Downtime for all critical equipments needs to be maintained in all the departments. The format is attached for reference (Annexure-2).

This report needs to be submitted every month to Nodal Officer NQAS.

This issues with prior approval of MD.

Dr Ashok Jaiswal  
Add. Medical Superintendent (I)

F5(03)/2017/BSAH/MISC/NQAS

8500

— 35/3

24/02/2020

## Copy to:-

1. PS to MD for information
2. AMS(A)/ AMS(I)/AMS (OPD)
3. CMM
4. MS (A&E)/ MS (Surg & Allied)
5. Quality Incharge
6. All Clinical HODs
7. Nodal Officer NQAS
8. Pharmacy Incharge
9. MO I/C Medicine Store, MO I/C Surgical Store & MO I/C Equipment Store
10. MO I/C Repair & Maintenance
11. DNS/ ANS & All Senior Nursing Officers
12. Suptd. Hospital Manager (Indoor, OPD, Equipment & Stores & Care Taking)
13. Notice Board Display & Asstt. programmer to upload on hospital website
14. Guard File

Dr Ashok Jaiswal  
Add. Medical Superintendent (I)

24/02/2020

**HOSPITAL QUALITY CONTROL DIVISION**  
**DR BABA SAHEB AMBEDKAR HOSPITAL, GNCTD**

**Format for Downtime Critical Equipment**

For example we have 10 Critical Equipment listed. Place the name of equipment in the Y axis. On the X axis place the 30 days of the month. An example is shown in the table given below. On the days when the critical equipment not in working condition put a cross(x) for that day for that equipment. At the end of the month calculate the total number of days when any of the se critical equipment not working. Divide this by the total number of critical equipment days.

s.n	Critical Equipment	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Number of days Equipment downtime
1							X	X	X	X																						4
2																																0
3																																0
4																																0
5																																0
6																				X	X	X										3
7																																0
8																																0
9																																0
10																																0
Total days equipment downtime		0	0	0	0	0	1	1	1	1	0	0	0	0	0	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0	7

**Down Time Critical Equipment**

Total number of days equipment are not functional during the month x 100       $\frac{7 \times 100}{30 \times 10} = 2.3\%$   
Total number of days in a month x total number of critical equipment

S.No.	Critical Equipment	Failure Date	Failure Time	Failure Details	Repair Complete Date	Total Downtime

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1																																
2																																
3																																
4																																
5																																
6																																
7																																
8																																
9																																
10																																
Total days equipment downtime																																

**Down Time Critical Equipment**

Total number of days equipment are not functional during the month x 100       $\frac{\text{Total number of days equipment are not functional during the month}}{\text{Total number of days in a month x total number of critical equipment}} \times 100 = \%$   
Total number of days in a month x total number of critical equipment      30x10

S.No.	Critical Equipment	Failure Date	Failure Time	Failure Details	Repair Complete Date	Total Downtime

**HOSPITAL QUALITY CONTROL DIVISION  
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**Format for Stock out rate calculation**

For example we have 10 essential drugs listed. Place the drugs in the Y axis. On the X axis place the 30 days of the month. An example is shown in the table given below. On the days when the drug is not available put a cross(x) for that day for that drug. At the end of the month calculate the total number of days when any of these drugs was not available. Divide this by the total number of drugs days.

These drugs was not available .Divide this by the total number of drugs days.																																
S.n	Essential Drugs	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Number of days drug not available
1	A	X	X	X				X	X	X	X																	X	X	X		10
2	B													X	X	X	X											X	X	X		4
3	C					X	X												X	X	X	X	X									7
4	D			X	X	X	X	X	X	X	X	X							X	X												9
5	E																															0
6	F					X	X	X	X	X																						5
7	G																	X	X	X	X											4
8	H																									X	X	X				3
9	I																										X	X	X			3
10	J													X	X	X				X	X	X	X	X	X	X	X	X				12
Total drug not available		1	1	2	1	3	3	3	3	3	2	1	0	2	2	2	1	1	2	3	3	2	2	1	1	2	3	4	2	1	0	57

Total Drug Days      Number of Essential Drugs X Total days in a month  
Number of days Drug not available      Total days when drug not available

10x30=300 drug days  
count of x as per the table

Stock out rate       $\frac{\text{Number of days drug not available} \times 100}{\text{Total Drug days}}$

$\frac{57 \times 100}{300} = 19\%$



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**Format for Stock out rate calculation**

Calculation For example we have 10 essential drugs listed. Place the drugs in the Y axis. On the X axis place the 30 days of the month. An example is shown in the table given below. On the days when the drug is not available put a cross(x) for that day for that drug. At the end of the month calculate the total number of days when any of these drugs was not available .Divide this by the total number of drugs days.

S.n	Essential Drugs	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Number of days drug not available
1																																
2																																
3																																
4																																
5																																
6																																
7																																
8																																
9																																
10																																
Total drug not available																																

Total Drug Days      Number of Essential Drugs X Total days in a month  
Number of days Drug not available      Total days when drug not available

10x30=300 drug days  
count of x as per the table

Stock out rate       $\frac{\text{Number of days drug not available} \times 100}{\text{Total Drug days}}$