

Responsibilities of Management (ROM) Checklist

Sr. No.	Objective Element	Requirements	Yes	No
1	ROM 1 a	Is there an effective organogram prepared showing clear chain of command?		
2	ROM 1 a	Is the organogram approved by the top management?		
3	ROM 1 a	Are all departments and management levels accurately represented in the organogram?		
4	ROM 1 a	Is all hierarchy and cross-reporting accurately depicted in the organogram?		
5	ROM 1 b	Is the SHCO registered with appropriate authorities?		
6	ROM 1 b	Does the SHCO have BMW Authorisation from state Pollution Control Board & Fire License ?		
7	ROM 1 b	Does the SHCO have appropriate AERB Licenses & PNDT Licenses, if applicable?		
8	ROM 1 b	Are all other statutory and legal compliances met and has the SHCO created and maintained a Legal Tracker as per Annexure?		
9	ROM 1 c	Is a designated individual present to oversee the hospital wide safety program? If yes, then Provide Name, Designation & Privileges of the designated individual.		
10	ROM 2 a	Are the vision and mission statements made public and displayed at the entrance lobby and all common waiting areas?		
11	ROM 2 b	Is the leadership / Management guide the SHCO in ethical manner?		
12	ROM 2 b	Are Yearly Audits of Organogram & Mission Statement conducted and are those audit records maintained?		
13	ROM 2 c	Is a Disclosure of ownership of SHCO maintained?		
14	ROM 2 d	Is a document showing accurate and ethical billing process maintained?		