

Responsibilities of Management Checklist

Sr. No.	Objective Element	Requirements	Yes	No
1	ROM.1.a	Is an approved organogram available and are by-laws, trust deed/memorandum, and membership documentation maintained?		
2	ROM.1.b	Is a legal and statutory compliance tracker maintained and regularly updated?		
3	ROM.2.a	Are the vision, mission, and values of the organization defined, documented, and communicated?		
4	ROM.2.b	Is ownership of the hospital clearly defined and are affiliations/accreditations documented?		
5	ROM.2.c	Is there a documented policy ensuring ethical and transparent billing practices?		
6	ROM.3.a	Is the Quality/Patient Safety Committee (or equivalent) functional and is its effectiveness reviewed?		
7	ROM.3.b	Is an MOU tracker maintained for outsourced services and do MOUs include defined service parameters and monitoring mechanisms?		
8	ROM.3.c	Is there a documented system for redressing patient complaints including review of feedback forms and grievance records?		
9	ROM.4.a	Are protocols in place for energy conservation, climate impact mitigation, and waste reduction?		
10	ROM.4.b	Are environmentally friendly practices implemented within the hospital?		
11	ROM.4.c	Are Corporate Social Responsibility (CSR) activities such as free camps and outreach programs documented?		
12	ROM.4.d	Are initiatives implemented to ensure staff wellbeing and support?		

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