

(B) Operation Theatre Staff

OT Assistant-> OT Technician->Senior OT Technician ->Senior Technical Assistant

Training Schedule for OT Assistant (Promoted from NO to OT Assistant)

Day of training	S. No.	Training Topics	Duration
Day1	1.	CCS Conduct Rules/leave rules/LTC/Disciplinary Procedure.	
	2.	HIS/Computer training/MS Word/Excel/e-office	
	3.	Soft skill training and Grievance Handling Procedure	
	4.	Prevention of Sexual Harassment at workplace	
	5.	Types of Anesthesia-GA, LA, Regional Anesthesia.	
	6.	Medical Gases and manifold gas plant	
Day 2	1.	Equipment handling training including sterilization -OT table :positioning of patient -Anesthesia work station -Cautery machine -Suction machine -Monitors -Defibrillators -Infusion pumps -Ventilators -ABG machine -Operating microscope/laparoscope	
	2.	Drugs/IV fluids/Blood transfusion	
	3.	CSSD equipment	
	4.	ICU equipment	
	5.	Patient transport	
	6.	Use of C-Arm, Lead Apron use and AERB	
Day3	1.	BMW/Infection Control Practices/ Fogging	

	3.	NABH/NABL/Quality indicators	
	4.	Disaster Management including fire safety	
	5.	Emergency codes (Seven)-Code Red, Blue, Grey, Pink, Black, Orange, Green	
	6.	Training on needle-prick injury/PPE to prevent occupational hazards	
Day 4	1	BLS/ALS training	
	2	Storage of Drugs, Maintenance of Cold chain and Maintenance of Log Book	
	3.	Record maintenance and narcotic drugs register	
	4.	Yoga and stress management	
	5.	Zoning of OT Areas	
	6.	HEPA Filter and AHU	

	5.	Drugs/IV fluids/Blood transfusion	
	3.	CSD equipment	
	4.	KU equipment	
	5.	Patient transport	
	6.	Use of O ₂ tank, Lead Apion use and A&B	
	1.	BMW Infection Control Practice/Testing	
	2.	NABH/NABL Quality indicators	
	3.	Disaster Management including fire safety	
	4.	Emergency codes (Seven)-Code Red, Blue, Grey, Pink, Black, Orange, Green	

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Training Schedule for OT Technician

Day of training	S. No.	Training Topics	Duration
Day1	1.	CCS Conduct Rules/leave rules/LTC/Disciplinary Procedures.	
	2.	HIS/Computer training/MSWord/ Excel/e-office	
	3.	Soft skill training and Grievance Handling Procedure	
	4	Inventory management, management of resources and supplies including indent and physical verification and record maintenance	
	5	Pharmaco vigilance /Adverse drug reactions Reporting	
Day2	1.	Equipment handling training including sterilization -OT table :positioning of patient -Anesthesia work station -Cautery machine -Suction machine -Monitors -Defibrillators -Infusion pumps -Ventilators -ABG machine -Operating microscope/laparoscope	
	2.	Drugs/IV fluids/Blood transfusion	
	3.	CSSD equipment	
	4.	ICU equipment	
	5.	Patient transport	
	6.	Use of C-Arm, Lead Apron use and AERB	
Day 3	1.	BMW/ Infection Control Practice/Fogging	
	2.	NABH/NABL/Quality indicators	
	3.	Disaster Managementincluding fire safety	
	4.	Emergency codes (Seven)-Code Red, Blue, Grey, Pink, Black, Orange, Green	

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	5.	Training on needle-prick injury/PPE to prevent occupational hazards	
Day 4	1.	Yoga and stress management	
	2.	BLS/ALS TRAINING	
	3.	Prevention of Sexual Harassment at workplace	
	4.	Record maintenance including narcotic drugs register/ maintenance of log book	
	5.	Zoning of OT Areas	
	6.	HEPA Filter and AHU	

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

Day of training	S. No.	Training Topics	Duration
Day 1	1.	CCS Conduct Rules/leave rules/LTC/Disciplinary Procedure.	
	2	Soft skill training and Grievance Handling Procedure	
	3	Prevention of Sexual Harassment at workplace	
	4	GFR and Purchase procedure guidelines, GEM Procurement	
	5	Manpower Management and deployment	
Day 2	1.	Drugs/IV fluids/Blood transfusion	
	2.	CSSD equipment	
	3.	ICU equipment	
	4.	GFR and Purchase procedure guidelines, GeM Procurement	
	5.	Equipment Maintenance /AMC/CMC/Repair	
	6.	Manifold maintenance	
	7.	Pharmaco vigilance /Adverse drug reactions Reporting	
Day 3	1.	BMW/Infection Control Practices	
	2.	NABH/NABL/Quality indicators	
	3	Disaster Management	
	4.	Emergency codes(Seven)-Code Red, Blue, Grey, Pink, Black,	

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		Orange, Green	
	5.	Training on needle-prick injury/PPE to prevent occupational hazards	
Day 4	1.	E-office HIS/Computer training/MSWord/ Excel/e-office	
	2.	BLS/ALS TRAINING	
	3.	SOP of OT	
	4.	Yoga and stress management	
	5.	Record maintenance/log book maintenance/inventory maintenance	

		HERA First and A&U	
		Zoning of OT Areas	
		Maintenance of log book	

Training Schedule for STA Promoted from OT Technicians to STA

Day of training	S. No.	Training Topics	Duration
Day 1	1.	CCS Conduct Refresher	
	2.	Soft skill Training and Guidance	
	3.	Handling Procedure	
	4.	Prevention of Sexual Harassment at workplace	
	5.	GFR and Purchase procedure	
Day 2	1.	Dug/V fluids/blood	
	2.	transfusion	
	3.	CSD equipment	
	4.	ICU equipment	
	5.	GFR and Purchase procedure	
	6.	guidelines, Gem Procurement	
	7.	Equipment	
Day 3	1.	Maintenance (AMC/CM/Repair)	
	2.	Manifold maintenance	
	3.	Pharmaco vigilance /Adverse drug reactions reporting	
	4.	W/Infection Control	
Day 4	1.	Emergency code/Alarm/Code	
	2.	Disaster Management	
	3.	NABH/NABL/Quality	
	4.	Red, Blue, Grey, Pink, Black	

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