

## D148: DEMO OF NABH – Accreditation standards for small healthcare organization, 3<sup>rd</sup> Edition Document Kit **Price 599 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 – Accreditation standards for small healthcare organization, 3<sup>rd</sup> edition document kit (More than 210 document files)

The total editable document kit has 9 main directories as below.

#### NABH – Accreditation 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	44 files in MS Word
	• CSSD Manual	27 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	07 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	50 standard operating procedures in MS Word
	Access assessment and continuity of care (AAC )	09 standard operating procedures in MS Word
	Care of Patient (COP)	15 standard operating procedures in MS Word
	Continuous Quality Improvement (CQI)	01 standard operating procedures in MS Word
	Facility Management and Safety (FMS)	05 standard operating procedures in MS Word
	Human Resource Management (HRM)	02 standard operating procedures in MS Word
	Management of Medicine (MOM)	14 standard operating procedures in MS Word
	Patient rights and Education (PRE)	04 standard operating procedures in MS Word
6.	System Formats	90 formats in MS Word
7.	Hospital Committee	01 files in MS Word
8.	Audit checklist	02 files of more than 500 questions
9.	NABH – Accreditation standards for small healthcare organization, 3 <sup>rd</sup> edition document compliance matrix	01 File in MS Excel

**Total 210 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 (3<sup>rd</sup> Edition) for Accreditation 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 1<sup>st</sup> 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 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 – Accreditation 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 1<sup>st</sup> 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 management review
2. Procedure for document and data control
3. Procedure for corrective and preventive action
4. Procedure for control of quality records
5. Procedure for internal audit
6. Procedure for control of monitoring and measuring equipments
7. 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 (50 SOPs):**

It covers sample copy of SOPs covering Access, assessment and continuity care (AAC), Care of patient (COP), continuous quality improvement (CQI), Facility Management and Safety (FMS), Human Resource Management (HRM), 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
7. SOP for admission of patient in ICU

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8. SOP for patient education on expected cost
9. SOP for transfer policy

### **Care of patient (COP)**

10. SOP for uniform care of patient
11. SOP for ambulance services
12. SOP for emergency care
13. SOP for handling of medical legal cases
14. SOP for rationale use of blood & blood products
15. SOP for care of vulnerable patient
16. SOP for administration of anesthesia
17. SOP for care of patient under surgical procedure
18. SOP for quality assurance programme- surgical services
19. SOP for prevention on adverse event in surgical patient
20. SOP for pediatric patient
21. SOP for cardiac pulmonary resuscitation
22. SOP for pain management
23. SOP for sedation
24. SOP for bed management in ICU

### **Continuous quality improvement (CQI)**

25. SOP for continuous quality improvement

### **Facility Management and Safety (FMS)**

26. SOP for Safety Programme
27. SOP for Maintenance Activity
28. SOP for Code Blue
29. SOP for Code Pink
30. SOP for Code Red

### **Human Resource Management (HRM)**

31. SOP for Performance Review and Appraisal Policy
32. SOP for Employee Grievance policy

### **Management of Medicine (MOM)**

33. SOP for Pharmacy services
34. SOP for Storage of Medication
35. SOP for Prescription of Medicines
36. SOP for Dispensing of medication
37. SOP for Medication Administration
38. SOP for Use of Radioactive drugs
39. SOP for Adverse Drug events
40. SOP for High risk medication

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41. SOP for Acquisition of Medicines
42. SOP for Use of Medical Gases
43. SOP for Disposal of Chemotherapeutic Drugs
44. SOP for Verbal Orders for Medication
45. SOP for Hospital Formulary
46. SOP for List of High Risk Medication

### Patient rights and education (PRE)

47. SOP for patient rights
48. SOP for informed consent
49. SOP for protection of patient rights
50. SOP for communication

### 6. Blank Formats (90 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   | 31. Breakdown History card                            | 61. Medication Administration Report               |
| 2. Pest control report   | 32. Request for microbiological testing               | 62. Operative notes                                |
| 3. Fumigation report   | 33. Room Check list                                   | 63. Purchase Order                                 |
| 4. Operation theatre readiness form  | 34. Anti termite treatment                            | 64. Indent cum incoming inspection report          |
| 5. Toilet Cleaning record  | 35. Rodent Treatment                                  | 65. Supplier Registration form                     |
| 6. Daily Equipment Cleaning record   | 36. Cockroach Treatment                               | 66. Approved Vendor list                           |
| 7. House keeping records   | 37. R.O. Plant Log Sheet                              | 67. Daily stock statement                          |
| 8. Suggestion Card   | 38. Operation theatre readiness report                | 68. Gate pass                                      |
| 9. Patient Complaint Report  | 39. Emergency register (1)                            | 69. Preservation assessment Report                 |
| 10. List of chain pulley blocks, lifts ,pressure vessels etc                               | 40. Patient Transfer Register                         | 70. Master list cum distribution list of documents |
| 11. Evaluation Of OHS Hazards and Risks  | 41. Patient Registration form                         | 71. Change Note                                    |
| 12. OHS Review Of Prioritization Of Significant OHS Hazards Its Risks Feasibility Analysis | 42. Blood Transfusion and Adverse Effects Form        | 72. Calibration status of instruments              |
| 13. OHSMP Progress Monitoring Report   | 43. Blood Transfusion_Patient Information and Consent | 73. Master list of records                         |
| 14. Near Miss Report   | 44. High risk consent                                 | 74. Audit schedule/plan                            |
| 15. Investigation Report   | 45. Anaesthesia Records                               | 75. Internal audit non conformity report           |
| 16. Safety Inspection Check List   | 46. Post Operative Monitoring                         | 76. Indoor file papers arrangement                 |
| 17. Work Permit Report   | 47. Pre Operative Checklist                           | 77. Corrective Action report                       |
| 18. First aid box check list   | 48. Surgical safety checklist                         | 78. Preventive Action report                       |
| 19. Fire fighting checklist  | 49. Nursing Notes                                     | 79. Training calendar                              |
| 20. PPE Preventive Maintenance check points  | 50. Estimate Form                                     | 80. Training need cum record sheet                 |

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21. Location List of fire extinguisher	51. SURGERY CONSENT FORM	81. Induction training report
22. Fire hydrant checklist	52. Anaesthesia Consent Form	82. Job description and specification
23. Ambulance review checklist	53. Discharge Summary	83. Multi skill Index
24. Earthing pit test report	54. Crash Cart / Emergency Medicine Check List	84. Admission Check list
25. Disposal of non confirming work	55. Autoclave Register	85. Discharge Check list
26. Sterilization report	56. ADVERSE DRUG REACTION FORM	86. Checklist for personal file
27. DG Set monitoring report	57. Patient assessment & Plan of Care	87. Employee Training sheet
28. Steam Boiler Monitoring report	58. MLC form	88. Credentialing and privileging of medical professional
29. Incineration plant report	59. MRD Register	89. Credentialing and privileging of Nursing and allied staff
30. Preventive maintenance schedule	60. Narcotics Drug Register	90. Vaccination records

## **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

## **8. Audit checklist (more than 500 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 500 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.

## **9. Compliance matrix**

This compliance matrix contains NABH – Accreditation standards for small healthcare organization (3<sup>rd</sup> edition) clause wise list of documented information for easy reference of users and to understand how this system is made.

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### **Chapter-2.0 ABOUT COMPANY**

Documentation Consultancy is a progressive company promoted by a group of qualified engineers and management graduates having rich experience of over 25 years in ISO/NABH 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 organizations to achieve competitiveness, certifications and compliance to international standards and regulations. So far, we have **more than 2700 clients in more than 36 countries. Our readymade training kit and editable documentation kit help the clients in making their documents with ease and complying with the related ISO/NABH standard faster.**

1. Our promoters and engineers have rich experience of providing management training and ISO/NABH series consultancy for **more than 2700 companies** globally. We have clients **in more than 36 countries.**
2. We are a highly qualified team of 80 members (M.B.A., Degree Engineers). Our Director has rich professional experience in this field (since 1991).
3. We have 100% success rate in ISO/NABH series certification for our clients from reputed certifying bodies. We possess a branded image and are a leading name in the global market.
4. We suggest continual improvement and cost reduction measures as well as provide 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/NABH series certification.
6. We have spent more than 60000 man-days (170 man-years) in the preparation of ISO/NABH documents and training slides.

#### **Documentation Consultancy is committed for:**

1. Personal involvement and 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**

#### **3.1 Hardware and Software Requirements**

##### **A. Hardware:-**

- Our documentation kit can better perform with the help of P4 and higher computers with a minimum of 10 GB hard disk space.
- For better visual impact, you may keep the setting at high color.

##### **B. Software used in Document kit**

- Documents are written in MS-Office 2007 and Windows XP programs. You are, therefore, required to have MS-Office 2007 or higher versions with Windows XP.

#### **3.2 Features of Document kit:-**

- The kit contains all necessary documents as listed, and complies with the requirements of system standards.
- The documents are written in easy to understand English language.
- This kit 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 contents of this kit are 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 your hospital to the NABH accreditation.
2. The kit takes care of all the sections and sub-sections of NABH guidelines and helps you to establish better system.
3. This documentation kit enables you to change the contents and print as many copies as you need. The users can modify the documents as per their industry requirements and create their own NABH documents for their organization.
4. It will save much 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 as our proven documents and templates are 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 got total satisfaction as well as experienced value for money.
8. In the preparation of documentation kit, our team has verified and evaluated the entire content at various levels. More than 1000 hours have been spent in the preparation of this documentation 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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