

**Value added course on basic medical and surgical skills**

The value added course on basic medical and surgical skills was conducted on behalf of NABH on 8<sup>th</sup>, 9<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup> of February 2019 for the CRRI batch.

Basic medical and surgical skills are essential components of healthcare practice, forming the foundation upon which medical professionals provide effective and safe patient care. These skills encompass a range of procedures and techniques that are critical for diagnosing, treating, and managing various medical conditions. This report aims to provide an overview of the fundamental medical and surgical skills required by healthcare practitioners, their significance, and the training necessary to acquire and refine these skills.

**Importance of Basic Medical and Surgical Skills:**

Basic medical and surgical skills serve as the building blocks of clinical practice and patient care. They are crucial for timely and accurate diagnosis, treatment, and patient management across a variety of healthcare settings. These skills empower healthcare professionals to respond effectively to emergencies, perform routine medical examinations, and assist in surgical procedures. Proficiency in these skills enhances patient safety, reduces the risk of complications, and contributes to positive patient outcomes.

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**Course objectives:**

At the end of this course, the participants shall be able to handle the following medical and surgical skills better

**Key Medical Skills:**

**History Taking and Physical Examination:** Healthcare professionals must be adept at obtaining accurate patient histories and conducting thorough physical examinations to gather essential information for diagnosis and treatment planning.

**Vital Signs Measurement:** Accurate measurement of vital signs such as blood pressure, heart rate, respiratory rate, and temperature is vital for assessing a patient's overall health status.

**Intravenous (IV) Cannulation:** Inserting an IV catheter to provide fluids, medications, or blood products is a critical skill for delivering necessary treatments.

**Wound Care:** Proper wound assessment, cleaning, dressing, and suturing techniques are essential to prevent infections and promote optimal wound healing.

**Medication Administration:** Healthcare practitioners need to understand the principles of safe medication administration, including dosage calculation, route selection, and monitoring for adverse reactions.

**Key Surgical Skills:**

**Sterile Technique:** Maintaining a sterile environment during surgical procedures to prevent infections is a fundamental skill. This includes proper hand hygiene, wearing appropriate personal protective equipment (PPE), and handling surgical instruments safely.

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**Suturing and Knot Tying:** Proficiency in suturing and knot tying is necessary for closing surgical incisions and wounds, promoting proper wound healing, and minimizing scarring.

**Aseptic Dressing Changes:** Changing wound dressings without contaminating the wound site is crucial to prevent infections and support healing.

**Basic Surgical Instrument Handling:** Healthcare professionals need to be familiar with the names, uses, and proper handling of common surgical instruments to assist surgeons effectively.

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Basic medical and surgical skills are the foundation of healthcare practice, enabling professionals to provide quality patient care, ensure patient safety, and contribute to positive outcomes. These skills are acquired through a combination of education, training, and practical experience. As medical knowledge evolves, healthcare practitioners must continue to refine and update their skills to maintain their effectiveness in delivering optimal patient care. The students felt the course was very beneficial. It covered all the aspects of presentation and teaching skills and their importance in the healthcare sector.

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**Value added course on basic medical and surgical skills**

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The students felt the course was very beneficial. It covered all the aspects of medical and surgical skills and their importance in the healthcare sector. The course was very well organized and the instructors were extremely knowledgeable. Feedback given by the students are discussed and action has been taken

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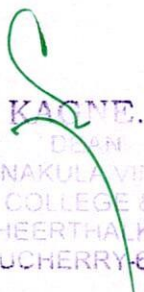
**Value added course on basic medical and surgical skills**

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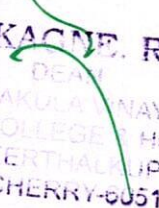
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### **Value added course on basic medical and surgical skills**

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Workshop on Epi Info Software Program and Reference Management

**Research committee and Epidemiological Unit**

The value added course on Workshop on “Epi\_Info Software Program and Reference Management” for second year postgraduates was conducted by SMVMCH Research Committee on 15, 16, 21 and 22<sup>nd</sup> April 2018.

Epi Info is a powerful epidemiological software suite designed to assist public health professionals in data management, analysis, and visualization. The Value Added Course on Epi Info for MD/MS Students aims to equip medical students pursuing their Master's in Medicine (MD) or Surgery (MS) with essential skills in epidemiology and data analysis.

**Course Objectives:**

- Familiarize MD/MS students with the purpose and features of Epi Info software, highlighting its significance in epidemiological studies and disease surveillance.
- Teach students how to design data entry forms, input data, and manage databases efficiently within Epi Info.
- Provide hands-on training in conducting descriptive statistics, hypothesis testing, and analyzing epidemiological data using various statistical methods in Epi Info.
- Enable students to simulate outbreak scenarios and employ Epi Info to investigate and control disease outbreaks effectively.
- Introduce data visualization techniques to effectively communicate epidemiological findings through graphs, charts, and maps.

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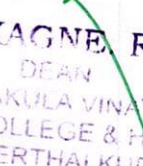
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# Certificate Course in HIS(Smart Hospital)

## Hospital Information System



**Global Quality Training And Assessors Pvt Ltd**

  
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### **About Global Quality Training and Assessors- Modular Program**

GQTA has designed, Certified Hospital Information System Quality Practitioner program, intended for Healthcare Professionals. The program is unique and first of its kind in India. It addresses all possible aspects of healthcare quality in concise yet comprehensive manner, covering both the clinical as well as managerial aspects. The first phase of program provides sound technical knowledge through class room contact sessions comprising of 10-modules with each module being delivered in 3- hours. This is then followed by participants undertaking specific project work, which they are required to complete at their work place utilizing learning from the course. All modules although coherent, are standalone. The modular design provides flexibility in scheduling. For example course can be conducted at stretch for full 5-days, followed up by 3-hour examination on 6th day. Other option is to organize in two parts. Part I is held for 3-days of contact sessions, covering first 5-modules and 90-minute open book test. Part-II is held again for 3-days, during succeeding week or any other week covering 6th- 10th module and a 90-minute open book test. It is however necessary that all modules including examinations must be completed within 30-days. The project duration is between 45-60 days. The total program including project therefore needs to be completed within 90-days. The participants are certified based on their qualifying performance in examinations and demonstrating competency through the project work. Certified Healthcare Quality Professionals can be gainfully employed in quality department for implementing, sustaining and improving all kinds of quality/accreditation programs.



#### **Program Contents:**

##### **MODULE-1: Basic Quality Concepts**

- Historical Perspective on Quality and journey through TQM
- Quality Management Standard ISO 9000
- Overview of ISO 14000/18000/22000

##### **MODULE-2: Quality Improvement Tools**

- Fundamentals of LEAN Healthcare
- Value Stream Mapping
- QI tools; 5S, KAIZEN, FMEA

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**MODULE-3: Quality & Accreditation in Healthcare**

- Evolution of Quality and Accreditation in healthcare.
- Role of Accreditation and Regulation in healthcare Quality
- Framework of the accreditation standards; NABH, JCI, ISQua

**MODULE-4: Quality Assurance Framework**

- QA in Patient Care Services (admission to discharge & beyond)
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**MODULE-5 Patient Safety in Clinical Processes**

- Patient Safety Management Program (PSMP)
- Infection Control Practices
- Preventing Medical & Medication Errors, STGs

**MODULE-6: Continuous Quality Improvement**

- Monitoring Managerial Indicators
- Monitoring Clinical Indicators
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**MODULE-7: Clinical Governance**

- Leadership, Empowerment, Effective Communication
- Clinical Audits
- Risk assessment and its mitigation

**MODULE-8: Facility Management**

- Maintenance of Hospital Facilities including Bio-Medical equipment, HVAC
- Central Sterile Supply Department
- Regulatory requirements, AERB, Fire Safety, BMW and Safety codes.

**MODULE-9: Patient Centric Hospitals**

- Smart Hospitals through effective HIS
- Patient Friendly Hospitals
- Green & Clean Hospitals

**MODULE-10: Road Map to implement Quality/Accreditation**

- Gap analysis & sensitising various categories of staff
- System design and documentation
- Implementation and self-assessment

Dr. KAGNE. R.N

DEAN

SRI MANAKULA VINAYAGAR  
MEDICAL COLLEGE & HOSPITAL  
KALITHEERTHAKUPPAM,  
PUDUCHERRY-605107.



### **Open Book Examination & Viva on the Project & Valedictory Certification:**

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### **Fee**

INR 1000 Special for Manukula Vinayagar Medical College Students

### **Fee Submission**

All Cheque/DD drawn in favor of:

**Global Quality Training and Assessors Pvt Ltd**

Payable at Bangalore

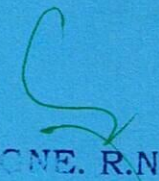
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- a. Certified Healthcare Quality Practitioner**
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## REPORT


### Certificate course on Hospital Information System

The certificate course on Hospital Information System was conducted on behalf of NABH on 15 July -17 July 2017 for the VI Semester students. The students felt the course was very beneficial. It covered all the aspects of hospital information systems and their importance in the healthcare sector. The course was very well organized and the instructors were extremely knowledgeable. The hands-on experience with the software was also very useful. Feedback given by the students are discussed and action has been taken

#### 2. Objectives:

The primary objectives of introducing a value-added course on Hospital Information System for MBBS students are as follows:

- a. Familiarize students with the fundamentals of Hospital Information Systems and their importance in healthcare delivery.
- b. Provide hands-on experience with various HIS components, such as Electronic Health Records (EHR), Clinical Decision Support Systems (CDSS), and Picture Archiving and Communication Systems (PACS).
- c. Enable students to understand data privacy, security, and legal aspects related to healthcare informatics.
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**Dr. KAGNE. R.N**  
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# Certificate Course in HIS(Smart Hospital)

## Hospital Information System



**Global Quality Training And Assessors Pvt Ltd**

  
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GQTA has designed, Certified Hospital Information System Quality Practitioner program, intended for Healthcare Professionals. The program is unique and first of its kind in India. It addresses all possible aspects of healthcare quality in concise yet comprehensive manner, covering both the clinical as well as managerial aspects. The first phase of program provides sound technical knowledge through class room contact sessions comprising of 10-modules with each module being delivered in 3- hours. This is then followed by participants undertaking specific project work, which they are required to complete at their work place utilizing learning from the course. All modules although coherent, are standalone. The modular design provides flexibility in scheduling. For example course can be conducted at stretch for full 5-days, followed up by 3-hour examination on 6th day. Other option is to organize in two parts. Part I is held for 3-days of contact sessions, covering first 5-modules and 90-minute open book test. Part-II is held again for 3-days, during succeeding week or any other week covering 6th- 10th module and a 90-minute open book test. It is however necessary that all modules including examinations must be completed within 30-days. The project duration is between 45-60 days. The total program including project therefore needs to be completed within 90-days. The participants are certified based on their qualifying performance in examinations and demonstrating competency through the project work. Certified Healthcare Quality Professionals can be gainfully employed in quality department for implementing, sustaining and improving all kinds of quality/accreditation programs.



#### **Program Contents:**

##### **MODULE-1: Basic Quality Concepts**

- Historical Perspective on Quality and journey through TQM
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- Overview of ISO 14000/18000/22000

##### **MODULE-2: Quality Improvement Tools**

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- Value Stream Mapping
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### **Fee Submission**

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## REPORT


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The certificate course on Hospital Information System was conducted on behalf of NABH on 20 July -22 July 2018 for the VI Semester students. The students felt the course was very beneficial. It covered all the aspects of hospital information systems and their importance in the healthcare sector. The course was very well organized and the instructors were extremely knowledgeable. The hands-on experience with the software was also very useful. Feedback given by the students are discussed and action has been taken

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# Certificate Course in HIS(Smart Hospital)

## Hospital Information System



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- System design and documentation
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Dr. KAGNE. R.N

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### **Fee Submission**

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## REPORT


### Certificate course on Hospital Information System

The certificate course on Hospital Information System was conducted on behalf of NABH on 19 July -21 July 2019 for the VI Semester students. The students felt the course was very beneficial. It covered all the aspects of hospital information systems and their importance in the healthcare sector. The course was very well organized and the instructors were extremely knowledgeable. The hands-on experience with the software was also very useful. Feedback given by the students are discussed and action has been taken

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# Certificate Course in HIS(Smart Hospital)

## Hospital Information System



**Global Quality Training And Assessors Pvt Ltd**

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## REPORT

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## Hospital Information System



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The certificate course on Hospital Information System was conducted on behalf of NABH on 10 December -12 December 2021 for the VI Semester students. The students felt the course was very beneficial. It covered all the aspects of hospital information systems and their importance in the healthcare sector. The course was very well organized and the instructors were extremely knowledgeable. The hands-on experience with the software was also very useful. Feedback given by the students are discussed and action has been taken

#### 2. Objectives:

The primary objectives of introducing a value-added course on Hospital Information System for MBBS students are as follows:

- a. Familiarize students with the fundamentals of Hospital Information Systems and their importance in healthcare delivery.
- b. Provide hands-on experience with various HIS components, such as Electronic Health Records (EHR), Clinical Decision Support Systems (CDSS), and Picture Archiving and Communication Systems (PACS).
- c. Enable students to understand data privacy, security, and legal aspects related to healthcare informatics.
- d. Prepare future doctors to efficiently utilize HIS for patient data management, diagnosis, treatment planning, and monitoring.
- e. Enhance the overall quality of healthcare services by encouraging the integration of technology into medical practice.

  
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**Value added course on Qualitative Methods in Health Research**

The value added course on Qualitative Methods in Health Research was conducted by SMVMCH Research Committee on 3-7<sup>th</sup> of January 2018 for PG students.

**Objectives:**

To introduce students to the fundamental concepts and principles of qualitative research methods in health studies.

To familiarize students with various qualitative data collection techniques, such as interviews, focus groups, and participant observation.

To guide students in the process of data analysis and interpretation using qualitative research tools.

To enable students to critically assess and evaluate the quality of qualitative research studies in the health domain.

**Course Content:**

The course was designed as a series of interactive sessions, workshops, and practical exercises covering the following topics:

**Introduction to Qualitative Research:**

Distinctive features of qualitative research.

Comparison with quantitative research methods.

**Research Design and Ethics:**

Formulating research questions.

Ensuring ethical considerations in qualitative studies.

**Data Collection Techniques:**

In-depth interviews: planning, conducting, and recording.

Focus groups: design, moderation, and analysis.

Participant observation: techniques and challenges.

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**Data Analysis:**

Coding and thematic analysis.

Interpretation and drawing conclusions.

Quality and Rigor in Qualitative Research:

Strategies for enhancing validity and reliability.

Addressing bias and reflexivity.

Reporting and Publishing:

Writing qualitative research findings.

Preparing manuscripts for publication

**Activities:**

Lectures and Presentations: Expert faculty members delivered informative lectures on various qualitative research aspects.

Group Discussions: Participants engaged in discussions on research design, data collection challenges, and ethical considerations.

Practical Exercises: Hands-on activities included coding practice, analyzing sample qualitative data, and creating themes.

Case Studies: Real-life case studies were presented, encouraging participants to apply qualitative methods to health scenarios.

Guest Speakers: Renowned researchers shared their experiences and insights into conducting qualitative health research.

**Outcomes:**

Enhanced Understanding: Participants gained a strong foundation in qualitative research principles and techniques.

Practical Skills: Students developed hands-on skills in data collection, coding, and analysis.

Critical Analysis: Participants learned to critically assess the quality and validity of qualitative research studies.

Application: Students demonstrated the ability to apply qualitative methods to health-related scenarios.

Networking: Interaction with guest speakers and peers fostered valuable connections in the field.

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**Conclusion:**

The value-added course on Qualitative Methods in Health Research provided postgraduate students with a robust understanding of qualitative research's significance and its relevance in the health domain. Through interactive sessions, practical exercises, and exposure to real-life cases, participants gained valuable insights and skills that will serve them well in their future academic and professional endeavors

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**Conclusion:**

The value-added course on Qualitative Methods in Health Research provided postgraduate students with a robust understanding of qualitative research's significance and its relevance in the health domain. Through interactive sessions, practical exercises, and exposure to real-life cases, participants gained valuable insights and skills that will serve them well in their future academic and professional endeavors

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## **Value added course on Communication skills**

The value added course on Communication skills for CRRRI students was conducted by Medical Education Unit on 14.01.2017 & 15.01.2017. Communication skills are a vital component of effective human interaction. The ability to convey thoughts, ideas, and information clearly and accurately is crucial in both personal and professional contexts. This report aims to explore the significance of communication skills, their types, barriers, and strategies for improvement.

### **Importance of Communication Skills:**

Effective communication skills are essential for various reasons:

**Effective Workplace Collaboration:** In professional settings, communication skills foster collaboration, teamwork, and efficient problem-solving. Clear communication minimizes misunderstandings and ensures tasks are completed accurately and on time.

**Career Advancement:** Individuals with strong communication skills are often better equipped to convey their ideas, negotiate effectively, and present their achievements, leading to better job prospects and career growth.

**Building Relationships:** Strong interpersonal communication skills help in forming and maintaining relationships. They enable individuals to express empathy, understanding, and support, leading to healthier personal and professional connections.

**Conflict Resolution:** Effective communication plays a key role in resolving conflicts. Individuals who can express themselves clearly and listen actively are more likely to find mutually agreeable solutions.

### **Barriers to Effective Communication:**

Several barriers can hinder successful communication:

**Language Barriers:** Differences in language, vocabulary, and accents can lead to misunderstandings.

**Cultural Differences:** Diverse cultural backgrounds can result in misinterpretations and unintended offense.

**Lack of Clarity:** Unclear messages, jargon, or complex language can confuse recipients.

**Emotional Barriers:** Strong emotions can distort communication, leading to misperceptions and ineffective interactions.



**Distractions:** Environmental factors, such as noise or interruptions, can disrupt effective communication.

### **Strategies for Improving Communication Skills:**

Enhancing communication skills requires conscious effort and practice:

**Active Listening:** Pay attention, avoid interrupting, and ask clarifying questions to ensure you understand the speaker's message.

**Clarity and Brevity:** Use clear and concise language to convey information. Avoid unnecessary jargon.

**Empathy:** Put yourself in the other person's shoes to understand their perspective and feelings.

**Nonverbal Awareness:** Pay attention to your body language, facial expressions, and tone of voice to ensure they align with your intended message.

**Feedback:** Encourage and provide constructive feedback to enhance communication with colleagues, friends, and family.

**Cultural Sensitivity:** Be mindful of cultural differences and adapt your communication style accordingly.

Communication skills are a cornerstone of effective human interaction. They are crucial for successful professional relationships, personal connections, conflict resolution, and overall well-being. By understanding the types of communication skills, identifying barriers, and implementing strategies for improvement, individuals can enhance their ability to convey ideas, build relationships, and achieve their goals. Continuous practice and self-awareness are key to becoming a proficient communicator in various contexts.

Feedback given by the students are discussed and action has been taken

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## **Value added course on Communication skills**

The value added course on Communication skills for CRRI students was conducted by Medical Education Unit on 13.01.2018 & 14.01.2018. Communication skills are a vital component of effective human interaction. The ability to convey thoughts, ideas, and information clearly and accurately is crucial in both personal and professional contexts. This report aims to explore the significance of communication skills, their types, barriers, and strategies for improvement.

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**Lack of Clarity:** Unclear messages, jargon, or complex language can confuse recipients.

**Emotional Barriers:** Strong emotions can distort communication, leading to misperceptions and ineffective interactions.

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**Distractions:** Environmental factors, such as noise or interruptions, can disrupt effective communication.

### **Strategies for Improving Communication Skills:**

Enhancing communication skills requires conscious effort and practice:

**Active Listening:** Pay attention, avoid interrupting, and ask clarifying questions to ensure you understand the speaker's message.

**Clarity and Brevity:** Use clear and concise language to convey information. Avoid unnecessary jargon.

**Empathy:** Put yourself in the other person's shoes to understand their perspective and feelings.

**Nonverbal Awareness:** Pay attention to your body language, facial expressions, and tone of voice to ensure they align with your intended message.

**Feedback:** Encourage and provide constructive feedback to enhance communication with colleagues, friends, and family.

**Cultural Sensitivity:** Be mindful of cultural differences and adapt your communication style accordingly.

Communication skills are a cornerstone of effective human interaction. They are crucial for successful professional relationships, personal connections, conflict resolution, and overall well-being. By understanding the types of communication skills, identifying barriers, and implementing strategies for improvement, individuals can enhance their ability to convey ideas, build relationships, and achieve their goals. Continuous practice and self-awareness are key to becoming a proficient communicator in various contexts.

Feedback given by the students are discussed and action has been taken

TRUE COPY ATTESTED

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# FIRE & SAFETY TRAINING BROCHURE

## Fire safety training

No of participants: - maximum 30.

Class room training: - 45 minutes.  
Activity :- 45 minutes.  
Practical :- 30 minutes.  
Total time :- 2 hours.

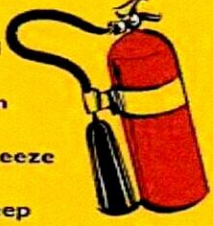


A basic fire safety training which includes

- 1) Practical use of fire extinguisher.
- 2) Over view about what is fire.
- 3) Understanding types of fire.
- 4) Basic method to extinguish fire
- 5) Do and don'ts of fire.

Transportation will be charged additional if outside Mumbai

**Pull**  
**Aim**  
**Squeeze**  
**Sweep**



**A CERTIFICATE COURSE IN FIRE AND SAFETY**

**ACM CERTIFICATION PVT LTD**

**AT MANAKULA VINAYGAR MEDICAL  
COLLEGE AND HOSPITAL**

Dr. KACNE R.N  
SRI MANAKULA VINAYAGAR  
MEDICAL COLLEGE & HOSPITAL  
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## Introduction

Welcome to the 2017 catalogue of Fire & Safety Training Courses. As always, the staff and management at ACM Certification Pvt Ltd continue to deliver a superior standard of certificate training to our customers, both new and existing. Our aim is always to improve and to find new and better ways to provide a safe and secure working environment for our ever-increasing list of clients. We strive to stand out from the rest; we like to believe we go a step further than our competitors when it comes to offering valuable, and potentially life saving Safety Training. Our trainers are constantly researching and developing the manner in which our courses are delivered, keeping up to date with new technology and advising our attendees of any new or improved products on the market that may be of interest in the work place or in the home.

All of our Training Instructors are qualified, with many years experience in the Fire Industry, including trained Fire Fighters and Paramedics.

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## Course Content and Syllabus.

- Fire Safety Awareness
- Fire Warden
- Fire Extinguisher Training
- Emergency Evacuation Procedures & Monitoring
- Manual Handling
- Occupational First Aid
- Occupational First Aid Refresher
- Emergency First Aid
- Automated External Defibrillator (AED)

### Please Note ;

All our training courses can be tailor made to suit your particular industry. For this reason, we welcome any input from our trainees.

All of the fire related courses include Gas Controlled Live Fire apparatus, allowing for all attendees to use the extinguishers on real fires. However, this is not included in the Emergency Evacuation Monitoring.

  
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# Fire Safety Awareness Training Course

## COURSE AIM:

The purpose of this Fire Safety Training course is to create awareness, and to bring to the forefront of peoples minds, the danger around us at all times and in all locations. The emphasis of course is on the dangers of fire, and how we can work together to reduce the risk of an outbreak, and, of course, what to do should such an event occur.

## COURSE OBJECTIVES:

On completion of this course, participants will be able to:

- Describe the Chemistry of Fire.
- List the actions to be taken in the event of a fire.
- State the organizations Evacuation Procedures.
- Fight the fire if safe to do so.

## COURSE CONTENT:

- Fire Safety Legislation.
- Causes & Costs of fires.
- Physics & Chemistry of fire.
- Development and spread of fire.
- Action in the event of fire & upon hearing the Fire Alarm.
- Raising the alarm and summoning the Fire Brigade.
- Fighting a fire.
- Choosing the correct extinguisher.
- Correct use of the extinguisher.
- Evacuation procedures.
- Role of the Fire Warden.

## COURSE ATTENDANCE:

- MAXIMUM 50 PARTICIPANTS.
- HALF-DAY DURATION.

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# Fire Warden module

## COURSE AIM:

The purpose of the Fire Warden Training course is to prepare the trainees to act as a team in the evacuation of the premises in an emergency situation. It also teaches the importance of good housekeeping and vigilance, and the need for ongoing Fire Risk Assessment.

## COURSE OBJECTIVES:

On completion of the course, participants will be able to;


- List the duties of the Fire Warden.
- Describe the Chemistry of Fire.
- Identify Fire Hazards in the work place.
- Safely & competently use portable fire extinguishers.
- Assist in Evacuation Procedure and Drills.

## COURSE CONTENT:

- Course introduction and objectives.
- Fire Safety Legislation.
- Theory of Fire & Fire Extinction.
- Chemistry of Fire
- Demonstration of Fire Hazards
- Spread of Fire and Smoke behavior.
- Ignition sources.
- Portable Fire Extinguishers & their uses.
- Fire prevention & Evacuation Procedures.
- Duties of the Fire Warden.

## COURSE ATTENDANCE:

- MAXIMUM 50 PARTICIPANTS
- HALF DAY DURATION

  
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# Fire Extinguisher Training

## COURSE AIM:

The purpose of this practical, hands on Fire Extinguisher Training course is to equip participants with the necessary skills and confidence, to identify and select the correct fire extinguisher, and to safely and competently extinguish a small fire.

## COURSE OBJECTIVES:

On completion of this course, participants will be able to ;

- Identify the various types of Fire Extinguishers.
- Identify potential dangers of incorrect use of extinguishers.
- Select the appropriate extinguisher.
- Use portable fire extinguishers effectively.

## COURSE CONTENT:

- Fire Triangle & Chemistry of Fire.
- Dangers and consequences of fire.
- Basic precautions and good housekeeping.
- Portable Fire Extinguishers and their uses.
- Practical " Hands On " extinguisher training. ( Gas Controlled )

## COURSE ATTENDANCE:

- MAXIMUM 12 PARTICIPANTS
- 2 HOUR DURATION.

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# Emergency Evacuation Monitoring.

## OBJECTIVE:

The purpose of the Emergency Evacuation Monitoring service provided by Total Fire Protection Ltd is to provide staff with the necessary understanding of the requirements of a safe and orderly evacuation in the event of an emergency situation.

A member of our team will attend on site during a Fire Evacuation Drill to monitor the proceedings and relay the results back to the Fire Wardens in a post evacuation de-briefing meeting.

A report sheet will be presented to the Chief Fire Warden immediately after the drill, followed by a full and detailed report to be kept by the company along with the Fire Register, available for inspection in the event of a Safety Audit.

This service is of particular benefit to newly trained Fire Wardens and companies who have not previously carried out an Emergency Evacuation Drill.

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# Manual Handling Training Module

## Course Aim:

To provide you with the information and training necessary to be competent in Manual Handling, in order to avoid injury to yourself and to others.

## Course Objectives:

On completion of this course, participants will be able to:

- Define Manual Handling.
- State relevant Irish and EU Legislation.
- Describe the basic Anatomy of the Spine.
- Carry out a Manual Handling Risk Assessment
- Utilize correctly the 8 Principles of Safe Lifting.

## Course Programme:

- Manual Handling Legislation – as it applies to the employer and employee.
- Dangers and harm caused by careless /unskilled methods of manual handling.
- Principles of levers and laws of motion.
- Anatomy of the spine and muscular system.
- Risk Assessment
- How to handle loads safely.
- Practice in safe handling of loads.

## Who Should Attend:

Under the Safety, Health and Welfare at Work (General Application Regulations) 2007, it is a requirement that ALL employees attend Manual Handling training.

## Course Attendance:

- Maximum 12 participants.
- Half day duration.

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# Occupational First Aid module

This Occupational First Aid course meets the requirements of the syllabus for Fetac Occupational First Aid (Level Five) as set out by the Health & Safety Authority.

The programme requires a high level of trainee participation and interaction, where the theory is enhanced by practical demonstration of skills and practical application by trainees.

## Course Aim:

To provide learner with the knowledge, practical skills and understanding required to provide and co-ordinate First Aid in the workplace in compliance with the requirements of the Safety, Health and Welfare at Work (General Application) Regulations 2007; Part 7 Chapter 2 : First Aid.

## Course Objectives:

Learners who successfully complete the course will:

- Understand the responsibilities of an Occupational First Aider.
- Be able to provide treatment for the purpose of preserving life, or minimizing the consequences of injury until discharge, or the arrival of medical assistance.
- Be able to provide treatment in the workplace, for an injury which does not require the attention of a medical practitioner or nurse.
- Be capable of coordinating First Aid arrangements in the workplace.
- Be familiar with Health & Safety legislation on First Aid provision in the workplace.

## Course Outline

- Unit 1 --- First Aid In The Workplace
- Unit 2 --- Patient assessment
- Unit 3 --- Respiratory Emergencies

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- Unit 4 --- Cardiac First Response
- Unit 5 --- Wounds and Bleeding
- Unit 6 --- Altered Level of Consciousness
- Unit 7 --- Musculoskeletal
- Unit 8 --- Burns & Scalds, Chemicals & Electrical Shock

Course De-Brief and Assessment

## Assessment & Certification:

- Certification Assessments (Theory & Practical) will be held on day 3 of the course.
- Unit Assessments will be performed as per unit.
- Certificates will be issued by ACM Certification Pvt Ltd

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# Occupational First Aid Refresher.

## Course aim:

To refresh the skills and knowledge gained in the original Occupational First Aid Course. This is a one day course.

## Course Objectives:

On completion of this course, participants will be able to;

- Demonstrate up-to-date practical skills.
- Explain new developments in First Aid.

## Course Programme:

- Aims- Prevent Further Harm; Preserve Life; Promote Recovery.
- Responsibilities of First Aiders.
- Primary Surveys-Medical & Trauma.
- Making a Diagnosis.
- Life Threatening Conditions; Asphyxia, Respiratory & Cardiac Arrest and Shock.
- Casualty Interview, (S.A.M.P.L.E.)
- Casualty Report Forms.

## Training Methods:

Classroom presentation on multi media/videos. Practical demonstrations of techniques. Course handouts, training records, evaluation forms are also provided.

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# Emergency First Aid.

## Course Aim:

This one day course is specifically designed for those who require a basis for providing First Aid in an emergency situation. It is designed to assist participants in the treatment of minor accident/incident injuries and life saving skills. This is not a substitution for Occupational First Aid.

## Course Objectives:

On completion of this course, the participants will have a basic knowledge of First Aid, and know what to do in the event of an emergency, while waiting for a qualified person (Doctor, Ambulance Personnel etc.,) to arrive.

## Course Programme:

- Assess a situation (scene, casualty or casualties) quickly and safely.
- Definition of role and functions of a First Aider. This includes what he/she can and cannot safely and competently do in the case of an accident or emergency.
- Protect casualties and others at the scene from possible danger.
- Identify, as far as possible, the mechanism or nature of the illness/injury.
- Arrange for medical help (Doctor, Cardiac Ambulance etc.,) if required.
- Triage-treating the most serious conditions (casualties) first.
- First Aid (A,C,B,C,D – Airway, C-Spine, Breathing, Circulation, Disability) Expose, Examine and Evaluate.
- CPR.
- Stay with the casualty until further care/medical aid is available.

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- Making a diagnosis.
- Life threatening conditions – shock, cardiac arrest, asphyxia, respiratory arrest and bleeding.
- Unconsciousness, Drowning, Fractures, Burns and Scalds.

## Automated External Defibrillator (AED).

### Course Aim:

To train participants in the use of CPR with the use of the A.E.D.

### Course Objectives:

Participants will be trained to develop a very high standard of C.P.R. and be given various scenarios involving the use of the A.E.D. with particular regard to safety.

### Training Methods:

- Classroom presentation and multi-media projector/videos.
- Practical demonstrations of techniques.
- Course handouts, training records and evaluation forms are also provided.

### Assessment & Certification:

At the end of the course there will be a written examination as well as three practical assessments for each student.

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