

Induction Training

Name:

Designation :

Date of joining :

Terms and conditions of employment: As per appointment Letter

Duty hours:As per appointment Letter

Leave: As per appointment Letter

Sr No	Topic/Area/Training covered	Date	Attended/Completed satisfactory (Yes/no)
1	HBV vaccination and titer		
2	Fire Safety Training		
3	Emergency contact numbers		
4	Introduction to laboratory organization hierarchy		
5	Needle stick injury & Post Exposure Prophylaxis		
6	Spillage management		
7	Complain facility		
8	Explanation regarding occupational health services		

Name of Laboratory : Laboratory Services Sir T Hospital, Bhavnagar		
Document Name: Format for Training for newly joined staff		
Unique ID. LSSTH/C/Central/FT/6.2.1.d/14		
Issue No. : 01	Issue Date : 30/04/2024	Copy No. :1
Authorized by : Laboratory director	Review Date : 10/09/2025	Reviewed by : Deputy Quality Manager

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9	Staff Facilities		
10	Ethics & Confidentiality		

Sr. No.	Training	Date	Completed satisfactory (Yes/no)
1	Sample receiving and accession		
2	LIS		
3	Centrifugation		
4	Electrolyte Analyzer		
5	Semi Auto chemistry Analyzer		
6	Chemistry & Immuno fully auto Analyzer		
7	ABG Analyzer		
8	IQC run procedure		
9	Report verification		

Laboratory Incharge

Clinical Biochemistry Laboratory

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