



SOUTH WESTERN RAILWAY

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No. MD.101/Misc./Project Saksham

Date: 28.12.2017

PCPO/UBL

Sub: Schedule of the training programme of "**Project Saksham**".

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The detailed schedule of the training programme of "**Project Saksham**" of Medical Department is as follows.

CH/UBL

DATE	MODULE	Trainer	Trainees
02.01.2018	Soft skills , Communication skills	Dr. Shivayogi G. H ACHD/Phy/CH/UBL	Doctors. Nursing staff
		Dr. Malathi L. K ACHD/GYN/CH/UBL	Pharmacists Lab Technicians
		Mr. Emil Staff Nurse/CH/UBL	Radiographers Dresser
04.01.2018	Different Nursing Methods	Smt. Emilia Divya kumari StaffNurse /CH/UBL	Nurising staff
05.01.2018	Training for specimen collection , preservation and transportation of blood, sputum, urine, stool, body fluids and Human anatomical parts	Dr. B. T. Krishanreddy ACMD/SWR	Doctors Nursing staff
		Dr. M. H. Kulkarni Consultant Pathologist	LAB Technicians
09.01.2018	Fumigation and aseptic management of operation theatre	Dr. T. Venkataramaiah Sr.DMO/CH/UBL	Doctors Nursing Staff OT Assistants Hospital Attendants/ Dresser Safaiwalas
			Doctors
			Nursing Staff
06.01.2018	Emergency management by SOP for common Medical emergencies like Chest pain, shock, stroke, status epilepticus, status asthmaticus, LVF.	Dr. T. V. Jaysheela ACHD/CH/UBL	Doctors Nursing Staff
10.01.2018 & 11.01.2018	Identification of Patients and part for surgery, marking, tagging, preparation, consent, shifting, pre & post operatively	Smt. Shobha Y.D Nursing Officer	Doctors ,Nursing Staff& Hospital Attendants/Dresser
12.01.2018	Clinical meeting Annual Medical Indent and MO3A	Mr. Ramanand N Chief Pharmacist/CH/UBL	Doctors & Pharmacist
16.01.2018	1. Establishment matters	Mrs. Padmavathi D Ch. OS/MED	Doctors and Ministerial staff.

	2. Schedule of powers of SWR and Budget		
17.01.2018	1. Passing of bills in relation to CGHS , Pvt., and Govt., Hospital and other health care organisation	Smt. Snitha K Jr. Clerk/MD/O/CH/UBL	Ministerial staff.
	2. Computer training in common office management and paper less work	Smt. Porvika C.H. OS/MD/O/CH/UBL/ Mr. Jaychandran C Jr. Clerk/MD/O/CH/UBL	
18.01.2018	Maintenance of files and Numbering	Smt. Pushpalatha Sunder Ch. OS/MED	Ministerial staff.
	Labour laws, ESI, PF & Pollution control		
19.01.2018	Disaster Management	Dr. S. Kanakaraya ACHD/Sur/CH/UBL	All Doctors
			Nursing Staff
			Pharmacists
23.01.2018	Scheduling of Lab Technicians Attends in different timings .so that fasting samples are collected at 7 AM & results delivered at around 9:30 AM to 10 AM in consultation with MD/CMS	Dr. Sahana G ACHD/CH/UBL	Laboratory staff
24.01.2018	Hand washing and PPP (Personal protective practices)	Dr. Sahana G ACHD/CH/UBL	Laboratory Staff
25.01.2018	Maintenance of various equipments & entry on the data cards for each equipment, procurement details, specific availability, cost of spares and consumables, names and address of suppliers, details of AMC/CMC	Mr. Ravi. G.H Chief Lab Superin/CH/UBL	Lab Staff
30.01.2018	Emergency management by SOP for common emergencies like, poisoning, burns, polytrauma, head injury,	Dr, S. Kanakaraya ACHD/CH/UBL	Doctors
31.01.2018 & 01.02.2018			Nursing Staff
02.02.2018			Doctors clinical meeting
06.02.2018	Threatened/incomplete abortion SOP	Dr. L. K. Malathi ACHD/CH/UBL	Doctors
07.02.2018	Obstructed labour SOP	Dr. L. K. Malathi ACHD/CH/UBL	Doctors
			Nursing staff
08.02.2018	PPH / Eclampsia SOP	Dr. Jamuna K ACHD/CH/UBL	Doctors
			Nursing staff
09.02.2018	Clinical meeting Comprehensive and complete management of each area of Hospital Activity	MD/CH/UBL	Doctors
		Labs- Dr. Sahana G	Nursing Staff
		Kitchen- Dr. Jamuna K	
		Dialysis- Dr. Shivayogi G.H	
13.02.2018	Bio Medical Waste Management	MD/CH/UBL	Doctors
			Nursing staff

14.02.2018	Sewage Treatment plant	Smt. Pushpalatha Sunder Ch. OS/MED	Doctors Nursing staff
15.02.2018	Accounting and Indenting of stores	Mr. Ramanand N Chief Pharmacist/CH/UBL	Nursing Staff Pharmacist
16.02.2018	Clinical Meeting Stores Management	PHO/CH/UBL	Doctors Nursing staff Pharmacist
20.02.2018	Procedures in the Hospital to be conveyed to the patients by the staff	NO/CH/UBL	Hospital Attendants/Dresser Safaiwalas
21.02.2018	Cleaning practices in difference areas of Hospital	Smt. Geethamma Chief Matron/CH/UBL	Hospital Attendants/Dresser Safaiwalas
22.02.2018	Carrying practices of Human investigative materials like Blood, Sputum, Human parts after surgery for Biopsy ETC.,	Mr. Ravi G.H Lab Supdtt. /CH/UBL	Hospital Attendants/Dresser Safaiwalas
23.02.2018	Periodical Medical Examination of Employees and Initial Medical Examination of Candidates	Dr. Ramakrishna Mane ACMS/Hubballi Divn.	Doctors.
27.02.2018	First AID classes, Practical demonstration, capacity building with necessary review, examinations and rewards.	Dr. Kanakaraya S ACHD/CH/UBL	Hospital Attendants/Dresser Safaiwalas
28.02.2018	Hand washing Techniques	Mrs. Deepa M Chief Matron/OT/CH/UBL	Nursing Staff Hospital Attendants/Dresser Safaiwalas
01.03.2018	DAR	PHO/DPO	All Staff
06.03.2018	Personnel protective measures and prevention of Hospital acquire infections	Dr. S. Kanakaraya ACHD/CH/UBL & Dr. Jamuna K ACHD/CH/UBL	All Staff
07.03.2018	Bed making and sterilization	NO/CH/UBL	Hospital Attendants/Dresser Safaiwalas
08.03.2018	Introduction to the Instruments in Casualty	Mrs. Valli Chief Matron/CH/UBL	Hospital Attendants/Dresser Safaiwalas
09.03.2018	Obstetric emergencies Management with SOP	Dr. Jamuna K ACHD/CH/UBL	Doctors Nursing Staff
13.03.2018	Introduction of Medical terms	Dr. Sahana G ACHD/CH/UBL	Hospital Attendants/Dresser Safaiwalas
14.03.2018	Attending On to patients	Dr. Geetha G.H Sr.DMO/CH/UBL	Hospital Attendants/Dresser Safaiwalas
15.03.2018	Pre-operative preparation of patient for surgery , Shifting patients to the OT , Shifting the patient to Post operative ward after surgery	NO/CH/UBL	Hospital Attendants/Dresser Safaiwalas

16.03.2018	SWACHH Bharat Abyan	Dr. M. N. Ramakanth MD/CH/UBL / Dr. I. B. Mujahid ACHD/Admin./CH/UBL	All Staff
17.03.2018	Imparting First Aid training, Manifold and ARME Visit	Dr. Prahallad S. S DMO/CH/UBL	All Staff
20.03.2018	Response in Medical Emergency, Accidents, fire and Natural disaster	Dr. Kanakaraya S. ACHD/CH/UBL	All Staff
21.03.2018	Training for specimen collection, preservation, and transport of blood, urine etc.,	Mr. Ravi G.H Chief Lab Supdt./CH/UBL	Lab Technicians
			Nursing Staff
			Hospital Attendants/Dresser
23.03.2018	Trainign in e-procurement of items	Dr. S. Kanakaraya ACHD/CH/UBL & Mr. Ramanand N Chief Pharmacist/CH/UBL	Doctors
26.03.2018	Dispensing of drugs to the patients with specific instructions regardign each drug	Mrs. Alina Susan G Pharmacist/CH/UBL	Pharmacist
			Nursing Staff
27.03.2018	Immediate /Quick arrangement of supply of local purchase items	Mr. Ramanand N Chief Pharmacist/CH/UBL	Pharmacist
			Nursing Staff
28.03.2018	Development of specific printed/typed instructions in local languages/Hindi/English to the patients regarding dosage, side effects of commonly used drugs, like antibiotics, NSAIDS, Anti Hypertensive, Anti Diabetic and blood thinning agents.	Mr. Arun Kumar A Chief Pharmacist/CH/UBL	Pharmacist
			Nursing Staff
29.03.2018	Immediate accountable of receipt and issue of drugs in the specific registers	PHO/CH/UBL	Pharmacist
30.03.2018	Clinical Meeting		Doctors
03.04.2018	Maintenance of date of expiry registers and stock registers	PHO/CH/UBL	Pharmacist
04.04.2018	immediate passage of bills of suppliers on fulfilling the PO conditions	Mr. Ramanand N Chief Pharmacist /CH/UBL	Doctors & Pharmacist
05.04.2017	Specific storage needs of different drugs	Mr. Gokul Pharmacist/CH/UBL	Doctors, Pharmacist & Nursing staff
06.04.2018	Computer training in On line passing of bills like IPASS and IREPS	Mr. Ramanand N Chief Pharmacist/CH/UBL	Doctors & Pharmacist
10.04.2018	Radiation Hazards to the Employees and Patients	Dr. I. B. Mujahid ACHD/Admin./CH/UBL	Radiographers
11.04.2018	Specific protective measures for employees and patients during X-Ray	Mr. M. R. Katti Chief Radiographer/CH/UBL	Radiographers & Hospital Attenders
12.04.2018	Maintenance of various X-Ray Equipments and entry on the Data cards for each equipments regarding procurement details, specific availability , cost of spares and consumables, names and address of suppliers/ Engineers, details of AMC and CMC	Mr. M. R. Katti Chief Radiographer/CH/UBL	Radiographers

13.04.2018	Display of PCPNDT Act and Radiation related information	Dr. K. Jamuna ACHD/CH/UBL	Doctors & Radiographers
17.04.2018	Information regarding building of Radiological Department, type of walls, painting, concrete, doors	Mr. M. R. Katti Chief Radiographer/CH/UBL	Radiographers
18.04.2018	Scientific position of USG machines not Affected by Radiation explosive	Mr. M. R. Katti Chief Radiographer/CH/UBL	Radiographers
19.04.2018	Annual Medical check-up of Employees involved in the Radiological Department	Mr. M. R. Katti Chief Radiographer/CH/UBL	Radiographers
20.04.2018	Training in Radiological waste management	Dr. I. B. Mujahid ACHD/Admin./CH/UBL/ Mr. M. R. Katti Chief Radiographer/CH/UBL	Doctors & Radiographers

Note:

- Health and Malaria Inspectors training schedule not included as it pertains to CMS/UBL
- Timings and place of training will be fixed as per the convenience of all staff

CMS/UBL

5 Days Training Programme for all Doctors

DATE	TIME	VENUE	Trainers	BENEFICIARY
09/01/18 to 11/01/18	09.00 to 13.00 & 15.30 to 17.30	PME Room/CH/UBL	ACMS/ME/UBL	ADMO/BAY
12/01/18	09.00 to 13.00 & 15.30 to 17.30	Medical Stores & Surgical Stores, E-procurement	ACHD/Stores/CH/UBL	
	13.00 to 14.00	Clinical Meeting New Lecture Hall/CH/UBL		
13/01/18	09.00 to 13.00	ICU/CH/UBL	ACHD/Physician/CH/UBL	ADMO/BJP
13/02/18 to 15/02/18	09.00 to 13.00 & 15.30 to 17.30	PME Room/CH/UBL	ACMS/ME/UBL	
16/02/18	09.00 to 13.00 & 15.30 to 17.30	Medical Stores & Surgical Stores, E-procurement	ACHD/CH/UBL	
	13.00 to 14.00	Clinical Meeting New Lecture Hall/CH/UBL		
17/02/18	09.00 to 13.00	ICU/CH/UBL	ACHD/Physician/CH/UBL	
13/03/18 to 15/03/18	09.00 to 13.00 & 15.30 to 17.30	PME Room/CH/UBL	ACMS/ME/UBL	ADMO/BGM
16/03/18	09.00 to 13.00 & 15.30 to 17.30	Medical Stores & Surgical Stores, E-procurement	ACHD/CH/UBL	

	13.00 to 14.00	Clinical Meeting New Lecture Hall/CH/UBL		
17/03/18	09.00 to 13.00	ICU/CH/UBL	ACHD/Physician/CH/UBL	
10/04/18 To 12/04/18	09.00 to 13.00 & 15.30 to 17.30	PME Room/CH/UBL	ACMS/ME/UBL	ADMO/HPT
13/04/18	09.00 to 13.00 & 15.30 to 17.30	Medical Stores & Surgical Stores, E-procurement	ACHD/CH/UBL	
	13.00 to 14.00	Clinical Meeting New Lecture Hall/CH/UBL		
14/04/18	09.00 to 13.00	ICU/CH/UBL	ACHD/Physician/CH/UBL	
24/04/18 To 26/04/18	09.00 to 13.00 & 15.30 to 17.30	PME Room/CH/UBL	ACMS/ME/UBL	ADMO/CLR
27/04/18	09.00 to 13.00 & 15.30 to 17.30	Medical Stores & Surgical Stores, E-procurement	ACHD/CH/UBL	
	13.00 to 14.00	Clinical Meeting New Lecture Hall/CH/UBL		
28/04/18	09.00 to 13.00	ICU/CH/UBL	ACHD/Physician/CH/UBL	
08/05/18 To 10/05/18	09.00 to 13.00 & 15.30 to 17.30	PME Room/CH/UBL	ACMS/ME/UBL	ADMO/BGK
11/05/18	09.00 to 13.00 & 15.30 to 17.30	Medical Stores & Surgical Stores, E-procurement	ACHD/CH/UBL	
	13.00 to 14.00	Clinical Meeting New Lecture Hall/CH/UBL		
12/05/18	09.00 to 13.00	ICU/CH/UBL	ACHD/Physician/CH/UBL	
22/05/18 To	09.00 to 13.00 & 15.30 to 17.30	PME Room/CH/UBL	ACMS/ME/UBL	ADMO/LWR
25/05/17	09.00 to 13.00 & 15.30 to 17.30	Medical Stores & Surgical Stores, E-procurement	ACHD/CH/UBL	
	13.00 to 14.00	Clinical Meeting New Lecture Hall/CH/UBL		
26/05/17	09.00 to 13.00	ICU/CH/UBL	ACHD/Physician/CH/UBL	
12/06/18 To 14/06/18	09.00 to 13.00 & 15.30 to 17.30	PME Room/CH/UBL	ACMS/ME/UBL	Sr.DMO/VSG
15/06/18	09.00 to 13.00 & 15.30 to 17.30	Medical Stores & Surgical Stores, E-procurement	ACHD/CH/UBL	
	13.00 to 14.00	Clinical Meeting New Lecture Hall/CH/UBL		
16/06/18	09.00 to 13.00	ICU/CH/UBL	ACHD/Physician/CH/UBL	
26/06/18 To 28/06/18	09.00 to 13.00 & 15.30 to 17.30	PME Room/CH/UBL	ACMS/ME/UBL	Sr.DMO/GDG
29/06/18	09.00 to 13.00 & 15.30 to 17.30	Medical Stores & Surgical Stores, E-procurement	ACHD/CH/UBL	

	13.00 to 14.00	Clinical Meeting Lecture Hall/CH/UBL	New	
30/06/18	09.00 to 13.00	ICU/CH/UBL		ACHD/Physician/CH/UBL

1st Batch consisting of 7 HI's & Safaiwala's at Medical Dept.

DATE	TIME	VENUE	Trainers	BENEFICIARY
15/01/18 To 16/01/18	09.00 to 13.30 & 15.30 to 17.30	CMS Chamber	ACMS/UBL	07 HI,s working under medical dept.
17/01/18 To 18/01/18	09.00 to 13.30 & 15.30 to 17.30	CMS Chamber	DFM, DPO & MD	07 HI,s working under medical dept
19/01/18	09.00 to 13.30 & 15.30 to 17.30	Field Visit	CMS & DEN	07 HI,s working under medical dept
02/02/18 To 06/02/18	07.00 to 12.00 & 14.00 to 17.00	Field Visit	On job Training	Safaiwala's

5 Days Training Programme for Pharmacist, Staff Nurse, Dresser & HA.

DATE	TIME	VENUE	TRAINERS	TOPICS	BENEFICIARY
02/01/18 03/01/18 04/01/18 05/01/18 & 06/01/18	11.30 to 12.00	Health Unit	HU Doctor	First aid CPR Maintaining Registers Imprest Maintenance Annual Indent	Pharmacist.
09/01/18 10/01/18 11/01/18 12/01/18 13/01/18	11.30 to 12.00	Health Unit	HU Doctor	First aid CPR Maintaining Registers Aseptic precautions Anaphylaxis management	Staff Nurse
16/01/18 17/01/18 18/01/18 19/01/18 20/01/18	11.30 to 12.00	Health Unit	HU Doctor	First aid CPR Station Calls Aseptic precautions Anaphylaxis management	Dresser
23/01/18 24/01/18 25/01/18 26/01/18 27/01/18	11.30 to 12.00	Health Unit	HU Doctor	First aid CPR Station Calls Aseptic precautions Anaphylaxis management	HA

CMS/SBC

Date	Duration of Training (hours)	Name of the Trainer	Subject	Trainees
09/12/2017	14.00 – 17.00	Dr.Vasudevan, ACMS Dr.Halappa, ACMS	Disaster Management I SPART ARME Scale-I, Familiarization of Layout and contents Hand on Training in receiving/Resuscitation pitching of tents and stretcher exercise	Nursing staff - 21 Pharmacists-13 Physiotherapist-01 Lab Suptd. 02 Radiographer-01 Health Inspectors-06 Dressers-05 Hospital Attenders-19
16/12/2017	14.00 – 17.00	Dr.Vasudevan, ACMS Dr.Halappa, ACMS Dr.Siddappa, Sr.DMO	Disaster Management II Role of Medical Department in Train Accidents. Action plan, Standard Operating Procedure, Dispatch and disposal of causalities to hospitals	Nursing staff - 21 Pharmacists-13 Physiotherapist-01 Lab Suptd. 02 Radiographer-01 Health Inspectors-06 Dressers-05 Hospital Attenders-19
06/01/2018	14.00 – 17.00	Dr.Vasudevan, ACMS Dr.Halappa, ACMS	Out Patient Management Management of Medical Emergencies in Causality, Code Blue Concept of OPD care Records Maintenance Patients satisfaction and feedback Sick list, referrals to tie up hospitals, PME	Nursing staff - 21 Pharmacists-13 Dressers-05 Hospital Attenders-19
13/01/2018	14.00 – 17.00	Dr.Vasudevan, ACMS Dr.Halappa, ACMS	In Patient Management Patients Admission/ discharge /Transfer functions Patients charting/ progress/Reports Bed Making / Bed arrangements Better patients care planning Pre-operative and post operative care Inpatients disease code (IDC)	Nursing staff - 21 Dressers-05 Hospital Attenders-19
20/01/2018	14.00 – 17.00	Dr.B.Nagaraju, Chief Pharmacist Guest Speaker	Pharmaceuticals / Drug Management Drug –Interaction, Dosages. Drug –Administration	Pharmacists-13 Nursing Staff - 21
27/01/2018	14.00 – 17.00	Guest Speaker	Radiology Equipments, Basis of Digital X-Ray Sonographer Radiation, PC, PNDT Act Radiation Hazards	Radiographer - 01 Nursing Staff - 21 Dresser -05
03/02/2018	14.00 –	Smt.Lilly Thambo,	Wards Management	Dressers-05

	17.00	Nursing Officer Smt.Sini, Ch.Matron	Bed making and patients-care Sterilization and Antiseptics Familiarisation to the instruments in casualty, wards OT and ICU	Hospital Attenders-19
10/02/2018	14.00 - 17.00	Dr.Ramya, ADMO Dr.Priyadarshini, ADMO	OBG Antenatal care & Perinatal care, Breast feeding Neonatal care Preparedness in Labour room	Nursing staff- 21
17/02/2018	14.00 - 17.00	Dr.M.Ravindran, CMS Dr.Siddappa, Sr.DMO	Stores Management Dispensing Drug storage Indents, Data maintenance, e- procurement	Pharmacists - 13
24/02/2018	14.00 - 17.00	Dr.Kishore, ACMS Guest Speakers	Lab Management Procedure of Blood collection Handling and reporting Blood transfusion and reaction Biochemical and serological investigations Instruments and reagents in Lab.	Lab Technician - 02 Nursing Sisters - 21 Dressers - 05 Attenders - 19
03/03/2018	14.00 - 17.00	Smt.Lilly Thamba Nursing Officer Smt.Sini, Ch.Matron	General Patient care Introduction of Medical terms Wound management Dressing materials and instruments Housekeeping and cleanliness Segregation of solid waste.	Health Inspectors-07 Hospital Attenders-19 Dressers - 05 Safaiwala -103
10/03/2018	14.00 - 17.00	Dr.Vasudevan, ACMS Smt.Sini, Ch.Matron	Operation theatre management OT establishments Patients receiving and transfer function Operation theatre protocol Pre operative check list Intra operative and peri- operative monitoring Informed consent and medical legal issues Sterilization techniques CSSD OT House keeping	Nursing staff - 21 Dressers-05 Hospital Attenders-19
17/03/2018	14.00 - 17.00	Dr.Vasudevan, ACMS Dr.Arun Kumar ACM Dr./Siddappa, Sr.DMO	First Aid Training Imparting of first aid training Fractures and immobilization Workman Compensation act LEC assessment	Nursing staff - 21 Pharmacists-13 Physiotherapist- 01 Lab Suptd. 02 Radiographer- 01 Health Inspectors-06 Dressers-05 Hospital Attenders-19
24/03/2018	14.00 - 17.00	Dr.Vishwanath Kumar Sr.DDS Guest Speaker	Bio Medical Waste (solid) management Health Hazards of Health Care waste Treatment and Disposal	Health Inspectors -06 Nursing staff - 21 Pharmacists-13

			<p>techniques Bio Medical waste Management in India and in Railways Bio Medical waste management in colonies Bio Medical liquid waste Management .</p>	<p>Physiotherapist-01 Lab Suptd. 02 Radiographer-01 Dressers-05 Hospital Attenders-19</p>
31/03/2018	14.00 – 17.00	<p>Dr.Vasudevan, ACMS Dr.Halappa, ACMS Dr.Ramya, ADMO Mrs.Sini.Ch.Matron</p>	<p>Hospital Infection control Committee Importance of Hospital Infection Control Establishment and logistics Surveillance of Health Care Associated Infections Infection Control Process Standard Precautions Prevention and control of Health care Associated Infections Importance of Hospital Infection Control.</p>	<p>Nursing staff - 21 Pharmacists-13 Physiotherapist-01 Lab Suptd. 02 Radiographer-01 Health Inspectors-06 Dressers-05 Hospital Attenders-19</p>
07/04/2018	14.00-17.00	<p>Dr.C.M.Ravi, ACMS Guest Speaker</p>	<p>Office Matters Establishments and logistics Communication skills Professionalism Rules and regulations Leave and pass rules DAR</p>	<p>Ministerial staff – 04 Nursing staff - 21 Pharmacists-13 Physiotherapist-01 Lab Suptd. 02 Radiographer-01 Health Inspectors-06 Dressers-05 Hospital Attenders-19</p>
14/04/2018	14.00-17.00	<p>Dr.Narayanaswamy ACMS Dr.Vishwanath, Sr.DDS Guest speaker</p>	<p>Preventive & Public Health Epidemiology and concepts of aetiology of diseases Immunization Communicable and Non Communicable diseases. Role of Medical Department Role of Community Prevention of communicable diseases National Health Programmes Environmental sanitations Food and water hygiene</p>	<p>Health Inspectors-06 Nursing staff - 21 Pharmacists-13 Physiotherapist-01 Lab Suptd. 02 Radiographer-01 Dressers-05 Hospital Attenders-19</p>
21/04/2018	14.00-17.00	<p>Dr.Vasudevan, ACMS Dr.Halappa, ACMS</p>	<p>Intensive Care Management Establishment and logistics Resuscitation techniques Central Nurses Monitoring System Vital Monitoring system Ventilator Intensive Invasive Procedures Patient and relatives interaction Medical legal aspects</p>	<p>Nursing staff - 21 Dressers-05 Hospital Attenders-19</p>
28/04/2018	14.00-17.00	<p>Dr.Narayanaswamy ACMS</p>	<p>Medical Record Management Maintenance of Medical Records</p>	<p>Nursing staff - 21</p>

		Dr.Siddappa, Sr.DMO Smt.Lilly Thamba Guest Speaker	Case filing & reporting Medical legal cases	Ministerial staff Dressers-05 Hospital Attenders-19
05/05/2018	14.00- 17.00	Dr.M.Ravindran, CMS DR.C.M.Ravi, ACMS Smt.Umavathy, PS (Gaz.)	Office matters Budget and allocations Files management RTI Computerization MCDO / PCDO Special issues in referral bills / Medical Board / Reimbursement	Ministerial staff - 04 Nursing staff - 21 Health Inspectors -06
12/05/2018	14.00- 17.00	Dr.Narayanaswamy ACMS Dr.Siddappa, Sr.DMO Smt.Lilly Thamba Guest Speaker	House keeping management Concepts of cleanliness House keeping materials / machineries / implements Various chemicals used in cleanliness Personal protectives Swatchh Bharath Abhiyan Surface sanitation/ colony cleanliness Concepts of wastage disposal Collection, segregation and disposal of Bio-Degradable and Non Bio - degradable wastes Concepts of Minimal Labour wages Act, ESI, PF and statutory Acts / Laws.	Nursing staff - 21 Ministerial staff Dressers-05 Hospital Attenders-19
19/05/2018	14.00 - 17.00	Dr.Siddappa Sr.DMO Dr.Archana, Sr.DMO	Medical Examination PME and RME Medical Boards AEMG	Ministerial staff -04 Nursing staff - 21 Pharmacists-13 Physitherapist- 01 Lab Suptd. 02 Radiographer- 01 Health Inspectors-06
25/05/2018	14.00 - 17.00	Dr.M.Ravindran CMS Dr.C.M.Ravi Guest Speakers	Soft skill development Attitude and Motivation Communication skills Time Management Inter personal skills Team work Stress management Leadership management	Nursing staff - 21 Pharmacists-13 Physitherapist- 01 Lab Suptd. 02 Radiographer- 01 Health Inspectors-06 Dressers-05 Hospital Attenders-19

Total Number of paramedical staff at Bangalore Division : 172

Total No. of trainees

Nursing Sister : 21
Pharmacists : 13
Health Inspectors : 07
Lab Technicians : 02

(11)

Physiotherapist : 01
 Radiographer : 01
 Dressers : 05
 Attenders : 19
 Safaiwala : 103

CMS/MYS

- 16 hours training in office matters will be given by Personnel Dept./MYS
- 08 hours training for safety related matters by Safety Dept./MYS
- 16 hours training in technical matters will be given by Medical Dept./MYS

Pharmacists:

Sri. Shivashankar A, Ch. Pharmacist/RH/MYS to All Pharmacists of RH/MYS

Module	Date	Duration	time
Sub store management	19/01/2018	02 hours	09.00 to 11.00 AM
	12/04/2018	02 hours	03.30 to 05.30 PM
	06/07/2018	01 hour	09.00 to 10.00 AM

Sri. Goverdhan Y, Ch. Pharmacist /RH/MYS to All Pharmacists of RH/MYS

Module	Date	Duration	time
Dispensing, Patient care and counseling	09/02/2018	02 hours	09.00-11.00 AM

Sri. Anil Kumar Rao, Ch. Pharmacist /RH/MYS to All Pharmacists of RH/MYS

Module	Date	Duration	time
Dispensing, Patient care and Counseling	10/05/2018	02 hours	03.30 to 05.30 PM

Smt. Vijaya Mohan, Ch. Pharmacist /RH/MYS to All Pharmacists of RH/MYS

Module	Date	Duration	time
Dispensing, Patient care and counselling	23/02/2018	01 hour	09.00 to 10.00 AM

Sri. Babu P. Naresh, Ch. Pharmacist /RH/MYS to All Pharmacists of RH/MYS

Module	Date	Duration	time
T & P stores	08/03/2018	02 hours	09.00 to 11.00 AM
	22/06/2018	01 hour	03.30 to 04.30 PM

Sri. Rajeev P.K, Ch. Pharmacist /RH/MYS to All Pharmacists of RH/MYS

Module	Date	Duration	time
Main stores management	23/03/2018	02 hours	09.00 to 11.00 AM
	20/07/2018	01 hour	03.30 to 04.30 PM

Nursing Staff:

Smt. Mary kutty Josheph, Ch. Matron/RH/MYS to Group C & D staff of RH/MYS

Module	Date	Duration	time
Reception of patient & waste management	14/03/18 & 15/03/18	02 hours + 02 hours	03.30 to 05.30 PM

Smt. Nirmala Prema, Ch. Matron/RH/MYS to Group C & D staff of RH/MYS

Module	Date	Duration	time
care of bed and beddings Safety Measures	11/04/2018	02 hours	03.30 to 05.30 PM

Smt. K. Shankuthala, Ch. Matron/RH/MYS to Group C & D staff of RH/MYS

Module	Date	Duration	time
Pre & post operative care , Care of Catheters and tubes	16/05/2018	02 hours	03.30 to 05.30 PM

Smt. Janambika, Ch. Matron/RH/MYS to Group C & D staff of RH/MYS

Module	Date	Duration	time
Pre and post natal care, care of the bed ridden patients and death care	17/01/2018 & 10/04/2018	02 hours + 02 hours	03.30 to 05.30 PM

Smt. Radhamma, Ch. Matron/RH/MYS to Group C & D staff of RH/MYS

Module	Date	Duration	time
General Cleanliness & diet distribution	14/02/2018	02 hours	03.30 to 05.30 PM

Smt. Jessy T. T, Ch. Matron/RH/MYS to Group C & D staff of RH/MYS

Module	Date	Duration	time
Sterilization and care of the equipments and instruments of OT	18/06/2018	02 hours	03.30 to 05.30 PM

Ministerial staff:

Sri. M.K. Channakeshava, Ch. OS CMS/O/MYS to Ministerial staff/RH/MYS

Module	Date	Duration	Time
RME for all candidates	04/01/2018	01 Hour	14.00 to 16.00 Hours
PME for All railway employees	05/01/2018	01 Hour	

Sri. Srinivasa, Ch. OS CMS/O/MYS to Ministerial staff RH/MYS

Module	Date	Duration	Time
MOU to empanelled hospitals & laboratories, Procedure of MOU	05/02/2018 06/02/2018	02 Hours 01 Hours	14.00 to 16.00 Hours

Smt. V R Vijaya, OS CMS/O/MYS to Ministerial staff RH/MYS

Module	Date	Duration	Time
Checking of Reimbursement claims and passing Indent	05/03/2018 06/03/2018	02 Hours 01 Hours	14.00 to 16.00 Hours

Sri. Chandramohan Hembram, OS CMS/O/MYS to Ministerial staff

Module	Date	Duration	Time
Passing of referral hospitals bills Imprest Bill	02/04/2018 03/04/2018	02 Hours 02 Hours	14.00 to 16.00 Hours

Sri. Krishnaswamy, Sr. Clerk CMS/O/MYS to Ministerial staff

Module	Date	Duration	Time
Budget allocation towards M & P items etc. Station cleaning contract pertaining to Medical Dept.	07/05/2018 08/05/2018	02 Hours 02 Hours	14.00 to 16.00 Hours

Submitted for kind information please.


(Dr. B. T. Krishna Reddy)
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