

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	
y 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	