



**Government of Rajasthan**  
**National Health Mission, Rajasthan**  
**Department of Medical, Health & FW, Swasthya Bhawan, Jaipur.**  
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F.No. F 50 ( 1 ) NHM/QA/2018/495

Date: 6/6/18

CM&HO - Chittorgarh, Bhilwara, Jhunjhunu, Udaipur, Banswara, Ajmer, Bikaner, Hanumangarh, Jaipur I, Jaipur II, Rajsamand

PMO - District Hospital Chittorgarh, Jhunjhunu, Banswara, Ajmer, Hanumangarh & SDH Kotputli  
Health Manager - District Hospital Chittorgarh, Sikar, Rajsamand, Nagaur, Tonk

**Subject: Allocation of Mentors to selected health facilities for NQAS implementation**

To strengthen the implementation of the NQAS guidelines in state health facilities following IA trained mentors are been assigned to the selected facilities. The selected health facilities are Kayakalp award winning facilities or the state certified facilities.

S.No	Name of mentor	District	Facility
1.	Mr. Vikas Pareek	Chittorgarh	District Hospital
2.		Udaipur	CHC Nai & Mavli
3.		Bhilwara	PHC Singoli
4.	Mr. Yatinder	Jhunjhunu	District Hospital
5.			CHC Bissau
6.			CHC Bagger
7.			PHC Islampur
8.	Ms. Jyoti	Banswara	District Hospital
9.		Rajsamand	CHC Amet
10.		Banswara	PHC Sallopat
11.	Mr. Prabal	Ajmer	District Hospital (Beawer)
12.			PHC Saradhana
13.		Bikaner	PHC Kakada
14.	Mr. Naveed	Hanumangarh	District Hospital
15.	Dr. Khushboo Jain	Jaipur II	CHC Sambhar
16.	Ms. Sonia Verma	Jaipur I	SDH Kotputli

The mentor is expected to handhold these facility and ensure that the facility gets NQAS state or national certification this year. They will be responsible for following activities in the assigned facility:

1. Help the facility in identification of gaps and development of time bound action plan for its closure and provide technical support to the facility as and when needed.
2. Ensure that the facility forwards the state level gas to state quality assurance committee.
3. Ensure the facility has formed District Quality Team/Internal Quality Team and 8 sub-committee and is conducting its meeting as per the requirement.
4. Help the facility in completing the documentation work required for NQAS like policies, standard operating procedures (SOP), work instructions, etc.
5. To provide assistance to the health facility in achieving compliance to statutory requirements such as BMW, Blood bank license etc.
6. Submission of the quarterly report of hospital progress to SQAC
7. Conduct training of the staff as per requirement.
8. Ensure that the facility captures the outcome indicators and KPI submit the same to state quality cell.

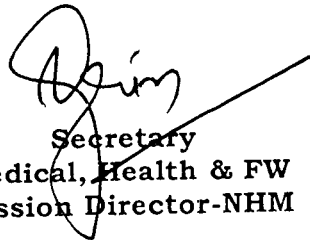
9. Ensure with the help of DPM that the DQAC/DQAU conducts its meeting as per requirements and forwards its meeting minutes to SQAC.

### Visits & Review

- PMO of the concerned mentor will review and approve the tour plan of the mentors.
- Quality mentor is expected to visit the assigned facility quarterly and monitor the progress of the program. Rest of the time they can have telephonic/mail conversation with the facility to monitor its progress after their visit and provide technical help when ever needed.
- Mentor will have to submit a quarterly report to SQAU as per the format A. Also, they have to ensure that the facility forwards the state level gaps to the committee.
- If required, mentors will be asked to present its facility progress in SQAU/SQAC meeting.

Therefore, CM&HOs, PMOs and MOICs of selected health facilities are advised to coordinate with the mentors and work on the closure of the gaps. Also, mentors are directed to submit the tour plan within 1 week.

Enclosed : Quarterly Report Format A

  
Secretary  
Medical, Health & FW  
Mission Director-NHM

Date: 6/6/18

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Copy for information & necessary action:-

1. PS to Secretary, MH&FW & MD – NHM
2. Director Finance-NHM
3. PD, NHM
4. State Nodal Officer QA & Kayakalp visit minimum three places
5. SPM-NHM
6. All Joint Directors to ensure bimonthly visit to these facility.
7. CMHO – Ajmer, Chittorgarh, Bhilwara, Jhunjhunu, Udaipur, Banswara, Bikaner, Hanumangarh, Jaipur I, Jaipur II, Rajsamand to disseminate the information to selected health facility incharges.
8. CMHO – Rajsamand, Sikar, Nagaur, Tonk & Chittorgarh for information & necessary action.
9. Dy. CMHO (F.W.)- Ajmer, Chittorgarh, Bhilwara, Jhunjhunu, Udaipur, Banswara, Bikaner, Hanumangarh, Jaipur, Rajsamand for information & necessary action.
10. Principal medical officer – Rajsamand, Sikar, Nagaur, Tonk & Chittorgarh to review and approve the tour plan submitted by mentors.
11. CHC incharge Nai, Mavli, Bissau, Bagger, Amet and Sambhar to coordinate with mentors.
12. PHC incharge Singoli, Islampur, Sallopat, Saradhana, Kakada to coordinate with mentors.
13. DPM Chittorgarh, Banswara, Bhilwara, Bikaner, Hanumangarh, Rajsamand, Jhunjhunu, Udaipur, Jaipur I & II to coordinate with the mentors for DQAC/DQAU minutes.
14. DPM Jaipur I & Jaipur II to provide mobility support for quarterly visit to SDH Kotputli & CHC Sambhar
15. CO - NUHM, Ajmer to coordinate for the NQAS work and accompany Mr. Prabal for DH Ajmer visit.
16. Health manager Banswara to coordinate for the NQAS work and also accompany Ms Jyoti for DH & PHC Sallopat visit
17. Mr. Sandeep Nenimal & Mr. Harish of DH Jhunjhunu to coordinate and accompany Mr. Yatinder for CHC & PHC of Jhunjhunu and do additional visits to these facility if required.
18. Ms. Ishita, Consultant NHSRC to coordinate for the NQAS work and also accompany Mr. Vikas for above mentioned facilities of Udaipur, Chittorgarh and Banswara
19. CO-IT to email all concerned

  
Project Director  
NHM

**Quarterly Reporting Format**

<b>Facility Name :</b>	<b>District :</b>	
<b>Mentor Name :</b>		
<b>Date of last Visit to Facility :</b>		
<b>Reporting Months:</b>		

**A Gap Closure Status**

	No. of Gaps	closed	In Process	Not initiated
A.1	Facility Level			
A.2	District Level			
A.3	State Level			
A.4	Total			
A5	Brief Description of Required Resources			

**B. State whether the assessment is done by the facility quarterly or not ?** Yes/No  
 If no, state the reason :

**C. Status of the sub committee meeting of the facility**

	Sub committee name	Frequency	Date of last meeting	MOM documented by facility or not
C.1	District Quality Team	Monthly		
C.2	Disaster Management	At least Quarterly		
C.3	Committee against Sexual Harassment	Should activate when any complaint received		
C.4	Drug and Therapeutic Committee	At least Quarterly		
C.5	Maternal Death Review Committee	Monthly		
C.6	Child Death Review Committee	Monthly		
C.7	Hospital infection control committee	Monthly		
C.8	Medical Audit committee	At least Quarterly		
C.9	Death Audit Committee	Monthly		

**D. Quarterly submission of KPI done or not?** Yes/NO  
 If no , state the reason:

**E. Date of last DQAU meeting :**  
 DQAU MOM attached or not

**F. Date of last DQAC meeting :**

DQAC MOM attached or not

**G. Status of documentation of SOPs & Policies as per annexure A**

**H. Status of regulatory requirements**

	Status	Remarks
H.1	NOC from fire safety authority	
H.2	authorization for handling BMW from PCB	
H.3	Certificate of inspection of electrical installation	
H.4	Licence for operating lift	
H.5	X ray department has registration & layout approval from AERB.	
H.6	X ray department has type approval of equipment with QA test report for X ray machine	
H.7	USG department has registration under PCPNDT	
H.8	Blood Bank licence	
H.9	License for storing spirit	
H.10	Updated copies of relevant laws, regulations and government orders at the facility	

**I. Status of budget utilization**

Sanctioned Budget	Quarterly Expenditure (Amt)	% Utilization

**J. List of training conducted by facility during last quarter :**

**K. Any other relevant issue**

Signature of facility incharge

Signature of mentor