

# Safety & Quality Checklist

Sr. No.	Objective Element	Requirements	Yes	No
1	CQI 1 a	Is there an individual designated for coordinating and implementing the quality assurance programme (including letter of designation, job description and acceptance)?		
2	CQI 1 b	Is the quality assurance program documented (e.g. Quality manual) and updated regularly?		
3	CQI 1 b	Are internal audits (self assessments) carried out to ensure continuity of the quality assurance program?		
4	CQI 1 c	Does the management provide resources (manpower, budget, materials, policies, etc.) for the quality improvement program?		
5	CQI 1 c	Are relevant committees for activities such as Infection Control, Safety and Quality constituted with defined scope and frequency of meeting, and are minutes of meeting maintained?		
6	CQI 2 a, b	Are key performance indicators for clinical and managerial areas captured and monitored?		
7	ROM 1 c	Is there a designated individual(s) to oversee the hospital wide safety programme (including letter of designation, job description and acceptance)?		