



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

12th Dec 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 3-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



FEES - Non CAHO Members - **1000 INR** | CAHO Members - **900 INR**

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