

ANNUAL TRAINING CALENDAR FOR THE YEAR 01.01.2022 - 31.12.2022

EDP

S.No	Name of the Training/Topics	Trainee	To be completed by the month of	Duration of Training	Venue	Facilitator
QUALITY & SAFETY Training Program						
1	General topics: Vision, Mission, Moto, Organogram, Scope of services, Patient rights & responsibilities, Safety codes (BLUE, RED, PINK) HAZMAT, ICP (Hand hygiene, BMW, PPE, NSI, Spill management), Incident reporting, Staff rights & responsibility (Training, Annual health checkup, Mandatory vaccinations, documentation, leave rules, performance appraisal, disciplinary action, Grievance cell and Internal Complaint Cell)	Administration -Administrators -HODs	January	General topics: 1 hour Specific topics: as per departments' schedule	General topics: ETC lecture halls Specific topics: in respective departments	General topics: Quality Cell Specific topics: Respective department. Reminder will be given by the Quality Cell to the respective department on training and sending a copy of training record to Quality Cell!
2	General topics & Specific topics: Admission, Insurance, transfer, referral, discharge, billing, death, MLC, Initial assessment, Reassessment, critical alert, laboratory services, radiology services, Blood transfusion, Medication management, HICC, HIMS, Quality indicators, Communication, Documentation, ICU, anesthesia, surgery, emergency, Care of patients in concerned specialty (Pediatrics, OG, medical & surgical specialties)	Doctors -Faculty -SRs -PGs & JRs -Interns	February & March			
3	General topics & Specific topics: Admission, Insurance, transfer, referral, discharge, billing, death, MLC, Initial assessment, Reassessment, critical alert, laboratory services, radiology services, Blood transfusion, Medication management, HICC, HIMS, Quality indicators, Communication, Documentation, ICU, anesthesia, surgery, emergency, Care of patients in concerned specialty (Pediatrics, OG, medical & surgical specialties)	Nurses -Faculty -Supervisors -Incharges -Staff nurses	April & May			
4	General topics & Specific topics: Radiology services & safety Laboratory services & safety Scopy, CSSD, cath lab, anesthesia, OT, EMT, & other relevant topics PMR & other relevant topics Medication management Kitchen & personal hygiene	Paramedical -Radiographers -Lab tech -Technical staff -PMR -Pharmacy -Kitchen	June & July			
5	General topics & Specific topics: Engineering & safety Laundry Cleaning & BMW Fire fighting & other relevant topics	Maintenance -Engineering -Janitors -Drivers -Laundry -Housekeeping -Gardeners -Security	August & September			
6	General topics & Specific topics: Medical records -Admission, Insurance, transfer, referral, discharge, billing, death, MLC, HIMS, Communication, Documentation & any other relevant topic	Clerical -MRD -Secretaries (IP & office), -Office assistants (Receptionist, admission cell, insurance, billing)	October & November			
7	General topics & Specific topic: Transfer, cleaning & disinfection, Communication	Hospital Attenders (IP, OP, Office)	December			

P. Subrah.