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

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Chapter – 1. Contents of NABH Accreditation Standards for Eye Care
Organisation document kit (More than 175 document files)

The Total Editable Document kit has 7 main directories as below.

NABH Accreditation Standards for Eye Care Organisation Document kit

Sr. No.	List of Directory	Document of Details
1.	Hospital Manual	08 files in MS Word
2.	Department Manual	44 files in MS Word
	CSSD Manual	27 files in MS Word
	Emergency Preparedness Manual	05 files in MS Word
	Infection control	07 files in MS Word
	Medical Record	03 files in MS Word
	HR Manual	01 files in MS Word
	Bio Medical Manual	01 files in MS Word
3.	System Procedures	08 system procedure in MS Word
4.	Blank Formats	72 formats in MS Word
5.	Standard Operating Procedures (SOPs) Name of departments	40 standard operating procedures in MS Word
	Access assessment and continuity of care (AAC)	09 standard operating procedures in MS Word
	Care of Patient (COP)	14 standard operating procedures in MS Word
	Continuous Quality Improvement (CQI)	02 standard operating procedures in MS Word
	Management of Medicine (MOM)	11 standard operating procedures in MS Word
	Patient rights and Education (PRE)	04 standard operating procedures in MS Word
6.	Hospital Committee	01 files in MS Word
7.	Audit checklist	02 files of more than 300 questions

Total 175 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. 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 got 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 accreditation standards for eye care organisation 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 accreditation standards for eye care organisation 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

- Cover page
- 2. Introduction
- 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 manual
- 4. Medical Record manual
- 5. Human Resource management (HR Manual)
- 6. Bio Medical 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
- Procedure for control of quality records
- Procedure for internal audit 6.
- 7. Procedure for control of monitoring and measuring equipment
- Procedure for Training

Investigation Report

Work Permit Report

Fire fighting checklist

Location List of fire extinguisher

Disposal of non confirming work

Ambulance review checklist

DG Set monitoring report

Incineration plant report

Breakdown History card

Supplier Registration form

Preservation assessment Report

Indoor file papers arrangement

Daily stock statement

Master list of records

Corrective Action report

Induction training report

Discharge Check list

Audit schedule/plan

Training calendar

Room Check list

Purchase Order

Change Note

Rodent Treatment

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4. Blank Formats (72 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

- Pest control report Sanitation audit report
- Fumigation report 4. Operation theatre readiness form
- Toilet Cleaning record Daily Equipment Cleaning record 6.
- Suggestion Card Patient Complaint Report
- List of chain pulley blocks, lifts ,pressure vessels etc Near Miss Report 10. OHS Review Of Prioritization Of Significant OHS 11. Evaluation Of OHS Hazards and Risks 12.
 - Hazards Its Risks Feasibility Analysis
 - **OHSMP Progress Monitoring Report** 14. Safety Inspection Check List
 - 16. First aid box check list
 - 18. PPE Preventive Maintenance check points
 - 20. Fire hydrant checklist
 - 22. Earthing pit test report
 - 24. Sterilization report
 - 26. Steam Boiler Monitoring report
 - 28. Preventive maintenance schedule
 - 30. Request for microbiological testing
 - 32. Anti termite treatment
 - 34. Cockroach Treatment
 - 36. Indent cum incoming inspection report
 - Approved Vendor list 38.
 - 40. Gate pass
 - Master list cum distribution list of documents 42.
 - 44. Calibration status of instruments
 - 46. Internal audit non conformity report
 - Preventive Action report 48.
 - 50. Training need cum record sheet
 - 52. Job description and specification
 - 54. Admission Check list
 - 56. Credentialing and privileging for Medical professionals
 - 58. Checklist for personal file
 - 60. Multi skill Index

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- 61. Credentialing and privileging for Nursing professionals/Allied healthcare professionals
- 63. Blood Transfusion _Patient Information and
- Consent
- 65. Emergency Medicine Crash cart
- 67. Nurse Medicine Administration Report
- 69. Surgical safety Check List
- 71. Vital Signs and Intake Output Chart

- 62. Blood Transfusion and Adverse Effects Form
- 64. Discharge Against Medical Advice
- 66. Discharge Summary
- 68. Estimate Form
- 70. Pre Operative Check list
- 72. Transfer Check list

5. Standard operating procedures (40 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 Policy for Admission
- 4. SOP for Filling the admission form
- 5. SOP for Procedure during non availability of beds
- 6. SOP for Laboratory safe practices
- 7. SOP for Assessment Policy
- 8. SOP for Discharge Procedure
- 9. SOP for Patient Education on expected cost

Care of patient (COP)

- 10. SOP for Uniform care of patient
- 11. SOP for Administration of Anesthesia
- 12. SOP for Ambulance services
- 13. SOP for Care of patient under Surgical Procedure
- 14. SOP for Care of Vulnerable Patient
- 15. SOP for Cardiac Pulmonary Resuscitation
- 16. SOP for Criteria for Discharge of Patient
- 17. SOP for Emergency care
- 18. SOP for Handling of Medical Legal Cases
- 19. SOP for Pediatric patient
- 20. SOP for Prevention on Adverse Event in Surgical Patient
- 21. SOP for Quality Assurance Programme- Surgical Services
- 22. SOP for Rationale use of Blood & Blood Products
- 23. SOP for Sedation

Continuous quality improvement (CQI)

- 24. SOP for Indicator Monitoring System
- 25. SOP for Sentinel Events

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Management of Medicine (MOM)

- 26. SOP for Pharmacy Services
- 27. SOP for Hospital Formulary
- 28. SOP for Acquisition of medicines
- 29. SOP for Storage of medication
- 30. SOP for Use of medical gases
- 31. SOP for Medication administration
- 32. SOP for Prescription of medicines
- 33. SOP for Verbal order of medication
- 34. SOP for List of high risk medication
- 35. SOP for Dispensing of medication
- 36. SOP for Use of Implantable Prosthesis

Patient rights and education (PRE)

- 37. SOP for patient rights
- 38. SOP for informed consent
- 39. SOP for protection of patient rights
- 40. SOP for communication

6. 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 300 questions)

There covers audit questions to be used for eye care 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 300 audit questions gives 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 36 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.

- Our promoters and engineers have experience in providing management training, ISO series consultancy for more than 2700 companies globally. We have clients in more than 36 countries.
- 2. We are a highly qualified team of 60 members (M.B.A., Degree engineers). Our owner has a rich professional experience in this field (since 1991).
- 3. We have 100% success rate in ISO series certification for our clients from reputed certifying body. We possess a branded image and are a leading name in the global market.
- 4. We, also, suggest continual improvement and cost reduction measures as well as highly informative training presentations and other products that give you payback within 2 months against our cost.
- 5. So far, we have trained more than 50000 employees in ISO series certification.
- 6. We have spent more than 60000 man-days (170 man years) in the preparation of ISO documents and training slides.

Global Manager Group is committed for:

- 1. Personal involvement & commitment from the day one
- 2. Optimum charges
- 3. Professional approach
- 4. Hard work and updating 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. Establishing 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 are written in MS-Office 2003 and Windows XP programs. You are, therefore, required to have MS-Office 2003 or above versions with Windows XP

3.2 Features of Document kit:-

- The kit contains all necessary documents as listed above and complies with the requirements of system standards.
- The documents are written in easy to understand English language.
- It will save much time in typing and preparing your documents at your own.
- The kit is user-friendly to adopt and easy to learn.
- The kit content is developed under the guidance of experienced experts.
- The kit provides a model of the 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 accreditation standard for eye care organisation documents.
- 2. The kit takes care of all the sections and sub-sections of NABH accreditation standard for eye care organisation standard and helps you to establish better system.
- 3. The 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 requirements and create their own NABH accreditation standard for eye care organisation documents for their organization.
- 4. It will save much of the time and cost in document preparation.
- 5. You will get a better control in your system due to our proven formats.
- 6. You will also get a better control in your system due to our proven documents and templates developed under the guidance of experts and globally proven consultants. The team has a rich experience of more than 25 years in the ISO/NABH consultancy.
- 7. Our products are highly sold across the globe and are used by many multinational companies. They have provided a total customer satisfaction as well as experienced value for money.
- 8. In the preparation of document kits; our team has verified and evaluated the entire content at various levels. More than 1000 hours are spent in the preparation of this product kit.
- 9. The entire kit is prepared by a globally proven team of leading ISO consultants.

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

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