

## **Addendum to Accreditation Standards for Hospitals, 3<sup>rd</sup> Edition, November 2011**

***All accredited hospitals and those seeking accreditation are advised to incorporate following amendments in their implementation programme by 31st Dec 2013.***

### **Page no. 174: HRM 4d**

The following to be read under Remark(s):

Some examples include-

- (a) Needle sticks injuries
- (b) Blood and Body Fluid Exposure
- (c) Contact/ Air borne infection acquired during patient care
- (d) Monitoring of working environment with respect to employee safety in terms of light, sound, ventilation and seating / relaxation arrangements
- (e) Arrangement for management of stress at work place viz. meditation, lecturers/ exercises on physical, mental & emotional relaxation etc. shall be made for employees.

### **Page no. 196 – 197: Essential Documentation**

The following to be inserted at the end on page 197.

The criterion for documentation management system will be as under:-

- a) The HCO will have a policy for the development and control of all documents and records, which addresses development, review, access, authorizations, approval, distribution, tracking, retention, obsolescence, and updation. All documentation pertaining to each department the version no. and the date of preparation and the date of its effectiveness for operation will be entered. Columns will be made in the first page to keep a track record of the amendments (revisions made to the original documentation) with appropriate details.
- b) Quality coordinator/ designated person coordinate the implementation of the above policy.
- c) A frequency for review of various documents shall be defined in order to keep them current
- d) The approving authority for all documentation will be defined by the organisation (e.g. the Chief Operating Officer/ Medical superintendent/equivalent
- e) There will be a process to ensure that staff members are familiar with the documents, policies, procedures, and protocols relevant to their work.
- f) For all entries into medical records the authorisation for entry will be proposed by the Head of department and approved by the Medical superintendent / Chief operating Officer/ Designated person