D145: DEMO OF NABH 2nd Edition – Pre Accreditation Entry Level Standard For Hospital Documentation Kit Price 699 USD

Completely editable documentation toolkit (Hospital manual, emergency preparedness manual, system procedures, health & safety procedures, SOPs, forms, audit checklist, etc.)

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Chapter – 1. Contents of NABH – Pre Accreditation Entry Level Standard – 2nd Edition for Hospital Documentation Kit (188 document files)

Totally editable documentation kit has 9 main directories as below:

NABH – Pre-Accréditation Entry Level Standard for Hospital Editable Documents Kit

Sr. No.	List of Directory	Details of Documents
1.	Hospital Manual	07 files in MS Word
2.	Emergency Preparedness Manual	01 file 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): **Name of departments:**	81 SOPs in MS Word
	Access assessment and continuity of care (AAC)	07 SOPs in MS Word
	Care of Patient (COP)	11 SOPs in MS Word
	Management of Medication (MOM)	07 SOPs in MS Word
	Patient rights and education (PRE)	04 SOPs in MS Word
	Infection Prevention and Control (IPC)	05 SOPs in MS Word
	Patient safety and quality improvement (PSQ)	03 SOPs in MS Word
	Responsibility of management (ROM)	04 SOPs in MS Word
	Facility Management and Safety (FMS)	05 SOPs in MS Word
	Human Resource Management (HRM)	05 SOPs in MS Word
	Information Management System (IMS)	03 SOPs in MS Word
	Hospital Infection Control (HIC) / CSSD	27 SOPs in MS Word
6.	System Formats	78 formats in MS Word
7.	Hospital Committee	01 files in MS Word
8.	Audit Checklist	02 files (200 questions approx.)
9.	NABH Entry Level Certification Standard for Hospitals, 2nd Edition Clause Wise Document Compliance Matrix	01 files in MS Excel
Total 188 files in editable form; Quick Download by e-delivery		

B. Documentation: -

To get more information about NABH – Pre Accréditation Entry Level Standards For Hospital Documentation Kit Click Here

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Completely editable documentation toolkit (Hospital manual, emergency preparedness manual, system procedures, health & safety procedures, SOPs, forms, audit checklist, etc.)

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Our documentation kit is having sample documents required for implementation of NABH hospital accreditation as per latest National accreditation board of hospitals and healthcare provider standard (2nd Edition, 2026) for Pre Accreditation Entry Level standard for Hospital. The documents are prepared by a highly experienced team of consultants with rich experience of hospitals system establishment, process improvement and successful appraisal for NABH certification/accreditation. You need to study this kit, do necessary changes as per your hospital's need and within 1 week your entire editable documents with all necessary details can become ready and your team will get many ideas for system establishment and reduction in cost and effort. We have given all types of templates and hospital should use it as per their need. Many hospitals have been certified in 1st attempt upon successfully passing any kind of stringent appraisal audit with the help of our documents.

Under the directories further files are made in word documents as per the details given below. All the documents are related to NABH – Pre- accreditation Entry Level Standard for Hospital and user can edit the documents in line with their own services and processes.

1. Hospital Manual:

The sample copy of hospital manual provides details of how NABH – Pre Accreditation entry level standard for Hospital 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

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. Emergency Preparedness Manual:

It covers Hospital Emergency Preparedness Plan, Internal Disaster Management Plan, Emergency Codes Management Plan and External Emergency Disaster & Preparedness Plan.

3. System Procedures (08 Procedures):

It covers sample copy of system procedures covering all the specific practice areas of 07 processes. Our procedures help the organization to make quick process improvements and make the best system. System procedures provided as listed below.

List 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

To get more information about NABH – Pre Accréditation Entry Level Standards For Hospital Documentation Kit Click Here

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 (81 SOPs):

It covers sample copy of SOPs covering Access, assessment and continuity care (AAC), Care of patient (COP), Management of Medication (MOM), Patient rights and education (PRE), Infection prevention and control (IPC), Patient safety and quality improvement (PSQ), Responsibility of management (ROM), Facility Management and Safety (FMS), Human Resource Management (HRM), and Information Management System (IMS) departments. List of SOPs is given below:

List of SOPs

Access, assessment and continuity care (AAC)

1. Defining and Displaying Healthcare Services
2. Registration, Admission and Transfer Process
3. Initial Assessment of Patients
4. Continuity Of Care and Reassessment
5. Laboratory Services
6. Imaging Services
7. Discharge Process

Care of patient (COP)

8. Uniform care of patient
9. Resuscitation Services (Cardiopulmonary Resuscitation)
10 Intensive Care Unit (ICU) and High Dependency Unit (HDU) Management
11 Organization Provides Safe Obstetric Care
12 Organization Provides Safe Pediatric and Neonatal Services
13 Procedural Sedation
14 Anesthesia Services
15 Clinical And Surgical Procedures

16 Identification And Management of Vulnerable and High-Risk Patients
17 Pain Management, Rehabilitation and Nutritional Therapy
18 Medication Management Clinical Pharmacy

Management of Medication (MOM)

19 Pharmacy Services and Safe Medication Use
20 Medication Storage and Availability
21 Safe And Rational Prescribing of Medications
22 Safe Dispensing of Medications
23 Safe Administration of Medications
24 Safe Use of Narcotic, Psychotropic, Chemotherapeutic and Radiopharmaceutical Agents
25 Medication Reconciliation And Advanced Medication Safety

Patient Rights and Education (PRE)

26 Patient Rights
27 Informed Consent
28 Protection of patient rights
29 communication

Infection Prevention and Control Programme (IPC)

30 Infection Prevention and Control Programme
31 Infection Prevention and Control in Support Services
32 Prevention Of Device-Associated and Healthcare-Associated Infections
33 Outbreak Investigation and Management
34 Training And Competency in Infection Prevention and Control

Patient Safety and Quality Improvement (PSQ)

35 Patient Safety and Quality Programme
36 Indicators And Clinical Audits
37 Indicators and Clinical Audits

Responsibility of management (ROM)

38 Governance, statutory compliance and budget allocation
39 Ethical management, vision-mission-values and billing transparency
40 Committees, outsourced services and patient rights violation monitoring
41 Sustainability – ESG responsibility, green initiatives, social responsibility and staff well-being (excellence elements)

Facility Management and Safety (FMS)

42 Environment And Facility Safety
43 Facility, Engineering and Medical Equipment Maintenance
44 Safe Water, Electricity, Medical Gas and Vacuum
45 Fire And Non-Fire Emergency Management
46 Code Red

Human Resource Management (HRM)

47 Human Resource Planning, Recruitment, Credentialing and Code of Conduct
48 Induction, Training and Professional Development
49 Appraisal, Disciplinary Action and Grievance Handling
50 Staff Health, Safety and Personal Records
51 Personnel Records

Information Management System (IMS)

52 Information Needs and Dissemination

53 Medical Record Creation, Completion, Storage and Condemnation
54 Confidentiality, Integrity and Security of Information

Hospital Infection Control (HIC)/ CSSD

55 Personal Hygiene
56 Personal Attire
57 Hand Washing
58 Receipt of used material for Processing
59 Proper Method of cleaning
60 Manual Cleaning
61 Cleaning by machines
62 Pre cautions to be followed during cleaning
63 Preliminary checking of supplies
64 Inspection and assembling
65 Packaging of Instruments set
66 Labelling
67 Method of wrapping sets
68 Procedure for sterilizing linen
69 Principles of sterilization
70 Steam Sterilization
71 Preparation and loading of autoclave
72 Bowi and dick test for pre vacuum sterilizer
73 Principles of Ethylene Oxide sterilization
74 Maintenance and Operation of ETO sterilizer
75 Checks for proper functioning of sterilizer
76 Environment Cleanliness
77 Fumigation of sterile area
78 Procedure for outdated items
79 Sharp disposal and needle stick policy
80 Maintenance of sterile storage
81 Physical separation of sterile and non-sterile area

6. Blank Formats (78 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
2. Pest control report
3. Fumigation report
4. House keeping records
5. Toilet Cleaning record
6. Daily Equipment Cleaning record
7. Suggestion Card
8. Patient Complaint Report
9. List of chain pulley blocks, lifts pressure vessels etc.
10. Evaluation Of OHS Hazards and Risks
11. OHS Review of Prioritization of Significant OHS Hazards Its Risks Feasibility Analysis
12. OHSMP Progress Monitoring Report
13. Near Miss Report
14. Investigation Report
15. Safety Inspection Check List
16. Work Permit Report
17. First aid box check list
18. Firefighting checklist
19. PPE Preventive Maintenance check points
20. Location List of fire extinguisher

21. Fire hydrant checklist
22. Ambulance review checklist
23. Earthing pit test report
24. Disposal of non-confirming work
25. Sterilization report
26. DG Set monitoring report
27. Steam Boiler Monitoring report
28. Incineration plant report
29. Preventive maintenance schedule
30. Breakdown History card
31. Request for microbiological testing
32. MLC form
33. MRD Register
34. Narcotics Drug Register
35. Medication Administration Report
36. Operative notes
37. Operation theatre readiness report
38. Emergency register (1)
39. Patient Transfer Register
40. Patient Registration form
41. Blood Transfusion and Adverse Effects Form
42. Blood Transfusion Patient Information and Consent
43. High risk consent
44. Anaesthesia Records
45. Post Operative Monitoring
46. Pre Operative Checklist
47. Surgical safety checklist
48. Nursing Notes
49. Estimate Form
50. SURGERY CONSENT FORM
51. Anaesthesia Consent Form
52. Discharge Summary
53. Crash Cart / Emergency Medicine Check List
54. Autoclave Register
55. ADVERSE DRUG REACTION FORM
56. Patient assessment & Plan of Care
57. Purchase Order
58. Indent cum incoming inspection report
59. Supplier Registration form
60. Approved Vendor list
61. Master list cum distribution list of documents
62. Change Note
63. Calibration status of instruments
64. Master list of records
65. Audit schedule/plan
66. Internal audit non conformity report
67. Indoor file papers arrangement
68. Corrective Action report
69. Preventive Action report
70. Training calendar
71. Training need cum record sheet
72. Induction training report
73. Job description and specification
74. Checklist for personal file
75. Employee Training sheet
76. Credentialing and privileging of medical professional
77. Credentialing and privileging of Nursing and allied staff
78. Vaccination records

7. Hospital Committee:

This includes 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

7. Audit checklist (200 questions)

This directory covers clause wise audit questions as per Pre-Accreditation NABH Entry Level Certification Standard for Hospitals, 2nd edition. This checklist is useful for objective evaluation of hospital system and adherence of system by functional heads. It includes Pre-Accreditation NABH Entry Level Certification Standard chapter wise and clause wise audit questions as a quick reference for auditing related work areas of the hospital. Approx. 200 audit questions give better understanding to the process owners as well as to the auditors to establish good system and discipline in each department and hospital as a whole. This checklist is a very good tool for the auditors to make their own audit questionnaire while auditing and to effectively conduct audit in the hospital for Pre-Accreditation NABH Entry Level Certification.

8. Compliance Matrix

This compliance matrix contains Pre-Accreditation NABH Entry Level Certification Standard for Hospitals, 2nd edition clause wise list of documented information for easy reference and to understand how this documentation system is made.

Chapter-2.0 ABOUT COMPANY

Punyam Academy Pvt. Ltd. is a progressive company promoted by a group of qualified engineers and management graduates having rich experience of more than 30 years in ISO, NABH, management area consultancy and online training. 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, including healthcare organizations, to achieve competitiveness, certifications and compliance to international standards and regulations. So far, we have **more than 4500 clients in more than 101 countries**. **Our ready-made training and editable documents kit helps the client in making their documents with ease and helps them comply with the related ISO or NABH standard faster.**

1. Our promoters and consultants have experience in providing management training, NABH and ISO series consultancy for **more than 4500 companies** globally. We have clients **in more than 101 countries.**
2. We are a highly qualified team of 80 members (M.B.A., Degree Engineers). Our director has a rich professional experience in this field (since 1991).
3. We have 100% success rate in NABH and ISO series certifications for our clients from reputed certification bodies. We possess a branded image and are a leading name in the global market.
4. We also 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. We have spent more than 60000 man-days (170 man-years) in the preparation of documents and training slides.

We are 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 colour.

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.

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 the NABH – Pre Accreditation entry level standards for hospital documents.

2. Take care for all the section and sub sections of NABH – Pre Accreditation entry level standards for hospital standard 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 – Pre Accreditation entry level standards for hospital documents.
4. Save much time and cost in document preparation.
5. You will get better control in your system due to our proven formats.
6. You will get better control in your system due to our proven documents and templates developed under the guidance of our experts and globally proven consultants having rich experience of more than 25 years in ISO consultancy.
7. Our products are highly sold globally and used by many multinational companies and had provided total customer satisfaction as well as value for money.
8. In preparation of document kits; it is been verified and evaluated at various levels of our team and more than 1000 hours are spent in preparation of this product kit.
9. Prepared by globally proven team of leading consultant

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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