

Online training Program on
**Documentation
Practices –
Guide to SOP &
Manual Writing**

20th June 2026

2 P M T O 5 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

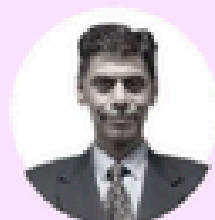


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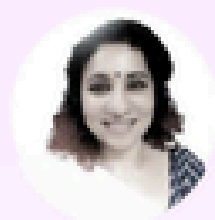
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Fees

Non CAHO Member	1000 INR
Associate Members	900 INR
Lifetime Members	800 INR

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For any related queries please contact

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