



SANDHYASHI HOSPITAL

(A Unit of Sandhya Health care)

B-48,49 Sector-05, Bawana Industrial Area, Delhi-110039

AUDIT Corrective Action Preventive Action (CAPA)

Maintenance Audit Meeting

◆ Date of Meeting :- 23/03/21

S.No.	Designation	Names of the members
1	Manager	Mr S. N Gupta
2	Maintenance Officer	Harish
3	Therapist	Manjeet Sharma

TOPIC :

- Electric appliances *Proper*
- Door clock knob *Not Proper*
- Window knobs *Not OK.*
- Generator *OK*
- Table and chair *Not Proper*
- Sign boards *OK*
- MCB *OK*
- Trolley *Not Proper*
- Emergency light and alarm *OK.*

Decision : we are inspecting the hospital we found that the table and chairs are not properly maintained. The trolley is not in place. The windows are in need of repairing the knob. So that all these shortcomings are fulfilled then we can provide more good facilities to the patient on our behalf, for this we decided to give training to the employees as well.

SN
Harish
manjeet

SANDHYASHI HOSPITAL
B-48-49 Sector-5,
Bawana Industrial Area, Delhi-39
Ph. 7428177717



SANDHYASHI HOSPITAL

(A Unit of Sandhya Health care)

B-48,49 Sector-05, Bawana Industrial Area, Delhi-110039

Name: of Trainer:- Dr. Vikas Gupta

Date of Training : 04/04/2021

Maintenance Training

S NO.	Name	Trainer Sign	Attended by Signature
1	Mr S. N Gupta	<u>Vika</u>	<u>SN</u>
2	Harish	<u>Vika</u>	<u>Harish</u>
3	Manjeet Sharma	<u>Vika</u>	<u>manjeet</u>

TRAINING POINTS :-

- Window Knob Cleaning
- Table and Chair Proper Arrangement
- Trolley

Attended by : Mr. S. N. Gupta

1) Rate The Level of Training information useful to you.

A. Good

☒

B. Average

☐

C. Below Average

☐

2) Rate the Level of Training Method of Explanation.

A. Appropriate

☒

B. Average

☐

C. Below Average

☐

3) Rate the Importance of Training.

A. Good

☒

B. Medium

☐

C. Not Good

☐

SANDHYASHI HOSPITAL
B-48-49 Sector-5,
Bawana Industrial Area, Delhi-39
Ph. 742817717

SN

Attended by: Harish

1) Rate The Level of Training information useful to you.

A. Good

☐

B. Average

☒

C. Below Average

☐

2) Rate the Level of Training Method of Explanation.

B. Appropriate

☐

B. Average

☒

C. Below Average

☐

3) Rate the Importance of Training.

A. Good

☐

B. Medium

☒

C. Not Good

☐

Harish

Attended by: Manjeet sharma.

1) Rate The Level of Training information useful to you.

A. Good

☐

B. Average

☐

C. Below Average

☐

2) Rate the Level of Training Method of Explanation.

C. Appropriate

☐

B. Average

☒

C. Below Average

☐

3) Rate the Importance of Training.

A. Good

☐

B. Medium

☒

C. Not Good

☐

manjeet

SANDHYASHI HOSPITAL
B-48-49, Sector-5,
Bawana Industrial Area, Delhi-39
Ph. 7428177717



SANDHYASHI HOSPITAL

(A Unit of Sandhya Health care)

B-48,49 Sector-05, Bawana Industrial Area, Delhi-110039

AUDIT Corrective Action Preventive Action (CAPA)

Maintenance Audit Meeting

◆ Date of Meeting :- 11/04/2021

S.No.	Designation	Names of the members
1	Manager	Mr S. N Gupta
2	Maintenance Officer	Harish
3	Therapist	Manjeet Sharma

TOPIC :

- Electric appliances *Proper*
- Door clock knob *Proper*
- Window knobs *OK*
- Generator *OK*
- Table and chair *OK*
- Sign boards *OK*
- MCB *OK*
- Trolley *OK*
- Emergency light and alarm *OK*

Decision : Members determined that we will improve the maintenance facility of the Hospital more due to which we can provide better facilities to patients.

After two week when the Hospital was revisited, there was a lot of improvement in the hospital facility and also in the staff.

SN
Harish
manjeet

SANDHYASHI HOSPITAL
B-48-49, Sector-05
Bawana Industrial Area, Delhi-39
Ph. 7428177717

◆ Date of Meeting :- 24/03/21

S.No.	Designation	Names of the members
1	HR	Harshika Verma
2	Chef	Kishan
3	Chef	Parveen Kumar

TOPIC :

- Kitchen cleaning Not proper.
- Used utensil proper.
- Bottles proper.
- Labelling proper.
- Sewage clean.
- Disposable OK.
- Inventory OK.
- Food quality good
- Patient care OK
- check list Not proper.

Decision :

Cleanliness of the Kitchen has been found in the inspection of the Kitchen. The Kitchen check list is not updated smoothly, for this instructions have been given to train the Kitchen staff. So that their working style can be further improved.

Harshika

Parveen

Parveen



SANDHYASHI HOSPITAL

(A Unit of Sandhya Health care)

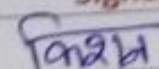
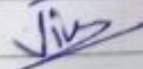
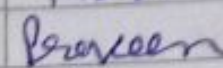
B-48,49 Sector-05, Bawana Industrial Area, Delhi-110039

Name: of Trainer:- Dr Vikas Gupta

Date of Training : 01/04/2021

Topic of Training : Kitchen cleaning and checklist

KITHECN TRAINING FEEDBACK FORM

S NO.	Name	Trainer Sign	Attended by Signature
1	Kishan		
2	Parveen Kumar Sharma		



Training Topic

- Kitchen cleaning
- Utensil
- Bottles
- Labelling
- Sewage
- Disposable
- Inventory
- Food quality
- Patient menu
- Checklist

SANDHYASHI HOSPITAL
B-48,49 Sector-05,
Bawana Industrial Area, Delhi-39
Ph. 7428177727



SANDHYASHI HOSPITAL

(A Unit of Sandhya Health care)

B-48,49 Sector-05, Bawana Industrial Area, Delhi-110039

CHECKLIST FOR KITCHEN

DATE	05/04/2021				TO	11/04/2021	CLEANED BY	SIGNATURE
DAYS	TIME	Utensil	Label	Food quality	Menu	Sewage		
MONDAY	8:30 AM	✓	✓	✓	✓	✓	Kishan	Kishan
	10:00 AM	✓	✓	✓	✓	✓	Kishan	Kishan
	1:30 PM	✓	✓	✓	✓	✓	Kishan	Kishan
	4:00 PM	✓	✓	✓	✓	✓	Praveen	Praveen
TUESDAY	8:30 AM	✓	✓	✓	✓	✓	Kishan	Kishan
	10:00 AM	✓	✓	✓	✓	✓	Kishan	Kishan
	1:30 PM	✓	✓	✓	✓	✓	Kishan	Kishan
	4:00 PM	✓	✓	✓	✓	✓	Praveen	Praveen
WEDNESDAY	8:30 AM	✓	✓	✓	✓	✓	Kishan	Kishan
	10:00 AM	✓	✓	✓	✓	✓	Kishan	Kishan
	1:30 PM	✓	✓	✓	✓	✓	Kishan	Kishan
	4:00 PM	✓	✓	✓	✓	✓	Praveen	Praveen
THURSDAY	8:30 AM	✓	✓	✓	✓	✓	Kishan	Kishan
	10:00 AM	✓	✓	✓	✓	✓	Kishan	Kishan
	1:30 PM	✓	✓	✓	✓	✓	Kishan	Kishan
	4:00 PM	✓	✓	✓	✓	✓	Praveen	Praveen
FRIDAY	8:30 AM	✓	✓	✓	✓	✓	Kishan	Kishan
	10:00 AM	✓	✓	✓	✓	✓	Kishan	Kishan
	1:30 PM	✓	✓	✓	✓	✓	Kishan	Kishan
	4:00 PM	✓	✓	✓	✓	✓	Praveen	Praveen
SATURDAY	8:30 AM	✓	✓	✓	✓	✓	Kishan	Kishan
	10:00 AM	✓	✓	✓	✓	✓	Kishan	Kishan
	1:30 PM	✓	✓	✓	✓	✓	Kishan	Kishan
	4:00 PM	✓	✓	✓	✓	✓	Praveen	Praveen
SUNDAY	8:30 AM	✓	✓	✓	✓	✓	Kishan	Kishan
	10:00 AM	✓	✓	✓	✓	✓	Kishan	Kishan
	1:30 PM	✓	✓	✓	✓	✓	Kishan	Kishan
	4:00 PM	✓	✓	✓	✓	✓	Praveen	Praveen

SANDHYASHI HOSPITAL
 B-48,49, Sector-05
 Bawana Industrial Area, Delhi-110039
 Ph. 74281777

Attended by Kishan

FEEDBACK FORM

1) Rate The Level of Training information useful to you.

A. Good ☒ B. Average ☐ C. Below Average ☐

2) Rate the Level of Training Method of Explanation.

A. Appropriate ☒ B. Average ☐ C. Below Average ☐

3) Rate the Importance of Training.

A. Good ☒ B. Medium ☐ C. Not Good ☐

Trainer Sign : [Signature]

Attended by Sign: [Signature]

Attended by Praveen Kumar

FEEDBACK FORM

1) Rate The Level of Training information useful to you.

A. Good ☒ B. Average ☐ C. Below Average ☐

2) Rate the Level of Training Method of Explanation.

B. Appropriate ☐ B. Average ☒ C. Below Average ☐

3) Rate the Importance of Training.

A. Good ☒ B. Medium ☐ C. Not Good ☐

Trainer Sign : [Signature]

Attended by Sign: Praveen

SANDHYASHI HOSPITAL
B-48/49, Sector-5,
Bawana Industrial Area, Delhi-39
Ph: 7428177717

Kitchen Audit Meeting

◆ Date of Meeting :- 8/04/2021

S.No.	Designation	Names of the members
1	HR	Harshika Verma
2	Chef	Kishan
3	Chef	Parveen Kumar

TOPIC :

- Kitchen cleaning Proper
- Used utensil Proper
- Bottles Proper
- Labelling OK
- Sewage clean
- Disposable OK
- Inventory OK
- Food quality OK
- Patient care OK

Decision : All meeting member are decided for all Kitchen staff given proper training for kitchen cleaning. To resolve regular cleaning. Kitchen clean checklist is made and implementation started. To be Review to the status repeat audit to be done after one week to look after efficiency of training and checklist.

Harshika

Harika

Parveen

SANDHYASHI HOSPITAL
B-48-49/ Sector-5,
Bawana Industrial Area, Delhi-110
Ph. 7428177717

Reception Audit Meeting

◆ Date of Meeting :- 25/03/21

S.No.	Designation	Names of the members
1	RMO	Dr Naveen Kumar
2	Receptionist	Swati Giri
3	Receptionist	Suraj
4	Receptionist	Satya Devi

TOPIC:

- Maintenance of record *Good.*
- Aware of scope and non scope *Proper*
- Policy and procedure *Remember*
- Admission and discharge *Not Proper*
- Patient feedback *ok*
- Patient complaint maintenance *Not ok*
- CODE awareness *Good*
- Non availability of bed *Proper*
- Referral policy *Remember.*

Decision : Admission Process was not found in reception inspection and Patient's Compliance Maintenance Proper was not found and the record is maintain Proper is scope and Non-scope is aware for Policy Processer Remember.

Naveen Kumar

Swati Giri

Suraj

Satya

SANDHYASHI HOSPITAL
B-48-49, Sector-5,
Bawana Industrial Area, Delhi-39
Ph. 7428177717



SANDHYASHI HOSPITAL

(A Unit of Sandhya Health care)

B-48,49 Sector-05, Bawana Industrial Area, Delhi-110039

Name: of Trainer:- Dr. Vikas Gupta

Date of Training : 21/04/2021

Reception Training

S NO.	Name	Trainer Sign	Attended by Signature
1	Dr Naveen Kumar	<u>Vika</u>	<u>Naveenkumar</u>
2	Swati Giri	<u>Vika</u>	<u>swati</u>
3	Suraj	<u>Vika</u>	<u>Suraj</u>
4	Satya Devi	<u>Vika</u>	<u>Satyei</u>

TRAINING POINTS :-

- Admission System
- Complaint Rectification

Attended by : Dr Naveen Kumar

1) Rate The Level of Training information useful to you.

A. Good

☒

B. Average

☐

C. Below Average

☐

2) Rate the Level of Training Method of Explanation.

D. Appropriate

☒

B. Average

☐

C. Below Average

☐

3) Rate the Importance of Training.

A. Good

☒

B. Medium

☐

C. Not Good

☐

Naveenkumar

SANDHYASHI HOSPITAL

B-48-49, Sector-5,
Bawana Industrial Area, Delhi-39
Ph. 7428177717

Attended by : Swati Grial

1) Rate The Level of Training information useful to you.

A. Good

☒

B. Average

☐

C. Below Average

☐

2) Rate the Level of Training Method of Explanation.

E. Appropriate

☐

B. Average

☒

C. Below Average

☐

3) Rate the Importance of Training.

A. Good

☒

B. Medium

☐

C. Not Good

☐

Swati

Attended by : Swati

1) Rate The Level of Training information useful to you.

A. Good

☒

B. Average

☐

C. Below Average

☐

2) Rate the Level of Training Method of Explanation.

F. Appropriate

☒

B. Average

☐

C. Below Average

☐

3) Rate the Importance of Training.

A. Good

☐

B. Medium

☒

C. Not Good

☐

Swati

Attended by : Satya devi

1) Rate The Level of Training information useful to you.

A. Good

☒

B. Average

☐

C. Below Average

☐

2) Rate the Level of Training Method of Explanation.

G. Appropriate

☐

B. Average

☒

C. Below Average

☐

3) Rate the Importance of Training.

A. Good

☒

B. Medium

☐

C. Not Good

☐

Satya

SANDHYASHI HOSPITAL
B-48-49, Sector-5,
Bawana Industrial Area, Delhi-39
Ph. 7428177717

◆ Date of Meeting :- 9/04/2021

S.No.	Designation	Names of the members
1	RMO	Dr Naveen Kumar
2	Receptionist	Swati Giri
3	Receptionist	Suraj
4	Receptionist	Satya Devi

TOPIC :

- Maintenance of record *Prover*
- Aware of scope and non scope *Good*
- Policy and procedure *Remember.*
- Admission and discharge *Prover.*
- Patient feedback *OK.*
- Patient complaint maintenance *Prover.*
- CODE awareness *Aware*
- Non availability of bed *Aware*
- Referral policy *Remember.*

Decision : A meeting was held with the members and it was determined that the admission Process at the reception was not being recorded in the system smoothly. We need even more improvement. The patient's complaint were also discussed in which it has been prescribed that the reception at the reception should be analyzed more care fully and resolved. After one week to look after the re-inspection of the admitted patients has started to go smoothly and the complaint has also improved.

Pharmacy Audit Meeting

◆ Date of Meeting :- 26/03/21

S.No.	Designation	Names of the members
1	MS	Dr Vikas Gupta
2	Pharmacist	Jagpat Mishra
3	Pharmacist	Ravinder Kumar
4	Pharmacist	Rehana

TOPIC :

- Storage *Not Proper*
- Pre requirement medicine *Proper*
- Dispensing *Proper*
- Opening and refilling and expiry date *Proper*
- Labelling *Proper*
- Expiry maintenance *Not Proper*
- ADR *Proper*
- LOOK ALIKE SOUND ALIKE *Proper*
- Vish Upvish *Proper*

Decision : In the process of inspection of the Pharmacy, there was a decrease in the stock maintenance of Medicines and a decrease in the maintenance of the expired medicines. Pharmacy storage was good. Opening and refilling and Labeling of expiry date were correct.

Jamisha

Ravindra

Rehana

SANDHYASHI HOSPITAL

B-48-40, Sector-5,
Bawana Industrial Area, Delhi-39
Ph. 7428177717



SANDHYASHI HOSPITAL

(A Unit of Sandhya Health care)

B-48,49 Sector-05, Bawana Industrial Area, Delhi-110039

Name: of Trainer:- Dr. Vikas Gupta

Date of Training : 03/04/2021

Pharmacy Training

S NO.	Name	Trainer Sign	Attended by Signature
1	Dr Vikas Gupta	<i>Trainer</i>	<i>Trainer</i>
2	Jagpat Mishra	<i>Vikas</i>	<i>Jagpat Mishra</i>
3	Ravinder Kumar	<i>Vikas</i>	<i>Ravinder</i>
4	Rehana	<i>Vikas</i>	<i>Rehana</i>

TRAINING POINTS :-

- Medicine Stock Maintain
- Expiry Medicine Maintain

Attended by : Jagpat Mishra

1) Rate The Level of Training information useful to you.

A. Good

☒

B. Average

☐

C. Below Average

☐

2) Rate the Level of Training Method of Explanation.

H. Appropriate

☒

B. Average

☐

C. Below Average

☐

3) Rate the Importance of Training.

A. Good

☒

B. Medium

☐

C. Not Good

☐

SANDHYASHI HOSPITAL
B-48-49 Sector-5,
Bawana Industrial Area, Delhi-39
Ph. 7428177717

Attended by : Ravindra Kumar.

1) Rate The Level of Training information useful to you.

A. Good

☒

B. Average

☐

C. Below Average

☐

2) Rate the Level of Training Method of Explanation.

I. Appropriate

☐

B. Average

☒

C. Below Average

☐

3) Rate the Importance of Training.

A. Good

☐

B. Medium

☐

C. Not Good

☒

Ravindra

Attended by : Rehana.

1) Rate The Level of Training information useful to you.

A. Good

☒

B. Average

☐

C. Below Average

☐

2) Rate the Level of Training Method of Explanation.

J. Appropriate

☐

B. Average

☒

C. Below Average

☐

3) Rate the Importance of Training.

A. Good

☐

B. Medium

☒

C. Not Good

☐

Rehana.

SANDHYASHI HOSPITAL

B-48-49, Sector-5,
Bawana Industrial Area, Delhi-39
Ph. 7428177717

Pharmacy Audit Meeting

◆ Date of Meeting :- 10/4/2021

S.No.	Designation	Names of the members
1	MS	Dr Vikas Gupta
2	Pharmacist	Jagpat Mishra
3	Pharmacist	Ravinder Kumar
4	Pharmacist	Rehana

TOPIC :

- Storage *Proper*
- Pre requirement medicine *OK*
- Dispensing *OK*
- Opening and refilling and expiry date *OK*
- Labelling *OK*
- Expiry maintenance *Proper.*
- ADR *OK*
- LOOK ALIKE SOUND ALIKE *OK*
- Vish Upvish *OK.*

Decision : In the Process of analyzing the Pharmacy there is a decrease in the stock maintenance of some medicines, due to which the Pharmacist should be given training in maintenance. There is also a decrease in the inventory of expiry medicines.

Visit done after one week all the shortcomings of the Pharmacy were over, the Pharmacy was found to be up to date.

Jagpat Mishra.

Ravindra.

Rehana.

SANDHYASHI HOSPITAL
B-48-49, Sector-5,
Bawana Industrial Area, Delhi-39
Ph. 7428177717

Panchkarma Audit Meeting

◆ Date of Meeting :- 28/03/2021

S.No.	Designation	Names of the members
1	MS	Dr Vikas Gupta
2	RMO	Dr Naveen Kumar
3	Therapist	Manjeet Sharma
4	Attendant	Hanish Sharma

TOPIC :

- Cleaning *Not Proper*
- Procedure and per protocol *something is missing*
- Pre and post procedure *OK.*
- Vital checking *OK*
- Concern form *OK*
- Feedback *OK*

Decision :

Inspection of Panchkarma Area we found that Pre and Post Procedure is fine Vital checking found Proper, concern form Proper received Feedback Proper but ~~here~~ there was a decrease in Patient care and a lack in cleanliness. we suggested that the employee needs more training.

Naveen Kumar.
Manjeet
Hanish

SANDHYASHI HOSPITAL
B-48-49, Sector-5,
Bawana Industrial Area, Delhi-39
Ph. 7428177717



SANDHYASHI HOSPITAL

(A Unit of Sandhya Health care)

B-48,49 Sector-05, Bawana Industrial Area, Delhi-110039

Name: of Trainer:- Dr Vikas Gupta

Date of Training : 05/09/2021

Panchkarma (Area) Training

S NO.	Name	Trainer Sign	Attended by Signature
1	Dr Naveen Kumar	<u>Vika</u>	<u>Naveen Kumar</u>
2	Manjeet Sharma	<u>Vika</u>	<u>manjeet</u>
3	Hanish Sharma	<u>Vika</u>	<u>Hanish</u>

TRAINING POINTS :-

- Panchkarma Area Cleaning
- Care of Therapy

Attended by : Dr Naveen Kumar

1) Rate The Level of Training information useful to you.

A. Good

☒

B. Average

☐

C. Below Average

☐

2) Rate the Level of Training Method of Explanation.

K. Appropriate

☐

B. Average

☒

C. Below Average

☐

3) Rate the Importance of Training.

A. Good

☐

B. Medium

☒

C. Not Good

☐

Naveen

SANDHYASHI HOSPITAL

B-48-49, Sector-5,
Bawana Industrial Area, Delhi-39
Ph. 742817717

Attended by : Manjeet sharma

1) Rate The Level of Training information useful to you.

A. Good

☐

B. Average

☒

C. Below Average

☐

2) Rate the Level of Training Method of Explanation.

L. Appropriate

☐

B. Average

☒

C. Below Average

☐

3) Rate the Importance of Training.

A. Good

☐

B. Medium

☒

C. Not Good

☐

manjeet

Attended by : Harish sharma

1) Rate The Level of Training information useful to you.

A. Good

☒

B. Average

☐

C. Below Average

☐

2) Rate the Level of Training Method of Explanation.

M. Appropriate

☐

B. Average

☒

C. Below Average

☐

3) Rate the Importance of Training.

A. Good

☐

B. Medium

☒

C. Not Good

☐

Harish

Attended by : _____

1) Rate The Level of Training information useful to you.

A. Good

☐

B. Average

☐

C. Below Average

☐

2) Rate the Level of Training Method of Explanation.

N. Appropriate

☐

B. Average

☐

C. Below Average

☐

3) Rate the Importance of Training.

A. Good

☐

B. Medium

☐

C. Not Good

☐

SANDHYASHI HOSPITAL
B-48-49, Sector-5,
Bawana Industrial Area, Delhi-39
Ph. 7428177717

Panchkarma Audit Meeting

◆ Date of Meeting :- 12/04/2021

S.No.	Designation	Names of the members
1	MS	Dr Vikas Gupta
2	RMO	Dr Naveen Kumar
3	Therapist	Manjeet Sharma
4	Attendant	Hanish Sharma

TOPIC :

- Cleaning OK
- Procedure and per protocol OK
- Pre and post procedure OK
- Vital checking OK
- Concern form OK
- Feedback OK.

Decision : In the Panchkarma audit we have found that more attention needs to be paid to cleanliness and more cleanliness is needed and the therapist will have to pay more attention to the care of the patient so that more good treatment can be provided to the patient from home.

One week to look after the revisit of the Panchkarma audit there are lot of improvement.

NDHYASHI HOSPITAL
B-48-49, Sector-5,
Bawana Industrial Area, Delhi-39
Ph. 7428177717

◆ Date of Meeting :- 29/03/2021

S.No.	Designation	Names of the members
1	RMO	Dr Naveen Kumar
2	Therapist	Rizwana Khan
3	Therapist	Priyanka Yadav

TOPIC :

- Proper cleaning **Not OK**
- Antibacterial cleaning **OK**
- Regular sampling for swab culture **OK**
- Hand hygiene **OK**
- Personal protective equipment training **OK**
- Vulnerable patient care **Not Proper**
- Training of fire **Do some regular.**
- Training of CPR **Do some regular.**

Decision :

There has been some lack of cleanliness during the hospital visit, due to which there can be a problem in patient care so hospital cleaning training is needed and CPR and Fire training is also needed.

Naveen Kumar

Rizwana

Priyanka

SANDHYASHI HOSPITAL
B-48-49, Sector-5,
Bawana Industrial Area, Delhi-39
Ph. 7428177717



SANDHYASHI HOSPITAL

(A Unit of Sandhya Health care)

B-48,49 Sector-05, Bawana Industrial Area, Delhi-110039

Name: of Trainer:- Dr Vikas Gupta

Date of Training : 06/04/2021

Infection Control Housekeeping Training

S NO.	Name	Trainer Sign	Attended by Signature
1	Dr Naveen Kumar	<u>Vika</u>	<u>Naveenkumar</u>
2	Rizwana Khan	<u>Vika</u>	<u>Rizwana</u>
3	Priyanka Yadav	<u>Vika</u>	<u>Priyanka</u>

TRAINING POINTS :-

- Hospital Cleaning
- CPR Training
- Fire Training

Attended by : Dr Naveen Kumar

1) Rate The Level of Training information useful to you.

A. Good

☒

B. Average

☐

C. Below Average

☐

2) Rate the Level of Training Method of Explanation.

R. Appropriate

☐

B. Average

☒

C. Below Average

☐

3) Rate the Importance of Training.

A. Good

☐

B. Medium

☒

C. Not Good

☐

SANDHYASHI HOSPITAL
B-48-49, Sector-5,
Bawana Industrial Area, Delhi-39
Ph. 7428177717

Naveen
SANDHYASHI HOSPITAL
B-48-49, Sector-5,
Bawana Industrial Area, Delhi-39
Ph. 7428177717

Attended by: Rizwana Khan

1) Rate The Level of Training information useful to you.

A. Good

☐

B. Average

☒

C. Below Average

☐

2) Rate the Level of Training Method of Explanation.

S. Appropriate

☐

B. Average

☒

C. Below Average

☐

3) Rate the Importance of Training.

A. Good

☐

B. Medium

☒

C. Not Good

☐

Attended by: Priyanka Yadav

1) Rate The Level of Training information useful to you.

A. Good

☒

B. Average

☐

C. Below Average

☐

2) Rate the Level of Training Method of Explanation.

T. Appropriate

☒

B. Average

☐

C. Below Average

☐

3) Rate the Importance of Training.

A. Good

☒

B. Medium

☐

C. Not Good

☐

Priyanka

SANDHYASHI HOSPITAL
B-48-49, Sector-5,
Bawana Industrial Area, Delhi-39
Ph. 7428177717

Infection Control Housekeeping Audit Meeting

◆ Date of Meeting :- 13/04/2021

S.No.	Designation	Names of the members
1	RMO	Dr Naveen Kumar
2	Therapist	Rizwana Khan
3	Therapist	Priyanka Yadav

TOPIC :

- Proper cleaning OK
- Antibacterial cleaning OK
- Regular sampling for swab culture OK
- Hand hygiene OK
- Personal protective equipment training OK
- Vulnerable patient care OK
- Training of fire OK
- Training of CPR OK.

Decision : It has been analyzed in this audit that Housekeeping will have to work better and the dust that remains in the wall. walls should be cleaned more thoroughly and the improvement in fire and CPR ^{training} is much more needed. Hygiene of the hospital needs more attention.

After two week, the housekeeping is done smoothly, cleanliness is also being done properly and the hygiene of the hospital is being maintained properly.

Naveen Kumar
Rizwana
Priyanka

SANDHYASHI HOSPITAL
B-48-49, Sector-5,
Bawana Industrial Area, Delhi
Ph. 7428177717

Medical Record and Nursing Audit Meeting

◆ Date of Meeting :- 30/3/2021

S.No.	Designation	Names of the members
1	MS	Dr Vikas Gupta
2	RMO	Dr Naveen Kumar
3	RMO	Dr Sapna
4	RMO	Dr Naresh Kumar

TOPIC :

- Medication error OK,
- ADR OK
- MEDICATION CHART OK
- Patient rights and responsibilities OK
- Vulnerable patient care Not Proper
- Discharge summary OK

Decision : In Visit the medical records and Nursing we found that everything else is on, but there is a slight problem in Patient care. Patient care is not doing well. So training of Patient care is needed.

Naveenkumar
Sapna
Naresh Kumar

SANDHYASHI HOSPITAL
B-48-49 Sector-5,
Bawana Industrial Area, Delhi-39
Ph. 7428177717



SANDHYASHI HOSPITAL

(A Unit of Sandhya Health care)

B-48,49 Sector-05, Bawana Industrial Area, Delhi-110039

Name: of Trainer:- Dr Vikas Gupta

Date of Training : 07/04/2021

Medical Record and Nursing Training

S NO.	Name	Trainer Sign	Attended by Signature
1	Dr Naveen Kumar	<u>Vika</u>	<u>Naveen Kumar</u>
2	Dr Sapna	<u>Vika</u>	<u>Sapna</u>
3	Dr Naresh Kumar	<u>Vika</u>	<u>Naresh Kumar</u>

TRAINING POINTS :-

- Patients Care

Attended by : Dr Naveen Kumar

1) Rate The Level of Training information useful to you.

A. Good

☒

B. Average

☐

C. Below Average

☐

2) Rate the Level of Training Method of Explanation.

O. Appropriate

☒

B. Average

☐

C. Below Average

☐

3) Rate the Importance of Training.

A. Good

☒

B. Medium

☐

C. Not Good

☐

Naveen Kumar

SANDHYASHI HOSPITAL
B-48,49 Sector-5,
Bawana Industrial Area, Delhi-39
Ph. 7428177717

Attended by : Dr Sapna

1) Rate The Level of Training information useful to you.

A. Good

☒

B. Average

☐

C. Below Average

☐

2) Rate the Level of Training Method of Explanation.

P. Appropriate

☒

B. Average

☐

C. Below Average

☐

3) Rate the Importance of Training.

A. Good

☒

B. Medium

☐

C. Not Good

☐

Sapna

Attended by : Dr Naresh Kumar

1) Rate The Level of Training information useful to you.

A. Good

☒

B. Average

☐

C. Below Average

☐

2) Rate the Level of Training Method of Explanation.

Q. Appropriate

☒

B. Average

☐

C. Below Average

☐

3) Rate the Importance of Training.

A. Good

☒

B. Medium

☐

C. Not Good

☐

Naresh

SANDHYASHI HOSPITAL
B-48-49, Sector-5,
Bawana Industrial Area, Delhi-39
Ph 7428177717

Medical Record and Nursing Audit Meeting

◆ Date of Meeting :- 13/04/2021

S.No.	Designation	Names of the members
1	MS	Dr Vikas Gupta
2	RMO	Dr Naveen Kumar
3	RMO	Dr Sapna
4	RMO	Dr Naresh Kumar

TOPIC :

- Medication error OK
- ADR OK
- MEDICATION CHART OK
- Patient rights and responsibilities OK
- Vulnerable patient care OK
- Discharge summary OK.

Decision : It has been determined that all staff should be trained and aware of this should be given to as many staff as possible so that such patients can be provided with the best possible service at our place and they have no problem.

Visit done after one week all the problem of this Audit were over and found to be up to date.

Naveen Kumar

Sapna

Naresh Kumar

SANDHYASHI HOSPITAL
B-48-49, Sector-5,
Bawana Industrial Area, Delhi-39
Ph. 7428177717

Store Keeping Audit Meeting

◆ Date of Meeting :- 31/3/2021

S.No.	Designation	Names of the members
1	HR	Harshika Verma
2	Chef	Kishan
3	Chef	Parveen Kumar

TOPIC :

- Proper inventory OK
- Proper maintenance OK
- Rodent OK
- Storage Proper
- Checking of proper expiry Not Proper
- Well-maintained boxes OK
- Expiry disposable Not Proper

Decision :

In this audit we found that the expiry check list is not found to be appropriate and the expiry disposable deficiency is not found. It is also not appropriate that both of these Proper training ~~again~~ require training

Harshika Verma

Amrita

Parveen

SANDHYASHI HOSPITAL
B-48-19, Sector-5,
Bawana Industrial Area, Delhi-39
Ph. 7428177717



SANDHYASHI HOSPITAL

(A Unit of Sandhya Health care)

B-48,49 Sector-05, Bawana Industrial Area, Delhi-110039

Name: of Trainer:- Dr. Vikas Gupta

Date of Training : 07/04/2021

Store Keeping Training

S NO.	Name	Trainer Sign	Attended by Signature
1	Harshika Verma	<u>Vikas</u>	<u>Harshika Verma</u>
2	Kishan	<u>Vikas</u>	<u>Kishan</u>
3	Parveen Kumar	<u>Vikas</u>	<u>Parveen</u>

TRAINING POINTS :-

- Expiry Checklist
- Expiry Disposal Maintenance

Attended by : Harshika Verma

1) Rate The Level of Training information useful to you.

A. Good

☒

B. Average

☐

C. Below Average

☐

2) Rate the Level of Training Method of Explanation.

U. Appropriate

☒

B. Average

☐

C. Below Average

☐

3) Rate the Importance of Training.

A. Good

☒

B. Medium

☐

C. Not Good

☐

SANDHYASHI HOSPITAL
B-48,49 Sector-5,
Bawana Industrial Area, Delhi-39
Ph. 7428177717

Harshika

Attended by : Kishan

1) Rate The Level of Training information useful to you.

A. Good

☒

B. Average

☐

C. Below Average

☐

2) Rate the Level of Training Method of Explanation.

V. Appropriate

☒

B. Average

☐

C. Below Average

☐

3) Rate the Importance of Training.

A. Good

☒

B. Medium

☐

C. Not Good

☐

field

Attended by : Praveen Kumar.

1) Rate The Level of Training information useful to you.

A. Good

☒

B. Average

☐

C. Below Average

☐

2) Rate the Level of Training Method of Explanation.

W. Appropriate

☒

B. Average

☐

C. Below Average

☐

3) Rate the Importance of Training.

A. Good

☒

B. Medium

☐

C. Not Good

☐

Praveen

SANDHYASHI HOSPITAL
B-48, Sector-5,
Bawana Industrial Area, Delhi-39
Ph. 7428177717

◆ Date of Meeting :- 14/04/2021

S.No.	Designation	Names of the members
1	HR	Harshika Verma
2	Chef	Kishan
3	Chef	Parveen Kumar

TOPIC :

- Proper inventory OK
- Proper maintenance OK
- Rodent OK
- Storage OK
- Checking of proper expiry OK
- Well-maintained boxes OK
- Expiry disposable OK.

Decision : Audit in store keeping we get right their maintenance is being done correctly Rodent Process is not found any where storage is not well, any where storage is well Expiry check list proper is not found Labeling is happening every where and Expiry disposable maintenance is also reduced for this we need to Pay more attention and train the staff.

A week later, when it was visited again the check list was found appropriate and the maintenance of expiry disposable is also being started.

Harshika Verma
14/04
Parveen