

DISTRICT QUALITY ASSURANCE UNIT MODULE

- SaQsham is an online portal wherein nation-wide health centers and public health facilities can come up for national level certification.
- This provides a step-by-step approach for conducting Quality assessment by providing a holistic view to all stakeholders on methodology and scope of work.

SaQsham Link:

<https://saqsham.nhsrindia.org>

DQAU Profile on SaQsham

The screenshot shows the 'DQAU Fatehgarh Sahib Profile' page. It includes a profile picture placeholder with an 'Update Picture' button. To the right, there is a table of user details: Full Name (DQAU Fatehgarh Sahib), Email Id (dqau_fatehgarhsahib@gmail.com), State (Punjab), User Role (DQAU), User Type (DQAU), Mobile No (9853834928), Designation (-), and Address (Punjab). Below this, there is a 'DQAU Fatehgarh Sahib Task' section with three cards: 'Reverted Applications' (0), 'Forwarded Applications' (0), and 'Pending Requests for DQAU' (1).

Provisions for the DQAU User on SaQsham

1. Approval/Rejection of the Registration Request of facility types UPHCs, PHCs and for HWCs in his/her District.
2. Approval for the Application submitted by the facility.
3. Update the application incase of any changes needed.
4. Revert the application to the Facility Level incase any changes from the Facility is required.
5. Acceptance/Rejection of the Assessment Schedule for assessment of the facility in his district.

DQAU Profile Update on SaQsham

The screenshot shows the 'Update Profile' form. It contains input fields for Email Id (dqau_fatehgarhsahib@gmail.com), Mobile No (9853834928), Designation (a dropdown menu with 'Select Value'), and Address (Punjab). There is a green 'Validate' button at the bottom of the form and a 'Close' button at the bottom right of the modal.

User has the provision to update the following data by clicking on the Profile Update button on the Profile Page –

- Email ID
- Mobile Number
- Designation
- Address

An OTP will be sent to both Email ID and Mobile Number, to validate the authentication.

Approval/Rejection of the Registration Request Process

DQAU Users will receive registration requests for facility types UPHCs, PHCs and for HWCs in his/her District

Approval of the Registration Request

1. On to Left Click on HR Management Menu, Under HR Management Menu, click on 'Provisional User List' Menu.

2. All the registration requests will be shown on this page for his/ her District.

3. To approve/reject the request, click on the 'Approve/Reject' button under the Action column for the respective registration request.

4. To approve the registration request, click on the 'Confirm' button. The user can enter his remarks in the text field provided.

5. Once you have confirmed the registration request, the user will receive an email on the registered email ID with the credentials.

Rejection of the Registration Request

1. On to Left Click on HR Management Menu, Under HR Management Menu, click on 'Provisional User List' Menu.

2. All the registration requests will be shown on this page.

3. To approve/reject the request, click on the 'Approve/Reject' button under the Action column for the respective registration request.

4. To reject the registration request, click on the 'Reject' button. The user can enter his remarks in the text field provided.

5. Once you have rejected the registration request, you can view it under the 'Reject' Status in the Status filter.

Application Management Process

1. Go to SaQsham URL and enter your Login Credentials as provided through mail.

You will be able to view the DQAU Profile.

2. On Top Left Side of the screen Menu Appears. Click on the Services Menu, Under the Services Menu, click on 'Manage Application' Menu to view the applications submitted by the Facilities.

3. To start working on an application, click on the 'Receive Request' button under the 'Action' column.

4. Next, to proceed with the application, click on the 'Proceed' button under the 'Action' column.

The user will be able to see the Program details along with the departments for which application is submitted.

8. On the next page, the user will be able to view the Details of Facility along with Bed & Service details. User can update the Bed & Service details of the Facility, if he wishes to. Next, click on the 'Save and Proceed' button.

7. Once the reports are added that needs to be submitted with the application, click on the 'Save and Proceed' button.

6. Next, the user will be able to view the uploaded reports with their scores. The user has the option to edit these reports or can add a new report. To add a new report, the user can click on the 'Add More' button.

5. The user has the option to update the Program for Certification, if he wishes to, and the Departments as well. If no changes are required click on 'Save & Proceed' button.

9. Next, the user can view the Document Verification Checklist and their respective documents submitted by the facility along the application.

10. The user has the provision to remove the uploaded document and to upload another, if he wishes and can also enter remarks for each point of the DVR. Once updated, click on Save and Proceed.

11. On the last tab, the user can Preview Hospital Data Sheet, Preview Document Checklist, Preview report. The user has the option to either 'Accept & Send to Next Level' or to 'Revert Application' back to the facility, in case some changes are needed from facility.

12. Click on 'Submit Application' button once the application is complete. Your application for the Assessment of facility will move to the next approving Authority.

Assessment Schedule Process

Acceptance of Assessment Schedule

1. Click on Services. Under Services Menu, click on 'Assessment Schedule' Menu.

2. Click on the 'Action' button dropdown and select 'Assessment Schedule' button.

3. The user will be able to view the Proposed Dates under the 'Proposed Date Previous Details' tab.

The user will be able to view the previous proposed dates under the 'Proposed Date Previous Details' tab.

4. To accept the schedule, click on the 'I Agree' button.

5. Your acceptance will go to the NHSRC Certification Unit.

Re-scheduling of Assessment Schedule

1. Click on Services. Under Services Menu, click on 'Assessment Schedule' Menu.

2. Click on the 'Action' button dropdown and select 'Assessment Schedule' button.

3. The user will be able to view the Proposed Dates under the 'Proposed Date Previous Details' tab.

The user will be able to view the previous proposed dates under the 'Proposed Date Previous Details' tab.

4. To Re-Schedule the assessment dates, click on the 'Re-Schedule Dates' checkbox.

5. Options to enter the dates will appear. The user can enter the dates by clicking on the checkbox. And enter the reason to re-schedule in 'Remarks'.

6. Click on 'I Want to Re-Schedule' button and your options will be sent to the Certification Unit.

Help Desk

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