

	Hospital Name:	Document No:	QUXAT/H/F/124
	Job Description – NABH coordinator	Page No:	Page 1 of 1

NABH Coordinator Name:

Employee No/ Biometric ID:

Qualifications:

Department:

The following is job description of a NABH Coordinator:

1. Coordinate with NABH secretariat regarding NABH communications and process
2. Ensures that processes needed for the quality management system are established, implemented, and maintained across the hospital
3. Reporting to hospital management, at the level at which decisions are made on hospital policies, objectives, and resources, on the performance of the quality management system and any need for improvement
4. Ensures that the promotion of quality awareness of hospital staff members and ensure quality system requirements are met throughout the organization
5. Update, revise, and maintain the Hospital Quality Manual, Standard Operating Procedures, and other quality related documents
6. Perform internal audits of the organization including administrative, technical and quality systems audits
7. Lead the implementation of Quality Systems programs that are consistent with and regulatory policies and standards by providing appropriate guidance and technical support
8. Identifies areas for quality improvement and discusses implementation recommendations with hospital leadership
9. Apply - Knowledge and experience with strengthening laboratories to achieve and maintain the international quality standards including against ISO 9001:2015 & NABH Standards

Prepared by:	Issued by:	Reviewed by:	Approved by:	Amend Date:	Copy No:
Quality Manager	NABH Coordinator	Medical Superintendent	Medical Director	Amendment No: Issue Date: Issue No:	