

**Training Program for Senior Nursing Officers**  
**Day 1: Administrative and Technical Skills**  
**9:00 am - 9:30 am:**

- **CCS Conduct Rules/Leave Rules/LTC/Disciplinary Procedure**
  - Overview of regulations, leave policies, and disciplinary procedures.

**9:30 am - 11:00 am:**

- **HIS/Computer Training/MS Word/Excel/e-Office**
  - Training on Health Information Systems, essential computer skills, and software for documentation and communication.

**11:00 am - 11:20 am:**

- **Break**

**11:20 am - 12:05 pm:**

- **Soft Skill Training and Grievance Handling Procedure**
  - Enhancing communication, leadership, and conflict resolution skills.

**12:05 pm - 12:50 pm:**

- **Prevention of Sexual Harassment at Workplace**
  - Policies, reporting mechanisms, and creating a safe work environment.

**12:50 pm - 1:35 pm:**

- **Lunch Break**

**1:35 pm - 2:05 pm:**

- **APAR (Annual Performance Appraisal Report) & IPR on SPARROW**
  - Understanding appraisal systems relevant to nursing.

**2:05 pm - 2:50 pm:**

- **Yoga and Stress Management**
  - Techniques for managing stress and promoting physical well-being through yoga.

**2:50 pm - 3:10 pm:**

- **Break**

**3:10 pm - 4:00 pm:**

- **Interactive Workshop: Application of Training**
  - Practical exercises and scenarios related to the day's topics.



4:00 pm - 5:00 pm:

- **Review and Q&A Session**
    - Recap of the day's learning and addressing any queries.
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## Day 2: Clinical and Operational Management

9:00 am - 10:00 am:

- **Nursing Audit**
  - Conducting audits to assess and ensure compliance with nursing standards.

10:00 am - 11:00 am:

- **Material Management and Inventory Management/Physical Verification**
  - Managing hospital supplies, conducting inventory checks, and ensuring stock levels.

11:00 am - 11:20 am:

- **Break**

11:20 am - 12:05 pm:

- **Significance of Nursing Documentation and its Legal Implications**
  - Importance of accurate documentation and understanding legal implications.

12:05 pm - 12:50 pm:

- **Maintenance of Medical Records in Dispensaries, Hospitals & Medical Colleges**
  - Methods for maintaining and managing medical records across settings.

12:50 pm - 1:35 pm:

- **Lunch Break**

1:35 pm - 2:20 pm:

- **Significance of Nursing Rounds and Conducting Them to Improve Quality Care**
  - Effective strategies for conducting nursing rounds and improving patient care.

2:20 pm - 3:20 pm:

- **Overview of Nursing Process and Nursing Care Plan**
  - Understanding the nursing process and developing comprehensive care plans.

3:20 pm - 3:40 pm:

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- Break

3:40 pm - 4:40 pm:

- **Management of Medication Errors/LASA/Spill Management as per NABH Guidelines**
  - Handling medication errors, LASA drugs, and spill management following NABH guidelines including incident reporting.

4:40 pm - 5:00 pm:

- **Operation Theatre Management**
  - Protocols and procedures for operating room management, including sterile techniques, and equipment handling.

### Day 3: Emergency and Quality Management

9:00 am - 10:00 am:

- **Basic Life Support (BLS)/Advanced Life Support (ALS)**
  - Training in life-saving techniques for cardiac arrest and advanced resuscitation procedures.

10:00 am - 11:00 am:

- **Biomedical Waste (BMW)/Infection Control Practices**
  - Proper handling of biomedical waste and infection control protocols.

11:00 am - 11:20 am:

- Break

11:20 am - 12:20 pm:

- **NABH/NABL/Quality Indicators**
  - Understanding NABH and NABL standards and using quality indicators for hospital services.

12:20 pm - 1:05 pm:

- **Disaster Management**
  - Preparing for and managing responses to various types of disasters in a hospital setting.

1:05 pm - 1:50 pm:

- Lunch Break






1:50 pm - 2:50 pm:

- **Emergency Codes (Seven): Code Red, Blue, Grey, Pink, Black, Orange, Green**
  - Understanding and responding to different emergency codes used in hospitals.

2:50 pm - 3:10 pm:

- **Break**

3:10 pm - 4:00 pm:

- **Patient Safety and Risk Management**
  - Strategies for improving patient safety and managing risks within the hospital environment.

4:00 pm - 4:45 pm:

- **Ethics in Nursing Practice**
  - Ethical considerations and decision-making in nursing practice.

4:45 pm - 5:00 pm:

- **Review and Q&A Session**
  - Recap of the day's learning and addressing any queries.

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## Day 4: Advanced Clinical Skills and Management

9:00 am - 10:00 am:

- **Advanced Hemodynamic Monitoring**
  - Techniques for monitoring and interpreting hemodynamic parameters in critically ill patients.

10:00 am - 11:00 am:

- **Consent Procedures and Legal Implications**
  - Understanding the process of obtaining patient consent, including informed consent and its legal implications.

11:00 am - 11:20 am:

- **Break**

11:20 am - 12:05 pm:

- **Admission and Discharge Procedures**
    - Procedures for patient admission and discharge, including documentation and patient education.
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12:05 pm - 12:50 pm:

- **Patient-Centered Care and Communication Skills**
  - Strategies for improving patient-centered care and communication with patients and families.

12:50 pm - 1:35 pm:

- **Lunch Break**

1:35 pm - 2:35 pm:

- **Clinical Decision-Making and Critical Thinking**
  - Enhancing decision-making skills and critical thinking in clinical settings.

2:35 pm - 3:20 pm:

- **Legal Issues in Nursing Practice**
  - Addressing common legal issues faced by nurses and understanding the legal framework.

3:20 pm - 3:40 pm:

- **Break**

3:40 pm - 4:30 pm:

- **Innovations in Nursing Practice**
  - Exploring recent innovations and their impact on nursing practice and patient care.

4:30 pm - 5:00 pm:

- **Review and Feedback Session**
  - Recap of the day's learning and feedback on the training program.

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## Day 5: Practical Applications and Evaluation

9:00 am - 10:30 am:

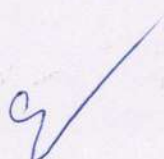
- **Simulation Exercises: Emergency Scenarios**
  - Hands-on practice with simulated emergency scenarios to apply learned skills.

10:30 am - 10:50 am:

- **Break**

10:50 am - 12:20 pm:

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- **Case Studies and Group Discussions**

- Analyzing real-life case studies and discussing solutions in groups.

12:20 pm - 1:05 pm:

- **Lunch Break**

1:05 pm - 2:35 pm:

- **Role-playing: Conflict Resolution and Patient Interaction**

- Practical role-playing exercises to handle conflict and interact with patients effectively.

2:35 pm - 2:55 pm:

- **Break**

2:55 pm - 4:00 pm:

- **Final Assessment and Evaluation**

- Written and practical assessments to evaluate understanding and application of the training content.

4:00 pm - 5:00 pm:

- **Closing Ceremony and Certificate Distribution**

- Final remarks, feedback, and distribution of certificates of completion.

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