Training Schedule of Various Cadres

1.   Nursing   Orderly may be promoted to following
posts:

    a.   CSSD (100%promotion as per RR of ESIC)
    b.   Plaster Assistant(100%promotion as per RR of ESIC)
    c.   Dresser (100% promotion as per RR of ESIC)
    d.   OT Assistant (50% promotion as per RR of ESIC)
    e.   Medical Record Assistant (50%promotion as per RR of ESIC)
    f.   Dental-side chair Assistant (50%promotion as per RR of ESIC)

2.   Training required for Nursing Orderly promoted to above mentioned posts is designed to be more technically oriented.

3.   Further for a nursing orderly promoted to any of the above posts, hands on training for a minimum period of three months at the medical colleges after the promotion is recommended

4.   For other cadres, topics related to working of ESIC are also included.

5.   Valuable inputs have also been received from members/co-opted members of this committee.

6.   Valuable inputs have also been received from HODs of various departments/cadres working in the hospital.

7.   The training schedule is designed as per the job card of Nursing Cadre issued vide letter no. B-11/15/01/Job cards/2016-Medical V dated 05.10.2017 and job card of Paramedical Cadres.

8.   The training for most cadres is a three to five day offline course. It should include pre and post test questionnaire.

9.   The training is to be conducted at Medical Colleges/Dental Colleges zone-wise.

10. All cadres to have a 30 minute session for **YOGA AND STRESS MANAGEMENT** at the beginning   of the training schedule on daily basis.

11. BLS training to be preferably preceded by a BLS online training at *igot.nic.in*

12. *Those trainings which are available at igot.nic.in platform should preferablybe taken before attending this training.*

13. *Introduction should also be given to new topics like External Quality Assuarance Scheme, Hospital Safety Programs.*

14. It was recognized that the MRD forms a pivotal division for hospital services. It is essential footprint not only for NABH but also for medico legal significance. The Medical Record Division in ESIC hospitals across India need to be updated, vigorated and put to order as most of the MRTs are promoted from Nursing Orderly. The Institution parting training for MRT is deficient in the Government sector. It is therefore, recommended to the ESIC HQ that a MRT training course should be started in one of the Medical Colleges in ESIC on regular basis.

(A) Laboratory Staff

Lab Assistant->Lab Technician-> Senior Technical Assistant

Training Schedule for Lab Technician:-

Day of training	S.NO	Training Topics	Duration
Day 1	1.	CCS Conduct Rules/ leave rules /LTC / Disciplinary Procedure.	
	2.	HIS/Computer training/MSWord/ Excel/e-office/Equipment interface	
	3.	Soft skill training and Grievance Handling Procedure	
	4.	Prevention of Sexual Harassment at workplace	
	5.	Data management- data integrity, confidentiality, data security & lab records and data analysis.	
Day 2	1.	Inventory management, management of resources and supplies including indent/ physical verification	
	2.	Pre-examination processes-patient preparation, primary sample collection, sample labelling and documentation, requisition forms, transportation of samples, sample acceptance and rejection criteria.	
	3.	Examination processes-performance characteristics, release of test results and critical values of test results ,sample storage, TAT.	
	4.	Safety in labs- General safety measures, management of vasovagal reaction, laboratory safetyincluding firesafety, chemical hygiene plan, personal hygiene, electrical safety, bio-safety precautions and bio-safety cabinets.	
Day 3	1.	Laboratory errors-Techniques to identify and control sources of errors in lab procedures.	
	2.	Point of care testing	
	3.	Internal audit-Technical Audit Checklist	
	4.	BLS/ALS training	
	5.	Equipment maintenance/AMC/CMC of equipment and repair of equipment/ condemnation procedure	
	6	Training for Blood Bank Procedures	
Day 4	1.	BMWincluding STP/ETP/Infection Control	

		Practices	
	2.	NABH/NABL/Quality indicators	
	3.	Disaster Managementincluding fire safety	
	4.	Emergency codes(Seven)-Code Red, Blue, Grey, Pink, Black, Orange, Green	
	5.	Training for Phlebotomist,Training on needle-prick injury/ PPE to prevent occupational hazards	

Training Schedule for STA (Promoted from Lab Technician to STA)

Day of training	S.NO	Training Topics	Duration
Day1	1.	Soft skill training and Grievance Handling Procedure	
	2.	Prevention of Sexual Harassment at work place	
	3.	Data management- data integrity, confidentiality, data security & lab records and data analysis.	
	4.	APAR & IPR & Sparrow	
	5.	HIS/Computer training/MSWord/ Excel/e-office/Equipment interface	
Day2	1.	Inventory management, management of resources and supplies including indent/physical verification	
	2.	Equipment maintenance /AMC/CMC of equipment and repair of equipment/condemnation procedure	
	3.	Examination processes-performance characteristics, release of test results, critical values of test results and Sample storage.	
	4.	Safety in labs- General safety measures, laboratory safetyincluding fire safety, chemical hygiene plan, personal hygiene, electrical safety, bio-safety precaution and bio-safety Cabinets.	
	5.	Laboratory Errors- Techniques to identify and control sources of errors in lab procedures.	
	6	Training for Blood Bank Procedures	
Day3	1. 2	BMWincluding STP/ETP/Infection Control Practices	1 BL5/ALS.
	2. 3	NABH/NABL/Quality indicators	
	4.	Disaster Managementincluding fire safety	
	5.	Emergency codes (Seven)-Code Red, Blue, Grey, Pink, Black, Orange, Green	
	6.	Training on needle-prick injury/ Spill management /PPE to prevent occupational hazards	
Day4	1	GFR and Purchase Procedure Guidelines, GEM Procurement	
	2	BLS/ALS training	

	3	Internal audit-Technical Audit Checklist
	4	Lab SOP/Manual of lab
	5.	CCS Conduct Rules/ leave rules /LTC / Disciplinary Procedure.