Facility Assessment Tool for Ebola Preparedness: Facilitators Guide

Please use this guide to assist you with utilizing the Facility Assessment Tool for Ebola Preparedness. The purpose of the facility assessment is to evaluate a facility’s level of preparedness and to help prioritize activities and goals in order to safely care for and manage a person with suspected or confirmed Ebola virus disease.

The assessment visit should be utilized as a learning tool and should be non-punitive in nature. Clear expectations for the purpose of the assessment must be understood by all participants prior to beginning an assessment. **The assessment team shall help each facility, but the assessment team is not responsible for creating facility-specific plans, as this is a facility responsibility.**

Although it is important to acknowledge the differences between regional Ebola referral centres and non-regional Ebola referral centres, all facilities must prepare for the possibility of a suspect Ebola patient arriving without prior notice. **This assessment addresses the core elements that must be addressed by every facility in order to safely manage patients with suspect or confirmed Ebola virus disease.** All items within this assessment are necessary for the safe care and management of suspect or confirmed Ebola patients; however, the first priority items to be addressed should include the facility's plans for: **screening, triage, patient placement, and communication to alert the necessary groups of the suspect patient.** A facility must still address all other elements of this assessment tool in their preparedness plan. The details of the specific preparedness plans, and how robust these plans are, will vary based on if the facility is considered a regional Ebola referral centre or not.

The following considerations should be made **before the assessment:**

1) Organize the assessment in advance to ensure attendance by key stakeholders
2) Clear expectations for the purpose of the visit must be understood by all groups
3) Share the assessment tool with the hospital

The following considerations should be made **during the assessment:**

1) Open communication with staff members
2) Obtain and review a copy of the facility’s Ebola preparedness plans and procedures
3) Walk through the processes whenever possible
4) Speak to staff members working on the frontlines
5) Address process for continued readiness and preparedness, including training and drills

When assessing the facility, it is important to ask questions to learn more details about the plans and procedures the facility has in place when assessing each of the checklist items. The assessment tool includes suggested questions to ask that will be helpful when assessing the various topics.

The following considerations should be made **after the assessment:**

1) Share completed assessment tool with facility
2) Identify action items to be followed up on with general guidance on prioritization
3) Identify timeline for follow-up of items
4) Set date for reassessment, if necessary

If reassessment is indicated, the time between initial assessment and re-assessment will depend on the activities that need to be completed. A shorter time between assessments will be necessary if the core elements to a facility’s Ebola preparedness plan (including screening, triage, patient placement, communication, etc.) are not in place at the time of initial assessment. It is essential to work with the facility to determine the appropriate timeframe so all parties are clear on the expectations of follow-up before re-assessment occurs.