



SAIDEEP HOSPITAL

Doc No.

SHRPL/CTR/NURSING/01

Committee's TOR

Rev No.

01

Rev Date



01/01/2024



Nursing Management Committee Terms of Reference

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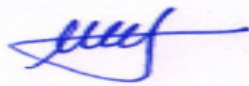

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Recommended By	Signature	Approved By	Signature
Dr.Hrishikesh kalgaonkar		Dr.S.S.Deepak	
Chief Medical Administrator		Chairman & Managing Director	



SAIDEEP
HEALTHCARE & RESEARCH PVT. LTD.

Annual Documents adequacy & Change Requirements Review

Sr.No	TOR/Doc No	Document s Name	Issue . No	Rev. No	Revie w Date	Chan ge	Re v No	Revisi on Date	Reaso n for Chang e	Amendm ent
1	SHRPL/CTR/Nursi ng/1	Committe e TOR	1	1	01- Jan-23	NA	1	02-Jan- 24	NA	NO
Original Date			Effective Date			Next date of revision			Issue NO	
01-01-2022			02-01-2024			01-01-2025			1	
Reviewed & Prepared By			Recommended By					Approved By		
Mrs.Shraddha suryavanshi			Dr.H.Kalgaonkar					Dr.S.S.Deepak		
Quality Co-ordinator			Chief Medical Administartor					Chairman & Managing Director		
										




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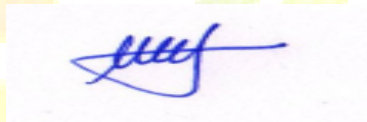

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Nursing Management Committee

1. Objective:

- Facilitate the development of a comprehensive career pathway model/process for all nursing staff
- Facilitate the development of appropriate and current job descriptions and performance reviews for all nursing positions.
- Develop and maintain appropriate processes policies and practices to support the management of nursing services and personnel.
- Identify trends and requirements of the nursing profession to meet changing models of care and work force requirement.
- Advocate for resources to ensure nursing practice and professional needs across the organization are met.
- Investigate and make recommendation on issues of best practice.

2. Scope:

Applicable to all departments of the hospital.

3. Constitution of Committee

The convener shall have the authority to invite any non-member to attend the meeting if it is deemed fit in relation to any matter being/ or to be deliberated by the committee.

1	Chief Managing Director	Chairman	Dr. S. S. Deepak
2	Chief Administrator	Member	Dr. H. Kalgaonkar
3	Quality Co-ordinator	Member	Ms. Shraddha Suryavanshi
4	Medical Superintendent	Member	Dr. Sunil Darandale Dr. Vikas Labade
5	General Manager	Member	Mr. Vilas Kalbhor
6	Cardiologist	Member	Dr. Kiran Deepak
7	Nursing Superintendent	convener	Mr. Santosh Sangale Ms. Supriya Kamble
8	HR Manager	Member	Mr. Rajendra Shrimandlikar Mr. Premanand Magar
9	Trainer	Member	Ms. Tejal Garje

4. Quorum:

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh kalgaonkar		Dr. S. S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	



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The minimum quorum for passing any resolution in the committee should be more than **50%** of the members present with chairperson mandatory.

5. Frequency of meeting:

Members of the committee meets **once in a three months** and as and when required.

6. Roles & Responsibilities:

Nursing committee should be responsible for:

- To provide leadership and promotion in the area of professional practice.
- To create a forum to facilitate and motivate nurses to participate in the recognition, implementation and evolution of professional practice for nurse employed at the saideep Healthcare & research Pvt Ltd.
- To develop a culture that encourages nursing staff to identify and value their work and take pride in their professional role.

7. Common minimum agenda:

- Review previous meeting agenda
- Discussion on Quality Indicators related to Nursing.
- Any other related issues

8. Terms of office for appointment:

The committee will be appointed for the period of one year. The management of the hospital will have the right to reappoint all or any of the said members and appoint new members to fill any vacancy. Minutes of the meeting would be recorded by the convener and circulated to all representatives including Director & Quality Dept.

9. Records to be maintained and period of retention

- Minutes of the meeting and the related document
- Analysis of RCA, CAPA
- The record shall be maintained for minimum three years

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Chief Medical Administrator		Chairman & Managing Director	