



CAHO

Committed to Safer Healthcare



Online training Program on Documentation Practices – Guide to SOP & Manual Writing

Date: 18th August, 2023

Time: 2 pm to 5 pm



➤ Aim

Online Training Program aimed at covering the essence of documentation practices in hospitals. The program shall cover components related to levels of documentation, SOP & Manual preparation and methods of checking SOP compliance. This 3-hour workshop will be interactive with a few learning activities covering various aspects of documentation practices.

➤ Who can Attend ?

Quality Managers, Clinical Department Leaders, Hospital Administrators, Infection Control Officers, Nursing Leaders, Healthcare Management Students & Others.

➤ Program Highlights

- Introduction related to Documentation Categories: Definition / components of SOPs and Manuals
- Importance of SOP, manuals, policies, common formats of documentation
- Difference between SOP, Policy & Pathway
- Common department manuals and SOPs to be prepared – Including master list preparation and distribution methods
- Who can write an SOP and how to make SOP writing interesting?
- Contents of SOPs and Manuals, how they are drafted
- Validity, Control, Amendment and Newer Tools for SOP
- How to Audit practice related to the SOPs defined
- Group Activity for Drafting / improvising an SOP

Register @ www.caho.in/training-program

➤ Faculty



Dr Lallu Joseph

Secretary General, CAHO
Quality Manager & Associate GS,
CMC Vellore



Dr Akash Sud

Head -Clinical Governance, Quality,
Patient Safety & Medical PRO,
Fortis Healthcare Limited



Dr Vasundhra Atre

Group Head-
Medical Excellence & Strategy
Paras Healthcare



Dr. Samina Zamindar

Chief Medical Director
Zamindar Microsurgical Eye Center,
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Dr Narayan Pendse, MD MPH

VP - Medical Strategy & Operations
Fortis Healthcare Limited



Ms. Vidya Mani

Head Quality
Fortis Healthcare Limited,
Vadapalani

➤ Technical Committee



Dr Balamurugan K

General Manager- Operations
Meenakshi hospitals,
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Dr Geeta Fulari

Deputy General Manager
Sankara Eye Foundation
Bangalore



Dr UmaShankar Raju

Deputy General Manager,
Qess Healthcare
Bangalore



Dr. Shreeshubha Kurup

GM, Quality and Innovation
KIMSHEALTH,
Trivandrum

Registration Fees

Non - CAHO Members : 1000 INR

Individual/Institutional Member : 900 INR

Life Member : 800 INR

For any related queries please contact - Helpdesk: +91 9870318781