

IMA-AFHI KERALA | SELF-EVALUATION FORM

# AFHI Annual Self-Evaluation Template

For Member Hospitals — All 10 Domains with Scoring Guidance

<b>Issued by:</b>	IMA Kerala State Branch · Committee for Healthy Ageing
<b>Version:</b>	Working Document 2026
<b>Status:</b>	For IMA-AFHI Network Use

Complete this form honestly. Use the 0–4 scale for each sub-item. Attach evidence references in the Notes column. Submit to your district IMA branch coordinator.

## Institution Details

<b>Institution name</b>	
<b>District</b>	
<b>Current AFHI Level</b>	
<b>AFHI Contact Person</b>	
<b>Date of self-evaluation</b>	
<b>Period covered</b>	
<b>Completed by</b>	
<b>Designation</b>	

## Scoring Scale

Score	Meaning
0	Not started — no evidence of any activity
1	Planned / ad hoc — intention stated, no consistent practice
2	Partially functional — exists but inconsistent or weakly documented
3	Functional and documented — consistent practice with evidence
4	Advanced / replicable — sustained practice with improvement tracking

**D1 — Leadership, Governance and Commitment (Max: 10 pts)**

['Sub-item', 'Score (0–4)', 'Evidence / Notes']		
Written management commitment and signed policy for age-friendly care		
AFHI Ambassador Team nominated, roles assigned and active		
Management review meetings held and action plan maintained		

Observations / strengths / gaps for this domain:

<b>Observations</b>	
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**D2 — Physical Accessibility and Safety (Max: 10 pts)**

['Sub-item', 'Score (0–4)', 'Evidence / Notes']		
Ramps, handrails and safe walkways usable by older persons		
Senior-friendly seating with armrests in all waiting areas		
Signage — large font, high contrast, Malayalam, visible		
Accessible toilets, wheelchair availability and drop-off zone functional		

Observations / strengths / gaps for this domain:

<b>Observations</b>	
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**D3 — Senior Patient Experience and Priority Services (Max: 12 pts)**

['Sub-item', 'Score (0–4)', 'Evidence / Notes']		
Senior priority queue functional at registration, billing, lab, pharmacy and OPD		
Help desk / patient navigator available and known to older patients		
Respectful communication practised consistently by all staff		

Observations / strengths / gaps for this domain:

<b>Observations</b>	
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**D4 — Essential Clinical Age-Friendly Care (Max: 16 pts)**

['Sub-item', 'Score (0–4)', 'Evidence / Notes']		
Fall-risk screening conducted routinely and linked to prevention actions		
Delirium awareness and escalation pathway known to nursing and medical staff		
Medication safety review process for older patients in place		

['Sub-item', 'Score (0–4)', 'Evidence / Notes']		
Cognitive concern / dementia referral pathway known and used		

Observations / strengths / gaps for this domain:

<b>Observations</b>	
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**D5 — Staff Training and Behavioural Culture (Max: 10 pts)**

['Sub-item', 'Score (0–4)', 'Evidence / Notes']		
Induction and orientation training for all new staff on age-friendly care		
Cadre-wise training conducted — nurses, doctors, front office, support staff		
Anti-ageism culture evident — staff treat older persons with dignity and patience		

Observations / strengths / gaps for this domain:

<b>Observations</b>	
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**D6 — Multidisciplinary Coordination and AFHI Ambassador Team (Max: 10 pts)**

['Sub-item', 'Score (0–4)', 'Evidence / Notes']		
AFHI committee is multidisciplinary and meets regularly		
Meeting minutes maintained and actions followed up		
Departments coordinate on older patient needs across the care pathway		

Observations / strengths / gaps for this domain:

<b>Observations</b>	
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**D7 — Patient and Caregiver Engagement (Max: 8 pts)**

['Sub-item', 'Score (0–4)', 'Evidence / Notes']		
Patient/caregiver feedback collected, reviewed and acted upon		
Caregiver guidance and discharge support provided systematically		

Observations / strengths / gaps for this domain:

<b>Observations</b>	
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**D8 — Continuity of Care and Linkages (Max: 8 pts)**

['Sub-item', 'Score (0–4)', 'Evidence / Notes']		
Discharge guidance given in simple terms with structured follow-up		

['Sub-item', 'Score (0–4)', 'Evidence / Notes']		
Linkages to homecare, rehabilitation and palliative care established and used		

Observations / strengths / gaps for this domain:

<b>Observations</b>	
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**D9 — Documentation, Reporting and Quality Improvement (Max: 10 pts)**

['Sub-item', 'Score (0–4)', 'Evidence / Notes']		
Baseline self-evaluation submitted and evidence folder maintained		
Quarterly progress reports submitted on time		
Senior patient data tracked and used for quality improvement		

Observations / strengths / gaps for this domain:

<b>Observations</b>	
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**D10 — Innovation, Replicability and Network Participation (Max: 6 pts)**

['Sub-item', 'Score (0–4)', 'Evidence / Notes']		
Participation in IMA-AFHI programmes, CMEs, CNEs and network meetings		
Good practice documented and willing to share with peer hospitals		

Observations / strengths / gaps for this domain:

<b>Observations</b>	
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## Summary Score

Domain	Max	Score	% Achieved
D1 — Leadership, Governance and Commitment	10		
D2 — Physical Accessibility and Safety	10		
D3 — Senior Patient Experience and Priority Services	12		
D4 — Essential Clinical Age-Friendly Care	16		
D5 — Staff Training and Behavioural Culture	10		
D6 — Multidisciplinary Coordination	10		
D7 — Patient and Caregiver Engagement	8		
D8 — Continuity of Care and Linkages	8		
D9 — Documentation, Reporting and QI	10		
D10 — Innovation and Network Participation	6		
TOTAL	100		

## Top 5 Priority Actions for Next Quarter

#	Action	Domain	Responsible	Target Date
1				
2				
3				
4				
5				

## Sign-Off

Completed by — Name	
Designation	
Date	
Signature	
Reviewed by (District Coordinator)	
Date of review	

Remarks	
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Disclaimer: This self-evaluation is advisory and does not independently confer level progression, certification or renewal. Final decisions rest with the authorised IMA-AFHI body.