

PROCEDURE FOR CONDUCTING A DATA QUALITY ASSESSMENT (DQA) AT A HEALTH FACILITY

Date: November, 25th 2023

Revision Number:

Date of Review:

Purpose: The Purpose of the Standard Operating Procedure (SOP) is to outline a Step-by-Step approach on how to Conduct a Data Quality Assessment of Health Facility Logistics Data

SNo.	PROCEDURE	RESPONSIBLE STAFF
1.0	IDENTIFY A DISCREPANCY	
	Develop a DQA assessment tool that includes parameters to be assessed in the following areas:	
1.1	<p>1. MAIN STORE:</p> <ul style="list-style-type: none"> • Verification of Stock Balances (Physical vs Recorded) • Verification Requisition and Issues made (Orders vs Issues & Stock Balances) <p>2. DISPENSING UNIT: (Pharmacy, LAB, Outreach centres etc.)</p> <ul style="list-style-type: none"> • Verification of Consumption Data (Issues Made vs. Recorded Consumption & Stock Balances in dispensing Area) • Verification of Clients served (Patient Numbers/Clients vs. Consumption of Commodity) 	Stores In-charge, Pharmacy In-charge, Lab In-charge & Admin Representative
2.0	Assessment of the Main Store	
2.1	Perform a Physical Count of all commodities in the Store and compare actual stock balance with the physical Stock Balance	Stores In-charge and Admin Representative
2.2	Review and compare recorded stock transactions on the stock card with orders placed and issues made from the store as per the Requisition & Issues Vouchers, and actual stock balances of the items	Stores In-charge and Admin Representative
2.3	If there are discrepancies identified, investigate the origin, resolve the variances and sign off any corrections made to the documents as a result of the assessment	Stores In-charge and Admin Representative
2.4	Document all the discrepancies that arose during the assessment, highlighting those that were not resolved, the underlying hinderance to their resolution and the action plan in place to close the investigation	Stores In-charge and Admin Representative
2.5	Submit Assessment Report to the Facility In-charge for further follow-up	Stores In-charge and
3.0	Assessment of Dispensing Units (Lab, Pharmacy, Outreach Centres etc.)	
3.1	Perform a Physical Count of all commodities in the dispensing area	Stores In-charge
3.2	Review and compare issues made from the main store as per the Requisition & Issue Vouchers, the consumption recorded in the respective consumption logs and the stock balances of the items in the dispensing unit	Pharmacy In-charge, Lab In-charge & Admin Representative
3.3	If there are discrepancies identified, investigate the origin, resolve the variances and sign off any corrections made to the documents as a result of the assessment	Pharmacy In-charge, Lab In-charge & Admin Representative
3.4	Document all the discrepancies that arose during the assessment, highlighting those that were not resolved, the underlying hinderance to their resolution and the action plan in place to close the investigation	Pharmacy In-charge, Lab In-charge & Admin Representative
3.5	Submit Assessment Report to the Facility In-charge for further follow-up	Pharmacy In-charge, Lab In-charge & Admin Representative