

PONDICHERRY INSTITUTE OF MEDICAL SCIENCES						
PERSONNEL DEPARTMENT						
ANNUAL TRAINING CALENDAR FOR THE YEAR 2026						
S.No	Name of the Training - Topics	Training need projected by the Department	Duration of Training	Venue	Tentative Schedule	Facilitator
1	NABH - HR & HICC - Quality, Safety and Orientation training <ul style="list-style-type: none"> • Vision, Mission, Motto, Organogram • Scope of services • Patient rights & responsibilities • Safety codes – RED, BLUE & PINK • Hazardous materials • Infection control practices – Standard precautions, Hand hygiene, PPE, Biomedical waste, Needle stick injury, 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 Committee 	Nursing and General staff	02.00 PM to 04.00 PM	Q Block	Every Thursday March - December	Mr. Suresh Gilbert .K - Quality Manager - Quality Cell IPCN, IPCC Ms. Sheena Shibu Mathew - Deputy Manager - Personnel department Mr. Naresh Kumar K - Administrative Assistant - Personnel department
2	Nursing Induction <ul style="list-style-type: none"> - Policy Standards (Vision, Mission, Ethics, Organogram, Grievance cell and Internal Complaints Committee) - Personnel Management (Appraisal, Rights, Welfare, Service Rules, Soft Skills). - Core Patient Care : Assessment, Admission, Care Planning, Pain Management and Discharge. - Safety & Quality through HICC (Hand Hygiene, Isolation, Waste Segregation), Error/Injury Prevention (Falls, Pressure Injury, Medication Error), - Rapid Response protocols (Code Blue/Red/Pink). - Clinical Procedures include Peri-operative care, VAD/Catheter care, NG tube insertion/feeding, Blood Transfusion, Specimen Collection, and Spill Management, - Professional Etiquette and safe, documentation practice. 	New joiners - Nursing	09.00 AM to 10.00 AM	Q Block	Within 15 days of joining	Nursing Department Ms. Sheena Shibu Mathew - Deputy Manager - Personnel department Mr. Naresh Kumar K - Administrative Assistant - Personnel department
3	HR Induction <ul style="list-style-type: none"> • Scope of Hospital Services • Motto, Vision, Mission, Values, Organogram • Employee Rights and Responsibilities • Service Rules and Regulations • Disciplinary Procedures • Work Place Ethics • Performance Appraisal • Soft Skills • Employee Welfare • Grievance Committee • Internal Complaints Committee 	New joiners - General Staff	09.00 AM to 10.00 AM	Q Block	Within 15 days of joining	Ms. Sheena Shibu Mathew - Deputy Manager - Personnel department Mr. Naresh Kumar K - Administrative Assistant - Personnel department
4	<ul style="list-style-type: none"> • Ergonomics life style changes with common exercises • Grievance cell and Internal Complaints Committee 	Nursing and General staff	02.00 PM to 04.00 PM	Q Block	January to February Every Wednesday	Mr. Aravindhan .S, Physical Educator, Physical Education Ms. Sheena Shibu Mathew - Deputy Manager - Personnel department Mr. Naresh Kumar K - Administrative Assistant - Personnel department
5	Radiation safety training <ul style="list-style-type: none"> • Effects of Radiation • Why Radiation protection, ALARA principles • Shielding through protective devices • TLD badge for Radiation workers, Emergency response 	TLD Badge group	10.00 AM to 11.00 AM	Q Block	April - two sessions	Ms. Preethi .P - Asst. Prof.-cum MRI / CT Technologist, College Of Health Sciences
6	Emotional Intelligence	Nursing staff	02.00 PM to 04.00 PM	MEU	Two months once	Dr. Nayyar Iqbal, Professor - HOD, General Medicine Dr. Magi. M, Professor, Anatomy Dr. Johny Asir. G, Professor, Microbiology Nursing Department
7	Communication skills	Nursing and General staff	02.30 PM to 04.00 PM	Q Block	Monthly two sessions	Mrs. Kalaivani. K - Assistant Professor - Nursing College Mr. Melbin Baby. P. B, Medical Social Worker, Psychiatry Ms. Sheena Shibu Mathew - Deputy Manager - Personnel department Mr. Naresh Kumar K - Administrative Assistant - Personnel department
8	Basic Life Support (BLS)	Faculty, Nursing and General staff	11.00 AM to 12.00 PM	R Block	Monthly two sessions	Nursing Department & Department of Physiology
9	Advanced Cardiac Life Support (ACLS)	Critical Care and High Dependency	6 days	R Block	Yearly twice	ACLS Trainers
10	Continuing Nursing Education (CNE)	Nursing staff	02.00 PM to 04.00 PM	Q Block	Alternate Thursday	Nursing Department
11	Continuous Professional Development In Nursing (CPD)	Nursing staff	02.00 PM to 04.00 PM	Q Block	Montly once	Nursing Department


Personnel Manager


Director - Principal