

AUDIT MAINTENANCE

Date : 22/06/2021

Name of Auditor : Dr. Suyash Pratap Singh

Department of Head : Dr. Pooja Thakur

Staff : Manish Kumar

Department : Audit Maintenance

S No.	Topic	Working	Reporting Time	Complaint
1.	Electric Appliance	Attended	Yes On time	No
2.	Door Knobs, Locks	Yes Working	"	"
3.	Window Knobs	Attended	"	"
4.	Generator	"	"	"
5.	Table and Chair	Yes	"	"
6.	Fire Extinguisher	"	"	"
7.	Signboard	Present	"	"
8.	Telephone	Yes Working	"	"
9.	M.C.B	"	"	"
10.	Trolley's	Yes	"	"
11.	Emergency Light and Alarm	Yes Working	"	"

We have done internal audit and found that maintenance staff is working up to the mark and responding to call on time. No lacking recorded till now.

PANCHKARMA

Date : 23/06/2021

Name of Auditor : Dr. Suyesh Preetap Singh

Department of Head :

Staff : Varun Rana and Rahul

Department : PanchKarma

S No.	Topic	Quality	Lacking	Strength
1.	Cleaning	Good	Nil	Regular
2.	Procedure as per protocol	As per PanchKarma manual	✓	✓
3.	Pre and Post Procedure	"	✓	✓
4.	Vital Checking	Verified in PanchKarma Register	✓	✓
5.	Consent Form	Dully Sign Found	✓	✓
6.	Feedback	Documentation	✓	✓
7.	Post Procedure Audit	No Regular basis Found	✓	✓
8.	Consent Form	Dully Sign Found	✓	✓

We have done internal audit and found that PanchKarma department is doing well and quality is good.

RECEPTION

Date : 24/06/2021

Name of Auditor : Dr. Suyash Pratap Singh

Department of Head : Dr. Pooja Trakur

Staff : Aarti Yadav

Department : Reception

S No.	Topic	Quality	Lacking	Strength
1.	Maintenance of Records	Good	Nil	Regular
2.	Aware of Scope and Non Scope	Aware	✓	✓
3.	Policy and Procedure	✓	✓	✓
4.	Admission and Discharge	Up dated	✓	✓
5.	Feedback Forms	Good Documented	✓	✓
6.	Complaint Register	Maintained	✓	✓
7.	Code Awareness	Aware	✓	✓
8.	Non Availability of Bed	Record	✓	✓
9.	Referral and Transfer	Forms Available	✓	✓

We have done internal audit and found that Reception staff working up to the mark. They are aware of the field of transfer or referral of the patients to higher center in emergency. All other things found adequate.

INFECTION CONTROL HOUSE KEEPING

Date : 26/06/2021

Name of Auditor : Dr. Sugesh Pantap Singh.

Department of Head : Anita Kirti

Department : Infection Control House Keeping

S No.	Topic	Quality	Lacking	Remarks
1.	Proper Cleaning	Yes	Nil	Good
2.	Regular Sampling for Swab Culture	Yes taken	"	"
3.	Hand hygiene	Regular basis	"	"
4.	Personal protective equipment training	Good	"	"
5.	Vulnerable patient care	"	"	"
6.	Training of Fire	Trained	"	"
7.	Training of CPR	"	"	"
8.	Anti bacterial Cleaning	Yes	Nil	Good

We have done internal audit for training of hand hygiene, Personal Protective equipment and fire safety equipment, we have found them adequate.

PHARMACY

Date : 28/06/2021

Name of Auditor : Dr. Suresh Pratap Singh.

Department of Head : Dr. Pooja Thakur

Department : Pharmacy

S No.	Topic	Quality	Lacking	Remarks
1.	Storage	Good	Nil	Good
2.	Pre requirement	Yes	"	"
3.	Dispensing	Proper	"	Very Good
4.	Opening date	Yes	"	Good
5.	Labelling	Proper	"	Very Good
6.	Expiry Maintain	Yes	"	Good
7.	A. D. R	No	"	"
8.	Look Like And Sound Alike	Yes	"	Very Good
9.	विष और उपविष	Proper	"	Good

We have found in our internal audit that staff is oriented and working good.

MEDICAL RECORD AND NURSING

Date : 29/06/2021

Name of Auditor : Dr. Suresh Prakash Singh

Department of Head : Dr. Pooja Thakur

Department : Medical Record And Nursing

S No.	Topic	Quality	Lacking	Remarks
1.	Medication Error	None	Nil	Good
2.	A.D.R	No	"	"
3.	Medication Chart	Good	"	"
4.	Medical record readable clean and with proper initial's - Name, Date, Time	"	"	"
5.	Patient rights and responsibilities	Explained	"	Very Good
6.	Vulnerable patient Care	Yes	"	Good
7.	Discharge Summary	"	"	Excellent

We have done internal audit and found that medical record and Nursing medical Chart are good. They are working as per standard and policy of Hospital.

KITCHEN

Date : 30/06/2021

Name of Auditor : Dr Sandeep.

Department of Head : Mani Chaudhary

Staff : Ganesh.

Department : Kitchen

S No.	Topic	Quality	Lacking	Strength
1.	Kitchen Cleaning	Proper	Nil	Good
2.	Used Utensils	"	"	"
3.	Bottles	Sealed	"	"
4.	Labelling	Found labeled	"	"
5.	Sewage	Proper	"	"
6.	Disposable	Proper	"	"
7.	Inventory	"	"	"
8.	Food Quality	Good	"	"
9.	Patient Menu	As per diet Policy	"	"

We have found internal audit and found Kitchen staff are working good as per standard and no lacking seen. We appreciate their working.