



KENYATTA NATIONAL HOSPITAL

SOP/KNH/IPC-EBOLA/014

VERSION: 00

DEPARTMENT: INFECTION PREVENTION & CONTROL

## CONTROL OF EBOLA RECORDS

**1. Scope**

This is applicable to records that are developed to provide evidence of treatment and management of Ebola patients at KNH. These includes registers, cards, files, x-rays, forms, minutes, electronic documents and equipment checklists

**2. Purpose**

To ensure records are established and maintained for effective management of the disease given its highly contagious nature

**3. Terms & Definitions**

Record - A document stating results achieved or providing evidence of activities performed. These include registers, cards, files, x-rays, forms, minutes, electronic documents and equipment checklists.

Quality Systems - A system that spells out the original structure processes, procedures, responsibilities and resources for implementing QMS.

SAD - Senior Assistant Director

**4. Responsibility****4.1 Approval of Documents**

4.1.1 Senior Assistant Director Diagnostics and health information (SAD) has the overall responsibility for ensuring that this procedure remains adequate for managing Ebola records at KNH.

4.1.2 Heads of Departments Medicine has the overall responsibility to ensure the application of this procedure including document needs identification, development and documentation at departmental level.

4.1.3 The health information has the overall responsibility of ensuring that documents are created, developed, maintained, stored, retrieved and disposed in compliance with the Public Achieves and Documentation Service Act Capt 19 and the Public Health Requirements.

**4.2 Amendments, Changes and Approvals**

The SAD Diagnostics and health information services is responsible for amendments and approvals of this procedure.



## **5 Method**

### **5.1 Identification of Medical Records**

- 5.1.1 All Ebola patients' records shall be identified using an index number defining the procedure under which the record was developed and a serial number as well as use of records catalogue.
- 5.1.2 The files shall be identified using a catalogue showing the patient's name, Outpatients/In Number and A& E (Patients card 303).

### **5.2 Controls Needed For Retention/Storage**

- 5.2.1 All Ebola Patients records in KNH shall be stored in designated safe areas and shall have a stated retention time as determined by legislation and Public Health Regulations.
- 5.2.2 All Ebola patients' records shall be kept in the designated areas by process owner.

### **5.3 Protection of Records**

- 5.3.1 Ebola patients' record shall only be accessed to by an authorized person.
- 5.3.2 Where paper records are kept the head of function shall ensure that carbon fire extinguishers are in place and fire control procedures are available to staff.
- 5.3.3 Where records are kept in soft versions, access shall be password protected and backed up as in the control of documents procedure.

### **5.4 Controls of Retrieval**

- 5.4.1 To ensure easy retrieval of records, the record officer shall maintain a file movement register and a tracer card where applicable.

### **5.5 Retention Times**

- 5.5.1 Medical record shall be maintained as per the KNH Medical Record Retention schedule to be maintained by the AD health information services.

### **5.6 Disposal of Records**

- 5.6.1.1 The SAD, diagnostic and health information shall appraise all Ebola record to determine those for disposal and notify the Head of health information who will seek permission from the CEO and notify the Director Kenya National Archives.
- 5.6.1.2 Upon approval by the CEO the records shall be disposed off in the defined manner in liaison with the SAD supply chain management.

## **6. References**

- 6.1 ISO 9001:2008, QMS – Requirements
- 6.2 SOP/KNH/CORP/002