Total editable documentation package for AYUSH centre accreditation

Complete editable document tool kit (Hospital manual, departmental SOP, system procedures, health & safety procedures, forms, audit checklist, etc.) prepared as per NABH entry level Accreditation for AYUSH centre 1st Edition standard

Web site: www.globalmanagergroup.com

Chapter-1.0 Contents of NABH entry level AYUSH hospital document kit (1st Edition) (More than 120 document files)

A. This editable documentation kit has 7 main directories in MS Word/excel, as below:

Sr. No.	List of Directory	Document of Details		
1.	Hospital Manual	09 File in MS Word		
	Department SOP / Manual	26 Standard operating procedures in MS Word		
	Access, Assessment and Continuity of Care (AAC)	07 Standard operating procedures in MS Word		
	Care of Patients (COP)	05 Standard operating procedures in MS Word		
	Patient Rights and Education (PRE)	03 Standard operating procedures in MS Word		
2.	Infection Control (IC)	01 Standard operating procedures in MS Word		
	Continuous Quality Improvement (CQI)	01 Standard operating procedures in MS Word		
	Responsibility of Management (ROM)	02 Standard operating procedures in MS Word		
	Facility Management and Safety (FMS)	06 Standard operating procedures in MS Word		
	Community Participation and Integration (CPI)	01 Standard operating procedures in MS Word		
3.	System Procedures	08 System procedures in MS Word		
4.	Health and Safety Procedures	09 Health and safety procedures in MS Word		
5.	System Formats	71 formats in MS Word		
6.	NABH entry level AYUSH centre Audit checklist	More than 150 questions		
7.	NABH entry level AYUSH centre document compliance matrix	01 File in MS Excel		

Total 120 files in editable form; Quick Download by e-delivery

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B. Documented information package:

Our documentation kit contains sample documents required for NABH hospital accreditation as per accreditation standard for NABH entry level AYUSH centre (1st edition) as listed below. All documents are in MS-Word/Excel files and you can edit them. You can make changes as per your organization's need and within few days your entire documents with all necessary controls will be ready. In the NABH entry level AYUSH centre, documented information (procedures, SOPs, etc.) are required a few places only. But for making the system better, we have provided many editable templates from which a user can select templates as per their own requirement and make some minor changes in them to make own system.

Under the main directories, further files are provided in MS Word/excel document as per the details given below.

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 entry level AYUSH centre documents.

Details of hospital manual

Sr. No.

- 1. Cover page
- 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
- 9. Hospital Committee

2. Department SOP / Manual (26 SOPs):

It covers sample copy of standard operating procedures and manual as per NABH entry level AYUSH centre standard. It covers all SOPs details list given below;

List of SOPs / Manual

Access, Assessment and Continuity of Care (AAC)

- Scope of services
- 2. Registration
- 3. Assessment Policy
- 4. Referral SOP
- 5. Transportation Policy
- 6. Laboratory Services
- 7. Imaging Services

Care of Patients (COP)

8. Uniform care of patient

Infection Control (IC)

16. Infection control manual

Continuous Quality Improvement (CQI)

17. Indicator Monitoring system

Responsibility of Management (ROM)

18. SOP for human resources

19. SOP for record management

Facility Management and Safety (FMS)

20. Safety Program

21. Maintenance Program

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9. Special Indentified Needs

10. Medication Management

11. Adverse Drug Monitoring

12. Research

Patient Rights and Education (PRE)

13. Patient Rights

14. Informed Consent

15. Protection of patient rights

- 22. Fire safety Program
- 23. Code Blue
- 24. Code Pink
- 25. Code Red

Community Participation and Integration (CPI)

26. Safety Program

3. System Procedures (08 system 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 procedures

- Procedure for control of non-conforming services
- 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
- Procedure for internal audit
- 7. Procedure for control of monitoring and measuring equipments
- 8. Procedure for Training

4. Health and Safety Procedures (09 Health and safety 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 and safety procedures

- 1. Procedure for hazards identification and risk assessment
- 2. Procedure for identification of legal and other requirements
- 3. Procedure for objectives and targets
- 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

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5. Blank sample formats for all the departments (71 sample formats)

This directory includes sample copy of blank forms that are required to maintain records as well as establish control and create system in the organization. The samples are given for the users as a guide to follow. The hospital is free to change the same to suit their own requirements. The blank formats can be used as templates. A total of 71 blank formats are provided as per the list given below.

List of blank formats

Elot of Maint Formato					
Sanitation audit report	26.	Fire hydrant checklist	51.	Indent cum incoming inspection report	
Pest control report	27.	Ambulance review checklist	52.	Supplier Registration form	
Fumigation report	28.	Earthing pit test report	53.	Approved Vendor list	
Operation theatre readiness form	29.	Disposal of non confirming work	54.	Daily stock statement	
Toilet Cleaning record	30.	Sterilization report	55.	Gate pass	
Daily Equipment Cleaning record	31.	DG Set monitoring report	56.	Preservation assessment Report	
Checklist for Employee personal record file	32.	Steam Boiler Monitoring report	57.	Master list cum distribution list of documents	
Employee Training sheet	33.	Incineration plant report	58.	Change Note	
Credentialing and privileging of medical professional	34.	Preventive maintenance schedule	59.	Calibration status of instruments	
Credentialing and privileging of Nursing and allied staff	35.	Breakdown History card	60.	Master list of records	
Vaccination Records	36.	Request for microbiological testing	61.	Indoor file paper Arrangement	
Suggestion Card	37.	Room Check list	62.	Audit schedule/plan	
Patient Complaint Report	38.	Anti termite treatment	63.	Internal audit non conformity report	
List of chain pulley blocks, lifts, pressure vessels etc	39.	Rodent Treatment	64.	Corrective Action report	
Evaluation Of OHS Hazards and Risks	40.	Cockroach Treatment	65.	Preventive Action report	
OHS Review Of Prioritization Of Significant OHS Hazards Its Risks Feasibility Analysis	41.	Registration form	66.	Training calendar	
OHSMP Progress Monitoring Report	42.	Referral and transfer form	67.	Training need cum record sheet	
Near Miss Report	43.	Patient assessment form	68.	Induction training report	
Investigation Report	44.	Medical administration records	69.	Job description and specification	
Safety Inspection Check List	45.	Adverse Drug reaction form	70.	Multi skill Index	
Work Permit Report	46.	RO Plant Log sheet	71.	Infection Control Checklist	
First aid box check list	47.	Autoclave register			
Fire fighting checklist	48.	Medical audit checklist			
PPE Preventive Maintenance check points	49.	Daily PM checklist			
Location List of fire extinguisher	50.	Purchase Order			
	Pest control report Fumigation report Operation theatre readiness form Toilet Cleaning record Daily Equipment Cleaning record Checklist for Employee personal record file Employee Training sheet Credentialing and privileging of medical professional Credentialing and privileging of Nursing and allied staff Vaccination Records Suggestion Card Patient Complaint Report List of chain pulley blocks, lifts, pressure vessels etc Evaluation Of OHS Hazards and Risks OHS Review Of Prioritization Of Significant OHS Hazards Its Risks Feasibility Analysis OHSMP Progress Monitoring Report Near Miss Report Investigation Report Safety Inspection Check List Work Permit Report First aid box check list Fire fighting checklist PPE Preventive Maintenance check points	Sanitation audit report 26. Pest control report 27. Fumigation report 28. Operation theatre readiness form 29. Toilet Cleaning record 30. Daily Equipment Cleaning record 31. Checklist for Employee personal record file 32. Employee Training sheet 33. Credentialing and privileging of medical professional 34. Credentialing and privileging of Nursing and allied staff 35. Vaccination Records 36. Suggestion Card 37. Patient Complaint Report 38. List of chain pulley blocks, lifts, pressure vessels etc Evaluation Of OHS Hazards and Risks OHS Review Of Prioritization Of Significant OHS Hazards lts Risks Feasibility Analysis OHSMP Progress Monitoring Report 42. Near Miss Report 43. Investigation Report 44. Safety Inspection Check List 45. Work Permit Report 46. First aid box check list 47. Fire fighting checklist 48. PPE Preventive Maintenance check points	Pest control report 27. Ambulance review checklist Fumigation report 28. Earthing pit test report Disposal of non confirming work 30. Sterilization report 31. DG Set monitoring report Checklist for Employee personal record file 32. Steam Boiler Monitoring report Credentialing and privileging of medical professional Credentialing and privileging of Nursing and allied staff 35. Breakdown History card Nursing and allied staff 36. Request for microbiological testing Suggestion Card 37. Room Check list Patient Complaint Report 38. Anti termite treatment List of chain pulley blocks, lifts, pressure vessels etc Evaluation Of OHS Hazards and Risks OHS Review Of Prioritization Of Significant OHS Hazards Its Risks Feasibility Analysis OHSMP Progress Monitoring Report 42. Referral and transfer form Near Miss Report 43. Patient assessment form Medical administration records Safety Inspection Check List 45. Adverse Drug reaction form Work Permit Report 46. RO Plant Log sheet First aid box check list 47. Autoclave register Fire fighting checklist 49. Daily PM checklist PPE Preventive Maintenance check points	Sanitation audit report 26. Fire hydrant checklist 51. Pest control report 27. Ambulance review checklist 52. Fumigation report 28. Earthing pit test report 53. Operation theatre readiness form 29. Disposal of non confirming work Toilet Cleaning record 30. Sterilization report 55. Daily Equipment Cleaning record 31. DG Set monitoring report 56. Checklist for Employee personal record 31. DG Set monitoring report 56. Checklist for Employee personal record 31. Incineration plant report 58. Credentialing and privileging of medical professional Credentialing and privileging of Nursing and allied staff 35. Breakdown History card 60. Vaccination Records 36. Request for microbiological testing 37. Room Check list 62. Patient Complaint Report 38. Anti termite treatment 63. List of chain pulley blocks, lifts, pressure vessels etc 29. Patient Complaint Report 39. Rodent Treatment 64. Evaluation Of OHS Hazards and Risks OHS Review Of Prioritization Of Significant OHS Hazards Its Risks 62. OHSMP Progress Monitoring Report 42. Referral and transfer form 67. Near Miss Report 43. Patient assessment form 67. Near Miss Report 44. Registration form 66. Safety Inspection Check List 45. Adverse Drug reaction form 70. Work Permit Report 46. RO Plant Log sheet 71. First aid box check list 47. Autoclave register 71. First aid box check list 47. Autoclave register 71. First aid box check list 47. Autoclave register 71. First gifting checklist 47. Autoclave register 71. Patient control of the checklist 48. Medical audit checklist 49. Daily PM checklist	

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7. NABH entry level AYUSH hospital Audit Checklists (More than 150 Questions)

There covers audit questions to be used for ayush centre 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 ayush centre. Total more than 150 audit questions give better understanding to the process owners as well as to the auditors to establish good system and process discipline in ayush. It will be very good tool for the auditors to make audit questionnaire while auditing and make effectiveness in auditing in the ayush centre.

8. NABH entry level AYUSH centre compliance matrix

This compliance matrix contains NABH entry level AYUSH centre clause wise list of documented information for easy reference of users and to understand how this system is made.

Chapter-2.0 ABOUT COMPANY

Global manager group 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.

- 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.

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Global Manager Group 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.

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

 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 Documentation 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 DOCUMENTATION 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.
- 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 completion of the secured purchase, we provide a username and password to download the product from our FTP server. We provide instant online delivery of our products to the user by sending an e-mail of username and password.

For purchase, Click Here ⇒ BU



Visit our website for more details on the documentation kit: https://www.globalmanagergroup.com/Eshop

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