

GOVERNMENT OF TRIPURA  
HEALTH & FAMILY WELFARE DEPARTMENT  
(NATIONAL HEALTH MISSION)

No.F.3 (5-2929) FWPM/SHFWS/2014

16<sup>th</sup>  
August 2014

**NOTIFICATION**

Based on the directions of Hon'ble Supreme Court of India, Quality Assurance (QA) committees have been constituted at state and district levels to ensure quality in male and female sterilization services. Government of India have now expanded the scope of the state and district level QA committee beyond family planning to include all services envisaged under the Reproductive Maternal Newborn & Child Health + Adolescent Health (RMNCH+A), disease control programmes and other hospital services.

2. Accordingly, it has been decided to constitute **State Quality Assurance Committee (SQAC)** as per the latest **'Operational Guidelines for Quality Assurance in Public Health Facilities'** with the following officials as under:

- |        |   |                    |
|--------|---|--------------------|
| (i)    | The Secretary, Health & Family Welfare  | - <b>Chairman</b>  |
| (ii)   | The Mission Director, NHM   | - Vice-Chairman    |
| (iii)  | The Director, Family Welfare & P.M.   | - Convener         |
| (iv)   | The Programme Officer (RCH) cum<br>Nodal Officer for the QAC                      | - Member Secretary |
| (v)    | The Director, Medical Education   | - Member           |
| (vi)   | The HOD (Gynecology), AGMC&GBP Hospital   | - Member           |
| (vii)  | The HOD (Surgery), AGMC&GBP Hospital  | - Member           |
| (viii) | The HOD (Anesthesia), AGMC&GBP Hospital   | - Member           |
| (ix)   | The HOD (Medicine), AGMC&GBP Hospital   | - Member           |
| (x)    | The HOD (Pediatrics), IGM Hospital  | - Member           |
| (xi)   | The Medical Superintendent, IGM Hospital  | - Member           |
| (xii)  | The Registrar, Tripura Nursing Council  | - Member           |
| (xiii) | One Member from an accredited Private sector<br>Hospital/NGO (health care sector) | - Member           |
| (xiv)  | One Representative from Department of Law   | - Member           |
| (xv)   | One Representative from IMA   | - Member           |
| (xvi)  | The State Facilitator, RRC-NES for Tripura  | - Member           |

The broad responsibility of the above-mentioned Committee will be to oversee the quality assurance activities across the state in accordance with the National and State's guidelines, and also ensure regular and accurate reporting of the various key indicators.

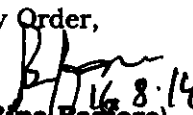
2. Further, a five-member **'State Family Planning Indemnity Sub-committee'** from within the SQAC shall redress, dispose and disburse claims/complaints received through the District Quality Assurance Committee (DQAC), to the District Health & Family Welfare Society as per procedure and time frame laid down in the manual on **"Family Planning Indemnity Scheme 2013"**. The Sub-Committee would comprise of the following:

- |       |   |                      |
|-------|---|----------------------|
| (i)   | The Mission Director, NHM               | - <b>Chairperson</b> |
| (ii)  | The Director, Family Welfare & P.M.     | - Convener           |
| (iii) | The Additional Director, Family Welfare | - Member Secretary   |
| (iv)  | The HOD (Gynecology), AGMC&GBP Hospital | - Member             |
| (v)   | The HOD (Surgeon), AGMC & GBP Hospital  | - Member             |

3. The Terms of Reference (ToR) of the SQAC as laid down in the Operational Guidelines for Quality Assurance in Public Health Facilities is enclosed at **Annexure-I**.

Enclo: As Stated

By Order,

  
(Smt. Bina Basfore)  
Deputy Secretary (H)  
Govt. of Tripura

To

**All Concerned.**

Cont...P/2

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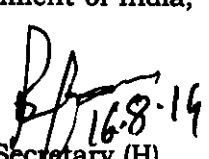
1. The Director of Health Services, Govt. of Tripura.
2. The Medical Superintendent GBP Hospital.
3. The Medical Superintendent IGM Hospital.
4. The Chief Medical Officer [West Tripura/Khowai/Sepahijala/Gomati/South Tripura/Unakoti/North Tripura/Dhalai].
5. The Sub-divisional Medical Officer [Khowai/Bishalghar/Melaghar/Amarpur/Belonia/Sabroom/Tripura Sundari/Rajib Gandhi Memorial/ Dharmanagar/ Kanchanpur/Longtra Valley/Kamalpur/Gandacherra].
6. The Medical Officer I/C \_\_\_\_\_ PHC/CHC.

Copy also to:-

1. PS to the Hon'ble Minister, Health & Family Welfare, Govt. of Tripura for kind information of Minister.
2. PS to the Secretary, Health & Family Welfare Department, Govt. of Tripura for kind information of Secretary.
3. PS to the Mission Director, NRHM, Tripura for kind information of Mission Director.
4. The Deputy Secretary, Law Department.
5. The Secretary, Indian Medical Association, Tripura State Branch.
6. The Website Section, State Health & Family Welfare Society, Tripura for hosting in the NHM website.

Copy forwarded to:-

1. The District Magistrate & Collector [West Tripura/Khowai/Sepahijala/Gomati/South Tripura/ North Tripura/Unakoti/Dhalai].
2. The Deputy Commissioner (Maternal Health), Ministry of Health & Family Welfare, Government of India, Nirman Bhavan, New Delhi-110008 Telefax: 011-23062930, E-mail: [drhbhushan@gmail.com](mailto:drhbhushan@gmail.com).
3. The Director, RRC-NES, Ministry of Health & Family Welfare, Government of India, Assam Medical Council Bhawan, Khanapara, Guwahati-781022.

  
Deputy Secretary (H)  
Govt. of Tripura

## State Quality Assurance Committee (SQAC)

### Terms of Reference

SQAC is a body for the Policy decision & directions. This is also responsible for all QA initiative, its success & shortcomings. The primary role of the committees at the state level will be to provide overall guidance, mentoring and monitoring of QA efforts in the districts. Some of the ToRs are operational in nature and shall be implemented by the State Quality Assurance Unit (SQAU), which is the operational and implementation arm of SQAC.

#### **1. Developing the Quality Assurance Policy & Guidelines for the State:**

Using national guidelines, the SQACs will develop/adapt state specific Quality Assurance guidelines.

- Composition of the state and district QACs & QAUs.
- Recruitment of consultants for QA at state and district levels.
- Empanelment of state QA assessors who may be retired/serving, part time/full time as per need.
- Expanding the scope of QA process as per requirements.

**Note:** The Recruitment committee should include one nominee from the Ministry of Health & Family Welfare, GoI.

#### **2. Ensuring attainment of the Standards for Quality of Care by Public Health Facilities:**

- The committee will develop 'road-map' for achieving the national standards.
- Assessment of need of Technical Assistance (TA) by the facilities and mobilisation of such TA.

#### **3. Mentoring the state/district level units:**

- Ensuring that state/district level orientation and other trainings are conducted timely in a meaningful manner.
- The support of the technical team at the national level may be taken to prepare a pool of master-trainers at the state/district.


#### **4. Periodic Review of the progress of QA activities:**

- Will conduct review meetings at six monthly interval.
- Review of Quality scores, attained by different categories of Public Health Facilities.
- Take decisions for corrective actions and preventive actions.
- Defining targets and road maps.

**5. Review and adjudicate compensation claims:** under the National Family Planning Indemnity Scheme for cases of deaths, complications and failures following male and female sterilisation procedures. (detailed procedures laid down in the manual on "Family Planning Indemnity Scheme 2013", Ministry of Health & Family Welfare, Government of India").

#### **6. Supporting quality improvement process:**

- Take visionary decisions for continuous quality improvement and its sustenance.
- Sanction funds for implementation and improvement of quality.
- Reflect fund requirement for Quality Assurance in the annual State PIP along with justification.
- Operationalization of incentive scheme.

  
 (Dr. Kamal Reang)  
 Programme Officer, RCH  
 Govt. of Tripura

### **7. Reviewing Key performance Indicators of quality:**

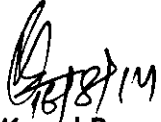
- The suggested KPIs for District Hospitals are given in the Annexure 'A' of the Operational Guidelines for Quality Assurance in Public Health Facilities. The SQAC may add additional indicators in KPIs list.
- Performance of health facilities as assessed by the KPIs would also be discussed during review meetings of CMO/ CS/ CMHO/DHO.
- RMNCH score card can be used for assessing the performance of the facilities.

### **8. Reporting:**

- The committees' review report should be put on the State's website.
- The reports would also be shared with all district committees and other stakeholders.

### **Process**

- a. The State Quality Assurance Committee will meet at least once in six months.
- b. The convener will issue meeting notice at least seven working days before the scheduled date of meeting with the approval of the chairperson/ vice chairperson.
- c. While every attempt should be made to ensure that the chairperson and/or the vice-Chairperson are able to attend the meeting, however, in the absence of the chair, the Convenor shall have the right to convene the meeting and conduct it according to the set agenda. Under such circumstances, the minutes of the meeting should be sent to the chairperson and vice-Chairperson for information and ratification.
- d. The Member Secretary will ensure the preparation of the agenda notes for meeting, minutes of the last meeting and Action Taken Report (ATR), which will also be circulated in advance to all committee members, at least seven days before the scheduled date for the meetings.
- e. An attendance by at least one-third of the Committee members will constitute the quorum required for a valid meeting.
- f. Member secretary will ensure follow-up actions with responsibilities and timelines for the same.
- g. The "State Family Planning Indemnity Sub-committee" would meet as often as warranted. At least three members would constitute the quorum of this subcommittee.

  
(Dr. Kamal Reang)  
Programme Officer, RCH  
Govt. of Tripura