**QAI CAHSC 1502**

**Quality and Accreditation Institute**

**Centre for Accreditation of Health & Social Care**



**Change Adapt Improve**

**Application Form**

**for**

**Accreditation of Small Hospitals**

**Issue No.: 02 Issue Date: December 2024**

**CHANGE HISTORY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Doc. No.** | **Current Issue No.** | **New Issue No.** | **Date of Issue** | **Reasons** |
| 1. | QAI CAHSC 1502 | 01 | 02 | December 2024 (27 December 2024) | * Added mail ID in “Information & Instructions for Completing an Application Form” * Added more statutory requirements * Added Information regarding the floor distribution of Hospital as clause 11 * Details of MoU added as clause 19 |
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**Information & Instructions for Completing an Application Form**

1. Quality & Accreditation Institute (QAI)’s Centre for Accreditation of Health & Social Care (**CAHSC**) offers accreditation services to Small Hospitals (SH).
2. Application shall be made in the prescribed form QAI CAHSC QAI CAHSC 1502 only. Application form can be downloaded from website as a word file. Applicant SH is requested to submit the following:

* Soft copy of completed application form (available on website)
* Soft-copy of Self-assessment tool kit along with referenced documents
* Prescribed application fees
* Soft-copy of signed QAI CAHSC 003 ‘Terms and Conditions for Maintaining QAI Accreditation/ Certification’

1. The application and the details mentioned in point 2 shall be submitted to this mail ID: [info@qai.org.in](mailto:info@qai.org.in)
2. Incomplete application submitted may lead to delay in processing of your application.
3. The applicant SH shall provide soft-copy of appropriate document(s) in support of the information being provided in this application form.
4. SH is advised to familiarize itself with QAI CAHSC 002 ‘General Information Brochure’, QAI CAHSC 1502 ‘Information Brochure for Accreditation of Small Hospitals’ and QAI CAHSC 003 ‘Terms and Conditions for Maintaining Accreditation/ Certification’ before filling up this form.
5. The applicant SH shall intimate QAI CAHSC about any change in the information provided in this application such as scope applied for accreditation, personnel and location etc. within 15 days from the date of changes.

**DEMOGRAPHIC AND GENERAL DETAILS:**

1. **Applying for (please tick the relevant)**
   1. **First accreditation\* □**

**\*** *(Small Hospital is advised to implement the standards for at least 2 months before applying)*

* 1. **Renewal of accreditation □**

**Date of 1st accreditation ….……………**

1. **Name of the Small Hospital (SH):** (the same shall appear on the certificate)

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1. **Contact Details of the SH:**

**Address**

**City**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pincode:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email ID:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact No**.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Website*:***

1. **Ownership:**

|  |  |
| --- | --- |
| **□** Private |  |
| **□** PSU | **□** Trust |
| **□** Government | **□** Charitable |
| **□** Others (Specifiy.........................................................................................) | |

1. **Name of the Parent Organisation** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If the SH is part of a bigger organisation)

Telephone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Goods and Services Tax (GST) Number, if applicable** (Please attach a copy of GST Registration Certificate):

1. **Micro, Small and Medium Enterprises (MSME) Registration Number, if applicable** (Please attach a copy of Registration Certificate):

1. **Legal identity of the SH and date of establishment** (Please give registration number and name of authority who granted the registration. Copy of the certificate shall be enclosed)

1. **Contact person(s):**

* **Head of the SH**

Mr. /Ms. /Dr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Person Coordinating with QAI:**

Mr. /Ms. /Dr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Information of SH and Services:**
2. **Total no. of beds that have been sanctioned:**
3. **Total no. of beds currently in operation:**

(Exclude emergency, day-care, recovery room beds, labour room beds from this number)

|  |  |
| --- | --- |
| **Bed Type** | **Number of Beds** |
| In-patient beds (non-ICU) |  |
| In-patient beds (ICU) |  |
| **Total** |  |

|  |  |
| --- | --- |
| **Others:** |  |
| * Emergency beds |  |
| * Day-care beds |  |
| * Recovery room beds |  |
| * Labour room beds |  |
| * Dialysis |  |
| * Any other (Specify) |  |

1. **Number of OTs:**

**General: Super-speciality:**

**d. Layout of the SH (**Number of buildings) ­­­­­­

1. **Does the SH provide treatment through alternative medicines (other than allopathic medicine), e.g., AYUSH:**

**If yes, please specify:**

1. **Information regarding the floor distribution of Hospital** (Please increase the number of rows according to number of floors):

|  |  |
| --- | --- |
| **Floor No.** | **Departments/Areas** |
|  |  |
|  |  |

**CLINICAL SERVICES AND RELATED DETAILS**

1. **OPD and IPD data:**
2. **OPD DATA (Past 2 years)**

|  |  |
| --- | --- |
| **Year** | **Number of Patients** |
|  |  |
|  |  |

1. **IPD DATA (Past 2 years)**

|  |  |
| --- | --- |
| **Year** | **Number of Patients Admitted** |
|  |  |
|  |  |

1. **Average Occupancy Rate:**
2. **List 5 most frequent clinical diagnosis for in-patients:**
   1. ……………………………
   2. ……………………………
   3. ……………………………
   4. ……………………………
   5. ……………………………
3. **List 5 most frequent surgical procedures done for in-patients**
4. ……………………………
5. ……………………………
6. ……………………………
7. ……………………………
8. ……………………………
9. **Scope of Accreditation–Clinical Specialities in the Hospital:**

| **Speciality** | **Service Provided**  **(YES or NO)** | **Number of Consultants** |
| --- | --- | --- |
| Anaesthesiology |  |  |
| Cardiac Anaesthesia |  |  |
| Cardiology |  |  |
| Cardiothoracic Surgery |  |  |
| Clinical Haematology |  |  |
| Critical Care |  |  |
| Dermatology and Venereology |  |  |
| Emergency Medicine |  |  |
| Endocrinology |  |  |
| Family Medicine |  |  |
| General Medicine |  |  |
| Geriatrics |  |  |
| General Surgery |  |  |
| Hepatology |  |  |
| Hepato-Pancreato-Biliary Surgery |  |  |
| Immunology |  |  |
| Medical Gastroenterology |  |  |
| Neonatology |  |  |
| Nephrology |  |  |
| Neurology |  |  |
| Neuro-Radiology |  |  |
| Neurosurgery |  |  |
| Nuclear Medicine |  |  |
| Obstetrics and Gynaecology |  |  |
| Oncology |  |  |
| * Medical Oncology |  |  |
| * Radiation Oncology |  |  |
| * Surgical Oncology |  |  |
| Ophthalmology |  |  |
| Orthopaedic Surgery |  |  |
| Otorhinolaryngology |  |  |
| Paediatrics |  |  |
| Paediatric Gastroenterology |  |  |
| Paediatric Cardiology |  |  |
| Paediatric Surgery |  |  |
| Psychiatry |  |  |
| Plastic and Reconstructive Surgery |  |  |
| Respiratory Medicine |  |  |
| Rheumatology |  |  |
| Sports Medicine |  |  |
| Surgical Gastroenterology |  |  |
| Urology |  |  |
| Vascular Surgery |  |  |
| Transplantation Service |  |  |
| Day Care Services |  |  |
| Any other |  |  |

1. **Scope of Accreditation - Diagnostic Services in the Hospital (mention Yes/ No):**

**(ONLY IN-HOUSE SERVICES WILL BE INCLUDED IN THE ACCREDITATION)**

| **Diagnostic Services** | **In House** | **Out sourced** |
| --- | --- | --- |
| ***Diagnostic Imaging:*** |  |  |
| Bone Densitometry |  |  |
| CT Scanning |  |  |
| DSA Lab |  |  |
| Gamma Camera |  |  |
| Mammography |  |  |
| MRI |  |  |
| PET |  |  |
| Ultrasound |  |  |
| X-Ray |  |  |
| ***Laboratory Services:*** |  |  |
| Clinical Bio-chemistry |  |  |
| Clinical Microbiology and Serology |  |  |
| Clinical Pathology |  |  |
| Cytopathology |  |  |
| Genetics |  |  |
| Haematology |  |  |
| Histopathology |  |  |
| Molecular Biology |  |  |
| Toxicology |  |  |
| ***Other Diagnostic Services:*** |  |  |
| 2D Echo |  |  |
| Audiometry |  |  |
| EEG |  |  |
| EMG/EP |  |  |
| Holter Monitoring |  |  |
| Spirometry |  |  |
| Tread Mill Testing |  |  |
| Urodynamic Studies |  |  |
| *Any Other Diagnostic Service (s):* |  |  |
|  |  |  |

1. **Scope of Accreditation - Clinical Support departments/services in the Hospital (mention Yes/ No):**

**(ONLY IN-HOUSE SERVICES WILL BE INCLUDED IN THE ACCREDITATION)**

|  |  |  |
| --- | --- | --- |
| **Services** | **In House** | **Out sourced** |
| Ambulance |  |  |
| Blood Bank |  |  |
| Dietetics |  |  |
| Pharmacy |  |  |
| Psychology |  |  |
| Rehabilitation |  |  |
| * Occupational Therapy |  |  |
| * Physiotherapy |  |  |
| * Speech and Language Therapy |  |  |

1. **Details of Non-Clinical and Administrative departments (mention Yes/ No):**

|  |  |  |
| --- | --- | --- |
| **Support Service** | **In House** | **Out sourced** |
| Bio-medical Engineering |  |  |
| Catering and Kitchen services |  |  |
| CSSD |  |  |
| General Administration |  |  |
| Housekeeping |  |  |
| Human Resources |  |  |
| Information Technology |  |  |
| Laundry |  |  |
| Maintenance/ Facility Management |  |  |
| Management of Bio-medical Waste |  |  |
| Mortuary Services |  |  |
| Security |  |  |
| Community Service |  |  |
| Supply Chain Management/ Material Management |  |  |
| Other, please specify |  |  |
|  |  |  |

1. **Details of MoU:**

**(Please fill in the details of outsourced support services as per the format below, please increase number of rows according to the services):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Name of the Outsourced Services** | **Outsourced Organisation** | **Services inside the premises or outside** | **Date of MoU Started** | **Valid Up To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Staff Information:**

| **Category of Staff** | **Numbers** | **Remarks if any** |
| --- | --- | --- |
| Managerial |  |  |
| Doctors |  |  |
| * Resident (non-PG)/ Medical Officer |  |  |
| * Consultants |  |  |
| a) Full Time |  |  |
| b) Part Time |  |  |
| Allied Medical Speciality Staff |  |  |
| Nurses |  |  |
| Technicians |  |  |
| Housekeeping staff |  |  |
| Others |  |  |

1. **Statutory/ Regulatory/ Legal Compliance**

Furnish details of the following mandatory Statutory/ Regulatory requirements as applicable to the hospital (Please submit scanned copies of License/Certificate)

| **Details** | **Issuing Authority** | **Number and Date of Issue** | **Valid Up To** | **Remarks**  (e.g., renewal under process) |
| --- | --- | --- | --- | --- |
| **A. General** | | | | |
| Registration Under Clinical Establishment Act – Hospital Registration (or similar) |  |  |  |  |
| Registration with Local Authority, if other than above |  |  |  |  |
| Bio-medical Waste Management and Handling Authorization |  |  |  |  |
| Consent under Air (Prevention and Control of Pollution) Act from State Pollution Control Board |  |  |  |  |
| Consent under Water (Prevention and Control of Pollution) Act from State Pollution Control Board |  |  |  |  |
| **B. Clinical** | | | | |
| License for MTP |  |  |  |  |
| License for PCPNDT |  |  |  |  |
| License to operate Blood Bank / Blood Storage unit |  |  |  |  |
| Registration for Organ Transplantation / Removal |  |  |  |  |
| Registration under ART Act for clinic/bank/surrogacy, as applicable |  |  |  |  |
| Mental Health Act (For treating Psychiatric /mental patients) |  |  |  |  |
| **C. Pharmacy** | | | | |
| Pharmacy License (Bulk) |  |  |  |  |
| Pharmacy License (Retail) |  |  |  |  |
| FSSAI License for Pharmacy (Food Products) |  |  |  |  |
| License under NDPS |  |  |  |  |
| **D. Ambulance** | | | | |
| Registration |  |  |  |  |
| Insurance |  |  |  |  |
| Fitness |  |  |  |  |
| Pollution certificate |  |  |  |  |
| Driving License |  |  |  |  |
| **E. Facility** | | | | |
| Fire NOC or equivalent, as applicable |  |  |  |  |
| Lift License / NOC |  |  |  |  |
| Liquid Oxygen Tank License (PESO) |  |  |  |  |
| Diesel Storage license |  |  |  |  |
| License for Possession and Use of Methylated Spirit, Denatured spirit and Methyl alcohol, Rectified Spirit or ENA |  |  |  |  |
| Authorization under hazardous waste (Management & Handling) Rules |  |  |  |  |
| Approval for electrical installation |  |  |  |  |
| Approval for   * Bore well * Water Connection |  |  |  |  |
| Registration for Boiler |  |  |  |  |
| FSSAI license for Food Kitchen/Cafeteria |  |  |  |  |
| **F. Registration for all Modalities from AERB** | | | | |
| Radiation safety Officer (Level 1) |  |  |  |  |
| License to operate X-Ray |  |  |  |  |
| License to operate Mobile X-Ray |  |  |  |  |
| License to operate C-Arm |  |  |  |  |
| License to operate X-Ray based Bone Densitometer (BMD) |  |  |  |  |
| License to operate Mammography |  |  |  |  |
| License to operate OPG / Dental X-Ray |  |  |  |  |
| License to operate CT |  |  |  |  |
| License to operate Cath Lab |  |  |  |  |
| License for any other Radiation emitting device |  |  |  |  |
| **G. Nuclear Scan** | | | | |
| RSO (Level 2) |  |  |  |  |
| License to operate Nuclear Medicine Scan (Gamma Camera) |  |  |  |  |
| License to operate PET scan |  |  |  |  |
| NOC - Procurement of various Radiation Source Radioisotope from AERB |  |  |  |  |
| **H. Radiation Oncology** | | | | |
| RSO (Level 3) |  |  |  |  |
| License to operate Radiation Therapy Department (Radiation therapy (LINAC /Brachytherapy) |  |  |  |  |
| NOC - Procurement of various Radiation Source / Radioactive material from AERB |  |  |  |  |
| **I. Others** | | | | |
| Employee Provident Fund |  |  |  |  |
| ESI |  |  |  |  |
| PAN |  |  |  |  |
| TAN |  |  |  |  |
| Labour License (Shop & Establishment Act) |  |  |  |  |
| Professional Tax |  |  |  |  |
| Registration for Service tax |  |  |  |  |
| Trade License certificate |  |  |  |  |
| Income Tax exemption certificate |  |  |  |  |
| **Any other, as applicable** | | | | |
|  |  |  |  |  |

***Note :*** Building Approval plan / Map and Building occupancy or Completion certificate are not included here, considering the hospital is registered under CEA / competent authority and renewed on regular interval by competent regulatory (health) authorities.

In general, there is a deviation in approved plan / map in actual.

1. **Information on litigation, if any:**
2. **Date of last self-assessment:** ­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Date of implementation of QAI standards:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(SH is advised to implement the standards for at least 2 months before applying)*

1. **Application Fees** (Rs.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank transfer reference number\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Date of Application Completed:**
2. **Undertaking**

* We are familiar with the terms and conditions of maintaining accreditation & certification (QAI CAHSC 003), which is signed and enclosed with the application. We also undertake to abide by them.
* We agree to comply fully with the requirements of the standards for the accreditation of the SH.
* We agree to comply with accreditation procedures and pay all costs for any assessment carried out irrespective of the result.
* We agree to co-operate with the assessment team appointed by QAI CAHSC for examination of all relevant documents by them and their visits to those parts of the SH that are part of the scope of accreditation.
* We undertake to satisfy all national, regional and local regulatory requirements for operating the SH.
* All information provided in this application is true to the best of our knowledge and ability.

Authorised Signatory (Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

**Quality and Accreditation Institute**

Centre for Accreditation of Health & Social Care

709, Wave Silver Tower, Sector 18, Noida-201301, India

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Mobile No.: +91 8287841146

Ph: +911206664981

[LinkedIn](https://www.linkedin.com/school/quality-and-accreditation-institute/?viewAsMember=true) | [Twitter](https://twitter.com/QAI2017) | [Facebook](https://www.facebook.com/qaipl) | [Instagram](https://www.instagram.com/qai_quality_2017/) | [YouTube](https://www.youtube.com/@QualityAccreditationInstitute)