

D125: Demo of NABH Hospital Accreditation Document Kit

Price 599 USD Total editable documentation package for hospital accreditation

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

Web site: www.globalmanagergroup.com

Chapter-1.0 Contents of NABH hospital accreditation document kit (More than 160 document files)

A. The Total Editable Document kit has 9 main directories as below in word/excel.

Sr. No.	List of Directory	Document of Details
1.	Hospital Manual	08 files of 50 Pages in Ms. word
2.	Department Manual	47 files of 147 pages in Ms. word
	• CSSD Manual	28 file of 34 pages in Ms. word
	• Emergency Preparedness Manual	06 file of 26 pages in Ms. word
	• Infection control	08 file of 41 pages in Ms. word
	• Medical Record	03 file of 15 pages in Ms. word
	• HR Manual	01 file of 20 pages in Ms. word
	• Bio Medical Manual	01 file of 11 pages in Ms. word
3.	System Procedures	08 system procedures of 29 pages in Ms. Word
4.	Health and Safety Procedures	09 health and safety procedures of 22 pages in Ms. Word
5.	Process Approach	16 process approach of 42 pages in Ms. Word
6.	Standard Operating Procedures (SOPs) Name of departments	78 sops for 187 pages in Ms. Word
	AAC	12 sops of 46 pages in Ms. Word
	COP	19 sops of 41 pages in Ms. Word
	CQI	02 sops of 26 pages in Ms. Word
	General	25 sops of 25 pages in Ms. Word
	MOM	15 sops of 34 pages in Ms. Word
	PRE	05 sops of 15 pages in Ms. Word
7.	System Formats	61 formats for 70 pages in Ms. Word
8.	Hospital Committee	01 files of 12 pages in Ms. Word
9.	NABH Audit checklist	02 files of more than 700 questions

Total 230 files - 625 pages quick download in editable form by e delivery

To get more information about Hospital Accreditation kit [Click Here](http://www.globalmanagergroup.com)

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Part: 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 (3rd Edition November 2011) for hospital accreditation standards. 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 the document kit and do necessary changes as per your hospital need and within 2 week your entire documents are ready as well as your team will got **many ideas to optimize your process performances to reduce the cost and effort to increase the profits with all necessary controls and your total documents** are ready. If many forms you do not want to use then do not take it but for good system we had given all type of templates and organization use it as per their need and many hospital are certified in 1st trial with the help of our documents from any kind of stringent audit.

Under this directory many files are made in word or excel Document as per the details listed below. All the documents are related to NABH standard for hospitals and user can edit it in line with their own facility and requirements.

1. Hospital Manual:

It covers sample copy of hospital manual details for NABH 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

Sr. No.

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. Organisation structure

2. Département Manual :

It convers sample copy of départment manual for NABH is implemented. It cover 6 department manual of NABH documents detials given below;

Details department manual

Sr. No.

1. Central sterility supply department(CSSD) Manual
2. Emergency Preparedness Manual
3. Hospital Infection control(HIC)
4. Medical Record(Part of Information Management system(IMS)
5. Human Resource management (HR Manual)
6. Bio Medical Manual

3. System procédures: (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.

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List of system procedures

Sr. No.	Name 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 health and safety procedures as listed below.

List of health safety procedures

Sr. No.	Name 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. Process approach (16 process approaches):

It covers sample copy of process flow chart covering for NABH. All process flow chart details given below;

List of process approach (16 process approach)

1.	Billing Section Activity	9.	Medical Shop
2.	CATH Laboratory	10.	Microbiology Laboratory
3.	Patient Service	11.	Nursing Station
4.	ECHO, ECG And Trade mill testing(TMT) Laboratory	12.	Pathology Laboratory
5.	Maintenance	13.	Purchase
6.	Training	14.	Stores Process Flow
7.	Linen Activity	15.	Utility
8.	Marketing	16.	X Ray And Sonography Laboratory

6. SOPs (78 SOPs):

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

List of SPOs (78 SOPs)

Below is the list of area wise standard operating procedures to establish system in respective work areas.

Access assessment and continuity of care (AAC)

1. Scope of services
2. Registration
3. Policy for Admission
4. Filling the admission form
5. Procedure during non availability of beds

6. Laboratory safe practices
7. Radiology services
8. Admission of patient in ICU
9. Assessment Policy
10. Handling and disposal of radioactive wastes
11. Discharge Procedure
12. Patient Education on expected cost

Care of Patient(COP)

13. Uniform care of patient
14. Administration of Anesthesia
15. Admission Criteria for ICU
16. Ambulance services
17. Bed Management in ICU
18. Care of patient under Surgical Procedure
19. Care of Vulnerable Patient
20. Cardiac Pulmonary Resuscitation
21. Criteria for Discharge of Patient
22. Emergency care
23. Handling of Medical Legal Cases
24. End of Life Care
25. Nutritional Assessment of

27. Prevention on Adverse Event in Surgical Patient
28. Programme - Surgical Services
29. Rationale use of Blood & Blood Products
30. Rehabilitative Services
31. Sedation

Continuous Quality Improvement (CQI)

32. Indicator Monitoring System
33. Sentinel Events

General

34. Casualty
35. CCU
36. CTOT
37. Dialysis
38. Dressing and plaster
39. EEG
40. Endoscopy
41. Enquiry
42. ENT
43. Eye OT
44. General Health Check Up
45. GOT
46. Gynac
47. Kitchen
48. Nursing Station
49. Ortho and Neuro OT
50. Paediatric
51. Physiotherapy

53. Urology and Lithotripsy

54. Security

55. SICU

56. Landry

57. Library

58. Dental

Management of Medicine (MOM)

59. Pharmacy Services

- 60.

61. Acquisition of medicines

62. Storage of medication

63. Use of medical gases

64. Disposal of Chemotherapeutic drugs

- 65.

66. Verbal order of medication

67. List of high risk medication

68. Dispensing of medication

69. Use of Implantable Prosthesis

70. Medication administration

71. Use of Radioactive and Investigational Drugs

72. Use of Narcotics and Psychotropic Substances

73. Usage of Chemotherapeutic Agents

Patient rights and Education(PRE)

74. Patient rights

75. Informed consent

76. Protection of patient rights

77. Requirement of Informed

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26.	Patient Pain Management	52.	Plastic OT	78.	Consent Patient charter display
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7. Hospital accreditation formats (61 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 system formats

1.	Sanitation audit report	22.	Fire hydrant checklist	42.	Gate pass
2.	Pest control report	23.	Ambulance review checklist	43.	Preservation assessment Report
3.	Fumigation report	24.	Earthing pit test report	44.	Master list cum distribution list of documents
4.	Operation theatre readiness form	25.	Disposal of non confirming work	45.	Change Note
5.	Toilet Cleaning record	26.	Sterilization report	46.	Calibration status of instruments
6.	Daily Equipment Cleaning record	27.	DG Set monitoring report	47.	Master list of records
7.	Suggestion Card	28.	Steam Boiler Monitoring report	48.	Quality Objectives
8.	Patient Complaint Report	29.	Incineration plant report	49.	Audit schedule/plan
9.	Inquiry Monitoring record	30.	Preventive maintenance schedule	50.	Internal audit non conformity report
10.	List of chain pulley blocks, lifts ,pressure vessels etc	31.	Breakdown History card	51.	Clause wise document wise audit review report
11.	Evaluation Of OHS Hazards and Risks	32.	Request for microbiological testing	52.	Continual Improvement Plan
12.	OHS Review Of Prioritization Of Significant OHS Hazards Its Risks Feasibility Analysis	33.	Room Check list	53.	Corrective Action report
13.	OHSMP Progress Monitoring Report	34.	Anti termite treatment	54.	Preventive Action report
14.	Near Miss Report	35.	Rodent Treatment	55.	Training calendar
15.	Investigation Report	36.	Cockroach Treatment	56.	Training need cum record sheet
16.	Safety Inspection Check List	37.	Purchase Order	57.	Induction training report
17.	Work Permit Report	38.	Indent cum incoming inspection report	58.	Job description and specification
18.	First aid box check list	39.	Supplier Registration form	59.	Multi skill Index
19.	Fire fighting checklist	40.	Approved Vendor list	60.	Admission Check list
20.	PPE Preventive Maintenance check points	41.	Daily stock statement	61.	Discharge Check list
21.	Location List of fire extinguisher				

8. Hospital committee

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

9. NABH Audit checklist (02 files of 700 Questions)

There covers audit questions to be used for hospital 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 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 departments. It will be very good tool for the auditors to make audit Questionnaire while auditing and make effectiveness in auditing in the hospital.

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 20 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 had **more than 1200 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 standard faster with the establishment of best processes.** It helps the organization to make the best system with process improvement concepts and helps the organization to get best performances in terms of reduction in costing, efforts and get the things done timely with Quality product. Thus it helps the organization to give full value for money and pay back of our product is less than 2 month.

1. Our promoters and engineers have experience of **more than 1200 companies** globally for management training, NABH consultancy, process improvement concept implementation and ISO/NABH series consultancy. We had clients **in more than 45 countries.**
2. Highly qualified 40 team members (M.B.A., hospital management graduates Degree engineers) and owner is having rich professional experience (since 1991).
3. We have 100% success rate for global standards certification including NABH 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 and NABH series certification in last 20 years.

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6. We had spent more than 10000 man-days (30 man years) in preparing NABH, ISO documents, management kits and training slides.
7. Our product gives lot of opportunity for process improvements and gives full benefits to the users.

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

Chapter-3.0 USER FUNCTION

3.1 Hardware and Software Requirements

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 guidelines and make the hospitals ready for accreditation.
- Written in Plain English
- It will save much time in typing and preparation of documents alone.
- User-friendly and easy to learn.

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- Developed under the guidance of experienced experts.
- Provides model of a Management system that is simple and free from excessive paperwork.

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. Take care for all the section and sub sections of NABH guidelines and 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 documents for their organization
4. Readymade templates and sample documents are available which can reduce your time in document preparation
5. Save much time and cost in document preparation
6. The audit questions helps in making perfect audit checklist
7. You will get better control in your system due to our proven formats and templates
8. This document kit is very much useful to the users to make the world class hospital and establish good system and discipline with work force from the beginning

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