



This policy outlines the institutional framework for considering the re-employment of former employees. It seeks to ensure a transparent, fair, and merit-based approach to rehiring while maintaining the integrity of the workforce and protecting organizational interests.

### **8.6.2. Eligibility for Re-hire:**

Generally, re-hire is most likely for employees who left voluntarily, were laid off due to economic reasons, completed contracts, or were terminated for reasons unrelated to performance or misconduct.

It is compulsory to review the employee's previous performance evaluations and disciplinary records from the previous In-charge or HOD.

### **8.6.3. Application and Interview:**

- Former employees should follow the regular application process, including submitting a resume and copies of all certificates as requested.
- Reference Checks: Contact previous supervisors and colleagues to gain insights into the employee's work ethic, skills, and behavior.
- Background Checks: Conduct background checks to ensure there are no red flags.
- Approval: The final decision to re-hire should involve HR Manager and department in-charge and relevant department heads, other than Director.

### **8.6.4. Additional Considerations:**

Probationary Period: Re-hired employees may undergo a probationary period to assess their performance and suitability for the new role.

### **8.6.5. Review**

This policy shall be reviewed periodically and may be amended as deemed necessary to reflect organizational requirements and regulatory changes.

## **8.7. TRAINING AND DEVELOPMENT POLICY**

### **8.7.1. Purpose**

The purpose of this policy is to promote continuous learning and professional growth by providing structured training opportunities that enhance employee skills, align with institutional goals, and support excellence in performance and service delivery.

### **8.7.2. Induction Training**

All newly joined employees including outsourced staff are inducted to Amala Institute of Medical Sciences through a formal induction and socialization process with sessions on hospital Vision, Mission and values, policies, rules, regulations, procedures and services etc. A quick session about the hospital, policies and procedure and leave rules will be given to the staff on the same of joining and a formal induction will be organized by the HR Department for a large number of new joiners once in 15 days. The induction training program is





conducted in a systematic manner, so that the employee will acquire requisite knowledge, skill, attitude and to create a basic awareness about quality. A welcome kit will be provided to staff on joining date.

### 8.7.3. Ongoing Programme for Professional Training & Development of the Staff

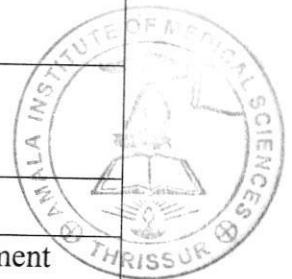
Ongoing/Department wise training programs shall happen in this institute. For nurses it is called CNE and for other it is CTP/CME etc. It can be internal or On the Job. The Management of Amala Institute of Medical Sciences recognizes the importance of providing adequate training to the staff for empowering them with skills which would improve their work performance. Need for training is also identified when there is a change in technology or an employee is transferred or promoted to a position carrying new/additional responsibilities. Training aspect also includes induction and job orientation training provided to each new employee.

Staffs are trained on various safety related aspects like risks within the organization, occupational safety (NSI, Spillage etc), fire emergency etc.

#### a) Induction Training-

Induction training should commence on the first day of employment or within 15 days of joining, so that employees are familiar with basic procedures once they are at their place of work. When this is not possible, induction training will take place as soon as possible after the employee has started work.

INDUCTION TRAINING TOPICS	
Introduction to organization	IT
Vision, Mission, Quality policies & objectives	Confidentiality of medical records & hospital data
Scope of Services	Quality management & NABH
Service Standards	Hospital infection prevention & control
General awareness regarding hospital policies / Administrative Procedures	Safety aspects – Patient and employee safety, Radiation Safety
HR policies – Employee leave policies & welfare schemes	Blood Transfusion
Employee rights and responsibilities	Biomedical waste management
Grievance & Disciplinary Procedures	Hazardous material spill management





Performance appraisal	Hospital emergency codes
Grooming standards	Basic Life Support
Patient rights and responsibilities	Communication techniques
Legal & Ethical aspects	

b) CTP (Continues Training Programme)-

Continuous Training Programme is provided weekly in a month throughout the year and staffs should attend the session once in a month

CTP TRAINING TOPICS	
Signature Policy and Foreign Patient Admission Procedure	HIC – Hospital Infection Control
Pneumatic System	BLS – Basic Life Support
Fire & Safety	Stress Management
Team Work	Biomedical Waste Management
Communication	Problem Solving
Quality Aspects	Occupational Hazard

c) CNE (Continues Nurses Education)-

Continuous education in nursing represents exposure to nursing programs beyond those necessary for basic preparation. It also offers an opportunity for registered nurses to build upon their education and experience and develop their abilities and knowledge throughout their careers.

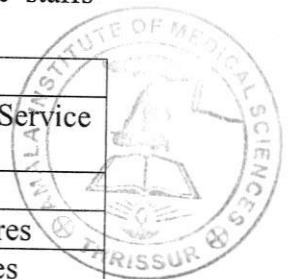
d) CME ( Continuous Medical Education)-

Continuing medical education is continuing education that helps those in the medical field maintain competence and learn about new and developing areas of their field. According to NMC a doctor must attend 30 credit hours of training during 5 years.

e) DEPARTMENTAL TRAINING-

Trainings provided in departmental wise to the staffs helps to improve the staffs capability to provide better service in the department.

DEPATMENTAL TRAINING TOPICS	
Orientation to Department & Co-workers	Organisation's Vision, Mission, Service Standards, etc.
Scope of Service of the Department	Scope of Services
Reporting Structure	Grievance & Disciplinary Procedures
Jobs & Responsibilities	Employee Rights & Responsibilities
Departmental Policies & Work Instructions	Patients' Rights & Responsibilities





Training on Use of Software	Quality Management & NABH
Training on Use of Forms and Registers	Hospital Infection Prevention and Control
Departmental Safe Work Practices	Safety Aspects (Fire Safety, Occupation Safety, Patient Safety and Staff Safety)
Training on Use of Equipment and Modalities	Basic Life Support
Confidentiality of Medical Records & Hospital Data	IT

f) E- LERNING MODULES

MEDLEARN application is utilized as the official platform for delivering training in online mode, ensuring accessibility, consistency and compliance.

The Minimum mandatory hours of training that every staff must attend in a year as follows;

<b>DOCTORS</b>
30 CREDIT HOURS OF TRAINING WITHIN 5 YEARS

<b>STAFF NURSES</b>	
CNE	12 Hrs
CTP	6 Hrs
DEPARTMENTAL TRAINING	12 Hrs
ANNUAL TRAINING	2 Hrs
<b>TOTAL</b>	<b>32 Hrs</b>

<b>GENERAL STAFFS</b>	
CTP	12 Hrs
DEPARTMENTAL TRAINING	6 Hrs
ANNUAL TRAINING	2 Hrs
<b>TOTAL</b>	<b>20 Hrs</b>

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**8.7.4. Description of the process:**

Amala Institute of Medical Sciences recognizes the importance of training and development activities for employee motivation, skill enhancement, positive effect on productivity,

