

D147: DEMO OF NABH – Pre Accreditation entry level standards for small healthcare organization DOCUMENT KIT **Price 540 USD**

Complete editable document tool kit (Hospital manual, department manual, system procedures, health & safety procedures, SOPs, forms, audit checklist, etc.)

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Chapter – 1. Contents of NABH – Pre Accreditation entry level standards for small healthcare organization document kit (More than 160 document files)

The Total Editable Document kit has 8 main directories as below.

NABH – Pre Accreditation entry level standards for small healthcare organization Document kit

| Sr. No. | List of Directory | Document of Details |
|---------|---|---|
| 1. | Hospital Manual | 08 files in MS Word |
| 2. | Department Manual | 45 files in MS Word |
| | • CSSD Manual | 28 files in MS Word |
| | • Emergency Preparedness Manual | 06 files in MS Word |
| | • Infection control | 08 files in MS Word |
| | • Medical Record | 02 files in MS Word |
| | • HR Manual | 01 files in MS Word |
| 3. | System Procedures | 08 system procedure in MS Word |
| 4. | Health and Safety Procedures | 09 health and safety procedure in MS Word |
| 5. | Standard Operating Procedures (SOPs) Name of departments | 28 standard operating procedures in MS Word |
| | Access assessment and continuity of care (AAC) | 06 standard operating procedures in MS Word |
| | Care of Patient (COP) | 11 standard operating procedures in MS Word |
| | Continuous Quality Improvement (CQI) | 01 standard operating procedures in MS Word |
| | Management of Medicine (MOM) | 06 standard operating procedures in MS Word |
| | Patient rights and Education (PRE) | 04 standard operating procedures in MS Word |
| 6. | System Formats | 64 formats in MS Word |
| 7. | Hospital Committee | 01 files in MS Word |
| 8. | Audit checklist | 02 files of more than 700 questions |

Total 160 files quick download in editable form by e delivery

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B. Documentation:-

Our document kit is having sample documents required for implementation of NABH hospital accreditation as per latest National accreditation board of hospitals and healthcare provider standard (1st Edition April, 2014) for Pre Accreditation entry level standards for small healthcare organization. The documents are prepared by the highly experienced team of people with rich experience of hospitals system establishment and process improvement and many hospitals are appraised successfully. **You need to study it do necessary changes as per your company need and within 4 days your entire editable documents with all necessary details are ready as well as your team will get many ideas for system establishment to reduce the cost and effort with all necessary controls and your total documents are ready.** We had given all type of templates and organization use it as per their need and many organization are certified globally in 1st trial with the help of our documents from any kind of stringent lead appraisal audit.

Under this directory further files are made in word document as per the details listed below. All the documents are related to NABH – Pre Accreditation entry level standards for small healthcare organization for and user can edit it in line with their own processes.

1. Hospital Manual:

It covers sample copy of hospital manual details for NABH – Pre Accreditation entry level standards for small healthcare organization is implemented. It covers Introduction, scope of service, hospital policy, vision and mission, applicable laws and regulations, Quality policy and organization structure and covers 1st tier of NABH documents

Details of hospital manual

1. Cover page
2. Introduction
3. Scope of services
4. Hospital policies (Applicability of NABH Standards)
5. Vision and Mission
6. Applicable laws and regulation
7. Quality Policy
8. Organization structure

2. Department Manual:

It covers sample copy of department manual for NABH is implemented. It covers 5 department manual of NABH documents details given below

Details of department manual

1. Central sterility supply department (CSSD) manual
2. Emergency Preparedness Manual
3. Infection control
4. Medical Record
5. Human Resource management (HR Manual)

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3. System Procedures (08 Procedures):

It covers sample copy of system procedures covering all the specific practice areas of 08 processes. Our procedures help the organization to make the best system and quick process improvements. All procedures are divided in 08 system procedures as listed below.

List of system procedure

1. Procedure for control of non–conforming services
2. Procedure for management review
3. Procedure for document and data control
4. Procedure for corrective and preventive action
5. Procedure for control of quality records
6. Procedure for internal audit
7. Procedure for control of monitoring and measuring equipments
8. Procedure for Training

4. Health and Safety Procedures (09 Procedures):

It covers sample copy of health and safety procedures covering all the specific practice areas of 09 processes. Our procedures help the organization to make the best system and quick process improvements. All procedures are divided in 09 system procedures as listed below.

List of health and safety procedure

1. Procedure for hazards identification and risk assessment
2. Procedure for identification of legal and other requirements
3. Procedure for objectives and targets
4. Procedure for OHSMP
5. Procedure for consultation and communication
6. Procedure for operational control
7. Procedure for emergency preparedness and response
8. Procedure for performance monitoring and measurement
9. Procedure for incident investigation, non–conformity, corrective action and preventive action

5. Standard operating procedures (28 SOPs):

It covers sample copy of SOPs covering Access, assessment and continuity care (AAC), Care of patient (COP), continuous quality improvement (CQI), Management of Medicine (MOM) and patient rights and education (PRE) departments. It covers all SOPs details list given below;

List of SOPs

Access, assessment and continuity care (AAC)

1. SOP for scope of services
2. SOP for registration
3. SOP for assessment policy
4. SOP for laboratory safe practices
5. SOP for radiology services
6. SOP for discharge procedure

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Care of patient (COP)

7. SOP for uniform care of patient
8. SOP for ambulance services
9. SOP for emergency care
10. SOP for handling of medical legal cases
11. SOP for rationale use of blood & blood products
12. SOP for care of vulnerable patient
13. SOP for administration of anesthesia
14. SOP for care of patient under surgical procedure
15. SOP for quality assurance programme- surgical services
16. SOP for prevention on adverse event in surgical patient
17. SOP for pediatric patient

Continuous quality improvement (CQI)

18. SOP for continuous quality improvement

Management of Medicine (MOM)

19. SOP for Pharmacy services
20. SOP for Storage of Medication
21. SOP for Prescription of Medicines
22. SOP for Dispensing of medication
23. SOP for Medication Administration
24. SOP for Use of Radioactive drugs

Patient rights and education (PRE)

25. SOP for patient rights
26. SOP for informed consent
27. SOP for protection of patient rights
28. SOP for communication

6. Blank Formats (64 Formats):

It covers sample copy of forms required to maintain records in the hospital as well as establish control and make system in the organization. The samples given are as a guide and not compulsory to follow and hospitals are free to change the same to suit own requirements. The formats list given below;

List of Formats

- | | |
|---|--|
| 1. Sanitation audit report | 2. Pest control report |
| 3. Fumigation report | 4. Operation theatre readiness form |
| 5. Toilet Cleaning record | 6. Daily Equipment Cleaning record |
| 7. Suggestion Card | 8. Patient Complaint Report |
| 9. Inquiry Monitoring record | 10. List of chain pulley blocks, lifts ,pressure vessels etc |
| 11. Evaluation Of OHS Hazards and Risks | 12. OHS Review Of Prioritization Of Significant OHS Hazards Its Risks Feasibility Analysis |
| 13. OHSMP Progress Monitoring Report | 14. Near Miss Report |
| 15. Investigation Report | 16. Safety Inspection Check List |

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|--|--|
| 17. Work Permit Report | 18. First aid box check list |
| 19. Fire fighting checklist | 20. PPE Preventive Maintenance check points |
| 21. Location List of fire extinguisher | 22. Fire hydrant checklist |
| 23. Ambulance review checklist | 24. Earthing pit test report |
| 25. Disposal of non confirming work | 26. Sterilization report |
| 27. DG Set monitoring report | 28. Steam Boiler Monitoring report |
| 29. Incineration plant report | 30. Preventive maintenance schedule |
| 31. Breakdown History card | 32. Request for microbiological testing |
| 33. Room Check list | 34. Anti termite treatment |
| 35. Rodent Treatment | 36. Cockroach Treatment |
| 37. Purchase Order | 38. Indent cum incoming inspection report |
| 39. Supplier Registration form | 40. Approved Vendor list |
| 41. Daily stock statement | 42. Gate pass |
| 43. Preservation assessment Report | 44. Master list cum distribution list of documents |
| 45. Change Note | 46. Calibration status of instruments |
| 47. Master list of records | 48. Quality Objectives |
| 49. Audit schedule/plan | 50. Internal audit non conformity report |
| 51. Indoor file papers arrangement | 52. Continual Improvement Plan |
| 53. Corrective Action report | 54. Preventive Action report |
| 55. Training calendar | 56. Training need cum record sheet |
| 57. Induction training report | 58. Job description and specification |
| 59. Multi skill Index | 60. Admission Check list |
| 61. Discharge Check list | 62. Credentialing And Privileging Of nursing |
| 63. Credentialing And Privileging Of Medical Professionals | 64. Checklist for personal file |

7. Hospital committee:

This gives the list of all 8 committees and formation of committee and functions and guidelines for the committee.

List of committees

1. Quality Improvement Committee
2. Infection Control Committee
3. Pharmaco- Therapeutic Committee
4. Medical Audit Committee
5. Safety Committee
6. Grievance Re-dressal Committee
7. Disaster Preparedness Committee
8. Ethics Committee

7. Audit checklist (more than 700 questions)

There covers audit questions to be used for small healthcare organization system auditing for objectively evaluate the adherence of system by functional heads to establish processes. It also includes audit questions as a quick reference for all related work areas of the hospital. Total more than 700 audit questions give better understanding to the process owners as well as to the auditors to establish good system and process discipline in hospital as well as for each department. It will be very good tool for the auditors to make audit Questionnaire while auditing and make effectiveness in auditing in the hospital.

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Chapter-2.0 ABOUT COMPANY

Global Manager Group is a progressive company and promoted by a group of qualified engineers and management graduates having rich experience of 25 years in ISO consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of industries and laboratories to achieve competitiveness, certifications and compliance to international standards and regulations. So far we had **more than 2700 clients in more than 45 countries. Our readymade training and editable document kit helps the client in making their documents easy and make them complying to related ISO standard faster.**

1. Our promoters and engineers have experience of **more than 2700 companies** globally for management training, ISO series consultancy. We had clients **in more than 45 countries.**
2. Highly qualified 50 team members (M.B.A., Degree engineers) and owner is having rich professional experience (since 1991).
3. We have 100% success rate for ISO series certification of our clients from reputed certifying body and branded image and leading name in the market.
4. Suggest continual improvement and cost reduction measures as well as highly informative training presentations and other products gives payback within 2 months against our cost.
5. So far more than 50000 employees are trained by us in ISO series certification.
6. We had spent more than 60000 man-days (170 man years) in preparing ISO documents and training slides.

Global Manager Group is committed for:

1. Personal involvement & commitment from first day
2. Optimum charges
3. Professional approach
4. Hard work and update the knowledge of team members
5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
6. To establish strong internal control with the help of system and use of the latest management techniques.

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Chapter-3.0 USER FUNCTION

A. Hardware:-

- Our document kit can be better performed with the help of P3 and above computers with a minimum 10 GB hard disk space.
- For better visual impact of the power point Document you may keep the setting of colour image at high colour.

B. Software used in Document kit

- Documents written in Ms Office 2003 and window XP programs. You are therefore required to have office 2003 or above with window XP

3.2 Features of Document kit:-

- Contains all necessary documents as listed above and comply with the requirements of NABH – Pre Accreditation entry level standards for small healthcare organization.
- Written in Plain English
- It will save much time in typing and preparation of documents alone.
- User-friendly and easy to learn.
- Developed under the guidance of experienced experts.
- Provides model of a Management system that is simple and free from excessive paperwork.

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Chapter-4.0 BENEFITS OF USING OUR DOCUMENT KIT

1. By using these documents, you can save a lot of your precious time while preparing the NABH – Pre Accreditation entry level standards for small healthcare organization documents.
2. Take care for all the section and sub sections of NABH – Pre Accreditation entry level standards for small healthcare organization standard helps you in establishing better system.
3. Document kit enables you to change the contents and print as many copies as you need. The user can modify the documents as per their industry and create own NABH – Pre Accreditation entry level standards for small healthcare organization documents.
4. Save much time and cost in document preparation.
5. You will get better control in your system due to our proven formats.
6. You will get better control in your system due to our proven documents and templates developed under the guidance of our experts and globally proven consultants having rich experience of more than 25 years in ISO consultancy.
7. Our products are highly sold globally and used by many multinational companies and had provided total customer satisfaction as well as value for money.
8. In preparation of document kits; it is been verified and evaluated at various levels of our team and more than 1000 hours are spent in preparation of this product kit.
9. Prepared by globally proven team of leading consultant

Chapter-5.0 METHOD OF ONLINE DELIVERY

On secured completion of purchase we provide user name and password to download the product from our ftp server. Thus we are providing instant on line delivery of our products to user by sending e mail of user name and password

For purchase Click Here → 

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