



Ideal Hospital Realisation and Maintenance

Guide for web-based information system

2020 - Version 1



health

Department:
Health
REPUBLIC OF SOUTH AFRICA



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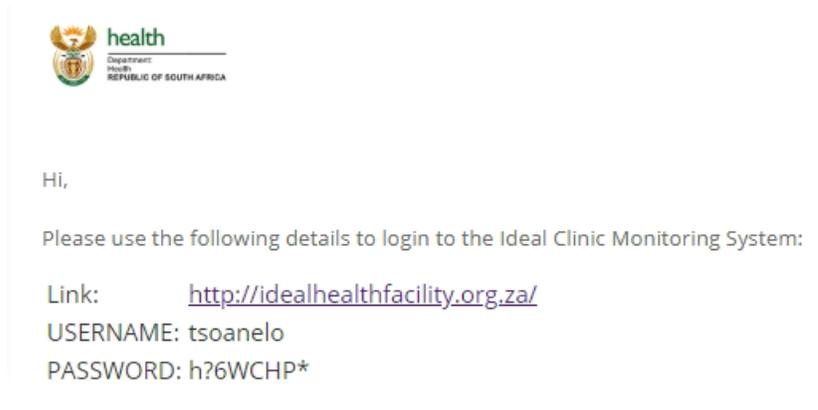
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REQUESTING USER ACCOUNTS AND LOGIN DETAILS

Requesting user accounts

User accounts to access the software must be requested by completing a user account request form, see **Annexure A**. Once completed the **signed form and Excel file** must be submitted to **idealclinic@health.gov.za**.

Note: Each province designated specific staff members that may submit the signed user account forms. Forms not submitted and signed by the designated staff can not be processed.



Upon creation of a user account the registered user will receive an email containing their login details and a URL (<https://www.idealhealthfacility.org.za>) to the system.

Home Page



Clicking on the URL will direct users to the home page

LOGIN

Login



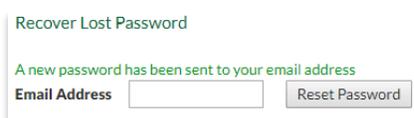
(1) Enter the Username and temporary password received on the e-mail received with login details



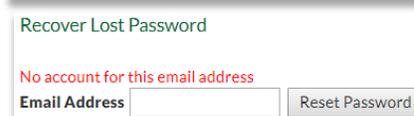
(2) For security purposes, you will be required to change your password and the system will require a new password to be inserted twice. **The password must have at a minimum 8 characters. The password must have 1 UPPERCASE, 1 lowercase character and a numeric character or special character**

Note: User accounts that have not been accessed for three consecutive months will be disabled.

Recover Lost Password



2b



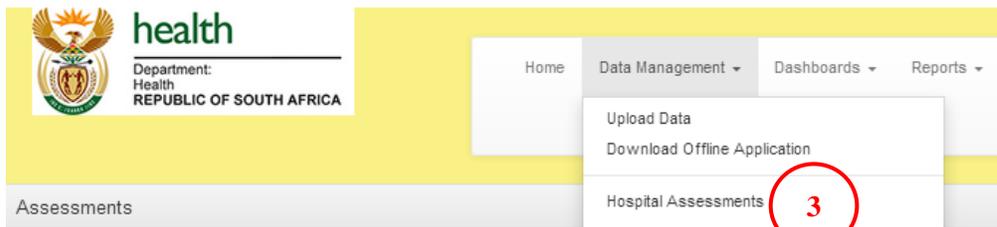
2c

(2a) Users that did not receive an e-mail with login details/forgot their password, can request new login details by entering their e-mail address in the box provided under the section "Recover Lost Password" on the login page. Select the "Reset Password" button after the e-mail address has been entered.

(2b) Users that have an account will receive a message "A new password has been sent to your e-mail address"

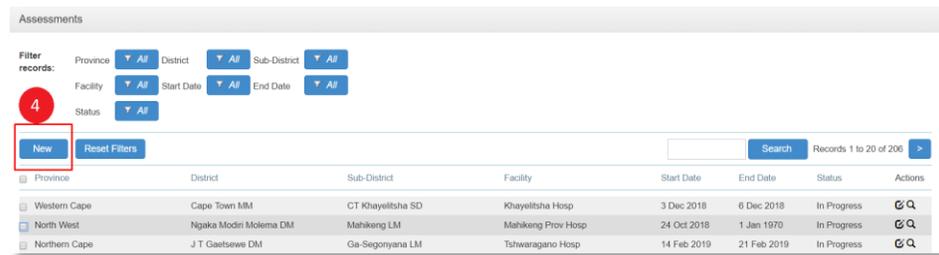
(2c) Users that do not have an account will receive a message "No account for this e-mail address". In such cases the user must contact the provincial or district Ideal Hospital coordinator.

CREATE A NEW ASSESSMENT



(3) The first step is to create an Assessment. Click on the Data management tab. To capture a new Assessment for a hospital, click on Hospital Assessment

Create an Assessment



(4) Click "new" to open a new assessment

**Enter
Assessment
Details**

Save Close

Facility: * 5a 5e

Version: * 5b

Start Date: * 5c

YYYY/MM/DD

Required Areas (Select all the areas that will be assessed)

Area Section	Area
<input checked="" type="checkbox"/> Ambulatory Health Services	<input checked="" type="checkbox"/> Acute 5d <input type="checkbox"/> Chronic <input checked="" type="checkbox"/> Obstetric
<input checked="" type="checkbox"/> Diagnostic and therapeutic services/Paraclinical	<input checked="" type="checkbox"/> Laboratory <input checked="" type="checkbox"/> Pharmacy <input checked="" type="checkbox"/> Radiology

A form will open. Complete the following on the form:

(5a) Facility: Select the Facility by typing in the first few letters of the facility in the box provided. Click on the facility. **Note:** If you have permissions for only one facility, only that facility will display from the drop-down list.

(5b) Version: Select the version from the drop-down list.

(5c) Start Date: Click in the box provided, a calendar will appear. Select the start date from the calendar. The end date will auto generate once all the areas have been completed.

(5d) Required Areas: At this section all the Area Sections with the Areas are selected by default. **Deselect the Area Section/Area which is not applicable** to your hospital by clicking on the box provided next to the name of the Area Section/Area. In the example the Area for *Chronic Ambulatory Health Services* has been deselected

NOTE: The user will only be able to capture the Area Section/Area that were selected during the set-up for the new assessment.

(5e) Once the form has been completed, **Click Save**

Assessments

Assessment created. Please start by adding new Areas to the Assessment **5f**

Filter records: Province District Sub-District
 Facility Start Date End Date
 Status

Records 1 to 9 of 9

<input type="checkbox"/>	Province	District	Sub-District	Facility	Start Date	End Date	Status	Actions
<input type="checkbox"/>	Western Cape	Central Karoo DM	Prince Albert LM	P Albert Hosp	11 Oct 2018	8 Jan 2020	Complete	
<input type="checkbox"/>	Western Cape	Cape Town MM	CT Tygerberg SD	Tygerberg Hosp	6 Feb 2020	6 Feb 2020	New	

(5f) The user will return to the main capture screen; a message will appear “Assessment created. Once an assessment has been opened the areas for the assessment must be selected by selecting the magnifying glass, see section 8.

We have found an active assessment for the selected Facility. Please **click here** to open the latest assessment. **5g**

(5g) NOTE: There can only be a single active assessment at any given time, if you create a new assessment with a previous one still active, you will receive an error message.

Assessments

Filter records: Province District Sub-District **A**
 Facility Start Date End Date
 Status

B Records 1 to 20 of 206

<input type="checkbox"/>	Province	District	Sub-District	Facility	Start Date	End Date	Status	Actions
<input type="checkbox"/>	Western Cape	Cape Town MM	CT Khayelitsha SD	Khayelitsha Hosp	3 Dec 2018	6 Dec 2018	In Progress	

(a) Use the dropdowns to filter the assessments that were already captured.

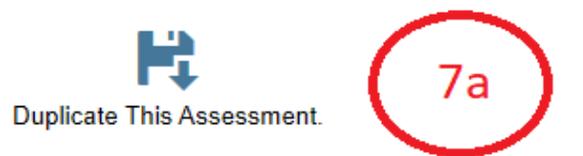
(b) Use the search box to type the Facility name to search for the facility assessment if required.

Functions of the 'Actions' section

Start Date	End Date	Status	Actions
3 Dec 2018	6 Dec 2018	In Progress	
24 Oct 2018	1 Jun 1970	In Progress	

(6a) Various areas, e.g. Medical Ward, Isolation Facility etc. must be captured on the assessment that has an “In Progress” status. Click on the Magnifying Glass on the main capture screen, see section 8, to select or open an Area to capture data for.

(6b) This icon is used to duplicate the assessment.



Duplicate Assessment

(7a) Use “Duplicate This Assessment”, see point **6b** above to create a duplicate version of the selected Assessment. A copy of the “Complete” assessment will open in an editable assessment “In progress” with all the scores added in of the “Complete” assessment. Hospitals can then just update the scores which require updating and therefore do not have to re-enter all the scores.

NOTE:

- Assessment 'Status' must be “Complete” before an assessment can be duplicated.
- **The user will be required to complete all the areas on the assessment that were selected when the assessment (which were duplicated) were created. Thus, if all the areas were completed, all 36 areas must be completed before an assessment will show a 'Complete' status. If the user wants to complete fewer areas a new assessment must be created.**

CREATE/EDIT/DELETE AREAS

Create New Area

The second step after having created the Assessment is to add areas to the Assessment

(8a) The capture screen for the areas will open after the magnifying glass on the Assessment has been selected; refer to **point 6a, page 5**. To add a new area on the assessment, click the "New" button on the Area form.

(9) A screen will open where the areas can be added. Select the "Area" to be created by clicking in the text box named "Area". A drop-down list will appear, select the radio button next to the area you want to create. Once selected the name of the area will appear in the text box. **NOTE: The user will only be able to select the Areas that were selected during the set-up for the new assessment that were created in section 5.**

(10a) Write a description of the Area that will be created, this is optional

(10b) Select the date that the area will be assessed

(10c) Click "Create". The list with elements to be assessed for the area will open, to capture scores, refer to **section 13**.

Edit an existing Area

Area	Detailed Description for Area/Facility	Current Assigned User	Date Visited	Date Updated	Status	Actions
Laundry	Khayelitsha Hosp	Mr Test1 Test2	18 Feb 2019	18 Feb 2019	In Progress	✎
Obstetric	Khayelitsha Hosp	Mr Test1 Test2	15 Feb 2019	13 Feb 2019	In Progress	✎
Obstetric	Khayelitsha Hosp	Mr Test1 Test2	28 Feb 2019	28 Feb 2019	In Progress	✎
Laundry	Khayelitsha Hosp	Mr Test1 Test2	7 Feb 2019	13 Feb 2019	In Progress	✎

(11) Click “In progress” to edit an existing Area.

All the areas that have been selected will be listed on the capture screen for the areas.

Delete an Area

Area	Detailed Description for Area/Facility	Current Assigned User	Date Updated	Status	Actions	
Laundry	Khayelitsha Hosp	Mr Test1 Test2	18 Feb 2019	18 Feb 2019	In Progress	✎
Obstetric	Khayelitsha Hosp	Mr Test1 Test2	15 Feb 2019	13 Feb 2019	In Progress	✎
Obstetric	Khayelitsha Hosp	Mr Test1 Test2	28 Feb 2019	28 Feb 2019	In Progress	✎

(12a) Users can only delete an area, if the area, is not marked as “Complete”. Select the icon with a pencil in it.

(12b) A pop-up screen will appear “Delete Area”, select the text name “Delete Area”.

(12c) Another pop-up will appear asking the user “Permanently remove the Result?”, select “Ok”. A message will appear

Area has been deleted.

If the user wants to delete or revert an Area that has a “Complete” status, the user must send an e-mail to idealclinic@health.gov.za indicating the name/s of the areas that must be reverted/deleted

CAPTURE ELEMENTS & CHECKLISTS

(13) The elements for the area created will display once an area has been created, **refer section 10c or an existing area can be edited, refer section 11.**

Answers the questions for each element by selecting Y/N/NA

(14) Provide comments where required

(15) If the question is not answered or is only partially answered, the red bar will be visible to indicate an incomplete element or checklist.

NOTE: If the answer to an element is N/A (Not Applicable), a comment is required.

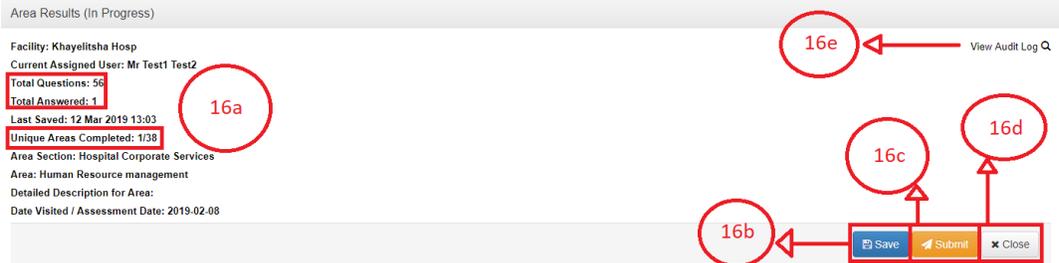
Answer Questions

(15a) Click Yes/No/NA to answer checklist questions

(15b) Select 'Close Window' to close the current checklist screen.

You will be redirected to the "Area Results" screen to allow you to answer the remainder of the elements.

Area details and saving/submitting/closing form.



(16a) This area shows you details about the currently opened area, including how many questions are in the form, how many have been answered and how many unique “Areas” have been completed.

(16b) Once the form has been completed, the “Save” button must be selected to save answers on the current form for later completion.

(16c) Once the “Area” form has been filled in completely, and the information has been saved, you can click submit to send the information to the next level for approval/verification.

(16d) The close button can be used to close the form and go back to the assessment screen **(4)**.

(16e) used to open the audit log which allows users to see screenshots of the previous answers and changes.

Note 1*: A forms answers can be saved at any time, the system will allow the user to return at anytime to complete the form



Note 2*: A user can successfully submit the area once all the elements and checklists in an area have been completed, otherwise a message will show how many questions are left to be answered. (Image above)

<input type="checkbox"/>	Human Resource management	16a.1	Khayelitsha Hosp
<input type="checkbox"/>	Laundry		Khayelitsha Hosp
<input type="checkbox"/>	Obstetric	Unique Area Name 1	Khayelitsha Hosp
<input type="checkbox"/>	Obstetric	Duplicated Area Name	Khayelitsha Hosp

Note 3*:

If there are duplicate areas (Areas with the same name)(16a.1), then when a single duplicated area is completed(Unique Area Name 1), it will count as 1 unique area completed(16a).If the rest of the areas with the same name(Duplicated Area Name), are completed after the first duplicate area. Refer to the note at the bottom of page 12 regarding number of required areas to be completed before a report is viewed as “Complete”.

Area Results (In Progress)

Facility: Khayelitsha Hosp
Current Assigned User: Mr Test1 Test2
Total Questions: 56
Total Answered: 2
Last Saved: 19 Mar 2019 11:05
Unique Areas Completed: 1/38
Area Section: Hospital Corporate Services
Area: Human Resource management
Detailed Description for Area:
Date Visited / Assessment Date: 2019-02-08

Note 4
a

⚠ It looks like you have been editing the area. If you leave before saving, your changes will be lost.

Note 4 a*:Once you've edited an element or checklist and did not select the “Save” button, a warning message will be displayed to warn the user that the user has not saved their answers.

test.idealhealthfacility.org.za says

It looks like you have been editing the Area. If you leave before saving, your changes will be lost. Do you want to continue?

Note 4
b

OK Cancel

Note 4 b*:If the close button is clicked and information has been changed and not saved, there will be a confirmation pop-up, to close without saving the information, if ok is clicked the form will close and revert to the previous, unchanged information.

Audit Log				
Date	User	Old Value	New Value	Snapshot
13 Feb 2019 11:15	Test1 Test2	New	In Progress	
<div style="display: flex; justify-content: space-between;"> Close 17d </div>				

Audit Log

(17a) Shows the date when a change was made.

(17b) Shows the user that made the change.

(17c) Shows what the value changed from (Old Value) to (New Value).

(17d) The magnifying glass is used to show the previous form/element and checklist answers in a read-only format.

SUBMIT ASSESSMENT TO NEXT LEVEL FOR APPROVAL OR RETURN FOR CORRECTION

Select A User to Submit To

Note you have completed 65 of 65 questions.

Status
Submitted To Quality Assurance

User
IHRMQA Test

Submit Cancel

18

Status
Returned To Data Capturer
Returned To Quality Assurance
Completed

Assessment Status

(18) Each area after having completed it must be moved from capture status to approve.

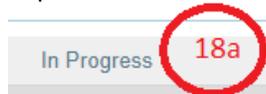
- Select from the status box to submit to Quality Assurance, Hospital Manager/Chief Executive Officer of the hospital
 - the Hospital Manager/ Chief Executive Officer of the hospital will be allowed to change the status of the form to completed **or will revert the status back to “In progress”/”to data capturer/QA” if there is incorrect information that must be edited by selecting from the drop-down at the “Status” text box the “return to data capturer/QA” option.**
- Select from User field the user who will perform the quality check.

An area can only be submitted to the next level once all the elements have been scored.

Note: The number of areas that must be completed in order for an Assessment to have a “Complete” status is dependent on the areas that were selected when the assessment was created, see Section 5.

Area Status Meanings

Explanations of the area status meanings in **Section (8b)**.



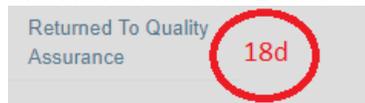
(18a) The "In progress" status, shows the user that the specific area is still "In progress" and has not been completed yet.



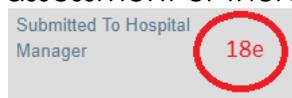
(18b) The "Returned To Data Capturer" status, shows the user that the area assessment has been previously completed and sent to a "Quality Assurance" personell or a "Hospital Manager" and sent back to the Data Capturer, incorrect data.



(18c) The "Submitted To Quality Assurance" status, shows that the data-capturer has completed the area assessment from "In Progress" or "Returned To Data Capturer".



(18d) The "Returned To Quality Assurance" status, shows that the area assessment has been submitted to the "Hospital Manager", but the Hospital Manager was not certain about a certain element of the assessment or there was incorrect information.



(18e) The "Submitted To Hospital Manager" status, shows that the completed area assessment has been sent to a Hospital Manager for review, by either a Data Capturer or Quality Insurer.



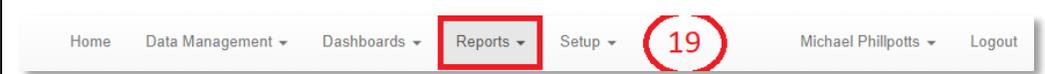
(18f) The "Completed" status, shows that the area assessment is completed.

Please note the assessment is completed and you are not able to edit the assessment.

Note: Once an area has a "Complete" status, the area can not be edited, if an area needs to be reverted back to "In Progress" or deleted, an e-mail must be sent to.

GENERATE REPORTS

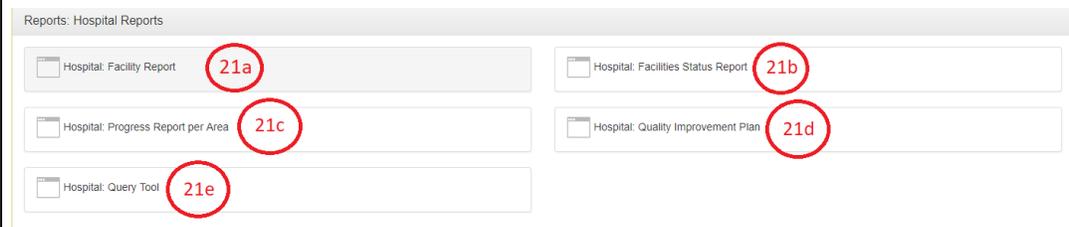
Reports



(19) To generate a report, click "Reports"



(20) Click the Hospital Reports button from the drop-down menu.



(21) Select a report from the Hospital Reports screen.

Hospital: Facility Report

Purpose of the report: Generate a report with detailed scores for the facility

Note: The hospital must have a “Complete” assessment before the hospital’s name will appear on the drop-down list to select at the filter named “Facility”.

Hospital: Facility Report

The current assessment is not completed. Please complete the assessment before running the report.

Filter records: Province District Sub-District
Facility Start Date End Date
Survey Version

Show 10 records Records 1 to 5 of 5

(22) Select the facility you want to generate a report for at the filter named “Facility”. There can only be 1 Assessment selected at a time to generate a report.

A list of all the reports for the facility will appear. Click on the radio button to the left of the facility name to select which report you want to generate.

(23) Select the ‘Generate Report’ button to generate the report.

Scheduled Reports

Records 0 to 0 of 0

Scheduled Date	Start Date	Complete Date	File	Action
Nothing to display.				

(24) The report will take a few minutes to generate, select the “Refresh” button under the section named “Scheduled Reports” after a few minutes. Once the “Download” icon shows under the “Action” section, then click the “Download” icon to download the report in Excel format.

(25) Select the ‘Delete’ button if you want to delete previously generated reports.

Hospital: Quality Improvement Report

Purpose of the report: The report generates a template to complete a quality improvement report on by listing all the elements and measures on the checklists that were failed by the facility.

The screenshot shows a web interface for a 'Hospital: Quality Improvement Plan'. At the top left, there is a 'Home' button (circled 'a') and a 'Reset' button (circled 'b'). A large number '26' is circled in the top center. Below these are several filter dropdown menus: 'Province: All', 'District: All', 'Sub-District: All', 'Facility: All', 'PEPFAR districts: -- All --', and 'Area: All'. At the bottom right, there are 'Close' and 'Generate Report' buttons. A red box highlights the filter area, and a red arrow points from a circled 'd' to the 'Generate Report' button. A circled 'c' is located at the bottom left of the filter area.

(26a) Takes the user to the dashboards page.

(26b) Use the reset button to reset the filters.

(26c) These filters are used to filter the result to specific data.

(26d) Once the data has been filtered to specific reports, the report can be generated.

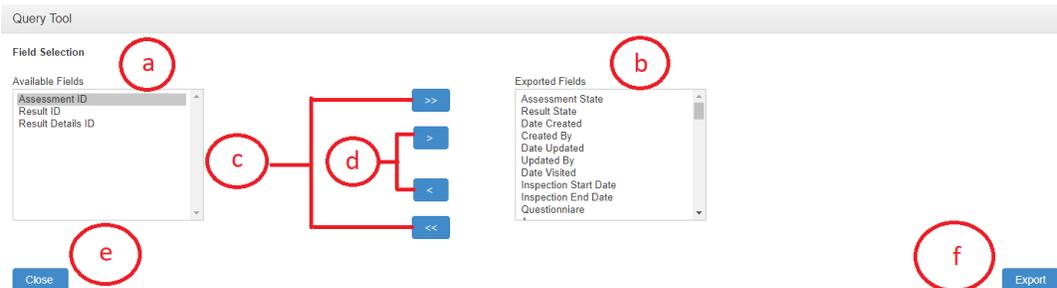
Hospital: Query Tool

Purpose of the report: The report generates a 'dump' of the data which can be used by data analysts to obtain data that is not available on the standard reporting formats of the information system



(27a) Reset button used to reset the filters to select all data.

(27b) Filters are used to get specific data.



(28a) These are the fields that are available to be exported in the report.

(28b) These are the fields that will be exported when the export button is clicked.

(28c) These buttons are used to move all available fields from the (a) to (b), or from (b) to (a).

(28d) These buttons are used to move single or multiple fields from (a) to (b) or (b) to (a) at a single time.

(28e) The close button can be used close the query tool and take the user back to the home page.

(28f) The export button is used to export data with the selected fields in (b) to a zip file.

Scheduled Date	Start Date	Complete Date	File	Action
15 Mar 2019 13:06	15 Mar 2019 13:06	15 Mar 2019 13:07	Query Tool Report.zip	Download

(29a) once the checkbox is selected, the delete button can be used to delete the record of the download.

(29b) The refresh button can be used to refresh the records and details, used when the record is being generated, it may take time and the refresh button is used to see if the report is ready to download.

(29c) Once the "Download" icon shows under the "Action" section, then click the "Download" icon to download the report. The report will download in a zip file.

Hospital: Facility status Report

(30a) Purpose of the report: The report generates a list of all the hospitals (according to the user's permissions) with the average scores for vital, essential, important and average global score with the status (Ideal category).

Province	District	Sub District	Facility	Assessment Date	Yes	No	Partial	NA	*	Vital %	Essential %	Important %	Score	Category
South Africa					296545	138086	139684	18123	592438	75.06%	66.24%	57.29%	62.09%	
Eastern Cape					63506	42907	39616	4900	150929	66.42%	57.25%	48.91%	53.38%	
District Average	A Nzo DM				7478	3472	3655	454	15059	76.08%	65.57%	57.12%	61.68%	
Eastern Cape	A Nzo DM	Matatiele LM	Khotsong TB Hosp	2018-10-29 to 2019-05-27	195	1269	751	255	2470	20.97%	19.13%	11.93%	15.73%	Not Achieved
Eastern Cape	A Nzo DM	Matatiele LM	T Bequest Hosp (Mat)	2019-02-19 to 2019-11-04	1141	272	523	37	1973	80.16%	78.33%	71.47%	75.07%	Not Achieved
Eastern Cape	A Nzo DM	Mbizana LM	Greenliff Hosp	2019-02-19 to 2019-07-17	1631	46	425	10	2132	90.59%	88.83%	90.83%	89.72%	Silver
Eastern Cape	A Nzo DM	Mbizana LM	St Patrick's Hosp	2018-12-17 to 2019-05-21	1320	343	444	82	2189	94.51%	78.71%	68.52%	74.10%	Silver
Eastern Cape	A Nzo DM	Ntabankulu LM	Sipetu Hosp	2019-02-18 to 2019-06-03	817	674	619	9	2119	71.44%	46.19%	43.19%	45.15%	Not Achieved
Eastern Cape	A Nzo DM	Umzimvubu LM	Madzikane Hosp	2019-02-13 to 2019-04-16	1002	498	509	53	2062	85.17%	69.12%	53.62%	61.93%	Not Achieved
Eastern Cape	A Nzo DM	Umzimvubu LM	Mt Ayliff Hosp	2018-12-02 to 2019-06-17	1372	350	384	8	2114	96.98%	87.77%	67.51%	78.06%	Silver

Hospital: Facility Status Report

Print Home Show Labels Reset

Facility Structure Filter

Province: All District: All Sub-District: All Facility: All

Facility Type: All Financial Year: -- All --

Element Structure Filter

Survey Version: All Area: All Component: All Sub-Component: All

Close Generate Report

(30a) Use the filters to select the financial year you want to generate the report for.

(30b) The filters under the 'Element structure Filter' can be used to filter to obtain results for specific areas, components, sub-components and elements.

Hospital: Progress on Areas Submitted Report

(31a) Purpose of the report: The report generates a list that indicates the status of the all the areas selected for the hospital. This is to guide staff to track the progress made with capturing of the assessment.



health
Department:
Health
REPUBLIC OF SOUTH AFRICA

IDEAL HOSPITAL
Progress Report per Area

Date of Report: 2019-11-26 9:28am

Keys for status of assessment:

NO	Not Opened
New	New
IP	In Progress
RQA	Return to QA
RDC	Return to Data capturer
QA	Submitted to QA
CEO	Submitted to CEO
C	Complete
NR	Not Required

Note: Number of areas completed is indicated the status of the assessment. If more than one area has been completed, co coding is done according to the most progress status of the assessments that were done for specific area.

31a

Province	District	Sub district	Facility	Facility type	Date entered for start of assessment	Tot # of areas completed	Main area				Diagnostic and therapeutic services/Paraclinical			Emergency Servii
							Isolation Facility	Acute	Chronic	Obstetric	Laboratory	Pharmacy	Radiology	Accident & Emergency
KwaZulu-Natal	Harry Gwala DM	uMzimkhulu LM	St Margaret's TB MDR Hosp	Specialised TB Hospital	05-11-2018	15/20	C=1	NR	C=1	NR	NR	C=1	NR	NR

Hospital: Progress on Areas Submitted

Home
Reset

Province: All
District: All
Sub-District: All
Facility: All

Facility Type: All
Financial Year: -- All --

32a

Close
Generate Report

Scheduled Reports

Delete
Refresh

Records 1 to 20 of 65
>

(32a) Use the filters to select the financial year you want to generate the report for.

Note: The most advanced status of the area will be colour coded if more than one area with the same name has been captured. For example if two areas for “Medical Ward” have been captured, one is “In progress” and one has been “Completed”, the area will be coloured green. The number of each Area that were open is also indicated. Refer to the note at the bottom of page 12 regarding number of required areas to be completed before a report is viewed as “Complete”.

Hospital: Aggregated Report

(33a) Purpose of the report: The report generates a list of all the hospitals (according to the user's permissions) with the score per element for each hospital.

		AVG Score			41.37 %	51.23 %	57.3 %	77.67 %	
		Status			Not Achie	Not Achie	Not Achie	Silver	
Component	Sub Component	ELEMENTS	Weight	MM	Level of responsibility	Aberdeen Hosp	Addington Hosp	Adelaide Hosp	Albert Nzula Dist Ho
1. Signage and notices: Monitor whether there is communication about the facility and the services provided									
		1. Geographical location signage from main roads in place	I	⊕	P/D	0,75	0,5	1	0,75
		2. All external signage is in place	I	⊕	H	0,75	1	0,75	0,88
		3. Facility information board visibly displayed at the entrance of the pre	I	⊕	H	1	0,75	0,5	0,25

Hospital: Aggregated Report

Home Reset

Province: ▼ All District: ▼ All Sub-District: ▼ All Facility: ▼ All

Facility Type: ▼ All Financial Year: -- All --

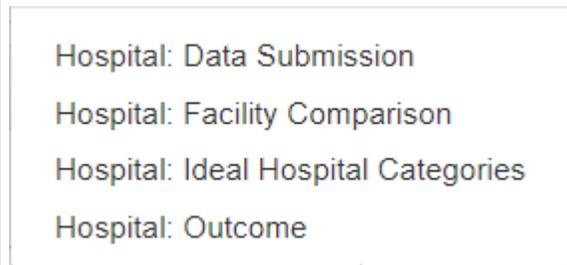
Close Generate Report

(33b) Use the filters to select the financial year you want to generate the report for.

GENERATE DASHBOARDS

Hospital: Dashboards

(34) The dashboards can be accessed by selecting the 'Dashboards' tab from the main menu bar. The dashboards display data in graphs for ease of interpretation.



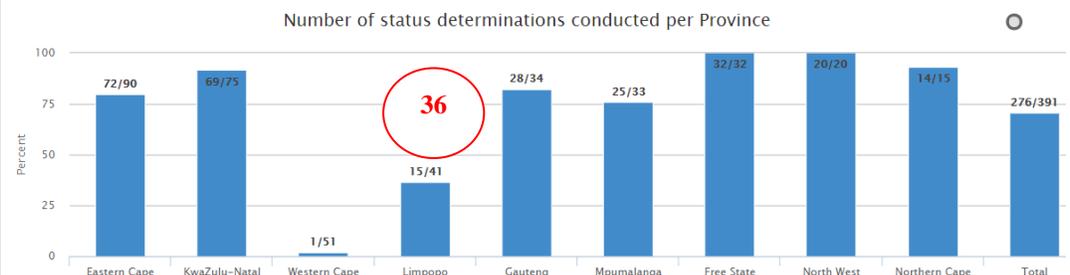
(35) Each dashboard has a set of filters that can be used to filter to obtain data for a specific district/sub-district/facility/facility type/financial period.

Dashboards



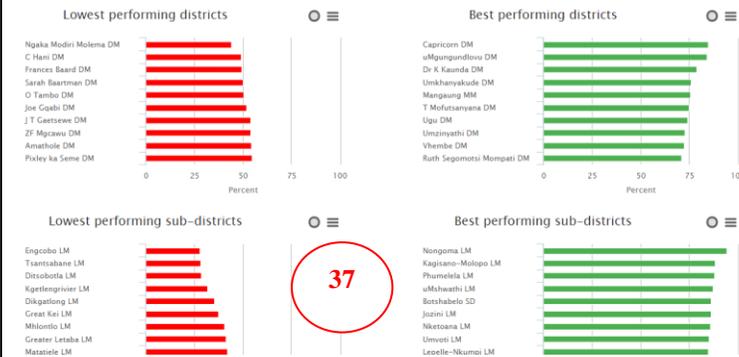
Hospital: Data Submission

(36) **Purpose of the dashboard:** The dashboard displays the number of completed assessments that were submitted.



Hospital: Facility Comparison Dashboard

(37) Purpose of the dashboard: The dashboard compare the data per province/district/sub-district.



Hospital: Ideal Hospital Categories Dashboard

(38) Purpose of the dashboard: The dashboard display the number of hospitals that obtained an Ideal status.



Hospital: Outcome

(39) Purpose of the dashboard: The dashboard display the performance of hospitals per component and compare the performance per province/district/sub-district.



PRINTING A BLANK ASSESSMENT FORM

Print an Assessment

Assessments

Records 1 to 20 of 206

Province	District	Sub-District	Facility	Start Date	End Date	Status	Actions
Western Cape	Cape Town MM	CT Khayelitsha SD	Khayelitsha Hosp	3 Dec 2018	6 Dec 2018	In Progress	

(40a) Go to the "Data Management tab". Select the "Hospital Assessment tab". If you have an existing assessment, open it by clicking on the magnifying glass. If you do not have an existing assessment, select the "New" button **(40b)** to open a new assessment, and then open the "assessment" by clicking on the magnifying glass.

Areas (Self Assessment)

Records 1 to 10 of 10

Area	Description for Area	Facility	Current Assigned User	Date Visited	Date Updated	Status	Actions
<input type="checkbox"/>	Human Resource management	Khayelitsha Hosp	Mr Test1 Test2	8 Feb 2019	15 Mar 2019	In Progress	
<input type="checkbox"/>	Laundry	Khayelitsha Hosp	Mr Test1 Test2	10 Feb 2019	18 Feb 2019	In Progress	

(41a) Open the "area" required for printing purposes by clicking on the area. The full list of questions for that area will display **(41b)**. **Note** if you have not opened the area you want to print, select the "New" button **(41c)** and select the area you want to print by clicking the radio button **(41d)**. Select the "Create" button **(41e)**

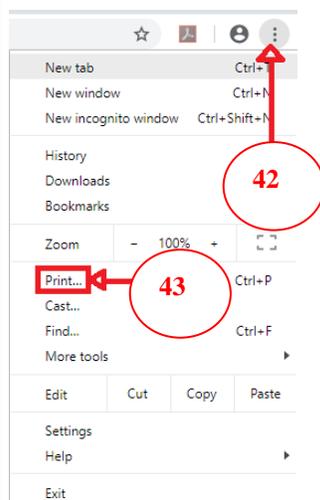
Area: Laboratory

Area Results (New)

Facility: Eshowe Hosp
 Current Assigned User: Mrs Ronel Steinhobel
 Total Questions: 0
 Total Answered: 0
 Last Saved:
 Unique Areas Completed: 33/33
 Area Section: N/A

Area:

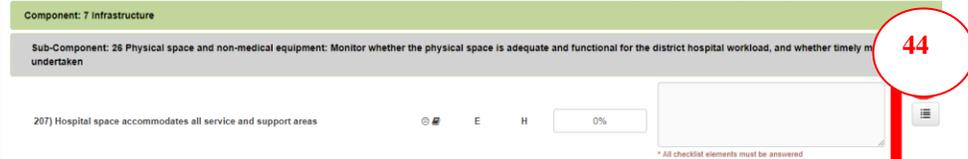
- Isolation Facility
- Ambulatory Health Services
 - Acute
 - Chronic
 - Obstetric
- Diagnostic and therapeutic services/Pharmacy
 - Laboratory
 - Pharmacy
 - Pathology



(42) Find the Default Browser print feature (depending on the browser of your choice - this example was done using Google Chrome)

(43) Click Print. The measures for the area will print. **Note:** the detailed measures for the checklists for the area must then be printed by following section **42**.

In order to print a Checklist, follow steps **(40) to (41) then;**



(44) Open the Checklist you want to print by clicking on the relevant Checklist measure icon

Print a checklist



(45) A checklist popup will display along with the option to Print. Select the "Print" button to print the area.

Annexure A: User account request form for Ideal Hospital Realisation and Maintenance

NATIONAL DEPARTMENT OF HEALTH: FORM TO REQUEST USER ACCOUNTS TO ACCESS IDEAL HOSPITAL REALISATION AND MAINTENANCE MODULE													
<p>NB: Complete the form electronically, save and print it (check that content is printed on one page, each page must be signed). Sign the document and scan the signed copy (must be signed by staff member as designated by the Provincial Office). E-mail both the electronically completed 'Word' document as well as the signed scanned copy to idealclinic@health.gov.za</p>													
Province: <input type="text"/>													
No	Title	First Name	Surname	E-mail address	Mark with a 'X' if user has an Ideal Clinic user account	Role (mark with a X to indicate the role the user must have)				Select from the drop-down list the district, sub-district or facility the user must have permissions for. For example, if the user must have permission for the entire province, don't complete the columns for district etc. If the user must have permission for the district, complete up to the district column.			
						View	Capture	Authorise QA	Authorise CEO	Province	District	Sub district	Facility
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													

Authorised by:	
Name and surname	<input type="text"/>
E-mail address:	<input type="text"/>
Designation	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>