



INSTITUTE ACCREDITATION COMMITTEE

Sanjay Gandhi Post Graduate Institute of Medical
Sciences

Raibareli Road, Lucknow, U.P.

Ref. No. PGI/HA/31 /2018

Date: 17-01-2018

Circular

Sanjay Gandhi post Graduate Institute of Medical Sciences has been a pioneer organization in providing healthcare facilities since last 3 decades. It has flourished into a fine name in its remarkable intellectual produce every year in various fields representing the Institute's name all across the country. The various achievements and accolades have, over the years, added a great responsibility on the part of this prestigious institution.

It hereby becomes a sole responsibility of the institution to obtain a more precise and corroborated certifications that shall not only help provide a more befitting public recognition in the country but also across the globe.

National Accreditation Board for Hospitals & Healthcare Providers (NABH) is a constituent board of Quality Council of India (QCI), set up to establish and operate accreditation programme for healthcare organizations. The board while being supported by all stakeholders including industry, consumers, government, have full functional autonomy in its operation.

In this regard, a meeting has been convened for all the Accreditation Committee members to deliberate upon the agendas as stated in the enclosure. As per discussion with C.M.S., Dr. Zainab Zaidi, Ex-Assistant Director, NABH is being invited as a Special Invitee for the meeting to share her futuristic and commendable reviews over the issues pertaining to accreditation of hospital. It is important that a quorum is achieved for this meeting to ensure that all discussions and decisions are validated.

The following Members are requested to kindly make it convenient to attend the same, as per the schedule (vide-infra) :

1. Medical Superintendent
2. Head of Department, Pathology or his nominee
3. Head of Department, Microbiology or his nominee
4. Head of Department, CCM
5. Head of Department, Emergency Medicine
6. Superintending Engineer/ ~~Nominee~~
7. Head of Department, Pharmacology, KGMU
8. Chairman, OT Committee
9. Member Secretary, Hospital Infection Con. Com.
10. Nodal Officer, Patient Safety Cell
11. Chief Nursing Officer
12. Mr. Sunil Shishoo, Dy. Superintendent (Non-med)

Member

Member

Member

Member

Member

Member

Member

Member

Member

Member

Member

Member

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



The meeting is slated to be convened under the Chairmanship of the Prof. Amit Agarwal, CMS, SGPGIMS as per the following schedule:

Date : 23-01-2018

Time : 03:00 PM

Venue : Office Chamber of Prof. Amit Agarwal, CMS, SGPGIMS

This issue is in concurrence with Prof. Amit Agarwal, CMS, SGPGIMS.

(Dr. R. Harsvardhan)
Member-secretary &
Assoc. Professor, Hospital Administration

Enclosure:

- Agenda of the meeting

Distribution :

- All members of the committee
- Dr. Zainab Zaidi, Ex-A.D., NABH

For kind information :

- Director, SGPGIMS
- Addl. Director, SGPGIMS
- Chief Medical Superintendent, SGPGIMS
- Medical Superintendent, SGPGIMS

(Dr. R. Harsvardhan)
Member-secretary &
Assoc. Professor, Hospital Administration

Li Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

INSTITUTE ACCREDITATION COMMITTEE
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow, U.P.

ACCREDITATION COMMITTEE AGENDA

Sl.No.	Agenda
1.	Introduction to importance of NABH accreditation for the Hospital as per latest NABH standards
2.	Common Program Requirements
3.	Accreditation schedule & Timeline
4.	Overall Strategic Process as per new accreditation standards
5.	Monitoring the status of the compliance with accreditation standards
6.	Coordinating Roles of specialities in Pre - Assessment and Milestones
7.	Integrated Planning for Committee Update
8.	Next Meeting schedule – Date & Time for review
9.	Additional inputs by the members of the committee, if any

(Dr. R. Harsvardhan)
Member Secretary & Assoc. Prof.,
Hospital Administration
SGPGIMS

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow U.P.
Phone: 0522-2495365, 2495361 Fax: 91-0522-2668017

Ref No: SGPGI/HA/195 / 2018

Date: 10-05-2018

CIRCULAR

SGPGIMS has been an epitome in providing effective and efficient patient care since decades, the Faculty and the team of Resident Doctors are the biggest strength of the Hospital Services.

Taking lead in this regard to facilitate and to ease the working and co-ordination among the Doctors and Staff of different departments, Hospital Administration has initiated the process of designing a Resident's Manual. The Residents' Manual of the Institute will offer broad guidelines as ready reference for the Doctor, Nurses and other staff members of SGPGIMS.

The objectives of designing Resident's Manual are as follows-

- To provide a comprehensive source of information to the Residents' Doctors which shall help them in their smooth initiation to the institutes' procedures in the early days of their residency.
- It also shall serve as a useful source of reference for different department's Faculty, Resident Doctors, Nurses and other staff members about different dimensions of patient care, in a multi-disciplinary setting.

HoDs of all Departments are requested to contribute to Resident's Manual by providing the following information about their respective departments on the Email drharsvardhan@yahoo.co.in.

1. Important Numbers
2. Standing Orders
3. Code of conduct
4. Any other information which you deem appropriate

Your feedback and suggestions are solicited.

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

(Dr. R. Harsvardhan)
Associate Professor
Hospital Administration
SGPGIMS



Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow U.P.
Phone: 0522-2495365, 2495361 Fax: 91-0522-2668017

Ref.: P

Distribution:

- All HoDs, SGPGIMS
- Chief Nursing Officer, SGPGIMS
- Bio- Medical Engineering Department
- Chairman, SHICCOM
- Chairman, BMW Cell
- Chairman, Patient Safety cell
- Chairman, Hepatitis Prevention Control Committee
- Chairman, Institute Accreditation committee
- Nodal officer, Sanitary Services, SGPGIMS
- Mr. Sunil Shishoo, In charge, CSSD
- Mr. Amresh Ranjan Singh, Assistant Commandant, Security Services
- Dr. R. P. Singh, Nodal Officer, New OPD Building
- Senior PRO
- In charge, CCTV
- In charge, HIS
- In charge, Medical record Services
- In charge, HRF
- In charge, Mortuary
- In charge, Animal house
- In charge, Gas Plant
- In charge, Dietary Services
- In charge, Control Room
- In charge, Laboratory Services

Copy: For kind information

- Prof. Rakesh Kapoor, Director, SGPGIMS
- Prof. Rajan Saxena, Dean, SGPGIMS
- Prof. Amit Agarwal, Chief Medical Superintendent, SGPGIMS
- Prof. Hem Chandra, Medical Superintendent, SGPGIMS
- Dr. Ruchi Kushwaha, MHA Resident, SGPGIMS

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

(Dr. R. Harsvardhan)
Associate Professor
Hospital Administration
SGPGIMS



05.06.18

Sanjay Gandhi Post Graduate Institute



Let your money grow with us...

1338

Date: -

2002
04/16/18

Dear Director,

Sanjay Gandhi Post Graduate Institute(SGPGI),

Lucknow

Greetings from BFC Capital.

We would like to hold our Quality Circle Program at your prestigious organization as a part of our research initiative. We request you to permit us to conduct our Quality Circle Program at your prestigious Institute to aid the research of our intern Mr. Piyush Kumar, 1st year MBA student from IIM Lucknow. A brief description of the nature of research and the purpose of the meeting are mentioned below.

Purpose of meeting:

To provide a briefing regarding the research and to obtain permission for conducting the same in the premises of Sanjay Gandhi Post Graduate Institute, Lucknow

Nature of the research:

Conducting a CSR activity - Financial awareness event (covering malpractices that happened in past, awareness about some key financial instruments, to familiarize attendees with the concept of goal based planning) - at an organization and observing the views of the attendees, their queries and responses, understanding their perspective and reasons behind investment decisions.



Sharad Bindal,

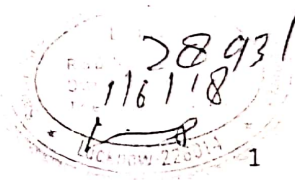
CMO,

BFC Capital

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(Signature)



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Director
Sanjay Gandhi Postgraduate
Institute of Medical Sciences
Lucknow-226014 (U.P.)

BFC Capital Private Limited

FF, 2/10, Vineet Khand, (Above Bank of Maharashtra), Gomti Nagar, Lucknow-226010.
Phone : 0522-3246288; Telefax : 0522-4011639; Email : operations@bfccapital.com

Varun

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



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Let your money grow with us...

About Us

We would like to introduce ourselves as a premier wealth management company working in the universe of financial assets on advisory model.

- BFC Capital- One of the very few Registered Investment Advisor (BFCIA) who is authorized by SEBI to deliver Unbiased Advice to Clients
- Selected Amongst Top 20 Most Promising Wealth Management Consultants in India
- Working on Advisory Model for more than 7 years and Managing more than 3 Billion Assets Under Management
- Imparts Financial Wisdom to people by way of Uniquely Designed Workshop called 'Quality Circle Program' to make people of the city aware about their Financial planning which includes Risk Planning, Goal Based Planning, Retirement Planning, Wealth Management, etc.

Inception - QUALITY CIRCLE PROGRAM

We feel proud to mention here that **BFC Capital** was the first company to work on advisory model in the city of Lucknow. We prepared a market survey through IIM-L in May 2010 and came to know that Financial literacy is almost negligible in this city and various agents and intermediaries are taking undue advantage of an ignorant investor.

There were primarily two main reasons for selling malpractices that have been observed in the market.

- **Hefty commissions offered** by product manufacturers viz. asset management companies, insurance companies, etc.
- **Ignorance of investors** and blind faith on agents, **lack of knowledge** on the agents' part to interpret the consequences of the sold product in future.

Regarding the hefty commissions, SEBI has already taken a stand to work in the interest of the investors by abolishing/pulling down the commissions.

Regarding the ignorance of investors, BFC Capital is conducting Quality Circle Program since May, 2010

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

BFC Capital Private Limited

FF, 2/10, Vineet Khand, (Above Bank of Maharashtra), Gomti Nagar, Lucknow-226010.
Phone : 0522-3246288; Telefax : 0522-4011639; Email : operations@bfccapital.com



Let your money grow with us...

Our Initiative

Quality Circle Program is an educational initiative, by team BFC, to provide an informal platform to make people of the city aware of their financial planning as a whole. The main objective of this initiative is to educate people about the following aspects which is of utmost importance in a world full of hustlers:

- ✓ Develop awareness of the malpractices prevailing in the financial market.
- ✓ Help understand the concept of goal based planning, retirement planning and wealth management.
- ✓ Create awareness to take informed decision regarding any investment plan.

We have been conducting this session in various organizations. Following is the list of some of the prominent ones:

- ✓ Dr. Ram Manohar Lohia Hospital
- ✓ Doctors from renowned associations such as LNHA, IMA and AICBA
- ✓ UP Samaj Kalyan
- ✓ Irrigation Department
- ✓ NTPC
- ✓ Lucknow University
- ✓ IIT Alumni

Contact:

Call us: 0522-4026940, 9506031570

Mail us: vikassah@bfccapital.com

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



Patient Safety Cell
Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow U.P.

Date: 26-07-2018

Ref: SGPGI/HA/PSC/318/2018


CIRCULAR

In view of steps taken in the direction of Quality Improvement of healthcare services and Patient Safety, our Institute is undergoing through Pre Assessment which is the preparatory phase of getting NABH Accreditation.

Out of the 10 chapters of NABH, 5 are Patient Centered Chapters namely:


1. Access, Assessment & Continuity of Care (AAC)
2. Care of Patient (COP)
3. Management of Medication (MOM)
4. Patients Right and Education (PRE)
5. Hospital Infection Control (HIC)

In view of the above, realising the role of Patient Safety in NABH accreditation process, Patient Safety Cell, has deputed its Patient Safety Nurse (PSN) to assist in the ongoing process NABH accreditation under Quality Cell, Department of Hospital Administration from 26th July, 2018 everyday from 9 am to 1 pm.


(Dr. R. Harsvardhan)
Nodal Officer, Patient Safety Cell &
Assoc. Prof., Hospital Administration
SGPGIMS

Copy :

1. Chief Medical Superintendent, SGPGIMS
2. Medical Superintendent., SGPGIMS
3. Dr. Ankita Srivastava, Resident In-charge, Patient Safety Cell, SGPGIMS
4. Dr. Ayush Mehrotra, MHA Resident, SGPGIMS


(Dr. R. Harsvardhan)
Nodal Officer, Patient Safety Cell &
Assoc. Prof., Hospital Administration
SGPGIMS


Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow





Office of the
Chief Medical Superintendent
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow U.P.
Phone: 0522-2495365, 2495361 Fax: 91-0522-2668017

Date: 23 July 2018

Letter No: SGPGI/HA/ 308 / 2018

Office Order

Director, SGPGIMS has been pleased to approve (on RSD File No – 1923/18 on NP 03); to hire Dr Zainab Zaidi as Consultant for NABH Accreditation Process & for the same, she will be paid honorarium equal to the Members of the GB/IB/HMB/FC for the meeting as & when conducted or, whenever she is invited individually for NABH Accreditation activities at SGPGI.

(Prof. Amit Agarwal)
Chief Medical Superintendent

Distribution:

- All HoDs, SGPGIMS
- Chief Nursing Officer, SGPGIMS
- In charge, General Hospital, SGPGIMS
- Bio- Medical Engineering Department
- Chairman, SHICCOM
- Chairman, BMW Cell
- Chairman, Patient Safety cell
- Chairman, Hepatitis Prevention Control Committee
- Chairman, Institute Accreditation committee
- Chairman, Competent Authority, SGPGIMS
- Nodal officer, Sanitation Services, SGPGIMS
- Mr. Sunil Shishoo, In charge, CSSD
- Mr. Amresh Ranjan Singh, Assistant Commandant, Security Services
- Dr. R. P. Singh, Nodal Officer, New OPD Building

- Senior PRO, SGPGIMS
- In charge, CCTV, SGPGIMS
- In charge, HIS, SGPGIMS
- In charge, Medical record Services
- In charge, HRF, SGPGIMS
- In charge, Mortuary
- In charge, Animal house
- In charge, Gas Plant
- In charge, Dietary Services
- In charge, Control Room
- In charge, Laboratory Services

Copy: For kind information

- Prof. Rakesh Kapoor, Director, SGPGIMS
- Prof. Rajan Saxena, Dean, SGPGIMS
- Prof. Hem Chandra, Medical Superintendent, SGPGIMS
- Dr. R. Harsvardhan, Assoc. Prof., Hosp. Admn. SGPGIMS

(Prof. Amit Agarwal)
Chief Medical Superintendent
SGPGIMS

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow





Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow, U.P

Ref. No: SGPGI/HA/319/2018

Date: 27-07-2018


From : Dr. R. Harsvardhan, Associate Professor, Hosp. Admn. & Nodal Officer, Quality Cell,
SGPGIMS

To : Mr. M.N. Shukla, A.E., Mechanical, SGPGIMS

Sub. Provide two Executive Tables for Quality Cell, SGPGIMS, regd.


With regard to the subject mentioned as above you are hereby requested to please
Provide two Executive Tables for Quality Cell in CMS office Complex.

Thanking you in anticipation.


(Dr. R. Harsvardhan)
Assoc. Prof., Hosp. Admn. &
Nodal Officer, Quality Cell
SGPGIMS

Copy: For kind information

- Head, Hospital Administration


(Dr. R. Harsvardhan)
Assoc. Prof., Hosp. Admn. &
Nodal Officer, Quality Cell
SGPGIMS


Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow





Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow, U.P


Ref. No: SGPGI/HA/³²¹/2018

Date: 27-07-2018


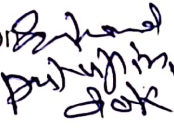
CIRCULAR


In order to provide technical assistance to NABH Team, it has been decided that Mr. Pramod Srivastava will work in Quality Cell at CMS Office Complex from 09:00 a.m. to 01:00 p.m. daily.

This circular will come into force with immediate effect.


(Dr. R. Harsvardhan)
Assoc. Prof., Hosp. Admn. &
Nodal Officer, Quality Cell
SGPGIMS

Copy: For kind information

 Head, Hospital Administration 


(Dr. R. Harsvardhan)
Assoc. Prof., Hosp. Admn. &
Nodal Officer, Quality Cell
SGPGIMS


Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

9/6

Ref. No: SGPGI/HA/332/2018

Date: 30-07-2018

From : Prof. Hem Chandra, M.S. & Head, Hospital Administration, SGPGIMS
To : Sister In-charge, Endo Surgery/Neurosurgery, SGPGIMS
Sub. : Administrative Intervention for development of the system for the purpose of Patient Safety, Infection Control, BMW & Disaster Preparedness, reg.

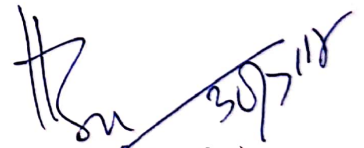
Please find the following items for the development and of the system for the purpose of Patient Safety, Infection Control, BMWM and Disaster Preparedness in the wards.

1. 09 Posters (already provided to Endo Surgery Ward)
2. Patient Safety Bands
 - a. From Sl. No. (ES 1 to ES 500) to the Endo Surgery Ward
 - b. From Sl. No. (NSA 1 to NSA 500) to the Neurosurgery Ward A

Instructions:

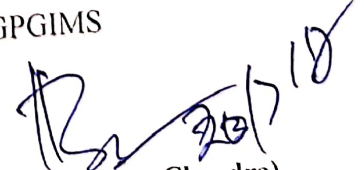
1. Posters to be displayed at a prominent area where Healthcare Providers can easily approach to read it for information.
2. On Admission a Patient Safety Band (PSB) will be tied on the wrist of each patient, and the Serial No. of the same is to be entered in the Admission /Discharge Register under the supervision of the Sister In-charge.
3. The Unused PSB/Stock has to be kept in Safe custody to prevent misuse.
4. PSB is Water-proof, therefore there is no need to take it out while bathing.
5. The PSB has to be tied full time on the Patient's wrist and removed only on Discharge.
6. PSB has to be destroyed after being removed from the Patient.

This is for your kind information and necessary action.


(Prof. Hem Chandra)
M.S. & Head
Hospital Administration
SGPGIMS

Copy To:

- Dr. R. Harsvardhan, Associate Professor, Hospital Administration, SGPGIMS
- MHA students concerned for implementation and monitoring


(Prof. Hem Chandra)
M.S. & Head
Hospital Administration
SGPGIMS


Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow, U.P

2018

Ref. No: SGPGI/HA/334/2018

Date: 27-07-2018

From : Prof. Amit Agarwal, CMS, SGPGIMS
To : Heads of all the Departments, SGPGIMS
Sub. : **Request to nominate a Nodal Faculty for coordination with NABH Team, reg.**

Our Institute is undergoing through Pre Assessment which is preparatory phase of getting NABH Accreditation. In view of the above Director, SGPGIMS in last institute Accreditation Committee meeting, held on 10th April, 2018 had decided that a Nodal Faculty shall be nominated from each Department for coordination with NABH Team.

You are therefore requested to kindly nominate the Nodal Faculty from your Department for the same.

Details of the Nodal Faculty be communicated to Dr. Rajesh Harsvardhan, Member Secretary, IAC.

(Prof. Amit Agarwal)
Chief Medical Superintendent
SGPGIMS

Distribution: Heads of all Departments

Copy: For kind information

- Prof. Rakesh Kapoor, Director, SGPGIMS
- Prof. Rajan Saxena, Dean, SGPGIMS
- Prof. Hem Chandra, M.S., SGPGIMS
- Dr. R. Harsvardhan, Member Secretary, IAC
- Dr. Ruchi Kushwaha & Dr. Shweta Kumari, MHA Residents, Hosp. Admn.

(Prof. Amit Agarwal)
Chief Medical Superintendent
SGPGIMS

Li Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



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Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow, U.P

Ref. No: SGPGI/HA/³⁷⁵/1/2018

Date: 16-08-2018

From : Dr. R. Harsvardhan, Associate Professor, Hosp. Admn. & Nodal Officer, Quality Cell, SGPGIMS, Lucknow
To : Dr. R. P. Singh, Nodal Officer, New OPD Building, SGPGIMS, Lucknow
Sub. : **To issue Indent Books for Quality Cell, SGPGIMS, reg.**

Our Institute is undergoing NABH Accreditation. For this a Quality Cell has been established under Institute Accreditation Committee in CMS Office Complex.

Therefore, you are hereby requested to please issue two separate Indent Books (for Consumable & Non- consumable Items) for Quality Cell so that the required logistics can be indented conveniently.

Thanking you in anticipation.

(Dr. R. Harsvardhan)
Assoc. Prof., Hosp. Admn. &
Nodal Officer, Quality Cell
SGPGIMS

Copy: For kind information

- Head, Hospital Administration - Syndicate Indent
- Dr. Ruchi Kushwaha & Dr. Shweta Kumari, MHA Residents, Hosp. Admn.

Received
Ruchi
20/8/18

Received
3/9/18

(Dr. R. Harsvardhan)
Assoc. Prof., Hosp. Admn. &
Nodal Officer, Quality Cell
SGPGIMS


Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow





Patient Safety Cell, Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow U.P.
Phone: 0522-2495365, 2495361 Fax: 91-0522-2668017

Ref. No: SGPGI/HA/ 377/ 2018

Date: 16-08-2018

From : Dr. R. Harsvardhan, Nodal Officer, Patient Safety Cell, Assoc. Prof., Hospital Administration, SGPGIMS

To : Mr. G. S. Gupta, In-charge, Education Foundation, SGPGIMS

Sub. : Request to provide Laminated Posters of Surgical Safety Checklist-WHO, reg.

Through : Prof. Amit Agarwal, Chairman, Hospital Infection Control Committee & C.M.S. SGPGIMS

With regard to the subject mentioned as above, Patient Safety Cell, SGPGIMS needs laminated Posters of the 'Surgical Safety Checklist-WHO' to be displayed and used in the various OTs of the Institute of the following specifications:

1. No. - 25
2. Size- 2.5ft x 2ft
3. Laminated (lamination must support convenient use of marker, which must be wiped off easily with a cotton or gauge-piece)
4. It must be a sticker kind of a poster so that we don't have to use a separate sticking material as it might not be in accordance with infection control practice.

Soft copy of the desired poster will be provided to you by the Resident In-charge, Patient Safety Cell. This is for your kind information and necessary action.

(Dr. R. Harsvardhan)

Nodal Officer, Patient Safety Cell &
Assoc. Prof., Hospital Administration
SGPGIMS

Copy :

- Prof. Hem Chandra, M.S. & Head, Hospital Administration
- Dr. Ankita Srivastava, MHA, Hospital Administration

(Dr. R. Harsvardhan)

Nodal Officer, Patient Safety Cell &
Assoc. Prof., Hospital Administration
SGPGIMS

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow





Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow, U.P.

Ref. No: SGPGI/HA/407/2018

Date: 04-09-2018

To whom so ever it may concern

As you all are aware that SGPGIMS is undergoing for Pre-assessment i.e. the preparatory phase of NABH Accreditation Process and one of its requirement is gap Assessment.

In order to maintain the process at a smooth pace you all are hereby instructed/requested to Coordinate with NABH Team/Residents of the department of Hospital Administration for Gap Assessment of your respective Departments/ Areas/ OPDs/ Labs/ OTs at PMSSY Block .

(Prof. Amit Agarwal)
Chief Medical Superintendent
SGPGIMS

Distribution:

- Sister in charges, All Wards, PMSSY
- Sister in charge, O.T. PMSSY
- Sister in charge, I.C.U. PMSSY
- In-charge, Laboratories, PMSSY

Copy: For Information

- M.S., SGPGIMS
- Dr.R. Harsvardhan, Assoc. Prof., Hosp. Admn. & Member Secretary, IAC, SGPGIMS
- Dr. Zainab Zaidi, Consultant for NABH Process
- Dr. Shweta Kumari & Dr. Ruchi Kushwaha, PG-HA, SGPGIMS

(Prof. Amit Agarwal)
Chief Medical Superintendent
SGPGIMS


Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow





Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow, U.P

Date: 11-09-2018

Ref. No: SGPGI/HA/ 426 /2018

CIRCULAR

A **Review Meeting** of the Institute Accreditation Committee is being convened to review the progress on account of NABH Gap Analysis process under the Chairmanship of Prof. Amit Agarwal, Chief Medical Superintendent, SGPGIMS as per the following schedule:

- **Date** : 18-09-2018
- **Time** : 03:00 PM
- **Venue** : Office Chamber of Prof. Amit Agarwal, Chief Medical Superintendent, SGPGIMS

The following Members are requested to kindly make it convenient to attend the same, as per the schedule (vide supra) :-

- | | |
|---------------------------------------------------------------|--------|
| 1. Medical Superintendent | Member |
| 2. Dr. Manjula Murari, Prof., Department of Pathology | Member |
| 3. Dr. Ujjala Ghoshal, Prof., Department of Microbiology | Member |
| 4. Dr. R. Harsvardhan, Head of the Department, Hosp. Admin. | Member |
| 5. Dr. Richa Mishra, Assoc. Prof., Department of Microbiology | Member |
| 6. Dr. Afzal Azim, Addl. Prof., CCM | Member |
| 7. Prof. K.K.Pant, Head Department, Pharmacology, KGMU | Member |
| 8. Prof. S. P. Ambesh, Head of Department, Emergency Medicine | Member |
| 9. Dr. Shantanu Pandey, Chairman, OT Committee | Member |
| 10. Superintending Engineer or his nominee | Member |


Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

11. Chief Nursing Officer

12. Dr. Zainab Zaidi, Ex-A-D, NABH & Director, Healthcare

Sector Skill Council & Consultant, Govt. of U.P.

13. Member Secretary, Hospital Infection Con. Com.

14. Nodal Officer, Patient Safety Cell

15. Mr. Sunil Shishoo, Dy. Superintendent (Non-medical)

16. Chief Nursing Officer

Member

Member


Member

Member

Member

Member

The issue is in concurrence with Prof. Amit Agarwal, Chairman, Institute Accreditation Committee.



(Dr. R. Harsvardhan)
Head, Hosp. Admn. &
Member Secretary, IAC
SGPGIMS

Distribution:

- CMS, Please
- MS, SGPGIMS

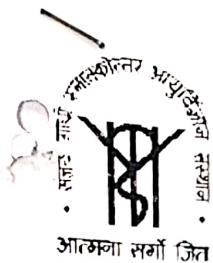
Copy: For kind information

- Director, SGPGIMS
- Dr. Shweta Kumari and Dr. Ruchi Kushwaha, MHA Residents, SGPGIMS


(Dr. R. Harsvardhan)
Head, Hosp. Admn. &
Member Secretary, IAC
SGPGIMS


Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow





Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow U.P.
Phone: 0522-2495365, 2495361 Fax: 91-0522-2668017

Ref.: PGI/HA/454/18

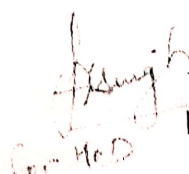
Date: 03rd - 10 - 2018

To : Prof. Anil Agarwal, Chairman, Convener Committee, SGPGIMS
From : Dr. R. Harsvardhan, Head, Hospital Administration, SGPGIMS
Sub. : Request for permission to use the SGPGIMS Convention Center
Lecture Theatre (01) at New Library Complex, reg.

With reference to the subject mentioned as above, 01 day seminar on 'Coping with Triple Challenge- Implementing Quality/ Accreditation, Managing Cost and Complying with Regulations in Hospitals' will be conducted on **25th-October-2018** by Department of Hospital Administration (DOHA) with collaboration Association of Health Care Providers, India (AHPI) from 0900 hrs to 1600 hrs.

It is therefore requested to arrange the SGPGIMS Convention Center Lecture Theatre (**160 seating capacity**) at New Library Complex for 25th October, 2018 for the said event. Regular user fee will be paid.

Thanking you in anticipation.


Dr. Rajesh Harsvardhan
Head, Hospital Administration
SGPGIMS, Lucknow

Distribution:

- Shikhar Gupta, Assistant Director, Association of Healthcare Providers (India)



Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



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Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow U.P.
Phone: 0522-2495365, 2495361 Fax: 91-0522-2668017

- Dr. Saurabh Singh, SR, Department of Hospital Administration, SGPGIMS *Saurabh Singh* 04.10.18
- Dr. Aprajita Jaiswal, Dr. Dimpi Singh, Dr. Tanvi Arora PG-HA, SGPGIMS *Aprajita, Dimpi, Tanvi* 04.10.18

Copy (for information):

- Director, SGPGIMS *U/P/201*
- Dean, SGPGIMS *U/P/201*
- CMS, SGPGIMS *U/P/201*
- MS, SGPGIMS *U/P/201*
- O/o HOD - DOHA for record

Rajesh Harsvardhan
Per HOD

Dr. Rajesh Harsvardhan
Head, Hospital Administration
SGPGIMS, Lucknow

Varun Bajpai

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow, U.P

Ref. No: SGPGI/HA//2018/477

Date: 15-10-2018
03-10-2018

From : Prof. Amit Agarwal, CMS, SGPGIMS

To : The Superintending Engineer, SGPGIMS/Faculty Exchange, Engineering Services.

Sub : Request to provide the relevant Legal and Statuary Documents to NABH team, reg.

With reference to the subject mentioned as above, this is to bring to your kind notice that our institute is doing Pre-Assessment which is preparatory phase of getting NABH Accreditation. In order to facilitate this process, it is requested to provide the Legal and statuary documents as mentioned in the Agenda which is enclosed with this letter.

In case of any confusion or clarification needed regarding the same, please free to contact Dr. R. Harsvardhan, Member Secretary, IAC.

Agenda is placed overleaf.

(Prof. Amit Agarwal)
Chief Medical Superintendant
SGPGIMS

Enclosure: Agenda

Distribution:

- In charge Bio Medical engineering 16/10/18
- In charge Civil engineer 15/10
- In charge Electrical engineer 15/10
- In charge Electronic engineer 15/10
- In charge Information Technology (HIS) 17/10/18

Copy: For information

- Director, SGPGIMS 16/10
- Dean, SGPGIMS 15/10/18
- Chief Medical Superintendant, SGPGIMS 15/10/18
- Dr. R. Harsvardhan, Member Secretary, IAC Put in dak on 15.10.18
- Dr. Shweta Kumari, Dr. Tanvi Arora & Dr. Ruchi Kushwaha, MHA Residents, Hosp. Admn 16/10/18

(Prof. Amit Agarwal)
Chief Medical Superintendant
SGPGIMS

LI Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

Agenda -

1. Need the Registration with municipal Authorities(Building Permit)
2. NOC under Pollution Control Act.
3. Vehicle registration certificate for Ambulances.
4. Wireless operation certificate from Indian post and Telegraphs,(If applicable)
5. Air (prevention and control of pollution) Act, 1981 and License.
6. All the layout of Electricity panels.
7. Registration with municipal Authorities
8. Demarcated Maps of all the Exits of the Building.
9. Layout Maps of SGPGIMS building
10. All the architectural maps of New OPD Building, Main Building(Old OPD Building), Ward area, Labs, OT Area and PMSSY Building.
11. All the Licenses and Registration of Hospital Building
12. Hospital Occupancy Certificate
13. List of all the Equipment used by various Deptt. -Their AMCs and CMCs, Logbook of Equipment, Condemnation Protocol etc
14. All the licenses under lift and escalator act ,for boilers- boiler act, Medical Gases -Indian Explosive Act
15. Excise permit to store Spirit, and other Explosive s and combustible materials
16. Clinical Establishment Certificate
17. Any other licenses, if applicable



Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow, U.P

Ref. No: SGPGI/HA//2018/478

Date: 08-10-2018

From : Prof. Amit Agarwal, CMS, SGPGIMS
To : All Heads of the respective Deptt., SGPGIMS
Sub : Request to nominate a Nodal Faculty for coordination with NABH team, reg.
Reference : Letter No. SGPGI/HA/334/2018 Dated 27/07/18

With regard to subject and reference mentioned as above, a meeting of Institute Accreditation Committee was held on 10th April 2018 where The Director, SGPGIMS decided that a Nodal Faculty has to be nominated from each department for Co-ordination with NABH team.

In view of the above, it is therefore requested to nominate the Nodal Faculty from your Department for the same. The details of the Nodal Faculty nominated have to be communicated to Dr. R. Harsvardhan, Member Secretary, IAC.

Enclosure: Letter no. PGI/HA/334/2018

(Prof. Amit Agarwal)
Chief Medical Superintendant
SGPGIMS

Distribution:

- Head of Anaesthesiology
- Head of Biostatistics & Health Informatics
- Head of Clinical Immunology
- Head of CCM
- Head of Gastroenterology
- Head of Haematology
- Head of Molecular Medicine & Biotechnology
- Head of Neuro Surgery
- Head of Ophthalmology
- Head of Pathology
- Head of Surgical Gastroenterology
- Head of Pediatric Gastroenterology
- Head of Pediatric Surgery
- Head of Pulmonary Medicine

Copy: For kind information

- Director, SGPGIMS
- Medical Superintendent, SGPGIMS
- Dr. R. Harsvardhan, Member Secretary, IAC, SGPGIMS
- Dr. Saurabh Singh, S. R. Deptt. Hosp Admn.
- Dr. Shweta Kumari, Dr. Ruchi Kushwaha & Dr. Tanvi Arora, MHA Residents, Hosp. Admn, SGPGIMS


Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

(Prof. Amit Agarwal)
Chief Medical Superintendant
SGPGIMS



**Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical
Sciences
Raibareli Road, Lucknow, U.P**

Letter No: PGI / HA/566/2018

Date: 29-11-2018

05-12

From: Dr. R. Harsvardhan, HoD, Hospital Administration & Member Secretary, IAC
SGPGIMS, Lucknow

To : Ms. Lizsamma Kalib, CNO, SGPGIMS, Lucknow

Sub : **Request to arrange for one Nursing Staff as a Quality Cell Nurse for Quality Cell,
Dept. of Hospital Administration, under the umbrella of Institute Accreditation
Committee, reg.**

With regard to subject mentioned as above, this is to bring to your notice that, our institution is working towards availing NABH Accreditation and in continuation with the same the Quality Cell has been established under Department of Hospital Administration. Presently Pre-assessment phase is in progress and activities related to Gap Analysis have been started.

The Institute has 32 Specialties along with utility and support areas, thus making the data collection and entry an exhaustive process. In view of above, it is requested that the Quality Cell, Department of Hospital Administration must be provided with one Staff Nurse as approved by Director on Note sheet page no. 8 of RSD File no. 1923, (Photocopy attached as enclosure to this letter) with relevant qualification. The staff nurse preferably should have M. Sc. Nursing to work as Quality Cell Nurse.

In this regard I expect an immediate action at your end.

Thanking you in anticipation.

Enclosure: Photo copy of the approved Note Sheet page no. 8 of RSD File no. 1923

(Dr. R. Harsvardhan)
HoD, Hosp. Admn. &
Member Secretary, IAC
SGPGIMS

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



**Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical
Sciences
Raibareli Road, Lucknow, U.P**

Letter No: PGI / HA/565/2018

Date: 29-11-2018
05-12-

From: Dr. R. Harsvardhan, HoD, Hospital Administration & Member Secretary, IAC
SGPGIMS, Lucknow
To : Chairman, HRF, SGPGIMS, Lucknow
Sub : Request to arrange for one Data Entry Operator in Quality Cell, Dept. of Hospital
Administration, under the umbrella of Institute Accreditation Committee, reg.

With regard to subject mentioned as above, this is to bring to your notice that, our institution is working towards availing NABH Accreditation and in continuation with the same the Quality Cell has been established under Department of Hospital Administration. Presently Pre-assessment phase is in progress and activities related to Gap Analysis have been started.


The Institute has 32 Specialties along with utility and support areas, thus making the data collection and entry an exhaustive process. In view of above, it is requested that the Quality Cell, Department of Hospital Administration must be provided with one Data Entry Operator as approved by Director on Note sheet page no. 8 of RSD File no. 1923, (Photocopy attached as enclosure to this letter) with relevant qualification and should be well versed with MS- Office (Excel, Word, Power point).

In this regard I expect an immediate action at your end.

Thanking you in anticipation.

Enclosure: Photo copy of the approved Note Sheet page no. 8 of RSD File no. 1923


Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow


(Dr. R. Harsvardhan)
HoD, Hosp. Admn. &
Member Secretary, IAC
SGPGIMS



01

Enclosure no - 44

**Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of
Medical Sciences
Raibareli Road, Lucknow, U.P**

Letter No: PGI / HA/55/ /2018

Date: 22-11-2018

From: Dr. R. Harsvardhan, HoD, Hospital, Administration & Member Secretary, SHICCOM, SGPGIMS, Lucknow

To : Ms. Lizzamma Kalib, CNO, SGPGIMS, Lucknow

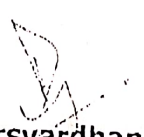
Sub : Request to arrange for relieving staff as an Infection Control Nurse in HIC Cell, Dept. of Hospital Administration, under the umbrella of SHICCOM reg.

With regard to subject mentioned as above, this is to bring to your notice that two Nursing Staff, Mrs. Amita Sharma & Mr. Ashutosh, recruited from XEAM Ventures Pvt. Ltd. are deployed as Infection Control Nurse in HIC Cell, Dept. of Hospital Administration, under the umbrella of SHICCOM as per letter no. PGI/CMS/PA/2649 dated 13/05/2017, sanctioned by Chief Medical Superintendent and both the candidates reported on forenoon of 01.05.2017 vide letter no:- XV/05/2017/NRS dated 01/05/2017 to SHICCOM.

Ms. Amita Sharma has applied for maternity leave for 6 months with effect from **10th December, 2018**. In order to get the SHICCOM work unaffected, you are hereby requested to arrange for relieving staff with same qualification at least 10 days prior to her scheduled leave, so that he/ she can be trained for his/her job responsibilities as an ICN.

In this regard I expect an immediate action at your end.

Thanking you in anticipation.

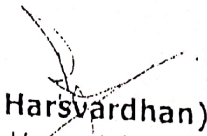

(Dr. R. Harsvardhan)
HoD, Hosp. Admn. &
Member Secretary, SHICCOM
SGPGIMS

Copy: for information

- CMS, SGPGIMS / MS, SGPGIMS
- Dr. Richa Mishra, Assoc. Prof., Microbiology, SGPGIMS
- Dr. Saurabh Singh, Senior Resident, Hosp. Admn., SGPGIMS
- Dr. Ruchi Kushwaha PG-HA, SGPGIMS
- Mr. Pushkar, XEAM Ventures Pvt. Ltd.
- O/o HoD, Hosp. Admn., SGPGIMS



Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow


(Dr. R. Harsvardhan)
HoD, Hosp. Admn. &
Member Secretary, SHICCOM
SGPGIMS



Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of
Medical Sciences
Raibareli Road, Lucknow, U.P

Letter No: SGPGI/HA/⁵⁶¹/2018
Ref. No: SGPGI/HA/551/2018

Date: 03-12-2018

ON PRIORITY PLS

From: Dr. R. Harsvardhan, HoD, Hospital, Administration & Member Secretary, SHICCOM, SGPGIMS, Lucknow

To : Ms. Lizaamma Kalib, CNO, SGPGIMS, Lucknow

Sub : Reminder to arrange for relieving staff as an Infection Control Nurse in HIC Cell, Dept. of Hospital Administration, under the umbrella of SHICCOM reg.

With regard to subject mentioned as above and in continuation of the same this is to bring to your notice that two Nursing Staff, Ms. Amita Sharma & Mr. Ashutosh, recruited from XEAM Ventures Pvt. Ltd. are deployed as Infection Control Nurse in HIC Cell, Dept. of Hospital Administration, under the umbrella of SHICCOM as per letter no. PGI/CMS/PA/2649 dated 13/05/2017, sanctioned by Chief Medical Superintendent and both the candidates reported on forenoon of 01.05.2017 vide letter no:- XV/05/2017/NRS dated 01/05/2017 to SHICCOM.

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Thanking you in anticipation.

(Dr. R. Harsvardhan)

HoD, Hosp. Admn. &
Member Secretary, SHICCOM
SGPGIMS

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- CMS, SGPGIMS
- Dr. Richa Mishra, Assoc. Prof., Microbiology, SGPGIMS
- Dr. Saurabh Singh, Senior Resident, Hosp. Admn., SGPGIMS
- Dr. Ruchi Kushwaha PG-HA, SGPGIMS
- Mr. Pushkar, XEAM Ventures Pvt. Ltd.
- O/o HoD, Hosp. Admn., SGPGIMS

LI Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow