

D198: Demo of NABH Accreditation Standards for Dental Health Care Service Providers (DHSP) Document Kit **Price 699 USD**

Total editable documentation package for Dental Health Care Service Providers (DHSP) accreditation Complete editable document tool kit (Hospital manual, departmental SOP, system procedures, health & safety procedures, forms, audit checklist, etc.) prepared as per NABH Accreditation standard for Dental Health Care Service Providers (DHSP) 2nd Edition standard

Web site: www.globalmanagergroup.com

Chapter-1.0 Contents of NABH Accreditation Standards for Dental Health Care Service Providers (DHSP) document kit (2nd Edition)

(More than 180 document files)

A. This editable documentation kit has 9 main directories in MS Word/excel, as below:

Sr. No.	List of Directory	Document of Details
1.	Hospital Manual	08 files in MS Word
2.	Department Manual	45 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
3.	System Procedures	08 system procedure in MS Word
4.	Health and Safety Procedures	09 health and safety procedure in MS Word
5.	Standard Operating Procedures (SOPs)	47 standard operating procedures in MS Word
	Name of departments	
	Access assessment and continuity of care (AAC)	05 standard operating procedures in MS Word
	Care of Patient (COP)	06 standard operating procedures in MS Word
	Patient rights and Education (PRE)	04 standard operating procedures in MS Word
	Management of dental material, medical & equipments (MDM)	04 standard operating procedures in MS Word
	Infection controls (IC)	08 standard operating procedures in MS Word
	Continuous Quality Improvement (CQI)	01 standard operating procedures in MS Word
	Responsibility of Management (ROM)	01 standard operating procedures in MS Word
	Facility Management and Safety (FMS)	06 standard operating procedures in MS Word
Human Resources Management (HRM)	07 standard operating procedures in MS Word	
Information Management System (IMS)	05 standard operating procedures in MS Word	
6.	System Formats	64 formats in MS Word
7.	Hospital Committee	01 files in MS Word
8.	Audit checklist	02 files of more than 170 questions
9.	NABH Accreditation Standards for Dental Health Care Service Providers (DHSP) document compliance matrix	01 File in MS Excel

Total 180 files quick download in editable form 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 Standards for Dental Health Care Service Providers (DHSP) (2nd 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 Accreditation Standards for Dental Health Care Service Providers (DHSP), 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 Accreditation Standards for Dental Health Care Service Providers (DHSP) 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

2. Department Manual:

It covers sample copy of department manual for NABH is implemented. It covers 3 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

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

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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 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 (47 SOPs):

It covers sample copy of standard operating procedures as per NABH Accreditation Standards for Dental Health Care Service Providers (DHSP) standard. It covers all SOPs details list given below;

List of SOPs

Access, Assessment and Continuity of Care (AAC)

1. Scope of services
2. Patient registration & record keeping
3. Initial Assessment
4. Referral or requisition of patient
5. Radiology Services

Care of Patients (COP)

6. Uniform care of patient
7. Evidence Based Medicines
8. Emergency care
9. Administration of Anesthesia
10. Uniform use of Resuscitation
11. Care of Vulnerable Patient

Patient Rights and Education (PRE)

12. Patient rights and responsibilities

25. Hand hygiene

26. Housekeeping services

27. Bio Medical Waste

Continuous Quality Improvement (CQI)

28. Clinic Quality Manual

Responsibility of management (ROM)

29. Responsibilities of Management

Facility Management and Safety (FMS)

30. Biomedical Equipment Management

31. No Smoking

32. Code Blue

33. Code Pink

34. Code Red

35. Safety program

Human Resource Management (HRM)

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|--|---|
| <p>13. Patient education</p> <p>14. Patient consent</p> <p>15. Patient Complaint Management</p> <p>Management of Dental Material, Medical & Equipments (MDM)</p> <p>16. Management of Medication</p> <p>17. Medication administration</p> <p>18. Prescription of medication</p> <p>19. Management of dental instruments and equipments</p> <p>Infection Control (IC)</p> <p>20. Infection control program</p> <p>21. Quality assurance program</p> <p>22. Surveillance program FPR infection control</p> <p>23. Standard precautions</p> <p>24. Needle stick injury protocol</p> | <p>36. Employee Rights and responsibilities</p> <p>37. Leave Policy</p> <p>38. Sexual Harassment Policy</p> <p>39. Whistle Blower Policy</p> <p>40. Employee Grievance Policy</p> <p>41. Credentialing and Prevelinges Policy</p> <p>42. Performance Review and Appraisal Policy</p> <p>Information Management System (IMS)</p> <p>43. Medical Data Storage, Retrieval, & Distruction Policy</p> <p>44. Medical Record</p> <p>45. Confidentiality Integrity and Security of Data</p> <p>46. Safeguard of Data</p> <p>47. Response to request for the Access to Information</p> |
|--|---|

6. Blank Formats (64 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

- | | | |
|--|--|--|
| <p>1. Sanitation audit report</p> <p>2. Pest control report</p> <p>3. Fumigation report</p> <p>4. Operation theatre readiness form</p> <p>5. Toilet Cleaning record</p> <p>6. Daily Equipment Cleaning record</p> <p>7. Checklist for personal record file</p> <p>8. Employee Training sheet</p> <p>9. Credentialing and privileging of medical professional</p> <p>10. Credentialing and privileging of Nursing and allied staff</p> <p>11. Vaccination Records</p> <p>12. Suggestion Card</p> <p>13. Patient Complaint Report</p> <p>14. List of chain pulley blocks, lifts, pressure vessels etc</p> <p>15. Evaluation Of OHS Hazards and</p> | <p>23. Fire fighting checklist</p> <p>24. PPE Preventive Maintenance check points</p> <p>25. Location List of fire extinguisher</p> <p>26. Fire hydrant checklist</p> <p>27. Ambulance review checklist</p> <p>28. Earthing pit test report</p> <p>29. Disposal of non confirming work</p> <p>30. Sterilization report</p> <p>31. DG Set monitoring report</p> <p>32. Steam Boiler Monitoring report</p> <p>33. Incineration plant report</p> <p>34. Preventive maintenance schedule</p> <p>35. Breakdown History card</p> <p>36. Request for microbiological testing</p> <p>37. Room Check list</p> | <p>44. Supplier Registration form</p> <p>45. Approved Vendor list</p> <p>46. Daily stock statement</p> <p>47. Gate pass</p> <p>48. Preservation assessment Report</p> <p>49. Master list cum distribution list of documents</p> <p>50. Change Note</p> <p>51. Calibration status of instruments</p> <p>52. Master list of records</p> <p>53. Indoor file paper Arrangement</p> <p>54. Audit schedule/plan</p> <p>55. Internal audit non conformity report</p> <p>56. Corrective Action report</p> <p>57. Preventive Action report</p> <p>58. Training calendar</p> |
|--|--|--|

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Risks			
16. OHS Review Of Prioritization Of Significant OHS Hazards Its Risks Feasibility Analysis	38.	Anti termite treatment	59. Training need cum record sheet
17. OHSMP Progress Monitoring Report	39.	Rodent Treatment	60. Induction training report
18. Near Miss Report	40.	Cockroach Treatment	61. Job description and specification
19. Investigation Report	41.	Autoclave Register	62. Multi skill Index
20. Safety Inspection Check List	42.	Purchase Order	63. Admission Check list
21. Work Permit Report	43.	Indent cum incoming inspection report	64. Discharge Check list
22. First aid box check list			

7. Hospital committee:

This gives the list of all 9 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. CPR Committee
8. Disaster Preparedness Committee
9. Ethics Committee

8. Audit checklist (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 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.

9. Compliance matrix

This compliance matrix contains NABH accreditation standards for dental health care service providers (DHSP) 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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