



## EPILEPSY CLINIC ASSESSMENT TEMPLATE

### **INTRODUCTION**

Within the framework of the “Nodding Syndrome Alliance” project, epilepsy clinics have been established in different locations. Once start-up phase is concluded, it is foreseen that the epilepsy clinics undergo a brief yearly assessment of their functioning. This assessment is to be performed by the County Health Department under which each epilepsy clinic falls, with material support from the NSA project teams.

This template has been developed to provide a tool to guide and document the above-mentioned assessments. The template has been designed in alignment with the provisions of the World Health Organization’s Assessment Instrument for Mental health Systems (AIMS), version 2.2 – 2005, regarding mental health outpatient facilities. It encompasses elements pertaining to all 6 WHO Building Blocks of Health Systems:

1. Health Service Delivery
2. Health Workforce
3. Health Information Systems
4. Access to Essential Medicines
5. Financing
6. Leadership / Governance

1	<b>Location of the Epilepsy Clinic</b>	State: _____ County: _____ Facility: _____
2	<b>Date of the assessment visit (DD/MM/YYYY)</b>	Date: _____
3	<b>Members of the Assessment Team</b>	LEAD: Name, role, and organization: _____ Name, role, and organization: _____ Name, role, and organization: _____ Name, role, and organization: _____ Name, role, and organization: _____ Name, role, and organization: _____
4	<b>Epilepsy Clinic team members who are present during the assessment</b>	Name, role: _____ Name, role: _____ Name, role: _____ Name, role: _____ Name, role: _____ Name, role: _____ Name, role: _____
5	<b>Starting time of the assessment (AM/PM)</b>	Time: _____

GENERAL INFORMATION	INSERT DATA	NOTES / OBSERVATIONS
<b><u>WHO AIMS 2.2 – Item 2.2.2: Users treated through mental health outpatient facilities</u></b>		
Number of users treated through the Epilepsy Clinic	<i>Total number:</i> _____	
<b><u>WHO AIMS 2.2 – Item 2.2.3: Gender distribution of users treated through mental health outpatient facilities</u></b>		
Proportion of female users treated through the Epilepsy Clinic	<i>% of Female patients:</i> _____	
<b><u>WHO AIMS 2.2 – Item 2.2.4: Diagnosis of users treated through mental health outpatient facilities</u></b>		
Number of patients diagnosed with Epilepsy	<i>Total number:</i> _____	
Number of patients diagnosed with Nodding Syndrome	<i>Total number:</i> _____	
<b><u>WHO AIMS 2.2 – Item 2.2.5: Mental health outpatient contacts (i.e., consultation)</u></b>		
Average number of visits per user, over the last 12 months	<i>Number:</i> _____	
<b><u>WHO AIMS 2.2 – Item 2.2.6: Children and adolescents treated through mental health outpatient facilities</u></b>		
Proportion of children and adolescents among users treated through the Epilepsy Clinic	<i>% of patients &lt; 18 yrs:</i> _____	
<b><u>WHO AIMS 2.2 – Item 2.2.9: Mental health mobile clinic teams</u></b>		
Does the Epilepsy Clinic have an ongoing mobile clinic program?	<input type="radio"/> YES  <input type="radio"/> NO	

BUILDING BLOCK 1	NOTES / OBSERVATIONS	SCORING (0 to 10)	WEIGHT
<b>1. <u>HEALTH SERVICE DELIVERY</u></b>			
<b>1.1. Infrastructure</b>			
<p><b>1.1.1. The Epilepsy Clinic has been assigned adequate space</b></p> <p><i>Consider, among others:</i></p> <p>1.1.1.1. Size of the space for visits  1.1.1.2. Space ensuring privacy during consultations  1.1.1.3. Infrastructural status of the room(s) availed  1.1.1.4. Availability of power  1.1.1.5. Availability of water, handwashing facility  1.1.1.6. Availability / proximity of sanitation facility for clinic staff</p>		<p>_____/10</p>	<p>* 1 = ____</p>
<p><b>1.1.2. The Epilepsy Clinic has been equipped with adequate furniture</b></p> <p><i>Consider, among others:</i></p> <p>1.1.2.1. Availability of desks, chairs  1.1.2.2. Availability of shelves or cabinets for storing equipment  1.1.2.3. Availability of shelves or cabinets for storing drugs  1.1.2.4. Availability of shelves or cabinets</p>		<p>_____/10</p>	<p>* 1 = ____</p>
<p><b>1.1.3. The Epilepsy Clinic has been provided with adequate equipment</b></p>		<p>_____/10</p>	<p>* 2 = ____</p>

<p><i>Consider, among others:</i></p> <p>1.1.3.1. Availability of BP machine  1.1.3.2. Availability of Weighing scale  1.1.3.3. Availability of Height scale  1.1.3.4. Availability of Thermometer  1.1.3.5. Availability of MUAC tapes</p>			
<p><b>1.1.4. The Epilepsy Clinic has an adequate waiting area</b></p> <p><i>Consider, among others:</i></p> <p>1.1.4.1. Adequate size <i>vis-à-vis</i> the current patients' flow  1.1.4.2. Safe space  1.1.4.3. Sheltered against rain, wind  1.1.4.4. Availability / proximity of sanitation facilities for patients</p>		<p>_____/10</p>	<p>* 2 = _____</p>
<p><b>1.2. Guidelines, job aids</b></p>			
<p><b>1.2.1. The Epilepsy Clinic is equipped with guidelines, job aids</b></p> <p><i>Consider, among others:</i></p> <p>1.2.1.1. Guidelines on diagnosis  1.2.1.2. Guidelines on case management, including treatment</p>		<p>_____/10</p>	<p>* 3 = _____</p>
<p><b>1.3. Provision of care</b></p>			
<p><b>1.3.1. The Epilepsy Clinic offers effective care to patients with epilepsy</b></p>		<p>_____/10</p>	<p>* 17 = _____</p>

<p><i>Consider, among others:</i></p> <p>1.3.1.1. % of patients who have experienced a reduction in seizures since enrolment</p> <p>1.3.1.2. % of patients who have achieved zero seizures</p> <p>1.3.1.3. % of patients who have seen their overall health status improved</p> <p>1.3.1.4. Defaulting rate (%)</p>			
<p><b>1.3.2. The Epilepsy Clinic offers home-based follow-up care (directly, or through partners)</b></p> <p>[item 2.2.8 – WHO AIMS 2.2]</p>		<p>_____/10</p>	<p>* 4 = _____</p>
<p><b>1.3.3. The Epilepsy Clinic offers safe care</b></p> <p><i>Consider, among others:</i></p> <p>1.3.3.1. Adequate Infection Prevention &amp; Control measures are adopted</p> <p>1.3.3.2. Severe Adverse Effects are adequately recorded, and actions taken to avoid / mitigate them</p>		<p>_____/10</p>	<p>* 4 = _____</p>

**TOTAL:** \_\_\_\_\_ / 340

BUILDING BLOCK 2	NOTES / OBSERVATIONS	SCORING (0 to 10)	WEIGHT
2. <b><u>HEALTH WORKFORCE</u></b>			
2.1. <b>Human Resources' availability</b>			
<p><b>2.1.1. The Epilepsy Clinic has been assigned adequate human resources [item 4.1.1 – WHO AIMS 2.2]</b></p> <p><i>Consider, among others:</i></p> <p>2.1.1.1. Number of Medical Officers vs workload  2.1.1.2. Number of Clinical Officers vs workload  2.1.1.3. Number of Nurses vs workload  2.1.1.4. Number of aides vs workload</p>		<p>_____/10</p>	<p>* 8 = _____</p>
<p><b>2.1.2. The personnel at the Epilepsy Clinic have been adequately integrated into the facility's human resources establishment</b></p> <p><i>Consider, among others:</i></p> <p>2.1.2.1. Staff has been contracted in line with other personnel at the hosting facility  2.1.2.2. Staff appears within the human resources' establishment of the hosting facility</p>		<p>_____/10</p>	<p>* 2 = _____</p>
2.2. <b>Training and supervision</b>			
		<p>_____/10</p>	<p>* 5 = _____</p>

<p><b>2.2.1. Staff at the Epilepsy Clinic received in-depth training on epilepsy case management (&gt;2 days) [item 3.2.4 – WHO AIMS 2.2]</b></p> <p><i>Consider, among others:</i></p> <p>2.2.1.1. MOs who received training  2.2.1.2. COs who received training  2.2.1.3. Nurses who received training</p>			
<p><b>2.2.2. Staff at the Epilepsy Clinic have attended CME sessions on epilepsy case management and related topics</b></p> <p><i>Consider, among others:</i></p> <p>2.2.2.1. MOs who have attended refresher sessions, e.g., CME sessions  2.2.2.2. COs who have attended refresher sessions, e.g., CME sessions  2.2.2.3. Nurses who have attended refresher sessions, e.g., CME sessions</p>		<p>_____/10</p>	<p>* 2 = _____</p>

**TOTAL:** \_\_\_\_\_ / 170



BUILDING BLOCK 3	NOTES / OBSERVATIONS	SCORING (0 to 10)	WEIGHT
<b>3. <u>HEALTH INFORMATION SYSTEMS</u></b>			
<b>3.1. Health records</b>			
<b>3.1.1. The Epilepsy Clinic has adequate data collection tools, registers [item 6.1.4 – WHO AIMS 2.2]</b>  <i>Consider, among others:</i>  3.1.1.1. Availability of a master register of all patients (i.e., patients under treatment) 3.1.1.2. Availability and use of a register for new patients (recording the diagnosis) 3.1.1.3. Availability and use of a register for old patients (follow-up visits) 3.1.1.4. Availability and use of referral forms		____/10	* 4 = ____
<b>3.1.2. The Epilepsy Clinic provides patients with documentation</b>  <i>Consider, among others:</i>  3.1.2.1. Patients are provided with a document indicating their patient number 3.1.2.2. Patients are provided with a document indicating their diagnosis 3.1.2.3. Patients are provided with a document indicating their treatment + recommendations by the clinician 3.1.2.4. Patients are provided with a document indicating the next appointment date		____/10	* 2 = ____

<p><b>3.1.3. The Epilepsy Clinic has an adequate filing system for its records</b></p> <p><i>Consider, among others:</i></p> <p>3.1.3.1. The Epilepsy Clinic maintains individual patients' files</p> <p>3.1.3.2. The filing system is clear and eases the retrieving of records</p> <p>3.1.3.3. Availability of shelves, cabinet for storing registers and patients' files</p>		<p>_____/10</p>	<p>* 3 = _____</p>
<p><b>3.1.4. The Epilepsy Clinic maintains digital records</b></p> <p><i>Consider, among others:</i></p> <p>3.1.4.1. Availability and use of a computer set</p> <p>3.1.4.2. Key data of clinical activity are digitalized (no. of patients under treatment; number of visits; diagnoses – as per item 6.1.4 - WHO AIMS 2.2)</p>		<p>_____/10</p>	<p>* 2 = _____</p>
<p><b>3.2. Reporting</b></p>			
<p><b>3.2.1. The Epilepsy Clinic regularly produces informative reports on its activity</b></p> <p><i>Consider, among others:</i></p> <p>3.2.1.1. Frequency of the reports</p> <p>3.2.1.2. Content of the reports</p> <p>3.2.1.3. Level of detail &amp; data disaggregation (age, gender, etc.)</p>		<p>_____/10</p>	<p>* 2 = _____</p>
<p><b>3.2.2. Epilepsy Clinic reports are transmitted to the County Health Department [item 6.1.5 – WHO AIMS 2.2]</b></p>		<p>_____/10</p>	<p>* 2 = _____</p>

<p><i>Consider, among others:</i></p> <p>3.2.2.1. Frequency of submission to CHD</p> <p>3.2.2.2. Uploading of key data onto DHIS2</p>			
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**TOTAL:** \_\_\_\_\_ / 150

BUILDING BLOCK 4	NOTES / OBSERVATIONS	SCORING (0 to 10)	WEIGHT
4. <b>ACCESS TO ESSENTIAL MEDICINES</b>			
4.1. <b>Anti-epileptic drugs</b>			
<p><b>4.1.1. The Epilepsy Clinic has had adequate AEDs' stock over the last 12 months [item 2.10.3 – WHO AIMS 2.2] [SSEML 2017]</b></p> <p><i>Consider, among others:</i></p> <p>4.1.1.1. Availability of Carbamazepine  4.1.1.2. Availability of Phenobarbitone  4.1.1.3. Availability of Diazepam  4.1.1.4. Availability of Phenytoin  4.1.1.5. Availability of Valproate  4.1.1.6. Frequency of stock-outs of AEDs</p>		<p>_____/10</p>	<p>* 6 = _____</p>
<p><b>4.1.2. The AEDs are adequately stored, and their consumption recorded</b></p> <p><i>Consider, among others:</i></p> <p>4.1.2.1. Availability of adequate storing space  4.1.2.2. Availability of reports on AEDs' consumption / Stock cards</p>		<p>_____/10</p>	<p>* 2 = _____</p>
4.2. <b>First Aid Kit for epileptic seizures</b>			
4.2.1. <b>The Epilepsy Clinic has a First Aid Kit for epileptic seizures</b>		<p>_____/10</p>	<p>* 1 = _____</p>

<p><i>Consider, among others:</i></p> <p>4.2.1.1. Availability of the FA kit 4.2.1.2. Accessibility of the FA kit</p>			
<p><b>4.3. Consumables</b></p>			
<p><b>4.3.1. The Epilepsy Clinic has adequate stocks of consumables</b></p> <p><i>Consider, among others:</i></p> <p>4.3.1.1. Availability of gloves 4.3.1.2. Availability of disinfectant 4.3.1.3. Availability of drug sachets</p>		<p>_____/10</p>	<p>* 1 = _____</p>

**TOTAL:** \_\_\_\_\_ / 100

BUILDING BLOCK 5	NOTES / OBSERVATIONS	SCORING (0 to 10)	WEIGHT
5. <u>FINANCING</u>			
5.1. Service financial accessibility			
<p>5.1.1. Epilepsy Clinic are offered for free</p> <p><i>Consider, among others:</i></p> <p>5.1.1.1. Existence of co-payments</p> <p>5.1.1.2. Entity of co-payments</p>		<p>_____/10</p>	<p>* 4 = _____</p>

**TOTAL:** \_\_\_\_\_ / 40

BUILDING BLOCK 6	NOTES / OBSERVATIONS	SCORING (0 to 10)	WEIGHT
<b>6. LEADERSHIP / GOVERNANCE</b>			
6.1. Governance			
<p><b>6.1.1. The Epilepsy Clinic has a clear organogram, indicating reporting lines</b></p> <p><i>Consider, among others:</i></p> <p>6.1.1.1. An Epilepsy Clinic in-charge has been appointed</p> <p>6.1.1.2. A deputy Epilepsy Clinic in-charge has also been appointed</p> <p>6.1.1.3. The Epilepsy Clinic in-charge has a supervisor to report to concerning the clinic activity</p>		_____/10	* 1 = _____
<p><b>6.1.2. The Epilepsy Clinic has a fixed set of policies regulating the activity</b></p> <p><i>Consider, among others:</i></p> <p>6.1.2.1. Clear days and times of service</p> <p>6.1.2.2. Staff duty rotas</p> <p>6.1.2.3. Reporting obligations</p>		_____/10	* 2 = _____
6.2. Leadership / Supervision			
6.2.1. The Epilepsy Clinic is adequately supervised and supported		_____/10	* 2 = _____

<p><i>Consider, among others:</i></p> <p>6.2.1.1. The Epilepsy Clinic is supervised by a MO</p> <p>6.2.1.2. Supervision visits occur monthly</p> <p>6.2.1.3. Staff meet monthly with supervisor</p> <p>6.2.1.4. The supervisor provides (and records) recommendations for quality improvement</p>			
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**TOTAL:** \_\_\_\_\_ / 50

**GRAND TOTAL (score BBlock 1 + BBlock 2 + BBlock 3 + BBlock 4 + BBlock 5 + BBlock 6):** \_\_\_\_\_ / 850

**TIME OF COMPLETION OF THE ASSESSMENT:** \_\_\_\_\_ AM / PM



→ Once the above sections have been duly filled and scores assigned, the Assessment Team could hold brief consultations with a small sample of patients, (e.g., 5) while they wait for their turn to be served. The following tables provide some little guidance to gather patients' views on the Epilepsy Clinic service.

<b>PROMPTS FOR BRIEF CONVERSATION WITH EPILEPSY CLINIC PATIENTS</b>	
<b>ITEMS</b>	<b>NOTES / OBSERVATIONS</b>
<b>Age and Gender of the patient:</b>	<b>Age:</b> <span style="float: right;"><b>Gender:</b></span>
<b>1. Are you faring better or worse compared to the time before you accessed services at the Epilepsy Clinic?</b>	
<b>2. Are you satisfied with the care offered by the Epilepsy Clinic?</b>	
<b>3. What do you think should be improved at the Epilepsy Clinic?</b>	
<b>4. Are you happy with the interaction between you and the Epilepsy Clinic team?</b>	

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