



Supervisory and monitoring checklist

Name of director or head of laboratory:	
Name of malaria laboratory/ facility:	
Name of monitoring and supervision officer:	
Date of monitoring and supervision visit: (dd/mm/yyyy)	

Summary of Findings, Action Taken and Recommendation

Key Findings	Action Taken	Recommendation
Organization and management		
Documentations		
Procedures		
Laboratory set-up		
Laboratory Supplies		
Documentation		
Procedures		
Quality Assurance		
Biosafety		
Equipment		



Supervisory visit report form for assessment of malaria microscopy laboratories

1. General information

Name of malaria laboratory or facility:

Date of visit: (dd/mm/yyyy)

Type of facility:	<input type="checkbox"/> National hospital	<input type="checkbox"/> Health center	<input type="checkbox"/> Private sector
	<input type="checkbox"/> Provincial hospital	<input type="checkbox"/> Health post	<input type="checkbox"/> Others (specify)
	<input type="checkbox"/> District hospital	<input type="checkbox"/> Military health facility	
		<input type="checkbox"/> Police health facility	
Complete address of the laboratory:			
Province:		Municipality / City:	
Telephone:		Email:	
Fax:			
Name of head of department or director of laboratory:			
Name of head of facility:			
Name(s) of microscopists interviewed:	1.		
	2.		
Name of interviewers (conducting the monitoring & supervision visit):	1.		
	2.		

2. Organization and Management

For private laboratory:		Yes	No	Remarks				
- Is the laboratory licensed to practice								
- Are the microscopists trained?								
<i>Note: Ask to see copy of license.</i>								
Names of trained microscopists			Date of Last Training (dd/mm/yyyy)	External or national competency assessment		Remarks		
SN	Last name	First name		No. of months in laboratory	Basic Course Microscopy		Refresher Course Microscopy	Year
1								
2								
3								



3. Documentation			
	Yes	No	Remarks
Are pathology request forms available?			
Are results recorded in an organized and legible manner in lab registers?			
Are approved SOPs available in the laboratory?			
Are technical manuals and bench aids available in the laboratory?			
Are internal QC log sheets available?			
Are maintenance logbooks for microscopes available?			

4. Procedures			
	Yes	No	Remarks
Blood film preparation			
Are both thick and thin films prepared?			
Are blood films labelled appropriately?			
Are unstained slides protected from insects and auto-fixation?			

Blood film staining	Yes	No	Remarks
Are SOPs available for blood film staining?			
What is the staining technique used? <input type="checkbox"/> Giemsa stain <input type="checkbox"/> Other, specify: _____			
For Giemsa technique:			
Is buffered distilled water pH 7.2 ± 0.2 used to dilute the Giemsa stain?			
Is the Giemsa working stain solution freshly prepared before each staining (e.g 15 mins)?			



Blood film examination	Yes	No	Remarks
Are SOPs available for examination of blood films?			
Do microscopists routinely report the presence or absence of parasites, species, and density?			
Does the workload allow the recommended reading time (at least 10 minutes) per slide?			
Are examined slides stored and archived properly?			
Average number of slides read per month			
No. of slides read per day (as per the endemicity area)			
Average no. of slides read per day per microscopist (in highly endemic areas)			
No. of slides archived or assessed for cross-checking			

Laboratory Set-up and environment	Good	Poor	Remarks
Bench space			
Sink, washing area, staining area			
Access to clean water supply			
Good lighting			
Power source			
Ventilation			
Storage space for supplies and materials			
Storage space for unstained and examined slides			
Secure storage space for confidentiality of patient results			



Biosafety			
	Yes	No	Remarks
Laboratory staff wear protective laboratory coats and gowns and safety glasses			
Staff wear gloves when collecting and handling blood samples			
Hand-washing facilities with soap (or similar) available			
Power supply for the microscope(s) and laboratory lighting in good condition and safe			

Proper disposal units			
Containers for dry waste			
Containers for infectious materials			
Puncture-resistant container for sharps and blood slides			
Disposal of waste materials as per national guidelines			

Equipment and reagents			
Microscopes	Yes	No	Remarks
The microscope(s) is binocular with oil immersion x100 objective			
The status of microscope is good			
The microscope(s) is regularly serviced.			
The microscope(s) is cleaned and protected with a cover after use.			
Xylene is used to clean the microscope(s), objectives or eye pieces			
<i>Note: Xylene is carcinogenic and should not be used.</i>			
Spare microscope bulbs are available.			



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Microscope slides	Yes	No	Remarks
Microscope slides are of good quality and are thoroughly cleaned before use.			
Microscope slides do not have scratches or surface aberrations.			
Microscope slides are re-used.			

Staining reagent	Yes	No	Remarks
All required staining reagents are available and within the expiry date			
Internal QC is performed for each batch of working stain solution prepared and each batch of commercially prepared stain opened for use.			
Commercial stain solutions do not contain excessive stain precipitate.			
Unused stain is never returned to the stock bottle.			

General laboratory supplies	Yes	No	Remarks
Alcohol and cotton (or similar) for cleaning skin prior to blood collection			
Lancets			
Methanol			
Giemsa stain			
Buffer salts or buffer tablets			
pH meter / pH paper / litmus paper			
pH calibration solutions			
Staining jar / rack			
Microscope light bulbs			



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General laboratory supplies	Yes	No	Remarks
Sharps containers			
Pencils, glass-writing			
Laboratory gowns			
Gloves, disposable			
Lens cleaning solution / lens paper			
Marker pens			
Safety glasses			
Needles and syringes			
Vacuum venipuncture supplies			
Slide labels			
Coverslips			
Mounting medium			
Tourniquet			
Staining rack			
Drying rack			
Graduated cylinders of the correct size			
Wash bottles			
Timers			
Immersion oil of acceptable viscosity (not too thick and not too thin)			
Tally counter			
Slide boxes for storage			



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General laboratory supplies	Yes	No	Remarks
For laboratories in which stain is prepared from powder: sufficient glycerol, methanol, powder, beakers, measuring cylinders, filter paper, funnels, stirring rods, scales, spatulas and storage bottles			

Quality Assurance	Yes	No	Remarks
Does the laboratory comply fully with the national QA and QC guidelines?			
Is there a formal protocol for analysing internal QC results and taking corrective action if the results are not satisfactory?			
Do the laboratory or microscopists regularly participate in a proficiency testing scheme or other form of external QA?			
Is the performance of the laboratory or microscopists in the proficiency testing scheme or other form of external quality assessment satisfactory?			
Does the laboratory have procedures to address poor performance in proficiency testing or other forms of external quality assessment?			

Performance Indicators:	Yes	No	Remarks
Monitoring of:			
Total number of slides examined/ (or by RDTs)			
Total number of positive slides, stratified by species			
Consumption of commodities			
Monthly stock-outs of microscopy reagents			
Turnaround time for microscopy results			



General findings and recommendations:

Supervisor's comments:

Assessed by:

Signature :

Date: