**SESSION TRANSACTION PLAN FOR TWO-DAY CAPACITY BUILDING PROGRAMME**

**FOR HEALTH DEPARTMENT**

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| **SESSION NUMBER** | **SESSION TITLE**  **AND DURATION** | **OBJECTIVE** | **SESSION TRANSACTION PLAN** | **EXPECTED OUTCOME**  **AND FOLLOW-UP**  **RESOURCES** |
| **SESSION 1** | **Hospital Infrastructure, Planning, and Quality Management**  Duration:45 Minutes | **Objective:**  To introduce participants to the Indian Standards on Infrastructure, Planning, and Quality Management of Hospitals including general and particular requirements for healthcare organizations | **Session Breakdown**   * **Objective:** To introduce participants to the Indian Standards on requirements for designing hospital infrastructure and planning healthcare facilities. * **Contents:**   + Importance of infrastructure in healthcare delivery.   + Overview of hospital planning standards.   + Regulatory requirements for different categories of hospitals. * **Methodology:**   + Presentation using visual aids.  **Hospital Planning Standards (10 mins)**  * **Objective:** To understand the structural and functional standards for general hospital planning. * **Contents:**   + Recommendations for general hospital buildings (administrative, medical services, and engineering services departments).   + Classification of hospitals based on size and function.   + Guidelines for up to 30 and 100 bedded hospitals. * **Methodology:**   + Presentation and Lecture  **Specific Healthcare Facility Guidelines (5 mins)**  * **Objective:** To explore planning considerations for specific facilities such as nursing homes, maternity homes, and single-doctor clinics. * **Contents:**   + Space and design requirements for specialized facilities.   + Healthcare facilities - particular requirements.   + Standards for maternity and single-doctor clinics. * **Methodology:**   + Presentation and lecture  1. **Quality Management and Performance Requirements for Hospitals (10 mins)**  * **Objective:** To provide an overview of quality management principles in hospital services and their impact on patient outcomes. * **Contents:**   + Definition and importance of quality management in hospitals.   + Overview of standards for quality management systems and performance guidelines. * **Methodology:**   + Presentation and Lecture   + Facilitated group discussion on quality challenges.  **Quality Management in Hospital Services (10 mins)**  * **Objective:** To familiarize participants with quality management procedures in specific hospital services. * **Contents:**   + OPD and emergency services quality management.   + Diagnostic and blood transfusion service guidelines.   + Guidelines for wards, nursing, and operation theatres. * **Methodology:**   + Presentation   + Analysis of real-world quality issues in hospital services.  **Performance Guidelines (5 mins)**  * **Objective:** To examine performance evaluation criteria for hospital services. * **Contents:**   + Performance guidelines for 30- and 100-bedded hospitals.   + Importance of monitoring and evaluation in hospital operations. * **Methodology:**   + Presentation  1. **Conclusion (5 minutes)**  * **Objective:** To summarize the entire course, clarify doubts, and reflect on key takeaways. * **Contents:**   + Recap of both sessions (infrastructure and quality management).   + Feedback collection from participants.   + Discussion on the path forward for applying learning. * **Methodology:**   + Short quiz to assess learning outcomes.   Open discussion on practical applications. | **Expected Outcomes:**   * Awareness regarding existing Standards. * Interpretation of the standards.   **Follow-up Resources:**   * Access to Indian Standards * Contact information for further queries or guidance. |
| **SESSION 2** | **Medical Devices and Surgical Instruments**  Duration:45 minutes | To provide knowledge of  Indian Standards on Medical devices, Surgical instruments and disposables, engagement of participants on existing standards with Q/A sessions and receiving feedback on further areas to be explored for standardization | 1. Introduction (10 minutes)  * **Objective**: To familiarize the participants with standards on medical devices, Surgical instruments and disposables. * **Content:** * Overview of Indian standards for medical devices and instruments * **Methodology:** Presentation with an overview of session objectives and key terms.  1. Important medical devices (10 minutes)  * **Objective:** To familiarize participants with standards on important devices. * **Content**: * Standards on pacemakers, stents, defibrillators, shunts, critical care ventilators, hearing aids, etc. * Important requirements and performance aspects * **Methodology:** Presentationwith an overview and objectives of the session.  1. Surgical instruments (10 minutes)  * **Objective:** To familiarize participants with standards on surgical instruments used in general surgery, orthopedic surgery, ENT surgery, etc. * **Content**: Details of Indian Standards with respect to important requirements and tests for the instruments. * **Methodology:** Presentationwith an overview and objectives of the session.  1. Surgical disposables (10 minutes)  * **Objective:** To familiarize participants with standards on gloves, needles, syringes, ampules, etc. * **Content**: Details of Indian Standards with respect to important requirements and tests. * **Methodology:** Presentationwith an overview and objectives of the session.  1. Q/A Session (5 minutes)  * **Objective:** Recap of key points and addressing questions from participants that arise during the session * **Content:** Open floor for questions and clarifications. * **Methodology:** Q/A sessionaddressed by the speaker**.** | **Expected Outcomes:**   * Awareness regarding existing Standards. * Interpretation of the standards. * Feedback regarding areas for standardization which may be taken up.   **Follow-up Resources:**   * Access to Indian Standards * Contact information for further queries or guidance. |
| **SESSION 3** | **Basic Safety of Medical Equipment**  Duration: 30 minutes | To provide the knowledge of  Indian Standards on Basic safety and performance of Medical Equipment, engagement of participants on challenges and safety issues in medical equipment with Q/A sessions. | **Session Breakdown**   1. Introduction (10 mins)  * **Objective**: To familiarize the participants with importance of safety in medical equipment and possible hazards to be taken care of. * **Content:** * Aspects for safety in medical equipment * Types of hazards that need to be addressed * **Methodology:** Presentation with an overview of session objectives and key terms.  1. Indian Standards on Safety of Medical Equipment (15 mins)  * **Objective:** To familiarize participants with important standards for basic safety of medical equipment and their compliance   • **Content**:   * Overview of IS 13450 series * Requirements of medical equipment that address aspects relating to safety and prevention of hazards * **Methodology:** Brief presentation with an overview and objectives of the session.  1. Q/A Session (5 minutes)  * **Objective:** Recap of key points and addressing questions from participants that arise during the session * **Content:** Open floor for questions and clarifications. * **Methodology:** Q/A sessionaddressed by the speaker**.** | **Expected Outcomes:**   * Awareness regarding existing Standards. * Interpretation of the standards. * Feedback regarding areas for standardization which may be taken up.   **Follow-up Resources:**   * Access to Indian Standards   Contact information for further queries or guidance. |
| **SESSION 4** | **Assistive Products**  Duration:  45 mins | **Objective:**  To provide knowledge of  Indian Standards on assistive products and important areas of work, understanding the challenges faced in ensuring safety of persons with disabilities, engagement of participants on prospective areas for future standardization with Q/A sessions. | **Session Breakdown**   * + 1. Introduction (10 minutes) * **Objective**: Introduce the participants with areas of standardization with regards to assistive devices and significance of quality products in assistive technologies. * **Content:** * Overview of Assistive products including Rehabilitation Appliances, Orthotic and Prosthetic Items * Importance and significance of assistive products * Indian Standards on Assistive products      * **Methodology:** Brief presentation with an overview and objectives of the session.   + 1. Rehabilitation Equipment (15 minutes) * **Objective:** To familiarize participants with key standards on Wheelchairs, Crutches, Walkers and Rollators   • **Content**:   * List of important Indian standards for Rehabilitation equipment * Details of important performance and safety requirements * Compliance with standards to ensure safety, quality, and consumer satisfaction * **Methodology:** Brief presentation with an overview and objectives of the session.   + 1. Prosthetics and orthotics (10 mins) * **Objective:** To familiarize participants with key standards on prosthetic and orthotic items   • **Content**:   * List of important Indian standards for prosthesis and orthosis. * Details of important requirements and test methods * Compliance with standards to ensure safety, quality, and consumer satisfaction * **Methodology:** Brief presentation with an overview and objectives of the session.   + 1. Conclusion and Q&A (10 minutes) * **Objective:** Recap of key points and addressing questions from participants that arise during the session * **Content:** Open floor for questions and clarifications. * **Methodology:** Q/A sessionaddressed by the speaker**.** | **Expected Outcomes:**   * Awareness about Indian standards on assistive products. * Understanding of the importance of standards in performance of these products as well as the safety aspects for users. * Interpretation of the standards. * Feedback regarding areas for standardization which may be taken up.   **Follow-up Resources:**   * Access to Indian Standards * Contact information for further queries or guidance. |
| **SESSION 5** | **Forensic Sciences**  **Duration:** 30 mins | To provide awareness on standards being developed in Forensic Sciences, future areas of work with Q/A sessions. | **Session Breakdown**   * + 1. Introduction (5 minutes) * **Objective**: To familiarize the participants with importance of standards in the field of Forensic Sciences. * **Content:** * Indian Standards on Forensic Sciences * Upcoming areas in this field * **Methodology:** Presentation with an overview of session objectives and key terms. * Instruments used for Forensic purpose (10 minutes) * **Objective:** To familiarize participants with standards on instruments used for Forensic purpose   • **Content**:   * Recognition, recording, collecting, transport and storage of items * Collection, storage and analysis of biological materials by minimizing risk of human DNA contamination * Polygraph and Physiograph * **Methodology:** Presentation with an overview of session objectives and key terms. * Protocol of medico-legal examination (10 mins) * **Objective:** To familiarize participants with important standards developed for medico-legal examination   • **Content**:   * Protocol for medico-legal examination of the survivor of sexual assault and collecting evidence * Protocol for medico-legal examination of the accused of sexual assault and collecting evidence * **Methodology:** Presentation with an overview of session objectives and key terms. * Q/A Session (5 minutes) * **Objective:** Recap of key points and addressing questions from participants that arise during the session * **Content:** Open floor for questions and clarifications. * **Methodology:** Q/A sessionaddressed by the speaker**.** | **Expected Outcomes:**   * Awareness regarding existing Standards. * Interpretation of the standards. * Feedback regarding areas for standardization which may be taken up.   **Follow-up Resources:**   * Access to Indian Standards * Contact information for further queries or guidance. |
| **SESSION 6** | **Medical Textile products for Health Department/Ministry of Health and Family Welfare**  Duration:  60 mins | **Objective:**  To enhance knowledge and awareness of participants about Indian Standards related to infection control, support for recovery of injury and wound management products along with technical requirement and their significance, the importance of compliance with standards to ensure safety, quality, and user satisfaction. | **Session Breakdown**   * **Introduction (15 minutes)** * **Objective**: Introduce the session, set the context for importance and usage of medical textiles in infection control, support for recovery of injury and wound management products * **Content:** * Overview of medical textiles and their applications * Importance and significance of infection control, support for recovery of injury and wound management products * Key areas of focus: Health and safety of patient and healthcare professional and user, performance and quality requirement * Indian Standards on infection control, support for recovery of injury and wound management products * List of medical textiles standards under QCO/Medical Device Rules      * **Methodology:** Brief presentation with an overview and objectives of the session.      * **Infection Control Products (30 minutes)** * **Objective:** To familiarize participants with key standards on infection control in healthcare setting   • **Content**:   * Important Indian standards IS 16289 Surgical Face Mask, IS 17423 Bioprotective Coverall, IS 17334 Surgical Gown and Drape, IS 18266 Medical Respirator, IS 17630 Bedsheet and pillow cover * Use and significance of the product, Important performance and safety requirement * Compliance with standards to ensure safety, quality, and user satisfaction * **Methodology:**   Interactive lecture with handouts giving details about the standards.   * Samples of surgical face mask, medical respirator, surgical gown and bio-protective coverall from different design and technologies may be shown to participants along with their application and advantages.   **Support for recovery of injury and wound management products** **(30 minutes)**   * **Objective:** To familiarize participants with key standards on support for recovery of injury and wound management products   • **Content**:   * Important Indian standards IS 758 Absorbent Cotton Gauze, IS 863 Cotton bandage cloth, IS 16468 Absorbent Cotton, IS 4738 Plaster of Paris Bandage, IS 4605 Crepe Bandage, IS 16111 Elastic Bandage, IS 17351 Dressing shell compressed, IS 17528 Chlorhexidine gauze dressings * Use and significance of the product, Important performance and safety requirement * Compliance with standards to ensure safety, quality, and user satisfaction * **Methodology:** * Interactive lecture with handouts giving details about the standards. * Samples of bandages and wound dressing from different design and technologies may be shown to participants along with their application and advantages   **Conclusion and Q & A (15 minutes)**  **Objective**: Recap key points and provide an opportunity for participant questions.  **Content**:   * Summary of session highlights. * Open floor for questions and clarifications. * List of standards on medical textiles for Health Department   **Methodology**:  Facilitator-led summary and Q&A session. | **Expected Outcomes:**  Comprehensive understanding and awareness about Indian standards on infection control, support for recovery of injury and wound management products  Understanding of the importance of standard, key performance/ safety requirements and compliance of the infection control, support for recovery of injury and wound management products.  Interpretation of the standards.  Areas lacking for standardization may be brought up.  **Follow-up Resources:**   * Access to Indian Standards   Contact information for further queries or guidance. |
| **SESSION 7** | **Hospital Biomedical Waste Management**  Duration: 30 mins | **Objective**   * To apprise the participants on the importance of standardization in Hospital Biomedical waste management * Indian Standard under development on the Process of and the products used in hospital biomedical waste management * Indian standards formulated on sharp injury protection system   Brainstorming on new subjects for standardization on the products used along the life cycle of hospital Biomedical waste management | **Session Breakdown**   1. Introduction – Hospital Biomedical Waste Management (10 mins)    * ***Objective***   To familiarize the participants on the importance of standards for hospital biomedical waste management   * + ***Content***     - Life cycle of biomedical waste management     - Products used in Collection, storage, treatment and disposal of biomedical waste in hospitals     - Indian Standard under development on the Process of and the products used in hospital biomedical waste management   + ***Methodology***   Presentation on the content mentioned   1. Sharp injury Protection system (10 mins)    * ***Objective***   To familiarize the participants on the importance of standards for sharp injury protection system   * + ***Content***   Key features of IS 18200 (Part 1): 2024 and IS 18481: 2024   * + ***Methodology***   Presentation on the content mentioned   1. Brainstorming on new subjects of standardization (10 mins)    * ***Objective***   Identify new subjects   * + ***Content***   Brainstorming session   * + ***Methodology***   Group activity and presentation on the outcome of brain writing | **Expected Outcomes**   * Awareness on the available Indian Standards and work in progress * Brainstorming on new subjects which can be taken up for standardization   **Follow-up Resources:**   * Access to Indian Standards. * Contact information for further queries or guidance. |
| **SESSION 8** | **Health informatics**  Duration:  45 mins | **Objective:**  To provide knowledge of  Standards being developed in the field of Health informatics and future areas of work, understanding the assessment of quality of living and needs, identification for benefits scheme in healthcare sector, engagement of participants on possible future areas of work with Q/A sessions. | **Session Breakdown**   1. Introduction (10 minutes)  * **Objective**: To familiarize the participants with importance of Health informatics. * **Content:** * Indian Standards on Health informatics * Existing systems in this regard * Upcoming areas in this field * **Methodology:** Presentation with an overview of session objectives and key terms.  1. Tele-health and virtual care (15 minutes)  * **Objective:** To familiarize participants with important standards being developed in tele-health and virtual care   • **Content**:   * Existing compliance and guidelines * Telemedicine and remote monitoring * Service providers and repositories and its important requirements * **Methodology:** Presentation with an overview of session objectives and key terms.  1. Disability Informatics (15 mins)  * **Objective:** To familiarize participants with important standards being developed in disability informatics   • **Content**:   * Details of demographics and clinical information * Screening of subject of care, identifying data for assessment of quality of living and needs * Collection of data at the population level capturing individuals with disabilities * **Methodology:** Presentation with an overview of session objectives and key terms.  1. Q/A Session (5 minutes)  * **Objective:** Recap of key points and addressing questions from participants that arise during the session * **Content:** Open floor for questions and clarifications. * **Methodology:** Q/A sessionaddressed by the speaker**.** | **Expected Outcomes:**   * Awareness regarding existing Standards. * Interpretation of the standards. * Feedback regarding areas for standardization which may be taken up.   **Follow-up Resources:**   * Access to Indian Standards   Contact information for further queries or guidance. |