



सत्यमेव जयते

भारत सरकार  
Government of India  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय  
Ministry of Health & Family Welfare  
वर्धमान महावीर मेडिकल कॉलेज एवं  
सफदरजंग अस्पताल, नई दिल्ली  
Vardhman Mahavir Medical College & Safdarjung Hospital, New Delhi



No. NABH/Meetings/QC/2019/

Dated: 26<sup>th</sup> Feb. 2020

Minutes of Meeting

A meeting of quality cell convened to apprise Medical Superintendent about working and progress made for NABH accreditation of Safdarjung Hospital and further plans. On 18/02/2020 at 2.30 PM in MS office committee room. List of attendees attached.

At the outset Medical Superintendent greeted all members of the quality cell and appreciated work done by group. The O/I, quality cell briefed about the agenda of meeting and invited the lab Departments one by one to make presentation on their progress and constrains faced by them with regard to "Pre-entry accreditation NABH and NABL accreditation".

1. Department of Pathology: *Per 26/2/20*
  - a. Dept has submitted the mission, vision, organogram, scope of services to the office. They have formulated their QSPs and SOPs and are in process of completion of quality manual. (60% work completed)
  - b. Constraints from the department included difficulty in obtaining Demand draft from account department which has to be sent to AIIMS for purpose of external quality assurance program.
  - c. Though the department is holding meetings for the progress of work in this regard, but the frequency and structure of these meetings have not been defined.
  - d. The Department highlighted the fact that they do not have any trained personnel in ISO15189 :2012 NABL standards.
2. Department of Biochemistry: *MS 26/2/20*
  - a. Dept has submitted the mission, vision, organogram, scope of services to the office. They have formulated some of their QSPs and SOPs and are in process of completion. Quality manual is under review.
  - b. EQUAS are pending for some parameters and the process for the same has been initiated.
  - c. Calibration and maintenance of minor instruments is pending.
  - d. The department is almost ready as per pre-entry NABH standards and objective elements.
  - e. Original ISO 15189: 2012 standards have to be procured.
3. Department of Lab, CIO
  - a. Dept has submitted the mission, vision, organogram, scope of services to the office. They have formulated all the QSPs and SOPs and are in process of completion as per NABL standards

*26/2/20*  
*a/c*

*[Signature]*

- b. EQUAS are pending for some parameters and the process for the same has been initiated.
- c. Calibration and maintenance of minor instruments is pending.
- d. The internal audit of the lab is pending and it was decided that Dr. Shilpi and Dr. Vibha from quality cell will do the same by next week.

4. Department of Microbiology: — *AKVSM 26/02/2020*

- a. Dept has submitted the mission, vision, organogram, scope of services to the office. They have formulated some of their QSPs and SOPs and are in process of completion. Quality manual is under review.
- b. Calibration and maintenance of minor instruments is pending.
- c. They have initiated the process of capturing data as per KPIs chosen.
- d. Fire safety training is pending.
- e. Demand for bio safety cabinet is under process.

5. Department of Blood bank: — *DMVV 26/2/2020*

- a. Quality manual already submitted
- b. Blood transfusion reaction forms from user areas is not being returned back to the blood bank for further analysis.
- c. Calibration and maintenance of minor instruments is pending

6. Department of STD lab: *DMVV 26/2/20*

- a. The lab is going for renewal for NABL accreditation in 4-5 months.
- b. Maintenance of Cold chain of lab chemical store is area of concern.
- c. Accessibility of Separate male and female washrooms is another area of concern.

The following decisions were taken to expedite NABH & NABL accreditation/certification of Safdarjung Hospital by 30 April 2020 and smooth functioning of the quality cell:

1. Common vendor for calibration and maintenance of small instruments for all Labs and Blood Bank. (Action: M & E Store)
2. Purchase of ISO:15189:2012 Standards for all labs on priority (Action: Quality Cell)
3. Training on ISO:15189:2012 Standards for faculty and technicians (Action: Quality Cell). However, In-charge, quality cell informed that training has been fixed from 21<sup>st</sup> to 24<sup>th</sup> March 2020. Further details will be shared soon.
4. Secretarial assistance for quality cell was discussed and M S agreed to post two personnel through outsourced agency immediately. (Action: DDA)

*AK 26/02/20*  
(Dr K C Tamaria)  
O/I, Quality Cell

Copy for information and needful.

1. All concerned.
2. O/I, M&E store for point No. 1. *AK 26/2*
3. DD (A) for point No. 4. *AK 26/2/20*
4. P S to MS *AK 26/2*