

Manpower Self - Assessment Checklist

Purpose:

This checklist is intended to help hospitals verify the availability of essential manpower and supporting documentation required for application under the NABH Entry Level Certification Programme. It serves as a preliminary self-screening tool and does not constitute an assessment of compliance with NABH standards.

S. No.	Requirement	Yes	No
A. Medical Manpower			
1	Qualified consultants are available for the services offered by the hospital.	<input type="checkbox"/>	<input type="checkbox"/>
2	All consultants possess valid educational qualifications.	<input type="checkbox"/>	<input type="checkbox"/>
3	All consultants possess valid Medical Council registration.	<input type="checkbox"/>	<input type="checkbox"/>
4	Consultant qualification and registration records are available.	<input type="checkbox"/>	<input type="checkbox"/>
5	Resident Medical Officer(s) (RMO) are available as per hospital requirements.	<input type="checkbox"/>	<input type="checkbox"/>
6	RMOs possess valid qualifications and registrations.	<input type="checkbox"/>	<input type="checkbox"/>
B. Nursing Manpower			
7	Adequate nursing staff are available for inpatient and outpatient services.	<input type="checkbox"/>	<input type="checkbox"/>
8	Nursing staff possess GNM/B.Sc. Nursing qualifications.	<input type="checkbox"/>	<input type="checkbox"/>
9	Nursing staff hold valid State Nursing Council registration.	<input type="checkbox"/>	<input type="checkbox"/>
10	Nursing duty rosters are available and maintained.	<input type="checkbox"/>	<input type="checkbox"/>
C. Allied Healthcare Professionals			
11	Qualified laboratory personnel are available (if laboratory services are provided).	<input type="checkbox"/>	<input type="checkbox"/>

12	Qualified pharmacist(s) are available and registered with the State Pharmacy Council.	<input type="checkbox"/>	<input type="checkbox"/>
13	Qualified radiology personnel are available (if radiology services are provided).	<input type="checkbox"/>	<input type="checkbox"/>
14	Qualified OT technicians are available (if OT services are provided).	<input type="checkbox"/>	<input type="checkbox"/>
15	Other allied healthcare personnel are available as required by the services offered.	<input type="checkbox"/>	<input type="checkbox"/>
D. Support Services			
16	Housekeeping personnel are available.	<input type="checkbox"/>	<input type="checkbox"/>
17	Security personnel are available.	<input type="checkbox"/>	<input type="checkbox"/>
18	Registration/reception staff are available.	<input type="checkbox"/>	<input type="checkbox"/>
19	Personnel responsible for biomedical waste management are identified.	<input type="checkbox"/>	<input type="checkbox"/>
E. Documentation & Records			
20	Updated staff master list is available.	<input type="checkbox"/>	<input type="checkbox"/>
21	Personnel files are maintained for all staff.	<input type="checkbox"/>	<input type="checkbox"/>
22	Educational qualification certificates are available in personnel files.	<input type="checkbox"/>	<input type="checkbox"/>
23	Registration certificates are available in personnel files.	<input type="checkbox"/>	<input type="checkbox"/>
24	Appointment letters/engagement records are available.	<input type="checkbox"/>	<input type="checkbox"/>
25	Consultant agreements/empanelment records are available, where applicable.	<input type="checkbox"/>	<input type="checkbox"/>
26	Duty rosters are available for all relevant departments.	<input type="checkbox"/>	<input type="checkbox"/>

Suggested Supporting Documents

- Updated Staff Master List
- Consultant List
- Educational Qualification Certificates
- Professional Registration Certificates
- Appointment Letters / Employment Records
- Consultant Agreements / Empanelment Records
- Nursing Duty Rosters
- Department-wise Duty Rosters
- Personnel Files

Note: This checklist is intended solely for preliminary eligibility screening. Completion of the checklist or fulfilment of the listed requirements does not guarantee certification under the NABH Entry Level Certification Programme. Final determination shall be subject to the applicable NABH certification process and assessment findings.

Disclaimer

The content of the E-mitra is intended to serve as a sample and guide for better understanding the NABH Entry Level Standards. It is not prescribed by NABH as the exclusive or only way to meet the standards. Healthcare organizations are encouraged to adapt and modify the materials according to their own scope of services and operational needs. NABH is not liable for any misinterpretations or errors resulting from the unmodified use of this material, or for any non-compliance during assessments that may arise because of such actions.