**30th -11-2022**

**DAILY OCCURRENCE REPORT**

By: Andrew chege

After the assembly, I did an inspection around the facility and realized there was no single toilet with a toilet paper. The support staff started the routine cleaning with the floor and until 10:00 in the morning the toilets were messy, no toilet papers in the toilets. The support staff did their cleaning fairly well were it not for that missing part.

We had two missing staff one from the record and one from the reception but the gaps were filled on well, the receptionist gap was filled by one staff from the records and the gap in the records, I understand it was well covered by a co-staff from the same department.

I also recommend we ensure there is a nurse at the triage at any one time as this stage of treatment determines the speed of the rest of the stages as there is no patient who can see the doctor before the vitals are registered. The exact statistics of the number of patients, their modes of payment and their motive of visit are recorded on the care point recording book.

As per the book, the brief is as follows;

* Total patients- 49
* Students -7
* Cash patients- 2

The patient’s relatives and friends are sticking to the visit hours, however there is a problem with the guests departure time as some are sticking around too long claiming this or that doctor asked them or gave them permission to be around.

I would also wish to state that if we could have discharge files delivered to the records on time it would ensure we stick to our culture of discharging patients at 1:00pm and not later than that and it would also ensure no visitors loitering around past visiting hours.

I would also find it easy if we had the contacts of all our C.Os written on a sheet and put on either the records office or somewhere they can be accessed when they are out for lunch longer or out on other duties and their whereabouts needs to be known, especially cases where patients ask for a specific doctor and this goes the same for our physiologist, dentist, X-ray and optician as I am having patients wait for them while I too don’t have any solid information on their time of coming back to their respective places of work.

In conclusion, the staffs are honoring evening departure time and I have no complain on this.