

## TRAINING PLAN OF DISTRICT HOSPITAL DHANKUTA

This training plan of District Hospital Dhankuta based on training needs of the employee serving the hospital which involves understanding the hospital's objectives, the staff's current competencies and the skills required to deliver quality healthcare. The plan should be tailored to meet the specific needs of various departments and positions while promoting overall organizational efficiency, patient care, and employee development.

### GOAL OF TRAINING PLAN :

- Enhance clinical skills and medical knowledge.
- Improve patient communication and cultural competence.
- Build leadership and management skills for senior staff.
- Update staff on new regulations and healthcare technologies.
- Improve teamwork, conflict resolution, and stress management skill

### NEEDS ASSESSMENT OF TRAINING :

- Conduct interviews, and focus groups with staff to identify current knowledge gaps, skills deficits, and training preferences.
- Review patient safety incidents, quality of care reports, and staff performance evaluations to identify areas requiring improvement.
- Analyze hospital goals, upcoming projects, and changes in healthcare policies to determine new skills required.
- Prioritize the identified training areas based on the urgency of needs, impact on patient care, and available resources.

### SELECTION OF EMPLOYEE :

Based on performance as appraisal especially for Training Organized by External Agency.

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## INTERNAL TRAINING PROGRAM :

Based on the identified needs and goals, specific training programs for different groups of employees are developed. Training should be tailored to the roles and responsibilities of each group.

Training Area	Target Group	Training Topics	Training Method	Timeline	Evaluation Method	Responsible Person
Clinical Skills Enhancement	All Hospital Staff	- Basic Life Support (BLS) - Infection Control	CME, Webinars, Online courses, Workshops, Simulations	As per need	Pre/Post Training Quiz, Observation of Practice	Emergency Incharge, Consultant, Trained staff
	Doctors, Paramedics, Nurses	-Emergency Protocols				
Soft Skills for Communication	All Hospital Staff	- Patient Communication skill -Stress Management	Webinars Online courses/training, Role-playing	As per need	Staff Feedback, Observational Assessments	Administration
Leadership Development	Department Incharge, Supervisors	- Team Management -Decision-Making -Conflict Resolution	Webinars Online courses, Workshops Mentoring	Biannually	Feedback, Staff Surveys	Administration
Administrative Training	Administrative Staff	- Health Information Systems -Patient Data Security	Online Training, Webinars	As per need	Knowledge Test, Practical Application Review	Medical Recorder
Technical Skills	Lab Technicians, Radiologists	- New Diagnostic Tools	Hands-on Training, Demonstrations	As per need	Performance in Lab, Knowledge Assessment	Chief Technologist



		-Medical Device Usage				
<b>Patient Care and Safety</b>	Nurses, Paramedics	- Patient Safety Protocols  -Infection Prevention	In-person Workshops, Case Studies	Ongoing	Patient Safety Audits, Feedback from Nurses	Emergency Incharge, Metron
<b>Onboarding &amp; Orientation</b>	New Hires	- Introduction to Hospital Policies and its operational manual	On-the-job Training, Group Sessions	Ongoing	New Employee Surveys, Performance Review	Administration

**EXPLANATION :**

1. **Clinical Skills Enhancement** : Focus on core medical skills (e.g., ACLS) using practical workshops and simulations.
2. **Soft Skills** : Train all staff in communication, empathy, and stress management, using online courses and role-playing.
3. **Leadership Development** : Leadership and management training for heads and supervisors, including mentoring and interactive workshops.
4. **Administrative Training** : Focus on critical areas like health information systems and data security for the admin staff using online training.
5. **Technical Skills** : Specialized hands-on training for lab and diagnostic staff to stay current with new medical technologies.
6. **Patient Care and Safety** : Monthly reviews of patient care and safety protocols, regularly updated to ensure high standards of care.
7. **Onboarding & Orientation** : For new employees to ensure they understand hospital policies and culture, with ongoing support.

Note: For training and related activities, at any point of time, the acceptable work absenteeism is <10% of staff working.

