Republic of Uganda

Ministry of Health

Uganda National Health Laboratories Services
P.O. Box 7272
Plot 106 – 1062, Butabika Luzira Road,
Kampala, Uganda

Lab SPARS Data Collection Tool

Form Version 1.3 | 30042018

Read and refer to the
"Lab SPARS Data Collection Tool & Support Supervision Visit Guidelines"
before filling the form

Health Region		Name of Laboratory In-charge	
District		In-Charge Phone No	
Health Sub District		Supervision Visit No	
Health Facility		Date of Visit	
Level		Date of Next Visit:	
Ownership		Name of responsible LSS	

NAME(S) OF PERSONS SUPERVISED

#	Name	Sex (F/M)	Profession	Contact/Phone No.	Email
1.					
2.					
3.					
4.					

NAME(S) OF SUPERVISORS

#	Name	Contact/Phone No.	Title
1			
2			
3			

D1: Where are Laboratory supplies MAINLY stored in the facility?			
	STORE	Tick as appropriate	Comment
1	Main store	☐	
2	Laboratory store	☐	
3	Pharmacy store	☐	
4	Wards	☐	
4	Cupboards in the laboratory	☐	
5	Other stores, please specify	☐	

D2: Where ELSE are Laboratory supplies stored in the facility *(Do not repeat response selected in D1 above)*

	STORE	Tick as appropriate	Comment	
1	Main store	☐		
2	Laboratory store	☐		
3	Pharmacy store	☐		
4	Wards	☐		
4	Cupboards in the laboratory	☐		
5	Other stores, please specify	☐		

D3: Does the facility use stock cards to track the use of laboratory supplies *(Observe)*

Yes ☐	No ☐	Comment	

D4: Where are stock cards kept in the facility *(Observe)*

	STORE	Tick as appropriate	Comment	
1	Main store	☐		
2	Laboratory store	☐		
3	Pharmacy store	☐		
4	Wards	☐		
4	Cupboards in the laboratory	☐		
5	Other stores, please specify	☐		

D5: **Assessor**: *If stock cards are kept in multiple places*, ask; How is the consumption reconciled with the main store/stock card

I. STOCK MANAGEMENT

1- 9 Availability of reagents and correct filling of stock cards, stock books etc.

*Verify information recorded for the selected vital tests and reagents, complete table1 with (Y=1/N=0): If the facility does not carry out a particular test i.e. **C 1** write "0" for **C1** and "NA" for the rest of the columns (**C2** to **C22**) ; if the item is un available, write "0" in **C2** and proceed to **C3**, if stock card unavailable write '0' in **C3** followed by '0' for **C4** to **C13** and ask **C14** If stock book unavailable write "0" in **C14** followed by '0' for **C15** to **C18**. If AMC not recorded write 'NR', if item overstocked (**C17**) write "0". **NB**: For all unselected items (vital tests) write "NS".*

Table 1: Availability of reagents and correct filling of stock cards, stock books (Key: C= Column, R=Row)

		Columns	C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	C11	C12	C13	C14	C15	C16	C17	C18	C19	C20	C21	C22
	Selected test	Reagent & Unit size	Does the facility carry out these tests (Assessor ask for all ten tracer items and score yes=1 and No=0	Is the Item available? (Score 1/0) - If expired, mark (E)	Is the Stock card available? (1/0)	Is a physical count (PC) done every month and marked in the stock card (*check last 3 complete months*) (1/0)	Is the card filled correctly with name, unit size , Min& Max, special storage (1/0)	Balance according to stock card (record no. from the card)	Count the no. of reagents in stock and record i.e. physical count (PC)	Does the balance according to the stock card agree with the PC 100%? (1/0)	Record the amount issued in the last 3 complete months.	Record the number of days out of stock in the last 3 complete months.	Record the average monthly consumption (AMC) as per the stock card. Write NR if not recorded.	Calculate & record the AMC based on the last 3 complete months	Does the AMC from the stock card agree with the calculated AMC 100%? (1/0) Write NR if no record in C11 above	Is the stock book available (1/0)	Is stock book correctly filled (all fields filled & AMC) (1/0)	Record the average monthly consumption (AMC) as per the stock book. Write NR if not recorded. (	Calculate AMC based on the stock book	Does the AMC from the stock book agree with the calculated AMC – Score 1 if yes and 0 if not?	Record the No. of days out of stock in the last 4 complete months.	Is the commodity overstocked? - Score 0 if overstocked and 1 if not.	Was the selected item ordered for and delivered? (1/0)	Order refill rate: (Quantity ordered Minus quantity received). Score 1 if quantity ordered = quantity received, and 0 (zero) if it does not. Record for all 10 items. Write "NR" if either the order form or the delivery form is missing and :PS" for items where a push system is sued
R1	HIV screening	Determine strips (100)																						
R2	CD4 testing (*Select appropriate equipment & reagent*)																							
R3	TB testing	Strong Carbol Fuchsin 1000mls																						
R4	TB testing	GeneXpert cartridges																						
R5	Malaria testing	RDTs (Box of 25)																						
R6	Malaria testing	Field stain A/B (1000mls)																						
R7	Haematology testing (*Select appropriate equipment & reagent*)																							
R8	Gram stain test	Crystal violet 2% 1000ml																						
R9	Syphilis	RPR test strips 100																						
R10	Blood grouping	Anti-Sera (5mls)																						
R11	Blood Glucose test	Glucometer strips 50																						

	Columns	C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	C11	C12	C13	C14	C15	C16	C17	C18	C19	C20	C21	C22
Selected test	Reagent & Unit size	Does the facility carry out these tests (Assessor ask for all ten tracer items and score yes=1 and No=0	Is the Item available? (Score 1/0) - If expired, mark (E)	Is the Stock card available? (1/0)	Is a physical count (PC) done every month and marked in the stock card (*check last 3 complete months*) (1/0)	Is the card filled correctly with name, unit size , Min& Max, special storage (1/0)	Balance according to stock card (record no. from the card)	Count the no. of reagents in stock and record i.e. physical count (PC)	Does the balance according to the stock card agree with the PC 100%? (1/0)	Record the amount issued in the last 3 complete months.	Record the number of days out of stock in the last 3 complete months.	Record the average monthly consumption (AMC) as per the stock card. Write NR if not recorded.	Calculate & record the AMC based on the last 3 complete months	Does the AMC from the stock card agree with the calculated AMC 100%? (1/0) Write NR if no record in C11 above	Is the stock book available (1/0)	Is stock book correctly filled (all fields filled & AMC) (1/0)	Record the average monthly consumption (AMC) as per the stock book. Write NR if not recorded. (	Calculate AMC based on the stock book	Does the AMC from the stock book agree with the calculated AMC – Score 1 if yes and 0 if not?	Record the No. of days out of stock in the last 4 complete months.	Is the commodity overstocked? - Score 0 if overstocked and 1 if not.	Was the selected item ordered for and delivered? (1/0)	Order refill rate: (Quantity ordered Minus quantity received). Score 1 if quantity ordered = quantity received, and 0 (zero) if it does not. Record for all 10 items. Write "NR" if either the order form or the delivery form is missing and :PS" for items where a push system is sued
	SUM																						

Comments (all 'NA' must to be explained! – if needed continue comments after scoring table on next page):

1 – 9. Availability of reagents and correct use of stock cards, stock books - continued

Scoring:

Use the sums from table1 to calculate the score. Remember to subtract 'NA' from the 5 items for the first 8 indicators and NA from the 10 items for Indicator 9 when calculating the score, e.g. where a product is not stocked by the facility.

Indicator	How to score	Score	Percentage
1.Availability of reagents for selected tests on day of visit	Sum/(5-NA)		
2.Stock card availability	Sum/(5-NA)		
3.Correct filling of stock card	Sum/(5-NA)		
4. Does physical count agree with stock card balance?	Sum/(5-NA)		
5. Is AMC in the stock card correctly calculated	Sum/(5-NA)		
6. Is Stock book correctly filled?	Sum/(5-NA)		
7. Is AMC in the stock book correctly calculated	Sum /(5-NA)		
8. Number of items not overstocked?	Sum/(5-NA)		
9. Order fill rate (C25)	Sum/(5-NA)		

Score: the sum of (1 to 9) Yes (1) divided by 9 minus 'NA': _____   Percentage: _____

II. STORAGE MANAGEMENT

10. Cleanliness of the laboratory including storage facilities

Make a physical observation of the place where laboratory supplies are stored.

Area	Score	Comments
a) The Lab store is clean and tidy		
b) The Main store is clean and tidy		
c) The Work top is clean and tidy		
d) The Laboratory is clean and tidy		
Sum		

Score: the sum of score for (a+b+c+d) storage area divided by 4 minus NA = ____   Percentage: _____

11. Hygiene of the Laboratory

Ask to be shown the water points, hand washing and staining stations: score yes =1, No=0 and NA for not applicable

Indicator	Score	Comments
a) Is there running water in the lab?		
b) Is the hand washing area separate from the staining area?		
c) Is hand washing facilities accessible, conveniently located, hygienic and functioning?		
d) Is the drainage system of suitable standards?		
e) Is there soap for hand washing?		
Sum		

Score: the sum of a) to d) divided by 5 minus any 'NA': _____   Percentage: _____

12. System for storage of laboratory reagents and supplies

Ask to be shown around the main and e laboratory store that sores laboratory supplies and observe the following conditions, score yes =1 and No=0

Indicator	Main Store 1/0	Lab Store 1/0	Comments
a) Are there shelves and cupboards for storage			
b) Are reagents stored on shelves and /or in cupboards?			
c) Are the stock cards kept next to the reagents on the shelves or in a file?			
d) Are lab reagents stored on shelves or in cupboards stored in a systematic manner (alphabetic, usage form etc.)?			
e) Are the shelves labelled?			
Sum			

Score: Main store: the sum of a) to e) yes (1) divided by 5:_____Percentage_____

Score: Lab store: the sum of a) to e) yes (1) divided by 5: _____Percentage _____

Sum of main store score results + Lab score results minus NA _____ percentage------------------

13. Storage conditions for laboratory supplies/reagents

Ask to be shown around the main store and the store for lab supplies and observe the following conditions, score Yes =1, No=0

Indicator	Main store 1/0/NA	Lab store 1/0/NA	Comments
a) No signs of pests/harmful insects/rodents seen in the area (Check traces, droppings etc. from bats, rats, ants, etc.)			
b) Are the supplies protected from direct sunlight (Painted glass, curtains			

		Main store	Lab store	
	or blinds or no windows)?			
c)	Is the temperature of the storage room monitored?			
d)	Can the temperature of the storeroom be regulated (with Ventilation, air-condition or by opening windows)?			
e)	Roof is maintained in good condition to avoid water penetration?			
f)	Is storage space sufficient and adequate?			
g)	Is the store room lockable and access limited to authorised personnel?			
h)	Fire safety equipment is available and accessible (any items for promotion of fire safety should be considered)			
i)	Is there a functioning system for cold storage (Refrigerator)?			
j)	If yes, are only reagents stored in the refrigerator – no food or beverage?			
k)	Is the temperature of the refrigerator recorded daily?			
l)	Boxes are not directly on the floor in the store			
	Sum			

Score: Main store: the sum of a) to l) yes (1) divided by 12:_____Percentage:_____

Score: Lab store: the sum of a) to l) yes (1) divided by 12:_____Percentage _____

Sum of main score results + Lab score results minus NA _____ percentage------------------

14. Storage practices of laboratory reagents

Checks for the listed components and score Yes =1, No=0 and NA for not applicable

Indicator	Main store 1/0	Lab store 1/0	Comments
a) Is there a record for expired reagents (Check)?			
b) Is there a place to store expired reagents separately?			
c) Is FEFO adhered to? (*Check 5 randomly selected reagents*)			
d) Are reagent bottles/kits labelled with the date of opening (*enter date when the bottle was first opened*)			
e) Do all bottles that have been opened have a lid on?			
f) Are chemicals labelled with the chemical's name and with hazard markings?			
g) Are flammable chemicals stored out of sunlight and below their flashpoint, preferably in a steel cabinet in a well-ventilated area			
h) Are flammable and corrosive agents stored separate from one another			
Sum			

Score: Main store: the sum of a) to e) yes (1) divided by 5 Minus NA _____Percentage: _____

Score: Lab store: the sum of a) to e) yes (1) divided by 5 Minus NA: _____Percentage _____

Sum of main score results + Lab score results minus NA _____ percentage_____

III. ORDERING, RECEIPT AND RECORDING

15. Reorder level calculation

Ask the supervisee how, s/he decides the amount to order (if they were to re-order), score appropriately. The supervisee should show knowledge about the process of using the consumption log and the stock card to extract figures such as; Stock on Hand, AMC and both Min-max for the commodity in question). Write "NR" in case the order form is missing for part a and c, Write "NR" for part b if the laboratory does not have the standard TEST MENU by level

No.	Responses	Score
a)	Select a stock card or stock book; select one reagent/test kit (e.g. determine test kits) and check whether the person knows how to calculate the quantity to order. Let the person show you how to calculate the quantity to order for the selected reagents/test kit Record: SOH= ………; Qty Issued out (2 months) =………; AMC=…….; Maximum quantity (AMCx4) =……… (Quantity to order = Maximum stock – Stock on hand)=…… (Score 1 if quantity to order is correct otherwise 0 or NR for missing order forms)…… …………………….	
b)	Is there a **standard** test menu at laboratory facility on the day of visit? Yes/No	

c	Review 3 previous orders and identify any 5 commodities that appear in all the orders. Item 1:………………… …………Vital ☐ Not vital ☐ NA ☐ Item 2:……………………………… Vital ☐ Not vital ☐ NA ☐ Item 3:……………………………… Vital ☐ Not vital ☐ NA ☐ Item 4:……………………………… Vital ☐ Not vital ☐ NA ☐ Item 5:……………………………… Vital ☐ Not vital ☐ NA ☐ Score 1 if all items that are vital else 0 (refer to **EMHS** LIST for Uganda by level)		
		Sum	

Score: the Sum of item (a+b+c)/(3-NA).   Percentage _____

16. Adherence to ordering and delivery procedures
Complete the dates of orders and delivery in the table below for the last order. The final score is 1 or 0 depending on timeliness of ordering and delivery. Write NR for missing delivery schedule, order forms or delivery forms

No	Responses	Most recent order cycle	Comments
1	Ordering schedule date *(check the warehouse schedules)*		
2	Actual date of ordering by facility (write date stamped by in-charge)		
3	**Was ordering timely (Y=1/N=0)**		
4	Delivery schedule date		
5	Date of delivery from warehouse		
6	**Was delivery on schedule (timely) (Y=1/N=0)**		

Score (for timeliness of order/delivery):
Score 1 if date of ordering is equal to or slightly before the ordering schedule, else 0
Score 1 if date of delivery is equal to or slightly before the delivery schedule, else 0
Score: (for timeliness of orders and delivery) -: sum of (row 3 + row 6)/2.   Percentage _____

17. Availability of a laboratory product catalogue
Check to see if it's the official product catalogue issued by the national warehouses. Score 1 if available otherwise 0, (if not yet distributed by the national warehouses "N/A"

No	Responses	Score	Comments
1	Availability of a product catalogue (yes=1, No=0		

Score:_____percentage_____

IV. LABORATORY EQUIPMENT

18. Developing and maintaining facility equipment inventory
Complete the table and score yes= 1 or No= 0

No	Responses	Score	Comments
1	Is the inventory equipment form available (***see a copy of the form and (yes= 1, No=0)***		
2	Does the facility have an equipment inventory(***(yes= 1, No=0)***		
3	Has the inventory been updated in the last 1 year ***see a copy of the form last updated in the last 1 year (yes= 1, No=0)***		
4	Is equipment standardization guideline available at the facility? (***see a copy of the form and (yes= 1, No=0)***		

Score: sum of 1 to 4 divided by 4 minus NA   Percentage _____

19. Equipment management plan to ensure functionality

Complete the table below Score 1/0 or NA depending on the facility situation NB: evaluate the facility based on equipment platforms available

No	Responses	Score	Comments
1	Is relevant major equipment service information readily available in the laboratory (look out for equipment book of life for CD4, Haematology, clinical chemistry/ colorimeter and microscope) (Score 1 based on availability of the above equipment information) NB: for any available equipment all service information must be available to score 1		
2	Is major equipment routinely serviced according to schedule and documented in the service logs? (check records and any available platform need to be a Yes to score a 1)		
3	Is internal quality control (IQC) performed for CD4, Haematology and clinical chemistry/colorimeter equipment, documented, and reviewed prior to release of patient results? (**Review the last 5 days the test were done (look in the lab register)** (*check records and any available platform need to be a Yes to score a 1)*		
4	Are the manufacturers' operator manuals for major equipment (CD4, Haematology and clinical chemistry/calorimeter) readily available? (*check records and any available platform need to be a Yes to score a 1)*		

Score: Sum (1 to 4) yes (1): _____percentage_____

20. Equipment Functionality

Has the laboratory provided uninterrupted testing services, with no disruptions due to equipment downtime since the last visit (Please note for baseline visit look at the past 1 year)? Yes=1, No =0, N/A = not applicable (not available). NB: Verify from the equipment maintenance log and record the equipment downtime in months if there were some interruptions.

Equipment	Score	Duration of downtime (months)	Non-functional due to equipment(hardware/software) (Tick)	Non-functional due to reagents (Tick)	Non-functional due to other factors e.g. power, manpower	Response time	Comments
1.CD4 (Specify)							
2.Hematology (Specify)							
3.Microscope							
4. Centrifuge							
5.Hb meter							
6.Chemistry (Specify)							

Score: the sum (1 to 6)/6 minus NA: _____   Percentage: _____

21. Equipment utilization for; chemistry, haematology and CD4 platforms.

Note: Excluding general purpose equipment like microscopes.

1.CD4 Equipment								
A	B	C	D	E	F	G	H	I
Equipment name	Throughput (per day)	Average no. of days running per month	Average actual output (lab registers)	Average Expected out (B*C)	% Utilization((D/E)*100)	If "F" more than "70%" score "1" else "0"	Capacity of equipment (health worker)	If B=H score "1 "else "0"
BD FACSPresto	60							
BD FACSCalibur	200							
BD FACSCount	70							
Sysmex Partec Cyflow Counter	160							
Pima Analyzer	20							

2.Chemistry Equipment								
A	B	C	D	E	F	G	H	I
Equipment name	Throughput (per day)	Average no. of days running per month	Average actual output (lab registers)	Average Expected out (B*C)	% Utilization((D/E)*100)	If "F" more than "70%" score "1" else "0"	Capacity of equipment (health worker)	If B=H score "1 "else "0"
ROCHE COBAS C311	520							
ROCHE COBAS C111	450							
COBAS 6000	8000							
Humastar 80	640							
Humastar 600	4800							

3.Heamatology Equipment								
A	B	C	D	E	F	G	H	I
Equipment name	Throughput (per day)	Average no. of days running per month	Average actual output (lab registers)	Average Expected out (B*C)	% Utilization((D/E)*100)	If "F" more than "70%" score "1" else "0"	Capacity of equipment (health worker)	If B=H score "1 "else "0"
Humacount 30TS	240							
Humacount 60TS	480							
Mindray BC 3200	480							
Mindray BC 3000	480							
Mindray BC 2800	240							
Mindray BC 2300	240							
Medonic M-Series	640							
Sysmex POCH-100i	200							
Sysmex XP-300/500i	480							

Score: Chemistry; Sum (G & I)/2_____   percentage_____

Score: CD4; Sum (G & I)/2_____   percentage_____

Score: Haematology; Sum (G & I)/2_____percentage_____

Sum of 3/3 minus NA _____   Percentage_____

V. LABORATORY INFORMATION SYSTEM

22. Availability of Laboratory Data collection forms

Check and verify to see that the documents are the official and current documents for MoH; yes= 1, No= 0

(add all numbers for all the tools) (N/A for facilities that don't perform a particular test Category)

No	Item	Scores	Comments
A	HC III daily Activity register HMIS form 055a1		
B	HC IV daily activity Register HMIS form 055a2		
C	General Hospital Daily Activity register HMIS form 055a3		
D	Daily activity log for HIV test kits (HMIS form 055a4		
E	TB Register (HMIS form 089)		
F	Clinical Chemistry Register (HMIS form 090)		
G	Blood Transfusion Record (HMIS form 091B)		
H	CD 4 Register (HMIS form 095)		
I	Haematological Indices HMIS form 094		
J	Microbiology & Serology Lab Register (HMIS form 093)		
K	Facility Monthly Summary report (HMIS 105 (stock status report (section 6 page 8)		
L	Facility Monthly Summary report (HMIS 105-Section 7 page 9)		
M	Laboratory reagents & consumable order form HMIS form 018b		
N	Bi-Monthly report & order calculation form for HIV test kits HMIS form 018b2		
	Sum		

Score: the sum of (a– n/14 – N.A.): _____   Percentage: _____

23. Availability of HMIS 105 reports

Check for availability of the specified form and score 1=Yes (if available and seen 0=No (not available or not seen)

No	Item	Score	Comments
1	Does the laboratory keep copies of the Laboratory HMIS 105 Section 7 page 9 monthly reports sent to the facility in-charge		
2	Does the facility have HMIS reports for all the previous 2 months(verify , if all Score 1 otherwise 0)		
	Sum		

Score: the sum of 2 divided by 2_____   Percentage: _____

24. Timeliness of HMIS 105 reports

Please check the dates the reports for the previous month was submitted, if submitted on time score 1 otherwise 0 (NB: Timely reporting means; 5th, 7th and 14th for facility, HSD and district respectively)

No	Item	Score	Comments
	Report schedule data (write the expected reporting date)		
1	Date HMIS 105 Section 7 page 9 report was submitted to the district		
	Was the HMIS 105 Section 7 page 9 report submitted to the health sub district on time (Yes=1/No=0		

Score; ---percentage---

25. Completeness and accuracy of HMIS 105 report (Section 6 and 7)

Date report was filled (use last report not more than 2 months ago): ……. /……. /…….

a) Completeness of the HMIS 105 report

Item	Score
i) HMIS 105 report section 6 is completely filled (**No blanks left**) then score 1 ELSE score =0	
ii) HMIS 105 report section 7 is completely filled (**No blanks left**) then score 1 ELSE score =0	

Sum of (i & ii divided by 2)................................

b) Check the accuracy of the last HMIS 105 report (Yes=1/ No=0):

Assessor; check the previous HMIS 105 (stock status report) and the Stock card/book record and compare values during the reporting period. If the data in the report agree (100%) score 1 if not score 0. If either the HMIS 105 report or the stock card or book is missing score 0

Stock Status	Is the previous HMIS 105 report and the stock card/book for the following commodities available? (1/0/NA)	Reported in HMIS 105			Actual (recounted) in stock card/book			Do the report and stock card/ book data agree? (1/0/NA)
		Quantity consumed	No. Of days out of stock	Stock on hand	Quantity consumed	No. Of days out of stock	Stock on hand	
1. Determine HIV Screening test, tests								
2. Stat -pack HIV Confirmatory rapid tests, tests								
3. Unigold/SD-Bioline HIV RDT Tie-breaker test, tests								
4. CD4 reagent Specify……………………….								
5. Malaria Rapid Diagnostic tests								
6. ZN reagent for AFB								
7. Blood 450 ml								
							Sum	
						Accuracy = Sum/(7 - NA)		

c) Check the accuracy of the last HMIS 105 report (Yes=1/ No=0):

Service statistics	Is information on Service statistics available from the last report (1/0/NA)	No of tests as reported on HMIS 105	No of tests as recorded in lab register in that month	Do the two agree? (1/0/NA)
1. Blood slide (Malaria)				
2. Urinalysis				
3. Stool Microscopy				
4. HIV				
5. Syphilis (TPHA) test				
6. Pregnancy Test				

Sum		
Accuracy = Sum/(6 - NA)		

Score: the sum of scores (a+ b +c) divided by 3 _____Percentage: _____

Comments:

26. Availability of displayed information on day of visit

 Check for the presence of any of the monthly statistics displayed either in table/graph/chart or map. Any display of the above statistics in the past 3 months, is awarded a score of 1 otherwise 0

No	Item	Yes=1/No=0	Updated in last quarter (Yes=1/NO=0	Comments
1	Table/graph/chart/map			
	Sum			

Score: sum of 2 divided by 2_____score 1   percentage 100_____

Comments:

27. Filing of reports

*Assessor: Ask to see a copy of the **previous** month, score 1 if seen otherwise 0*

*For completeness; **For HMIS 105** should have the name of the health facility, the date completed, tests performed, **For Bi-Monthly report & HIV test kit order calculation form;** Number of kits at the beginning of report period, totals received, totals used, quantity required and summaries of tests by purpose.*

***For HMIS 018**, in addition to the facility name, you require the total value of quantities ordered.*

***For Requisition & issue vouchers**: Check for quantity consumed, quantity on hand, quantity required, requesting and authorising officer details,*

No	Item	1/0/NA	Comments
	Order forms		
1	HMIS 105(7) monthly reports		
2	Bi-Monthly report & HIV test kit order calculation form		
3	HMIS 018		
4	Requisition & issue vouchers		
	Sum		

Score: the sum of 4/4 ----------------   Percentage: _____

Lab SPARS Dashboard and Spider Graph

Lab SPARS Indicators	Score	%
Stock management (9)		
1.Availability of reagents for selected tests on day of visit		
2. Stock card availability		
3.Correct filling of stock card		
4. Does physical count agree with stock card balance?		
5. Is AMC in the stock card correctly calculated		
6. Is Stock book correctly filled?		
7. Is AMC in the stock book correctly calculated		
8. Number of items not overstocked?		
9. Order fill rate		
TOTAL (Add 1-9)		
Spider Graph Score (TOTAL1/9-NA) x 5 =		
Storage Management(5)		
10.Cleanliness of the laboratory including storage facilities		
11. Hygiene of the Laboratory		
12.System for storage of laboratory reagents and supplies		
13.Storage conditions for laboratory supplies/reagents		
14.Storage practices of laboratory reagents		
TOTAL (Add 10-14)		
Spider Graph Score (TOTAL2/5-NA) x 5 =		
Ordering, Receipt and Recording (3)		
15. Reorder level calculations		
16.Adherence to ordering and delivery procedures		
17. Availability of a laboratory product catalogue		
TOTAL (Add-15-17)		
Spider Graph Score (TOTAL3/3-NA) x 5 =		
Laboratory Equipment (4)		
18. Developing and maintaining facility equipment inventory		
19. Equipment management plan to ensure equipment functionality		
20. Equipment Functionality		
21. Equipment utilization		
TOTAL (Add 18-21)		
Spider Graph Score (TOTAL4/4-NA) x 5 =		
Laboratory Information systems (6)		
22. Availability of laboratory data collection forms		
23. Availability of HMIS 105 reports		
24. Timeliness of HMIS 105 reports		
25. Completeness and accuracy of HMIS 105 report		
26. Availability of displayed information on day of visit		
27. Filing of reports		
TOTAL (Add 22-27)		
Spider Graph Score (TOTAL5/6-NA) x 5 =		

Assessment area	Maximum score (minus-NA)	Total scored (Y-Maximum score)	SPIDO graph value scaled
Stock Management	9	Y/9	((Y/9)*5))
Storage Management	5	Y/5	((Y/5)*5))
Ordering, Receipt and Recording	3	Y/3	((Y/3)*5))
Laboratory Equipment	4	Y/4	((Y/4)*5))
Laboratory Information systems	6	Y/6	((Y/6)*5))
Total Spider Graph Score (Max score is 25)			

Lab SPARS Key Assessment Areas