

Online training Program on
**Documentation Practices –
Guide to SOP &
Manual Writing**
20th June 2026
2 P M T O 6 P M



Aim

Online Training Program aimed at covering the essence of documentation practices in hospitals. The program shall cover components related to levels of documentation, SOP & Manual preparation and methods of checking SOP compliance. This 4-hour workshop will be interactive with a few learning activities covering various aspects of documentation practices.

Who can Attend ?

Quality Managers, Clinical Department Leaders, Hospital Administrators, Infection Control Officers, Nursing Leaders, Healthcare Management Students & Others.

Program Highlights

- Introduction related to Documentation Categories: Definition / components of SOPs and Manuals
- Importance of SOP, manuals, policies, common formats of documentation
- Difference between SOP, Policy & Pathway
- Common department manuals and SOPs to be prepared – Including master list preparation and distribution methods
- Who can write an SOP and how to make SOP writing interesting?
- Contents of SOPs and Manuals, how they are drafted
- Validity, Control, Amendment and Newer Tools for SOP
- How to Audit practice related to the SOPs defined
- Group Activity for Drafting / improvising an SOP



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Dr Lallu Joseph

Secretary General, CAHO
Quality Manager & Associate GS,
CMC Vellore



Dr Akash Sud

Head -Clinical Governance, Quality,
Patient Safety & Medical PRO,
Fortis Healthcare Limited



Dr Vasundhra Atre

Associate Director Medical Services
Manipal Hospital Old Airport Road
Bangalore



Dr Samina Zamindar

Chief Medical Director
Zamindar Microsurgical Eye Center,
Bangalore



Dr Narayan Pendse

VP - Medical Strategy & Operations
Fortis Healthcare Limited



Ms Vidya Mani

Manager Corporate Operations,
Apollo Hospitals Enterprises Ltd



Dr Balamurugan K

Chief Of Operations
KIMSHEALTH Hospitals,
Nagercoil



Dr Geeta Fulari

Deputy General Manager
Sankara Eye Foundation
Bangalore



Dr UmaShankar Raju

General Manager,
GM Quality and Operations,
Apollo Hospitals Enterprises Ltd.



Dr. Shreeshubha Kurup

GM, Quality and Innovation
KIMSHEALTH,
Trivandrum



Mr Nishant Jaiswal

COO, HCG Cancer Centre,
Colaba, Mumbai



Mr Gaurav Loria

Group Head-Operations &
Service Excellence
Apollo Hospitals Group



Dr Pramod Paharia

Senior Medical Officer Pediatrics
and Quality Coordinator
Nazareth Hospital, Shillong



Ms Anusha Kothandaraman

Manager -Quality &
Compliance Management
Dr Rela Institute & Medical Centre, Chennai



Mr Nitin Suryan

Deputy General Manager, &
Unit Head Max Hospital,
Bulandshahr



Dr. Divya.S

Quality Head, Maharaja Agrasen Hospital
Bengaluru

Fees

Non CAHO Member **1000 INR**

Associate Members **900 INR**

Lifetime Members **800 INR**

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For any related queries please contact

HELPDESK 91 98703 18781