

Government of India
Ministry of Health & Family Welfare
(Training Division)

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Induction Training Program for Nurses

Introduction

One of the six building blocks of Health Systems Strengthening (HSS) as defined by the World Health Organization (WHO) is the health workforce. A strong health system cannot be achieved without a well-performing health workforce; and the health of the population cannot be achieved without investing in the health workforce. As part of a changing health service system, health workers need to keep up with the evolving health needs, policies, technologies and knowledge (WHO, 2006a; Frenk, et al., 2010).

Nurses after entering into professional healthcare delivery, have little time to academically hone themselves further. Nursing school education does not impart knowledge on the most current facts and data available in the nursing field. However, this information may quickly become outdated in the healthcare setting because the healthcare field is constantly changing and progressing. Thus there is an urgent need for conducting training programs for freshly recruited nurses especially in public sector hospitals which are catering to a large population. The Induction training program for nurses is specifically imparted to welcome them commencing initial employment or to new nursing roles they are going to take up in the hospital. It introduces the values and objectives of the organization so that staff feels like part of the team as quickly as possible. It also imparts essential safety and risk management information, provides core mandatory training and gives nurses, the practical information they will need to begin their new jobs. This helps in enabling nurses to acquire education, skills and experience that will capacitate them to support and help their patients in all kinds of situations. The ultimate outcomes of induction training programs are to improve the professional practice of nursing and thereby the care that is provided by registered nurses to patients. Evaluating the impact on outcomes, through improvement in healthcare quality indicators, validates the importance of induction training for the freshly recruited nursing profession, the value of nurses' contributions to inter-professional teams, and ultimately the delivery of safe, high-quality patient care.

This training program would be especially designed to train nurses to work efficiently and provide quality patient care in all Government hospitals across the country. The training is spread over 5 weeks including four weeks lecture cum discussion is designed to be delivered in the class room setting and one week physical orientation. This will enable the freshly recruited nurses to perform their job assignment in the hospital.

Objective

(A) General Objective

The goal of the induction program is to provide standardized information on the policies, procedures, protocols and documentation to be followed in the hospitals and to familiarize the new recruits on the vision, goals and organizational structure of the central government hospitals. This training is also intended to orient the newly recruited staff nurses on their roles and responsibilities and develop their communication, critical thinking and decision making skills to enable them to perform their jobs especially in improving the quality of health care to the public.

(B) Specific Objectives

At the end of the course the participants will be able to:

- Describe the organizational structure, ethical and legal aspects and participate effectively as a member for health team Communicate effectively with the team members, patients and families. Apply the principles and techniques of reporting and recording in maintaining various patient and hospital records.
- Provide promotive, preventive and restorative health services based on the nursing process
- Describe the general concept of Nursing Care Patient (NCP), Management of Medication (MoM), Education, Communication and Guidance (ECG), infection control practices, empowerment and governance, Nursing Quality Indicators (NQI), NABH guidelines associated with nursing procedures and national blood policy and guidelines of NBTC 2016.
- Apply the principles and techniques for infection control and biomedical waste management in hospital setting, Apply the standard treatment protocols on post HIV exposure management/ prophylaxis

- Administer medication through different routes following the principles of administration of medications.
- Calculate conversions of drugs and dosages within and between systems of measurement and identify action, side effect of some common and emergency drug
- Describe code of ethics for blood donation, transfusion of blood sampling, blood grouping, method of administering blood and waste management in blood transfusion services.
- Utilize the latest trends and technology in providing health care

Training Methodology:

1. Conducting Pre-evaluation/ knowledge and skill assessment on the selected topics of the participants i.e. nurses through a set of pre-defined questionnaires and checklist
2. Planned trainings according to gaps in knowledge and practice, based on standard, vetted and sourced modules.
3. Imparting theoretical and practical hands-on training (through demonstration and return demonstration) to nurses on the modules developed by Ministry of Health and Family Welfare.
4. Covering course curriculum on a modular basis with judicious mix of case-studies, group discussion, participatory learning methods and direct teaching by eminent experts in the field of Nursing.
5. Daily monitoring and follow-up to identify learning gaps and measurement of learning of the participants during the training program, based on the daily measurement of learning, the participants who score less than 50% will be given additional training support after conclusion of the day's sessions.
6. Conducting Post-test evaluation after the completion of the training program

The training will be delivered in a batch wise pattern of 25-30 participants per batch (batch could be small also depends on the number of participants but not more than 30 for sure). The duration of the training program will be of 5 weeks (4 weeks of theoretical teaching and one week of practical hands on/orientation).

Training Conduction: The training will be conducted in the premises of the concerned institutions. Theoretical sessions need classroom/lecture hall facility and hands on training required to be done either in the demonstration rooms or bed-side of the patients in the hospital.

Training Schedule for Induction Training Program for Nurses

Day	Name of the Topic	Timing	Session details
WEEK 1			
Day -1 Week 1	Hospital/Institution al Guidelines and Protocols (Institution based)	9:00 AM-9:15 AM	Registration
		09:15 AM-10:00 AM	Inauguration and Pre-Test
		10:00 AM-10:30 AM	TEA BREAK
		10:30 AM-11:30 AM	MoHFW Vision and DGHS Policies, (vision, mission, policies pertaining to the institute)
		12:30 PM-1:00 PM	Organogram (Hospital and Nursing)
		1:00 PM -1: 30 PM	LUNCH
		1:30 PM-2:30 PM	Roles & Responsibilities/ Job description
		2:30 PM-3:30 PM	Overview of Nursing process and nursing care plan
		3:30PM – 3:45 PM	TEA BREAK
		3:45 PM-5:30 PM	Nursing Ethics and professional conduct, Non negotiable behavior
Day -2 Week 1	Nursing Profession, Legal & ethical aspects	9:00 AM-9:30 AM	Reflection of Day -1
		9:30 AM-10:30 AM	General service rules for Government employees HR policies like leave, career progression etc. Opportunities for professional development
		10:30 AM – 10:45 AM	Tea-break

Day	Name of the Topic	Timing	Session details
		10:45 AM – 12:00 PM	Conduct rules for Government Employees
		12:00 PM – 1:00 PM	Conduct rules for Government Employees
		1:00 PM – 1:30 PM	Lunch Break
		1:30 PM – 2:30 PM	Grievance redressal, work place violence.
		2:30 PM – 3:30 PM	Disciplinary proceedings – Major and Minor
		3:30 PM -3:45 PM	Tea- Break
		3:45 PM – 4:45 PM	General Financial rules
		4:45 PM – 5:30 PM	Discussion
Day – 3 Week 1	Personality development and soft skills	9:00 AM-9:30 AM	Reflection of Day 2
		9:30 AM-10:30 AM	Professional dress up and Personal Hygiene (hair care, nail care, etc.) Body language
		10:30 AM – 10:45 AM	Tea-break
		10:45 AM – 12.30 PM AM	Communication: and IP skills including Telephone and workplace etiquette
		12:30 PM – 1.00 PM	Empowerment and governance
		1:00 PM – 1:30 PM	Lunch Break
		1.30 PM – 2.30 PM	Critical thinking, Decision making, conflict resolution and handling difficult situations, Problem Solving
		2:30 PM – 3:30 PM	Team building
		3:30 PM – 3:45 PM	Tea-break
		3:45 PM – 4:45 PM	Leadership
		4:45 PM – 5:30 PM	Stress management, Time Management
		5:30 PM – 5:45 PM	Discussion

Day	Name of the Topic	Timing	Session details
Day – 4 Week 1	Personality development and soft skills & Documentation/records and report keeping in hospital	9:00 AM-9:30 AM	Reflection of Day 3
		9:30 AM-10:30 AM	Principles, importance and significance of documentation including confidentiality
		10:30 AM – 10:45 AM	Tea-break
		10:45 AM – 11:30 AM	Patient charting and its types/ patient assessment tool
		11:30 AM – 12.30 PM	Orientation to different Performa/ medico-legal case, Incident reporting
		12.30 PM – 1.00 PM	Maintaining hospital records Introduction to computers and HMIS Process of nursing documentation
		1:00 PM – 1:30 PM	Lunch-break
		1:30 PM – 3.30 PM	Shift reporting- Handing and taking over, SBAR, Inventory taking
		3:30 AM – 3:45 PM	Tea-break
		3:45 PM – 4:30 PM	Evidence based practices and nursing research
		4:30 PM – 5:30 PM	Management of Immediate reporting and Management Surveillance outbreak and investigation
		5:30 PM – 5:45 PM	Discussion
Day – 5 Week 1	Documentation/records and report keeping in hospital & Emergency Response and Management	9:00 AM-9:30 AM	Reflection of Day 4
		9:30 AM-10:30 AM	Disaster preparedness (Include four phases of Disaster Preparedness)
		10:30 AM – 10:45 AM	Tea-break
		10:45 AM – 11:45 PM	Disaster management
		11:45 PM – 1:00 PM	Triage
		1:00 PM – 1:30 PM	Lunch-break
		1:30 PM – 2:15 PM	Communication and counselling during Disaster (Disaster drill will done in hospital)

Day	Name of the Topic	Timing	Session details
		2:15 PM – 3:15 PM	Disaster drill (with Mock exercises) Fire fighting
		3:15 PM – 3:30 PM	Tea-break
		3:30 PM – 4:15 PM	Patient Shifting and Transportation
		4:15 PM – 5:15 PM	Admission, discharge (Discharge advice and counseling), transfer (Accompanying Patient) and death protocol (LAMA/ MLC, DoR), Passive Euthanasia- Guidelines and role of nurse
		5:15 PM – 5:30 PM	Discussion
Day- 6 Week 1	Introduction to Quality standard and Indicators	9:00 AM-9:30 AM	Reflection of Day 5
		9:30 AM – 10:30 PM	Quality- Introduction of NABH, NQAS, NABL and JCI
		10:30 AM – 10:45 AM	Tea-break
		10:45 AM – 12:00 PM	Introduction to Standard Operating Procedures (SoPs) Nursing and Medical protocols.
		12:00 PM – 1:15 PM	Introduction to Quality Indicators
		1:15 PM – 1:45 PM	Lunch-break
		1:45 PM – 3:30 PM	Nursing Quality Indicator (NQI)
		3:30 PM – 3:45 PM	Tea-break
		3:45 PM – 5:00 PM	Patient and Employee safety
		5:00 PM – 5:30 PM	Discussion
WEEK 2			
Day -1 Week 2	Management of medication (MOM)	9:00 AM-9:30 AM	Reflection of Previous Week
		9:30 AM – 10:30 AM	Medicine Cupboard inventory**
		10:30 AM – 10:45 AM	Tea-break
		10:45 AM – 11:30 AM	Consumable Cupboard Refrigerator Checking

Day	Name of the Topic	Timing	Session details
		11:30 AM – 1:00 PM	Medications and Drug Administration/ Medication Error, Narcotics
		1:00 PM – 1:30 PM	Lunch-break
		1:30 PM – 3:00 PM	Drug Calculation: Action, side effects, dose and nurses' role in administration of some common and emergency drug Infusions and transfusions
		3:00 PM – 3:15 PM	Tea-break
		3:15 PM – 5:15 PM	Best practices for administering injections** Prevention of Air embolism Checking patency of fluids and IV medication Re-orientation of practical aspects Techniques of giving 4-modes of Injection (IM, Sub-cutaneous, Intra-Dermal and Intra-Venous)
		5:15 PM – 5:30 PM	Discussion
Day -2 Week 2	INFECTION CONTROL	9:00 AM-9:30 AM	Reflection of Day -1
		9:30 AM – 10:30 AM	Disinfection and Sterilization, CSSD Prevention of infection Mode of transmission
		10:30 AM – 10:45 AM	Tea-break
		10:45 AM – 12:30 PM	Methods of prevention Needle stick injury Post exposure prophylaxis Management Handling spills Isolation policies
		12:30 PM – 1:15 PM	Prevention and control of infection Concurrent and terminal disinfection of articles Hand Hygiene, PPE
		1:15 PM -1:45 PM	Lunch-break
		1:45 PM – 3:00 PM	Biomedical Waste Management (BMW) including compost unit VAP, CLABSI, CAUTI, SSI Care Bundles
		3:00 PM -3:15 PM	Tea-break
		3:15 PM – 5:15 PM	Donning and Doffing
		5:15 PM – 5:30 PM	Discussion

Day	Name of the Topic	Timing	Session details
Day 3 Week 2	Crash Cart Inventory and Management and Equipment Orientation	9:00 AM-9:30 AM	Reflection of Day -2
		9:30 AM – 10:30 AM	Introduction Need of crash cart
		10:30 PM – 10:45 AM	Tea-break
		10:45 PM – 11:45 AM	Maintenance of crash cart Supply and Equipment's
		11:45 AM -1:00 PM	Crash cart content Crash cart policy
		1:00 PM – 1:30 PM	Lunch break
		1:30PM-2:30PM	Ventilator – Invasive and Non-Invasive
		2:30PM-3:30PM	Fluid electrolyte, acid base balance & imbalances
		3:30PM-3:45PM	TEA BREAK
		3:45PM-5:00PM	ABG Machine Diagnostic procedures sample collection & ABG analysis
		5:00PM-5:30PM	Discussion
Day 4 Week 2	Equipment Orientation (Medical Use, Types, Orientation on How to use) & ECG Machine, ECG monitoring and interpretation	9:00AM-9:30AM	Reflection of previous day session
		9:30AM-11:30AM (10:00AM-10:15AM)- TEA BREAK	Defibrillator Pulse Oximeter Cardiac Monitor
		11:30AM-1:00PM	Syringe Pump, Infusion Pump Glucometer RBS monitoring
		1:00PM-1:30PM	LUNCH
		1:30PM-2:30PM	BIPAP/ CPAP Machine Radiant warmer and Phototherapy/ Open care system/ Transport Incubator
		2:30PM-5:00PM	ECG Machine, ECG monitoring and interpretation
		3:30PM-3:45PM	TEA BREAK

Day	Name of the Topic	Timing	Session details
		5:00PM-5:30PM	Discussion
Day 5 Week 2	BLS – Both Pediatric and Adult	9:00AM-9:30AM	Reflection of previous day session
		9:30AM-1:00PM (10:00AM-10:15AM)- TEA BREAK	Introduction to BLS – Adult
		1:00PM-1:30PM	LUNCH
		1:30PM-5:00PM (3:30PM-3:45PM)- TEA BREAK	BLS –Adult practice sessions
		5:00PM-5:30PM	Discussion
Day 6 Week 2	BLS – Both Pediatric and Adult	9:00AM-9:30AM	Reflection of previous day session
		9:30AM-1:00PM (10:00AM-10:15AM)- TEA BREAK	BLS – Pediatric including orientation to NRP
		1:00PM-1:30PM	LUNCH
		1:30PM-5:00PM (3:30PM-3:45PM)- TEA BREAK	BLS –Pediatric practice sessions
		5:00PM-5:30PM	Discussion
WEEK 3			
Day 1 Week 3	Nursing Procedures	9:00AM-9:30AM	Reflection of previous day session
		9:30AM-11:30AM (10:00AM-10:15AM)- TEA BREAK	Personal hygiene
		11:30AM-1:00PM	Diet sheet, types of diet, Diet sheet and procedure of distribution
		1:00PM-1:30PM	LUNCH
		1:30PM-3:30PM	NGT Insertion and NGT Feeding
		3:30PM-3:45PM	TEA BREAK

Day	Name of the Topic	Timing	Session details
		3:45PM-5:00PM	Importance of Breast feeding, Kangaroo Mothers, Human Milk banking,
		5:00PM-5:30PM	Discussion
Day 2 Week 3	Nursing Procedures	9:00AM-9:30AM	Reflection of previous day session
		9:30AM-11:30AM (10:00AM-10:15AM)- TEA BREAK	Collection, labeling and dispatching of specimen
		11:30AM-1:00PM	Urinary Catheterization, Enema, Gastric lavage(irrigation)
		1:00PM-1:30PM	LUNCH
		1:30PM-3:30PM	Blood Sugar Testing, Management of Hypoglycemia and Hyperglycemia.
		3:30PM-3:45PM	TEA BREAK
		3:45PM-5:00PM	Glasgow coma scale with Mini Mental Status Examination
		5:00PM-5:30PM	Discussion
Day 3 Week 3	Nursing Procedures	9:00AM-9:30AM	Reflection of previous day session
		9:30AM-11:30AM (10:00AM-10:15AM)- TEA BREAK	Wound Dressing including Burns dressing
		11:30AM-1:00PM	Central Line Dressing Central Line Accession
		1:00PM-1:30PM	LUNCH
		1:30PM-2:30PM	Steam inhalation
		2:30PM-3:30PM	Care of Unconscious patient
		3:30PM-3:45PM	TEA BREAK
		3:45PM-5:00PM	Hospital Acquired Pressure Ulcers (HAPU) and their management
		5:00PM-5:30PM	Discussion

Day	Name of the Topic	Timing	Session details
Day 4 Week 3	Nursing Procedures	9:00AM-9:30AM	Reflection of previous day session
		9:30AM-11:30AM (10:00AM-10:15AM)- TEA BREAK	IV Cannulation and infusion nursing Phlebotomy and use of Vacutainers
		11:30AM-1:00PM	Collection of Samples Blood Collection Urine Collection Collection of any other sample
		1:00PM-1:30PM	LUNCH
		1:30PM-2:30PM	Oxygen concentration and management
		2:30PM-3:30PM	Pre, Intra and Post-Operative Nursing Procedures Patient safety checklist
		3:30PM-3:45PM	TEA BREAK
		3:45PM-5:00PM	Education Guidance and counseling to patients and relatives
		5:00PM-5:30PM	Discussion
Day 5 Week 3	Nursing procedure Care of ostomies. (Interactive Presentation and Demonstrations)	9:00AM-9:30AM	Reflection of previous week session
		9:30AM-11:30AM (10:00AM-10:15AM)- TEA BREAK	Ostomies: Type, Indication and contraindication
		11:30AM-1:00PM	Patient Selection percutaneous Peri-procedure Care, Care of ostomies
		1:00PM-1:30PM	LUNCH
		1:30PM-3:30PM	Tracheostomy: Indication, contraindication, procedure planning including preparation of patient and articles
		3:30PM-3:45PM	TEA BREAK
		3:45PM-5:00PM	Management of tracheostomy including complication management and complication
		5:00PM-5:30PM	Discussion
Day 6 Week 3	Nursing Procedures	9:00AM-9:30AM	Reflection of previous day session

Day	Name of the Topic	Timing	Session details
		9:30AM-11:30AM (10:00AM-10:15AM)- TEA BREAK	Therapeutic Environment and cleanliness of ward
		11:30AM-1:00PM	Chest physiotherapy/ spirometry/ early ambulation and Range of Motion exercise.
		1:00PM-1:30PM	LUNCH
		1:30PM-2:30PM	Patient satisfaction including mera aspatal and Nursing care Audit
		2:30PM-3:30PM	Pain and palliative Management
		3:30PM-3:45PM	TEA BREAK
		3:45PM-5:00PM	End of life care, Care of Morgue
		5:00PM-5:30PM	Discussion
WEEK 4			
Day 1 Week 4	Skill enhancement of nurses in emergency management	9:00AM-9:30AM	Reflection of previous week session
		9:30AM-11:30AM (10:00AM-10:15AM)- TEA BREAK	Management of Medical Emergencies Chocking Foreign bodies Respiratory Emergencies
		11:30AM-1:00PM	Rape victims and one stop center
		1:00PM-1:30PM	LUNCH
		1:30PM-3:30PM	Intoxication Management
		3:30PM-3:45PM	TEA BREAK
		3:45PM-5:00PM	Burns and Circulatory Management
		5:00PM-5:30PM	Discussion
Day 2 Week 4	Skill enhancement of nurses in emergency management	9:00AM-9:30AM	Reflection of previous day session
		9:30AM-11:30AM (10:00AM-10:15AM)-	Management of Medical Emergencies Poisoning, bites and other emergencies –MI, Stroke, Triaging

Day	Name of the Topic	Timing	Session details
		TEA BREAK	
		11:30AM-1:00PM	Psychiatric emergencies and Suicidal Management
		1:00PM-1:30PM	LUNCH
		1:30PM-2:00PM	Trauma management including head injury, Spinal injury
		2:00PM-3:30PM	Code Management Standard Protocol
		3:30PM-3:45PM	TEA BREAK
		3:45PM-5:00PM	Geriatric Nursing- Care of elderly
		5:00PM-5:30PM	Discussion
Day 3 Week 4	Skill training	9:00AM-9:30AM	Reflection of previous day session
		9:30AM-11:30AM (10:00AM-10:15AM)- TEA BREAK	Maternal and Newborn emergencies
		11:30AM-1:00PM	Maternal and Newborn emergencies (Skill training)
		1:00PM-1:30PM	LUNCH
		1:30PM-2:00PM	Maternal and Newborn emergencies
		2:00PM-3:30PM	Maternal and Newborn emergencies (Skill training)
		3:30PM-3:45PM	TEA BREAK
		3:45PM-5:00PM	Maternal and Newborn emergencies (Skill training)
		5:00PM-5:30PM	Discussion
		Day 4 Week 4	Orientation of National Programs and Role of Nurses
9:30AM-1:00PM (10:00AM-10:15AM) TEA BREAK	Orientation to 32 National Health Programs run under Ministry of Health and Family Welfare		
1:00PM-1:30PM	LUNCH		

Day	Name of the Topic	Timing	Session details
		1:30PM-2:30PM	National Health Mission, National Health & Population Policies
		2:30PM-3:30PM	Role of Nursing officers in the selected National Health programme especially supervision and monitoring of the services Communicable Diseases <ul style="list-style-type: none"> • Human Immunodeficiency Virus Infection/Acquired Immunodeficiency Syndrome(HIV/AIDS) - Department of AIDS Control • Revised National TB Control Programme(RNTCP) • National Vector Borne Disease Control Programme (NVBDCP) • Integrated Disease Surveillance Project (IDSP), • National Leprosy Eradication Programme(NLEP) • National Programme for Prevention and Control of Fluorosis (NPPCF) • National Tobacco Control Programme (NTCP) • National Programme for Health Care of the Elderly(NPHCE)
		3:30PM-3:45PM	TEA BREAK
		3:45PM-5:00PM	Health Insurance Schemes, CGHS
		5:00PM-5:40PM	Discussion
Day 5 Week 4	National Programs and Role of Nurses	9:00AM-9:30AM	Reflection of previous day session
		9:30AM-1:00PM (10:00AM-10:15AM) TEA BREAK	Orientation to National Health Programs run under Ministry of Health and Family Welfare – Non-Communicable Diseases, Injury & Trauma <ul style="list-style-type: none"> • National Oral Health Programme • National Iodine Deficiency Disorders Control Programme • National Mental Health Programme (NMHP) • National Programme for Prevention and

Day	Name of the Topic	Timing	Session details
			Control of Deafness (NPPCD) <ul style="list-style-type: none"> • Universal Immunization Programme (UIP) • National Programme for Control of Blindness(NPCB) • Pulse Polio Programme • Programme for Prevention & Management of Burn Injuries (NPPMBI)
		1:00PM-1:30PM	LUNCH
		1:30PM-2:30PM	Orientation to RMNCH +A
		2:30PM- 5:00 PM	<ul style="list-style-type: none"> • Reproductive, Maternal, Newborn, Child and Adolescent Health • Maternal Health • Child Health • Immunization • Adolescent Health (RKSK) • Family Planning
		5:00PM-5:40PM	Discussion
Day 6 Week 4	Post test and feed back Validictory Programme		

One week physical orientation to various departments listed below

1. Medicine ward
2. Surgery Ward
3. Orthopedics Ward
4. Emergency & Casualty
5. Intensive Care Unit
6. Burns Ward
7. OT (different units)/Pain Clinic
8. Blood Bank
9. Laboratory
10. Radiology
11. Gynecology & Obstetrics Ward
12. Labor Room
13. Pediatrics Ward
14. Immunization Room
15. Laundry Services
16. Biomedical Waste Unit, OPD
17. Purchase/Procurement and Distribution Department
18. Store
19. Admission Office & Medical Records
20. Central Sterilisation and Supply Demand

21. Dietetics
22. Administrative and Personnel departments
23. Pharmacy Department
24. Library
25. Mortuary and all other specialised department of the concerned hospital.