

	Hospital Name:		Document No:	QUXAT/H/F/13
	Title	Staff Training Schedule	Page No:	Page 1 of 1

<b>Employee Name:</b>	<b>Emp No/Biometric ID:</b>
<b>Department:</b>	<b>Designation:</b>

Sr. No	Training Topic	Date	Trainer Name	HR Sign
1	Hospital Induction & Orientation Program			
2	Hospital Scope & Services			
3	Hospital Infection Control			
4	Biomedical Waste Management			
5	Laboratory Safety Program			
6	Radiology & Imaging Safety Program			
7	Child Abduction Prevention			
8	Medication Management & Safety			
9	High Risk and LASA Medications			
10	Safe Practices in Laboratory			
11	Fire Safety & Mock Drill			
12	Management of Vulnerable Patients			
13	Hospital Quality Indicators			
14	Clinical Documentation and Medical Records			
15	Hospital Quality System Procedures and Policies			
16	Needle Stick Injury			
17	Nursing Policies			
18	Ethics & Patient Confidentiality			
19	Patient and Staff Grievance Redress Process			
20	Emergency Codes			
21	BLS/ACLS Guidelines/Emergency Care			
22	Spill Management			
23	Hospital Disciplinary Procedures			

Note: All staff should undergo the mandatory training sessions as per their job description. Staff training should be monitored by the HR department and refresher training should be conducted every year. The Staff training form should be retained in the staff personal file for records.

Prepared by:	Issued by:	Reviewed by:	Approved by:	Amend Date:	Copy No: 01
Quality Manager	NABH Coordinator	Medical Superintendent	Medical Director	Amendment No:	
Signature:	Signature:	Signature:	Signature:	Issue Date: Issue No:	