



MAHATMA GANDHI MISSION
MEDICAL COLLEGE & HOSPITAL

Internal Quality Assurance Cell

Junction of NH-4 & Sion Panvel Expressway Sector -1, Kamothe, Navi Mumbai -410 209.

Tel no – 022/27433404, 27437904, Email - mgmmciqac@gmail.com

Ref: MGM/MED-C/IQAC/2022

Date – 27.08.2022

To
All HOD's
MGM medical college, Navi Mumbai

Subject: Regarding conduction of refresher workshop on 'AQAR Writing & Submission'
Respected Sir/Madam,

IQAC MGM Medical College is organizing refresher workshop on 'AQAR Writing & Submission'. All departmental IQAC Co-Ordinator's & clerks /secretaries are requested to attend. HOD's are also welcome if they are willing to attend workshop.

Time & venue:

Date	Time	Department	Venue
01.09.2022	10.30am - 01.00 pm	Pre-Clinical Anatomy, Physiology, Biochemistry Para Clinical Community Medicine, FMT, Pathology, Microbiology, Pharmacology Clinical Departments Cardiology, Emergency Medicine, Family Medicine, Urology, Trauma & Surgery, IHBT	MEU, 1 st floor MGM Medical College
02.09.2022	10.30am- 01.00pm	Clinical Department Anaesthesia, Dermatology, ENT, General Medicine General Surgery, Obstetrics & Gynaecology, Geriatrics, Ophthalmology, Orthopaedics, Psychiatry, CVTS, Paediatrics, Radio-Diagnosis, Respiratory Medicine	MEU, 1 st floor MGM Medical College

Thanking you


29.8.22

IQAC Coordinator
MGM MC NM

Co-ordinator
IQAC

MGM Medical College & Hospital
Kamothe, Navi Mumbai - 410 209.

Chairman IQAC
MGM MC NM


26/8/22
Dean
MGM Medical College & Hospital
Kamothe, Navi Mumbai - 410209



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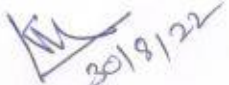
Ref: MGM/MED-C/IQAC/2022

Date – 30.08.2022

Workshop on 'AQAR Writing & Submission'

Programme Schedule - 01/09/22 & 02/09/22

Time	Session	Faculty Member
10.30-10.40	Welcome & overview of work shop	Dr. Kavita More, IQAC coordinator & Associate Professor, Biochemistry
10.40-10.50	Key note address	Dr. G.S. Narshetty, Dean & Chairman IQAC
10.50-11.10	Criterion I – Curricular Aspects	Dr. Samir Pachpute, Associate Professor, Microbiology & IQAC Member
11.10-11.30	Criterion II – Teaching-Learning and Evaluation	Dr. Yashoda Kattimani, Associate Professor, Physiology & IQAC Co-coordinator
11.30-11.50	Criterion III – Research, Innovations and Extension	Dr. Savitri Katlam, Assistant Professor, Pharmacology & IQAC Member
11.50-12.10	Criterion IV – Infrastructure and Learning Resources	Dr. Priyanka Jadhav, Associate Professor, Pathology & IQAC Member
12.10-12.30	Criterion V - Student Support and Progression	Dr. Swapnil Gosavi, Assistant Professor, ENT & IQAC Member
12.30-12.45	Criterion VI– Governance, Leadership and Management	Dr. Mini Mol, Associate Professor, Anatomy & IQAC Member
12.45-01.00	Criterion VII – Institutional Values and Best Practices	Dr. Madhavi Mankar, Professor, Community Medicine & IQAC Member Ms. Vineeta Sharma, Health Inspector, Community Medicine & IQAC Member
01.00-onwards	Feedback & Vote of thanks	Dr. Yashoda Kattimani,


30/8/22
IQAC Coordinator
MGM MC NM

Co-ordinator
IQAC

MGM Medical College & Hospital
Kamothe, Navi Mumbai - 410 209.

Dean
MGM MC NM



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Kamothe, Navi Mumbai-410209



MGM SCHOOL OF BIOMEDICAL SCIENCES, NAVI MUMBAI

(A constituent unit of MGM INSTITUTE OF HEALTH SCIENCES)

(Deemed University u/s 3 of UGC Act 1956)

Grade "A" Accredited by NAAC

Sector 1, Kamothe Navi Mumbai-410209, Tel.No.022-27437631, 27437632, 27432890

Email: bsnm@mgmuhs.com / Website: www.mgmsbsnm.edu.in

Ref No. SBS/22/11/

Date: 25/11/2022

NOTICE

MGM School of Biomedical Sciences, Navi Mumbai has organized a training program cum workshop on "Basics on English and Communication skills" for language development in Non-Teaching staff to carry out official activities flawlessly. The program will be conducted by Mrs. Meeta Mathur on 28th and 29th November 2022 from 11.00 am to 1.00 pm at Classroom no. 2, 2nd floor, Medical College Building, MGM HIS, Navi Mumbai.

Request Head of Institutes / Departments to kindly permit / relieve the non-teaching staff of their respective departments to attend the workshop.

Dr. Mansee Thakur
Director,
MGM School of Biomedical Sciences,
Navi Mumbai.

Director
MGM School of Biomedical Science
Kamothe, Navi Mumbai

MGM SCHOOL OF BIOMEDICAL SCIENCES

Inward No. MGSBS/4087

Date 25/11/22

Receiver *JH*

MAHATMA GANDHI MISSION HOSPITAL
Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai - 410209
Tel.: 022-27437900/ 01, Fax: 91-22-27431723
DEPARTMENT OF NURSING



Training Schedule for the Month of March- 2023

Day	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	MONDAY
Date	01.03.2023	02.03.2023	03.03.2023	04.03.2023	06.03.2023
T.Topic		Prevention of Fall	Departmental Training	Skin Integrity	Fire & Safety
Trainer Name		Ms. Feba B (ICN)		Dr. Padmaja Dhawale (NS)	Mr. Kishore Shivaji
Day	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY
Date	07.03.2023	08.03.2023	09.03.2023	10.03.2023	13.03.2023
T.Topic	PUBLIC HOLIDAY	NABH& Key Indicators	Daily Nursing Flowsheet	Departmental Training	Swine - Flu
Trainer Name		Ms. Feba B (ICN)	Ms. Kavitha Stephen (ANS)		Ms. Maya. B (ICN)
Day	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY
Date	14.03.2023	15.03.2023	16.03.2023	17.03.2023	20.03.2023
T.Topic	Drug Calculation	Competency Assessment Test	Airway Management	Departmental Training	Medication Recall Policy
Trainer Name	Mr. Jignesh (Npcc)		NPCC Staffs		Mr. Rishabh (Npcc)
Day	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY
Date	21.03.2023	22.03.2023	23.03.2023	24.03.2023	27.03.2023
T.Topic	Communicable Disease	PUBLIC HOLIDAY	Pre & Post Operative Nursing	Departmental Training	End of Life Care
Trainer Name	Ms. Maya. B (ICN)		Ms. Precious. A (Npcc)		Dr. Padmaja Dhawale (NS)
Day	TUESDAY	WEDNESDAY	THURSDAY		
Date	28.03.2023	29.03.2023	30.03.2023		
T.Topic	Standard Precautions	Basics of Sutures	Hand Hygiene		
Trainer Name	Ms. Maya. B (ICN)	Mr. Mubashir Benot	Ms. Arpita. K (ICN)		

Stephen
Mrs. Kavitha Stephen
ANS/ Nurse Educator.

Jacob
Mrs. Susan Jacob
Professor, Nursing education
Co-ordinator

Dhawale
Dr. Padmaja Dhawale
Nursing superintendent
Nursing Superintendent
MGM Medical College & Hospital

Dasila
Dr. Prabha K. Dasila
Professor & Nursing Director

13/4/2023




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DEPARTMENT OF NURSING

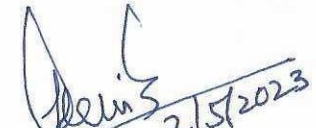
Training Schedule for the Month of April_2023

Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date						01.04.2023
T. Topic						Management of wound healing
Trainer Name						Dr. Padmaja Dhawale (NS)
Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	MONDAY	TUESDAY
Date	03.04.2023	04.04.2023	05.04.2023	07.04.2023	10.04.2023	11.04.2023
T. Topic	Phlebotomy	Needle Stick Injury	Fire Safety Extinguisher	Departmental Training	ECG Interpretations	Surgical Site Infections
Trainer Name	Ms. Kavitha Stephen (ANS)	Ms. Arpita Khandekar (ICN)	Mr. Kishore Shivaji		Mr. Jignesh Vyas (NPcc)	Ms. Arpita Khandekar (ICN)
Day	WEDNESDAY	THURSDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Date	12.04.2023	13.04.2023	18.04.2023	19.04.2023	20.04.2023	21.04.2023
T. Topic	CAT	Hand's on Session on New Glucometer (Evolve - FL)	Bio - Medical Waste Management	High Risk Drugs (Opioids)	Restraint Management	Departmental Training
Trainer Name	(NPCC Staff)	Mr. Arvand	Ms. Arpita Khandekar (ICN)	Dr. Chitrita Kishore.	Ms. Feba B (ICN)	
Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
Date	24.04.2023	25.04.2023	26.04.2023	27.04.2023	28.04.2023	
T. Topic	Emergency Codes	Prevention of Pressure Ulcers	Crush Cart	NABH Indicators & Nurses Role	Departmental Training	
Trainer Name	Mrs. Kavitha Stephen (ANS)	Ms. Maya M. Besra (ICN)	Ms. Ruksar Mulla (NPCC)	Dr. Jyoti Chaudhari (Asso. Professor)		


Mrs. Kavitha Stephen
ANS/ Nurse Educator.


Mrs. Susan Jacob
Professor, Nursing Education
Co-ordinator


Dr. Padmaja Dhawale
ASSO. Professor & Nursing superintendent


Dr. Prabha K. Dasila
Professor & Nursing Director

Nursing Superintendent
MGM Medical College & Hospital
Kamothe, Navi Mumbai - 410209.



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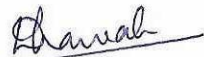
DEPARTMENT OF NURSING

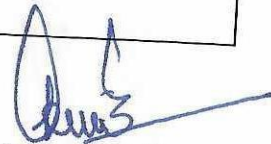
Training Schedule for the Month of May_2023

Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date	01.05.2023	02.05.2023	03.05.2023	04.05.2023	05.05.2023	06.05.2023
T. Topic	HOLIDAY	Hand Hygiene	Competency Assessment Test	Feed Back on Quality Training Topics		
Trainer Name		Mrs. Arpita. K (ICN)	(NPCC Staff)	Ms Feba Benwal (Quality Nurse)		
Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date	08.05.2023	09.05.2023	10.05.2023	11.05.2023	12.05.2023	13.05.2023
T. Topic	Crash Cart					
Trainer Name	Ms. Ruksar (Npcc)					
Nurses Day events						
Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date	15.05.2023	16.05.2023	17.05.2023	18.05.2023	19.05.2023	20.05.2023
T. Topic	Needle Stick Injury	Basic Life Support	Wound Assessment	Types of Incident and Reporting of Incident	Departmental Training	
Trainer Name	Mrs. Arpita. K (ICN)	Ms. Priyanka Vishwakarma (Npcc)	Dr. Padmaja. Dhawale (NS)	Ms Feba Benwal (Quality Nurse)		
Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date	22.05.2023	23.05.2023	24.05.2023	25.05.2023	26.05.2023	27.05.2023
T. Topic	Handing over and taking over	Standard Precaution	Age Specific Care	Care of Vulnerable Patients (Fall Risk Assessment)	Departmental Training	
Trainer Name	Mrs. Kavitha Stephen (ANS)	Mrs. Maya M. Besra (ICN)	Dr. Padmaja Dhawale (Nursing Superintendent)	Ms Feba Benwal (Quality Nurse)		
Day	MONDAY	TUESDAY	WEDNESDAY			
Date	29.05.2023	30.05.2023	31.05.2023			
T. Topic	MEWS	Spill Management	ADR			
Trainer Name	Mrs. Kavitha Stephen (ANS)	Mrs. Arpita. K (ICN)	Dr. Anushka Singh (Pharmacovigilance)			


Mrs Kavitha Stephen
ANS/Nurse Educator


Mrs. Susan Jacob
Professor, Nursing Education
Co-ordinator


Dr. Padmaja Dhawale
Associate Professor & Nursing Superintendent
Nursing Superintendent
MGM Medical College & Hospital
Kamothe, Navi Mumbai - 410209.


Dr Prabha K. Dasila
Professor & Nursing Director



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DEPARTMENT OF NURSING

Training Schedule for the Month of July - 2023

Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date						01.07.2023
T. Topic						
Trainer Name						
Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date	03.07.2023	04.07.2023	05.07.2023	06.07.2023	07.07.2023	08.07.2023
T. Topic	Cardiac Monitoring	Surface disinfection	BLS (1 pm- 4 pm)	CSSD	Departmental Training	IV Cannulation
Trainer Name	Mrs. Priyanka . V	Mr. A.P. Nair	Mr.Jignesh	Mr. Ajay Sharma		Surendra Prajapati
Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date	10.07.2023	11.07.2023	12.07.2023	13.07.2023	14.07.2023	15.07.2023
T. Topic	BLS (1 pm- 4 pm)	Stress Management	BLS (1 pm- 4 pm)	IPSG	Departmental Training	
Trainer Name	Mrs. Priyanka . V	Dr. Shubhangi	Mr.Jignesh	Mrs. Feba Benwal		
Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date	17.07.2023	18.07.2023	19.07.2023	20.07.2023	21.07.2023	22.07.2023
T. Topic	BLS (1 pm- 4 pm)	VAP	BLS (1 pm- 4 pm)	Drug Calculation	Departmental Training	Easy & safe infusion therapy
Trainer Name	Mrs. Priyanka . V	Mrs. Maya M. Besra (ICN)	Mr.Jignesh	Ms. Ruksar . M		Surendra Prajapati
Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date	24.07.2023	25.07.2023	26.07.2023	27.07.2023	28.07.2023	29.07.2023
T. Topic	BLS (1 pm- 4 pm)	CAUTI	BLS (1 pm- 4 pm)	BLS (1 pm- 4 pm)	Departmental Training	
Trainer Name	Ms. Ruksar .M	Ms. Maya M. Besra (ICN)	Mr.Jignesh	Ms. Ruksar . M		
Day	MONDAY					
Date	31.07.2023					
T. Topic	BLS (1 pm- 4 pm)					
Trainer Name	Ms. Suvatha NPCC					

Note : 15 Staff Nurses will be trained in each BLS session

Mrs Arpita Khandekar
Nurse Educator

Mrs. Vandana Kumbhar
Associate Professor
Nsg. Education Co-ordinator

Dr. Padmaja Dhawale
Associate Professor & Nursing Superintendent

Dr Prabha Dasila
Professor & Nursing Director



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Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date						01.07.2023
T. Topic						
Trainer Name						
Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date	03.07.2023	04.07.2023	05.07.2023	06.07.2023	07.07.2023	08.07.2023
T. Topic	Cardiac Monitoring	Surface disinfection	BLS (1 pm- 4 pm)	CSSD	Departmental Training	IV Cannulation
Trainer Name	Mrs. Priyanka . V	Mr. A.P. Nair	Mr. Jignesh	Mr. Ajay Sharma		Surendra Prajapati
Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date	10.07.2023	11.07.2023	12.07.2023	13.07.2023	14.07.2023	15.07.2023
T. Topic	BLS (1 pm- 4 pm)	Stress Management	BLS (1 pm- 4 pm)	IPSG	Departmental Training	
Trainer Name	Mrs. Priyanka . V	Dr. Shubhangi	Mr. Jignesh	Mrs. Feba Benwal		
Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date	17.07.2023	18.07.2023	19.07.2023	20.07.2023	21.07.2023	22.07.2023
T. Topic	BLS (1 pm- 4 pm)	VAP	BLS (1 pm- 4 pm)	Drug Calculation	Departmental Training	Easy & safe infusion therapy
Trainer Name	Mrs. Priyanka . V	Mrs. Maya M. Besta (ICN)	Mr. Jignesh	Ms. Ruksar . M		Surendra Prajapati
Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date	24.07.2023	25.07.2023	26.07.2023	27.07.2023	28.07.2023	29.07.2023
T. Topic	BLS (1 pm- 4 pm)	CAUTI	BLS (1 pm- 4 pm)	BLS (1 pm- 4 pm)	Departmental Training	
Trainer Name	Ms. Ruksar .M	Ms. Maya M. Besta (ICN)	Mr. Jignesh	Ms. Ruksar . M		
Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date	31.07.2023					
T. Topic	BLS (1 pm- 4 pm)					
Trainer Name	Ms. Suvartha NPCC					

Note : 15 Staff Nurses will be trained in each BLS session

Mrs Arpita Khandekar
Nurse Educator

Mrs. Vandana Kumbhar
Associate Professor
Nsg. Education Co-ordinator

Dr. Padmaja Dhawale
Associate Professor & Nursing Superintendent

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**DEPARTMENT OF NURSING****Training Schedule for the Month of August - 2023**

Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date		01.08.2023	02.08.2023	03.08.2023	04.08.2023	05.08.2023
T. Topic		Blood Transfusion	ABG Interpretation	Reporting of Medication Errors	Departmental Training	
Trainer Name		Ms. Suvartha Digajerla	Ashwini Suryawanshi (PBSC)	Ms. Feba Benwal		
Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date	07.08.2023	08.08.2023	09.08.2023	10.08.2023	11.08.2023	12.08.2023
T. Topic	Drug Caluculation	HIC Overall	Hand Hygiene	Code Blue & MEWS Score	PUSH Skills	
Trainer Name	Mr. Jignesh Vyas	Mrs. Maya Besra	Mr. Pramod	Ms. Priyanka . V & Mr. Jignesh .V	Ms. Aarti Singh	
Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date	14.08.2023	15.08.2023	16.08.2023	17.08.2023	18.08.2023	19.08.2023
T. Topic	Cardiac Monitoring	PH	BMW Management	IPSG	Departmental Training	
Trainer Name	Ms. Ruksar .M		Ms. Arpita Khandekar	Ms. Feba Benwal		
Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date	21.08.2023	22.08.2023	23.08.2023	24.08.2023	25.08.2023	26.08.2023
T. Topic	Weaning from Mechanical Ventilator	CLABSI	Airway Management	Restain Management	Departmental Training	
Trainer Name	Mr. Jignesh . V	Mrs. Maya Besra	Ms. Ruksar .M	Ms. Feba Benwal		
Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date	28.08.2023	29.08.2023	30.08.2023	31.08.2023		
T. Topic	Nursing Education	VAP Bundle	Nutritional Screening & Assessment	Return the Patient with in 72-hrs		
Trainer Name	Ms. Priyanka . V	Mrs. Maya Besra	Mrs. Mona Singh	Ms. Feba Benwal		



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Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai – 410209

MGMH/KAM/QD/2023/13

Quality Department

Date: 18 /03/2023

CIRCULAR

TRAINING PROGRAM FOR NON- TEACHING STAFF

- 1 Ref Training Program and calendar for the year 2023 for Non-Teaching staff, issued vide QD circular dated 20 Dec 2022
- 2 Training session on Patient and staff safety will be conducted on 23rd March Thursday for all Non teaching staff including clerks, Paramedical staff, technicians, storekeepers, Pharmacists, etc as per list of Non teaching staff attached
- 3 Training attendance and records will be maintained under supervision of HR dept

Topic of training Patient and staff safety program

Name of Instructor Dr Philomena Isaac

Date/ Time 23rd March Thursday, from 1.30 to 2.30 pm

Venue Seminar hall second floor of hospital

Annexure - List of staff to attend attached

Dr Philomena Isaac
Medical Admin/ COQ



Dr KR Salgotra
Hospital Director

Dr. Lt/ General (Retd) K R Salgotra, VSM
Hospital Director
MGM Medical College & Hospital,
Kamothe, Navi Mumbai. - 410 209.

Copy To

HRD

HOD dept concerned including Laboratory/ Imaging/ Maintenance

Incharge Support Services dept concerned including Pharmacy, Physiotherapy

CAO

Hospital Administrator

IT DEPT

Hon'ble Medical Director for info pl

The Dean MGMMCH

Susha Shahaw - ensure all attend. Anyone absent will lose half day pay



MAHATMA GANDHI MISSION HOSPITAL
Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai – 410209



**NON-TEACHING STAFF
TRAINING PROGRAM FOR THE MONTH OF MARCH-2023**

SR. NO	DATE (Wednesday)	TIME	NAME OF THE TOPIC	NAME OF THE INSTRUCTOR
01	01.03.2023	1.30-2.30PM	Citizens charter	Dr KR Salgotra
02	08.03.2023	1.30-2.30PM	International patient safety goals IPSPG	Dr Ratnaprabha Pedhambkar
03	15.03.2023	1.30-2.30PM	Universal precautions	Ms Preethy Maria
04	23.03.2023 (Thursday)	1.30-2.30PM	Patient and staff safety Program	Dr Philomena Isaac
05	29.03.2023	1.30-2.30PM	Grievance handling	Ms Kulwant Kaur

**NON-TEACHING STAFF
TRAINING PROGRAM FOR THE MONTH OF APRIL-2023**

SR. NO	DATE (Wednesday)	TIME	NAME OF THE TOPIC	NAME OF THE INSTRUCTOR
01	05.04.2023	1.30-2.30PM	Employees rights and responsibilities	Ms Kulwant Kaur
02	12.04.2023	1.30-2.30PM	Emergency color codes	Ms Kavita Stephen
03	19.04.2023	1.30-2.30PM	Citizen charter MGM Services	Ms Feba Benwal
04	26.04.2023	1.30-2.30PM	Biomedical Waste Disposal	Ms Maya



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TRAINING PROGRAM FOR SUPPORT SERVICES STAFF
MONTH OF MARCH 2023

SR. NO	DATE Saturday	TIME	NAME OF THE TOPIC	NAME OF THE INSTRUCTOR
01	4/3/2023	1.30- 2.30 PM	Fire Safety	Mr. Kishore Fire supervisor
02	11/3/2023	1.30- 2.30 PM	Emergency Colour Codes	Mrs. Kavitha Stephen (ANS / N.Educator)
03	18/3/2023	1.30- 2.30 PM	House Keeping Protocol	Mr. Adesh Urankar (HK Supervisor)
04	25/3/2023	1.30- 2.30 PM	Bio Waste Disposal	Mrs. Maya. B (ICN)

TRAINING PROGRAM FOR SUPPORT SERVICES STAFF
MONTH OF APRIL -2023

SR. NO	DATE Saturday	TIME	NAME OF THE TOPIC	NAME OF THE INSTRUCTOR
01	01/4/2023	1.30- 2.30 PM	Mock Drill / Fire Safety	Mr. Kishore Fire supervisor
02	08/04/2023	1.30- 2.30 PM	Service standards	Dr. Rahul Peddawad (Dy. MS)
03	15/04/2023	1.30- 2.30 PM	Rights & Responsibilities Employees	Ms Kulwant Kaur HRD
04	22/04/2023	1.30- 2.30 PM	Disinfection protocols	Ms Maya ICN
05	29/04/23	1.30-2.30PM	Communication skills	Dr Mrs Shilpi Sahu HOD Pathology



MGM Medical College & Hospital, Kamothe
Sector-01, Kamothe, Navi Mumbai - 410 209

MGMH/KAM/QD/2023/30

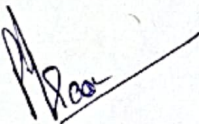
Office of Hospital Director
11/4/2023

CIRCULAR

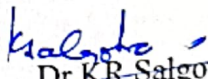
Conduct of Internal Audit of MGM Hospital by Departmental Internal Assessors / Quality Coordinators

- 1 Half yearly Internal Audit of MGM Hospital will be carried out from 17th to 22st April 2023, as per attached Audit program. The Internal Audit will be conducted by seven teams of Internal Assessors / Quality Coordinator faculty and Nursing staff from all departments under team leaders, using check lists as per NABH fifth edition standards.
- 2 A pre audit briefing session for all Internal Assessors / Quality Coords of departments regarding conduct of Internal Audit will be held on **Monday 17th April at 10 AM** in the Seminar hall second floor,
- 3 List of Internal Assessors/ Quality Coordinators of all departments is attached herewith. All team leaders and team members are required to familiarize with the fifth edition of NABH Standards and all are requested to attend the briefing session. Revised Check lists will be issued to all audit teams.

Attached - List of Internal Assessors/ Quality Coords


Dr Philomena Isaac
Medical Administrator/ Head QD




Dr K R Salgotra
Hospital Director

Dr. Lt/ General (Retd) K R Salgotra, VSM
Hospital Director
MGM Medical College & Hospital,
Kamothe, Navi Mumbai - 410 209.

Copy to:

HOD's All depts Clinical and Support services
All Quality Coords/ Internal Assessors
Nursing Suptd

Hon'ble Medical Director
Hon'ble Vice Chancellor
The Dean Medical College

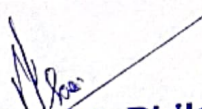
For Info Please



MGM Medical College & Hospital, Kamothe
Sector-01, Kamothe, Navi Mumbai - 410 209

INTERNAL AUDIT PROGRAM APRIL 2023

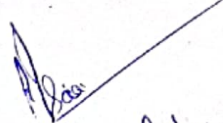
Sr No.	INTERNAL ASSESSORS	DEPARTMENTS FOR AUDIT & DATES		
		17 th -18 th April	19 th to 20 th April	21 st -22 nd April
1) 2) 3) 4)	Team A Dr.Olyna Dsouza (Anesthesia) Dr RakeshThamke (Pediatrics) Dr. Shreeja Nair (Respiratory Medicine) Ms Feba Benwal	Surgery Wards MSW, FSW, Burns Ward	Central Laboratory Services, Sample Collection Centre,	Pharmacy Services, Statutory Compliances
5) 6) 7) 8)	Team B Dr.Philomena Isaac(Medical Admin/QD) Dr Pratik Patil (Radiology) Dr.Supriya Patil (ENT) Ms Arpita Khandekar (QD)	Medicine Wards MMW,FMW Dermatology ward, Respiratory Wards	Ophthalmology/ ENT/ EMS ICU,	HR Department, Housekeeping Dept
9) 10) 11) 12)	Team C Dr.Ratnaprabha Pedhambkar (PSM) (Hospital Admin) Dr Anil Shingare FMT, MHA Trainee) Dr.Sameer Pachpute (Microbiology) Mrs Esther Leela (CVTS)	Pediatric ward &PICU Psychiatric ward Imaging services	Emergency Services, Casualty and Ambulance Services	Physiotherapy Dept, Physical Medicine Mortuary
13) 14) 15) 16)	Team D Dr Rahul Peddawad (Dy MS) Dr. Amrit Kejriwal (Medicine) Dr.Deepanjana Das (Pharmacology) Dr Jyoti Chaudhary Nursing college /QD	Special Ward Orthopedics Male and Female wards	OT, CSSD, Anesthesia Dept Surgical services	Fire Services Catering Services
17) 18) 19) 20)	Team E Dr. Ujwala Maheshwari (Pathology) Dr.Kundan Gedam (Surgery) Dr Darpan Kaur (Psychiatry) Sr Kavita Stephen (Nurse Educator)	Nephrology Dialysis Centre	OPD Services MICU	Bio Medical Maintenance Dept Piped medical gases
21) 22) 23) 24)	Team F Dr.Dev Taneja (Surgery) Dr. Dr Ashok Godke (Orthopedics) Dr Faraz Hussain (Ophthal) Ms Maya Madhuri Besra (ICN)	Cardiology & CVTS ward, SICU ,ICCU & Cardiac Cathlab (OT)	Microbiology dept Pathology (Histopath) Blood Bank	Nursing Services Computer Cell (IT Dept)
25) 26) 27)	Team G Mr. N Jogdand (CAO) Dr PayalMurkudkar(Physiotherapy) Mrs.Preethi Maria (AP) (Nursing)	Registration Billing Medical Record section	Central Stores & Laundry Housekeeping and BMW disposal	Civil Maintenance & Electrical Department


Dr. Philomena Isaac
M.D.S. MS
Medical Director



MGM Medical College & Hospital, Kamothe
Sector-01, Kamothe, Navi Mumbai - 410 209

List Of Assessors / Quality Co-ordinators 2023		
Sr. No.	Assessor Name	Department
1	Dr.Olvyna DSouza	(Anaesthesia)
2	Dr Rahul Peddawad	(Hospital Admin ,Dy MS)
3	Dr.Philomena Isaac	(Medical Adm /QC)
4	Dr.RatnaprabhaPedhambkar	(Hospital Admin)
5	Mr.Jogdand .N	(Admin dept)
6	Dr Dev Taneja	(Surgery)
7	Dr.Ujwala Maheshwari	(Patho)
8	Dr.SameerPachpute	(Microbiology)
9	Dr.RakeshThamke	(Pediatrics)
10	Dr Supriya Patil	(ENT)
11	Dr. Amrit Kejriwal	(Medicine)
12	Dr Kundan Gedam	(Surgery)
13	Dr.Deepanjana Das	(Pharmacology)
14	Dr.Faraaz Hussain	(Ophthal)
15	Dr Anil Shingare (MHA Trainee)	(HOD FMT)
16	Dr Pratik Patil	(Radiology)
17	SR Kavita	Nursing Admin
18	Dr.Shreeja Nair	(Respiratory)
19	Dr.AshokGhodke	(Ortho)
20	Dr.Darpan Kaur	(Psychiatry)
21	Dr PayalMurkudkar (PT)	(Physiotherapy)
22	Dr Jyoti Chaudhary	(Quality Dept)
23	Mrs.Preethi Maria (AP)	(Nursing College)
24	Mrs Esther Leela	(CVTS Staff)
25	Mrs FebaBenwal	(QCStaff)
26	Ms Arpita Khandekar	(QD Staff,ICN)
27	Mrs Maya Besra	(QD Staff, ICN)


Medical Admin COB



MGM Medical College & Hospital, Kamothe
Sector-01, Kamothe, Navi Mumbai - 410 209

MGMH/KAM/QD/2023/49

Quality Department
Date: 03 /06 /2023

CIRCULAR

Training Program 2023 for Support Service Staff (June 2023)

- 1 With reference to this office circular on training of support services staff dated 19/12/2022 The training calendar under supervision of HR dept for Support Services Staff including Security staff, HK staff etc in the Training year 2023 has been circulated with list of topics for training .
- 2 Revised training program for the month of June 2023 is attached herewith for compliance.

Dr Philomena Isaac
Medical Admin COQ

Dr KR Salgotra
Hospital Director

Copy to
All instructors of training events
CAO
HRD
Dept heads support services
Security, HKD, Catering , Transport

Hon'ble Medical Director For Info Please
The Dean MGMMCH

MAHATMA GANDHI MISSION HOSPITAL

Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai – 410209



REVISED TRAINING PROGRAM FOR SUPPORT SERVICES (HOUSE KEEPING STAFF) MONTH OF JUNE -2023

SR. NO	DATE Saturday	TIME	NAME OF THE TOPIC	NAME OF THE INSTRUCTOR	TO ATTEND
01	03/6/2023	1.30- 2.30 PM	Disaster planning	Dr Philomena Isaac	All support services
02	10/6/2023	1.30- 2.30 PM	Fire emergency & Fire safety	Mr Kishore Kharat Fire supervisor	Housekeeping staff
03	17/6/2023	1.30- 2.30 PM	Code of Conduct	Ms Supriya HRD	Security staff, Drivers
04	24/6 /2023	1.30- 2.30 PM	Disposal of Sharps Preventing accidents during BMW disposal	Ms Maya ICN	Housekeeping staff

Dr Philomena Isaac
Medical Administrator



MAHATMA GANDHI MISSION HOSPITAL
Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai – 410209

MGMH/KAM/QD/2023/ 59

Quality Department

Date: 19 /06//2023

CIRCULAR

Training program on MJPJAY for Nursing Incharge and Clerical Staff

1 In view of problems and delays in registration, documentation and billing of MJPJAY patients , A Training program for all Nursing staff Incharges, Clerical staff including Reception, Billing, Departmental Clerks and MJPJAY clerical staff, MSW and Receptionists will be held on **every Friday** starting 23rd June 2023 between 1 PM to 2 PM on new policies and procedures related to MJPJAY and handling of MJPJAY cases .

2 Dr Ashlesha Tawde Associate prof PSM Dept will conduct the training The training will be conducted for four weeks on every Friday from 1 PM to 2 PM starting on 23rd June, , 30th June, 7th July, 08 July and 14th July

3 **Venue** Second floor seminar hall of hospital
All Nursing staff incharge and clerks will attend the training program , attendance is mandatory

Dr K R Salgotra
Hospital Director

Copy to

HRD to instruct all clerical staff to attend
HOD all depts
Nursing Suptd to instruct Nursing staff I/Cto attend as required
Dy MS
Hospital admin
CAO
Training officer/ Nurse educator

Hon'ble Medical Director For Info Please
The Dean MGMMCH



MGM Medical College & Hospital, Kamothe
Sector-01, Kamothe, Navi Mumbai - 410 209

MGMH/KAM/QD/2023/80

Quality Department

Date: 03 /07 /2023

CIRCULAR

Revised Training Program 2023 for Support Service Staff (July, August)

- 1 With reference to this office circular on training of support services staff dated 19/12/2022 The training calendar under supervision of HR dept for Support Services Staff including Security staff, HK staff etc in the Training year 2023 has been circulated with list of topics for training .
- 2 Revised training program for the month of July and August 2023 is attached herewith for compliance.

Dr Philomena Isaac
Medical Admin COQ

Dr KR Salgotra
Hospital Director

Copy to
All instructors of training events
CAO
HRD
Dept heads support services
Security, HKD, Catering , Transport

Hon'ble Medical Director For Info Please
The Dean MGMMCH

MAHATMA GANDHI MISSION HOSPITAL

Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai – 410209



REVISED TRAINING PROGRAM FOR SUPPORT SERVICES (HOUSE KEEPING STAFF) MONTH OF JULY -2023

SR. NO	DATE Saturday	TIME	NAME OF THE TOPIC	NAME OF THE INSTRUCTOR	TO ATTEND
01	01/07/2023	1.30- 2.30 PM	Effective communication	Dr Philomena Isaac	All support services
02	08/07/2023	1.30- 2.30 PM	Fire emergency & Fire safety	Fire supervisor	Housekeeping staff
03	15/07/2023	1.30- 2.30 PM	Safe transportation of patients	Ms Feba	HK staff
04	22/07 /2023	1.30- 2.30 PM	Universal precautions	Ms Maya ICN	Housekeeping staff

REVISED TRAINING PROGRAM FOR SUPPORT SERVICES (HOUSE KEEPING STAFF, SECURITY STAFF AND DRIVERS) MONTH OF AUGUST -2023

SR. NO	DATE Saturday	TIME	NAME OF THE TOPIC	NAME OF THE INSTRUCTOR	TO ATTEND
01	05/08/2023	1.30- 2.30 PM	Emergency colour codes	Ms Feba Benwal	All support services
02	12/08/2023	1.30- 2.30 PM	Waste disposal	Fire supervisor	Housekeeping staff
03	19/08/2023	1.30- 2.30 PM	Code of conduct	Ms Supriya HRD	HK staff
04	26/08 /2023	1.30- 2.30 PM	Effective communication	Dr Philomena Isaac	All support services

Dr Philomena Isaac
Medical Administrator



MGM Medical College & Hospital, Kamothe
Sector 1, Kamothe Navi Mumbai- 410209

MGMH/KAM/TRG /HD /2023/028

Office of Hospital Director
Date:-03 /08/2023

CIRCULAR

Re Training program for all Doctors including Faculty, Residents and Internee doctors on medical documentation protocols

- 1 With Ref to Nonconformities raised during the Reaccreditation Assessment Training needs have been identified for doctors related to medical documentation
- 2 A Training program will be held for all doctors including Consultants, faculty and internee doctors on Medical documentation
 - Date on 09th August 2023
 - Time-2.30 PM to 5 PM
 - Venue in the Second floor Seminar Hall from as per program attached
- 3 All Head of Departments and HOU's are requested to instruct all faculty, Resident Doctors and Internee doctors to attend the training sessions

Dr Philomena Isaac
Medical Admin & COQ

Dr KR Salgotra
Hospital Director

Copy for necessary action to:-

1. All HOD's /HOU's Clinical, Diagnostic departments
2. The HR Department, MGM Hospital, Kamothe.
3. Administrative officer Dean office

Copy for information to:-

1. The Hon'ble Medical Director



MGM Medical College & Hospital, Kamothe
Sector-01, Kamothe, Navi Mumbai - 410 209

**TRAINING ON MEDICAL DOCUMENTATION
FOR ALL DOCTORS**

Date 09/08/2023

Venue –Second Floor Seminar Hall

Sr No.	TIME	TOPIC	INSTRUCTOR
1	2.30 - 4pm	Documentation of Initial Assessment Documentation of Care plan Prescription writing, Informed Consent Taking Prioritizing access to medical care Discharge Summary (LAMA, DAMA, Death/ Discharge Summary)	Dr KR Salgotra Hospital Director
2	4 - 4,30 pm	Documentation in Medico legal cases	Dr Rahul Peddawad Medical Suptd
3	4.30 - 5pm	Medical Record Documentation Use of Abbreviations Handing taking over between doctors Interdepartmental transfers and Referrals	Dr Philomena Isaac Medical Admin/Chief Quality Officer

Chief Quality Officer

Dr. Philomena Isaac
MBBS, MS
Medical Administrator