

# 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?  |     |    |