

(F) Laundry Staff

BiolerAttendant->Tailor->LaundryOperator->HeadLaundryOperator->LinenKeeper->LaundrySupervisor->LaundryManager

Training Schedule for Laundry Operator/Head Laundry Operator

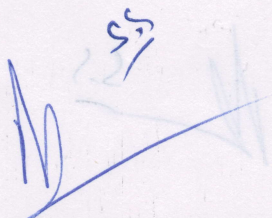
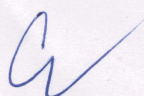
Day of training	S. No.	Training Topics	Duration
Day 1	1.	CCS Conduct Rules/leave rules/LTC/Disciplinary Procedure.	
	2.	HIS/Computer training/MSWord/ Excel/e-office	
	3.	Soft skill training and Grievance Handling Procedure	
	4.	Prevention of Sexual Harassment at work place	
	5.	APAR & IPR	
	6.	Yoga and stress management	
Day 2	1.	Collection of soiled linen	

	2.	Sorting the linen and processing them	
	3.	Inspecting and repairing or Replacing damaged material	
	4.	Machine operation especially w.r.t. washing machine, water extracting machines and drying machines, cycle specifications	
	5.	Pressing and folding operations	
	6.	Distribution of clean linen to respective user departments	
	7.	Maintaining different type of Registers and record maintenance/Log books	
	8.	Indent for cleaning agents and Inventory management of cleaning agents	
	9.	Stain removal procedures like urine, blood stains, etc.	
Day 3	1.	BLS/ALS training	
	2.	BMW/Infection Control Practices	
	3.	NABH/NABL/Quality indicators	
	4.	Disaster Management	
	5.	Emergency codes(Seven)-Code Red, Blue, Grey, Pink, Black, Orange, Green	

Day of training	S. No.	Training Topic	Duration
Day 1	1.	CCS Conduct Rules/leave rules/ITC/Disciplinary Procedure.	
	2.	HIS/Computer training/MSWord/ Excel/office	
	3.	Soft skill training and Grievance Handling Procedure	
	4.	Prevention of Sexual Harassment at workplace	
	5.	APAR & IPR	
	6.	Yoga and stress management	
Day 2	1.	Collection of soiled linen	

Training Schedule for Linen Keeper/Laundry Supervisor

Day of training	S. No.	Training Topics	Duration
Day 1	1.	CCS Conduct Rules/leave rules/LTC/Disciplinary Procedure.	
	2.	HIS/Computer training/MSWord/Excel/e-office	
	3.	Soft skill training and Grievance Handling Procedure	
	4.	Prevention of Sexual Harassment at workplace	
	5.	Data management- data integrity, confidentiality, data security and data analysis.	
	6.	APAR & IPR	
	7.	Yoga and stress management	
Day 2	1	Maintaining different type of registers and record maintenance	
	2.	Indent for cleaning agents and inventory management of Cleaning agents	
	3.	Stain removal procedure like urine, blood stains, etc.	
	4.	SOP of Laundry	
	5.	Time schedule for collection of soiled linen and distribution	
	6.	AMC/CMC and maintenance of equipments of washing machine/iron	
	7.	Staff management and daily schedule of junior staff	
Day 3	1.	BLS/ALS training	
	2.	BMW/Infection Control	



		Practices	
	3.	NABH/NABL/Quality indicators	
	4.	Disaster Management	
	5.	Emerging codes(Seven)-Code Red, Blue, Grey, Pink, Black, Orange, Green	
	6.	Training on needle-prick injury/PPE to prevent occupational hazards	

Day of training	S. No.	Training Topic	Duration
Day 1	1.	CCS Conduct Rules/leave rules/LTC/Disciplinary Procedure.	
	2.	HIS/Computer training/MS Word/Excel	
	3.	Soft skill training and Guidance Handling Procedure	
	4.	Prevention of Sexual Harassment at workplace	
	5.	Data management- data integrity, confidentiality, data security & lab records and data analysis	
	6.	APAR & IPR	
	7.	Yoga and stress management	
Day 2	1.	Preparation of POP bandages	
	2.	Preparation of various Plaster slabs	
	3.	Casting and splinting techniques	
	4.	Application of Padding	
	5.	Special Plasters(PTB, Hip Spica, etc)	
	6.	Plaster Removal(Hand Saw, Machine Saw)	
Day 3	1.	Knowledge of orthopedics equipment and instrument	
	2.	Plaster cutter and associated instruments	
	3.	Dressing room techniques	
	4.	Suturing material and various suturing techniques	
	5.	Painting, draping in the OT	
	6.	Basic physiotherapy of Upper lower limbs	
Day 4	1.	BLS/A&LS training	
	2.	BMW/Infection Control	

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