

## D196: Demo of NABH Entry Level AYUSH Hospital Document Kit **Price 699 USD**

**Total editable documentation package for AYUSH hospital 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 hospital 1<sup>st</sup> Edition standard**

**Web site: [www.globalmanagergroup.com](http://www.globalmanagergroup.com)**

### **Chapter-1.0 Contents of NABH entry level AYUSH hospital document kit (1<sup>st</sup> Edition) (More than 155 document files)**

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

<b>Sr. No.</b>	<b>List of Directory</b>	<b>Document of Details</b>
<b>1.</b>	<b>Hospital Manual</b>	<b>09 File in MS Word</b>
<b>2.</b>	<b>Department SOP / Manual</b>	<b>57 Standard operating procedures in MS Word</b>
	Access, Assessment and Continuity of Care (AAC)	06 Standard operating procedures in MS Word
	Care of Patients (COP)	06 Standard operating procedures in MS Word
	Management of Medications (MOM)	04 Standard operating procedures in MS Word
	Patient Rights and Education (PRE)	02 Standard operating procedures in MS Word
	Hospital Infection Control (HIC)	28 Standard operating procedures in MS Word
	Continuous Quality Improvement (CQI)	02 Standard operating procedures in MS Word
	Facility Management and Safety (FMS)	06 Standard operating procedures in MS Word
	Human Resource Management (HRM)	01 Standard operating procedures in MS Word
	Information Management System (IMS)	02 Standard operating procedures in MS Word
<b>3.</b>	<b>System Procedures</b>	<b>08 System procedures in MS Word</b>
<b>4.</b>	<b>Health and Safety Procedures</b>	<b>09 Health and safety procedures in MS Word</b>
<b>5.</b>	<b>System Formats</b>	<b>74 formats in MS Word</b>
<b>6.</b>	<b>NABH entry level AYUSH hospital Audit checklist</b>	<b>More than 170 questions</b>
<b>7.</b>	<b>NABH entry level AYUSH hospital document compliance matrix</b>	<b>01 File in MS Excel</b>

**Total 155 files in editable form; Quick Download by **e-delivery****

**To get more information about NABH entry level standard for AYUSH hospital kit [Click Here](#)**

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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 hospital (1<sup>st</sup> 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 hospital, 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 1<sup>st</sup> tier of NABH entry level AYUSH hospital 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. Organization structure
9. Hospital Committee

#### **2. Department SOP / Manual (57 SOPs):**

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

#### **List of SOPs / Manual**

##### **Access, Assessment and Continuity of Care (AAC)**

- |                        |                                     |
|------------------------|-------------------------------------|
| 1. Scope of services   | 29. Inspection and Assembling       |
| 2. Registration        | 30. Packaging of Instruments set    |
| 3. Assessment Policy   | 31. Labelling                       |
| 4. Laboratory Services | 32. Method of wrapping sets         |
| 5. Radiology Services  | 33. Procedure for sterilizing linen |
| 6. Discharge Procedure | 34. Principles of sterilization     |

##### **Care of Patients (COP)**

- |                                     |  |
|-------------------------------------|--|
| 7. Uniform care of patient          | 35. Steam Sterilization                          |
| 8. Policy for various interventions | 36. Preparation and loading of autoclave         |
|                                     | 37. Bowi and dick test for pre vacuum sterilizer |
|                                     | 38. Principles of Ethylene Oxide sterilization   |

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- |  |   |
|--|---|
| 9. Emergency care  | 39. Maintenance and Operation of ETO sterilizer         |
| 10. Care of obstetrical cases                                    | 40. Checks for proper functioning of sterilizer         |
| 11. Care of Paediatric Patient                                   | 41. Environment Cleanliness                             |
| 12. Care of Patient undergoing invasive interventions procedures | 42. Fumigation of sterile area                          |
| <b>Management of Medications (MOM)</b>                           | 43. Outdated items                                      |
| 13. Pharmacy Services  | 44. Sharp disposal and needle stick policy              |
| 14. Prescription and Dispensing of the Medicine                  | 45. Maintenance of sterile storage                      |
| 15. Medication administration                                    | 46. Physical separation of sterile and non sterile area |
| 16. Adverse drug events  | <b>Continuous Quality Improvement (CQI)</b>             |
| <b>Patient Rights and Education (PRE)</b>                        | 47. Indicator Monitoring system                         |
| 17. Patient Rights   | 48. Sentinel Events and Incident Reporting              |
| 18. Informed Consent   | <b>Facility Management and Safety (FMS)</b>             |
| <b>Hospital Infection Control (HIC)</b>                          | 49. Emergency preparedness manual                       |
| 19. Infection control manual                                     | 50. Safety Program                                      |
| 20. Personal Hygiene   | 51. Equipment Maintenance                               |
| 21. Personal Attire  | 52. Code Blue   |
| 22. Hand Washing   | 53. Code Pink   |
| 23. Receipt of used material for Processing                      | 54. Code Red  |
| 24. Proper Method of cleaning                                    | <b>Human Resource Management(HRM)</b>                   |
| 25. Manual Cleaning  | 55. Human Resource Manual                               |
| 26. Cleaning by machines   | <b>Information Management System(IMS)</b>               |
| 27. Pre cautions to be followed during cleaning                  | 56. IMS manual  |
| 28. Preliminary checking of supplies                             | 57. MRD Retention Policy                                |

### 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

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

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#### 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
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. Blank sample formats for all the departments (74 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 74 blank formats are provided as per the list given below.

##### List of blank formats

- |   |   |  |
|---|---|--|
| 1. Sanitation audit report                                    | 26. Location List of fire extinguisher  | 51. Purchase Order                                 |
| 2. Pest control report  | 27. Fire hydrant checklist              | 52. Indent cum incoming inspection report          |
| 3. Fumigation report  | 28. Ambulance review checklist          | 53. Supplier Registration form                     |
| 4. Operation theatre readiness form                           | 29. Earthing pit test report            | 54. Approved Vendor list                           |
| 5. Toilet Cleaning record                                     | 30. Disposal of non confirming work     | 55. Daily stock statement                          |
| 6. Daily Equipment Cleaning record                            | 31. Sterilization report                | 56. Gate pass                                      |
| 7. House Keeping Record                                       | 32. DG Set monitoring report            | 57. Preservation assessment Report                 |
| 8. Checklist for Employee personal record file                | 33. Steam Boiler Monitoring report      | 58. Master list cum distribution list of documents |
| 9. Employee Training sheet                                    | 34. Incineration plant report           | 59. Change Note                                    |
| 10. Credentialing and privileging of medical professional     | 35. Preventive maintenance schedule     | 60. Calibration status of instruments              |
| 11. Credentialing and privileging of Nursing and allied staff | 36. Breakdown History card              | 61. Master list of records                         |
| 12. Vaccination Records                                       | 37. Request for microbiological testing | 62. Indoor file paper Arrangement                  |

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- |  |                                    |  |
|--|------------------------------------|--|
| 13. Suggestion Card  | 38. Room Check list                | 63. Audit schedule/plan                  |
| 14. Patient Complaint Report   | 39. Anti termite treatment         | 64. Internal audit non conformity report |
| 15. List of chain pulley blocks, lifts ,pressure vessels etc                               | 40. Rodent Treatment               | 65. Corrective Action report             |
| 16. Evaluation Of OHS Hazards and Risks  | 41. Cockroach Treatment            | 66. Preventive Action report             |
| 17. OHS Review Of Prioritization Of Significant OHS Hazards Its Risks Feasibility Analysis | 42. Registration form              | 67. Training calendar                    |
| 18. OHSMP Progress Monitoring Report   | 43. Referral and transfer form     | 68. Training need cum record sheet       |
| 19. Near Miss Report   | 44. Patient assessment form        | 69. Induction training report            |
| 20. Investigation Report   | 45. Medical administration records | 70. Job description and specification    |
| 21. Safety Inspection Check List   | 46. Adverse Drug reaction form     | 71. Multi skill Index                    |
| 22. Work Permit Report   | 47. RO Plant Log sheet             | 72. Admission Check list                 |
| 23. First aid box check list   | 48. Autoclave register             | 73. Discharge Check list                 |
| 24. Fire fighting checklist  | 49. Medical audit checklist        | 74. Infection Control Checklist          |
| 25. PPE Preventive Maintenance check points  | 50. Daily PM checklist             |  |

### **7. NABH entry level AYUSH hospital Audit Checklists (More than 170 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 170 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.

### **8. NABH entry level AYUSH hospital compliance matrix**

This compliance matrix contains NABH entry level AYUSH hospital 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

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.**

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.

### 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.

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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**

- 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.
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 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** → 

**Visit our website for more details on the documentation kit:**

**<https://www.globalmanagergroup.com/Eshop>**

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