



INDUCTION/ORIENTATION TRAINING PROGRAM FOR NEWLY RECRUITED STAFF

16th & 17th September, 2022

Organised By

Department of Hospital Administration

Sanjay Gandhi Post Graduate Institute of Medical Sciences

Raebareli Road, Lucknow, U. P. - 226014



Date: 16th & 17th September, 2022

Time: 08:00 AM - 05:00 PM
Venue: C.V. Raman Auditorium

SCIENTIFIC SCHEDULE FOR INDUCTION/ORIENTATION TRAINING PROGRAM		
REGISTRATION		
08:00 AM - 08:45 AM	Registration & Pre Induction Test	
INAUGURAL SESSION		
Time	Topic	Domain Expert
08:45 AM - 09:00 AM	Opening Remarks	Dr. R. Harsvardhan HoD, Hospital Administration SGPGIMS
	Welcome Note	Dr. Gaurav Agarwal Chief Medical Superintendent SGPGIMS
	Key Note Address	Dr. R. K. Dhiman Director SGPGIMS
SCIENTIFIC SESSION		
Session – A: SGPGIMS - An Overview		
Time	Topic	Domain Expert
09:00 AM - 09:10 AM	SGPGIMS: A Brief History	Dr. V. K. Paliwal Medical Superintendent SGPGIMS
Session – B: Government Servant Rules & Obligations		
09:10 AM - 09:20 AM	U. P. Government Employee Conduct Rules	Dr. R. Harsvardhan HoD, Hospital Administration SGPGIMS
09:20 AM - 09:30 AM	Disciplinary Proceedings & Grievance Redressal	Mr. Manoj Saxena Senior Administrative Officer SGPGIMS
09:30 AM - 09:40 AM	Leave Rules, Salary & Other Allowances	Mr. K. P. Srivastava Administrative Officer SGPGIMS
Session – C: Elements of Nursing Practice: Cornerstone of Quality Healthcare		
09:40 AM - 09:50 AM	Organogram of Nursing Services	Mrs. Lizamma Kalib Chief Nursing Officer SGPGIMS
09:50 AM - 10:00 AM	Job Description: Roles & Responsibilities of Nursing Staff, Employee Dress Code & Professional Etiquettes	Mrs. Ritija Singh DNS SGPGIMS
10:00 AM - 10:10 AM	Patient Charting & its Types/ Patient Assessment Tool	Mrs. Renu Roy DNS SGPGIMS

For Details Please Contact:

E-mail: sgpgiqualitycell@gmail.com

Dr. Anusha Shukla, Dr. Rashmi Singh, Dr. Swati Choudhari-8318126435, Dr. Akanksha Chowdhary- 9076496716
Mrs. Juin Dutta Ghosh - 9454786064 & Mr. Rabinshu Sharma - 8004901122

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



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10:10 AM - 10:20 AM	Patient Shifting & Transportation	Mr. Ramesh Kumar DNS SGPGIMS
10:20 AM - 10:30 AM	Hospital Admission and Discharge Policy	Mrs. Kalyani DNS SGPGIMS
10:30 AM - 10:40 AM	Overview of Nursing process and Nursing Care Plan	Mrs. Neema Pant Senior Nursing Officer SGPGIMS
10:40 AM - 10:50 AM	HMIS: Login and Basic Introduction	Mr. A.K. Sarkar Senior System Manager SGPGIMS
10:50 AM - 11:00 AM	Documentation & Legal Implementation in Nursing	Mr. Ram Naresh Nursing Officer, Hematology Ward SGPGIMS
11:00 AM - 12:00 PM Lunch break		
Session - D: Delivering Safer Healthcare: A Lab Technician's Precept		
12:00 PM - 12:10 PM	Professional Ethics of Laboratory Personnel	Dr. Awale Rupali Bhalchandra Assoc. Prof., Deptt. of Lab Medicine- ATC SGPGIMS
12:10 PM - 12:20 PM	Automation in Laboratory	Dr. Raghavendra Lingaiah Asst. Prof., Deptt. of Pathology SGPGIMS
12:20 PM - 12:30 PM	Quality Assurance in Laboratory	
12:30 PM - 12:40 PM	Introduction to Lab & HIS	Dr. Chinmay Sahu Addl. Prof., Deptt. of Microbiology SGPGIMS
12:40 PM - 12:50 PM	Phlebotomy	Dr. Awale Rupali Bhalchandra Assoc. Prof., Deptt. of Lab Medicine- ATC SGPGIMS
Session - E Personality Development: Augmenting Individuals Attributes		
12:50 PM - 01:00 PM	Communication: Soft Skills Key to Problem Solving	Dr. Puneeta Lal Prof., Deptt. of Radiotherapy SGPGIMS
01:00 PM - 01:10 PM	Etiquette	Dr. Shaleen Kumar HoD, Radiotherapy SGPGIMS
01:10 PM - 01:20 PM	Wellbeing for Healthcare Professional	Dr. Richa Lal Ex HoD & Prof., Paediatric Surgery SGPGIMS
01:20 PM - 01:30 PM	Stress Management	Dr. Bhupendra Singh Prof. (Jr. Grade) Deptt. of Geriatric Mental Health KGMU

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01:30 PM - 01:40 PM	Conflict Management	Dr. Arvind Kumar Singh Prof. (Jr. Grade) Deptt. of Community Medicine RMLIMS
Session- F Infection Prevention & Control: Safety First		
01:40 PM - 01:50 PM	Disinfection and Sterilization, CSSD Prevention of Hospital Associated Infection	Dr. Richa Mishra Addl. Prof., Deptt. of Microbiology SGPGIMS
01:50 PM - 02:00 PM	Needle Stick Injury : Prevention & Post Exposure Prophylaxis	Dr. Amit Goel Addl. Prof., Deptt. of Gastromedicine SGPGIMS
02:00 PM - 02:10 PM	Spill Management & Isolation Policies	Dr. R. S. K. Marak Prof., Deptt. of Microbiology SGPGIMS
02:10 PM - 02:20 PM	Hand Hygiene, PPE & Standard Precautions	Dr. Amit Kumar Singh Asst. Prof., Trauma Surgery-ATC SGPGIMS
02:20 PM - 02:30 PM	Biomedical Waste Management (BMW) Rules & it's Amendments	Dr. R. Harsvardhan HoD, Hospital Administration SGPGIMS
02:30 PM - 02:40 PM	HAI- VAP, CLABSI, CAUTI, SSI Care Bundles	Dr. Richa Mishra Addl. Prof., Deptt. of Microbiology SGPGIMS
02:40 PM - 02:50 PM	Sample Collection & Transportation	Dr. Chinmay Sahu Addl. Prof., Deptt. of Microbiology SGPGIMS & Dr. Raghavendra Lingaiah Asst. Prof., Deptt. of Pathology SGPGIMS
Session- G Patient Safety: Making Healthcare Safer		
02:50 PM - 03:00 PM	Basic Concept of Patient Safety: Patient Safety Goals, Patient Fall & it's Prevention	Dr. Richa Lal Ex HoD & Prof., Paediatric Surgery SGPGIMS
03:00 PM - 03:10 PM	Pharmacovigilance: Introduction & Concept, Monitoring & Reporting of ADR	Prof. Amod Kumar Sachan HoD, Deptt. of Pharmacology KGMU (16 th September 2022) Prof. Atul Jain HoD, Deptt. of Pharmacology RMLIMS (17 th September 2022)

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03:10 PM - 03:20 PM	Fundamentals of Medications & Drug Administration	Dr. V. K. Paliwal Medical Superintendent SGPGIMS
03:20 PM - 03:30 PM	Identifying Medication Error: <i>Delivering Medication Without Harm</i>	Dr. Richa Lal Ex HoD & Prof., Paediatric Surgery SGPGIMS
03:30 PM - 03:40 PM	Awareness on Organ Donation	Dr. R. Harsvardhan HoD, Hospital Administration SGPGIMS
03:40 PM - 03:50 PM	Fire Safety	Dr. Kumar Dharmendra Senior Resident, Hospital Administration SGPGIMS
03:50 PM - 04:00 PM	<i>Post Induction Test, Feedback & Valedictory Programme</i>	


(Dr. R. Harsvardhan)
HoD, Hospital Administration
SGPGIMS


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