

**GOVERNMENT OF WEST BENGAL**  
**DIRECTORATE OF HEALTH SERVICES**  
**HOSPITAL ADMINISTRATION BRANCH, GRANTHAGAR BHAVAN**  
**SWASTHYA BHAVAN, GN 29, SECTOR V, BIDHANNAGAR**

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Memo no HFW-40011/6/2018-HA/ 387

Date - 22.07.2021

**ORDER**

Administrative approval and financial sanction is hereby accorded for incurring the expenditure towards 'Training of Infection control nurses' on Infection control practices under Sushree (Kayakalp)' of all DH, SDH, SGH, RH, BPHC, PHC and UPHC s of all Districts (except Kolkata) at a total approved amount of **Rs. 14, 32, 700 ( Rupees fourteen lakhs thirty two thousand and seven hundred)** only under FMR B 9.5.25.3 (Kayakalp Training) of ROP 2021-22,(Tally Head B B.15.02.07.01.) of National Health Mission.

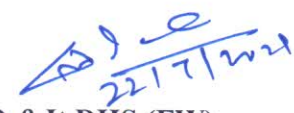
Operational Guidelines for this training programme is given in Annexure A.

Sanctioned fund is hereby released and placed in favour of Member Secretary, District Health & Family Welfare *Samity* of respective districts. The details of allotment placed with Member Secretary, DHFWS are shown in Annexure B.

Senior Accounts Officer, National Health Mission will act as Drawing and Disbursing Officer for the purpose mentioned above.

Utilisation Certificate of the fund is to be submitted as per rules.

This has approval of Mission Director, National Health Mission.

  
**SFWO & Jt DHS (FW)**  
**& Programme Officer**  
**WBSH & FW *Samity***  
**Govt. of West Bengal**

Memo no- HFW/10011/6/2018-HA/387/1(25) Date- 22.7.21.

Copy for information to-

1. Director of Health Services & ex- officio Secretary to the Govt. of West Bengal
2. AMD, NHM, West Bengal
3. Additional Secretary H & FW, in charge of Quality Assurance programme
4. Municipal Commissioner, (Asansol / Bidhannanar / Chandannagar / Durgapur / Howrah / Siliguri) Municipal Corporation
5. Director FMG, NHM
6. Senior AO, NHM with direction to release the fund to the DHFWS of respective districts
7. SFWO and Jt DHS(HA)
8. Jt DHS(Nursing)
9. DDHS (Nursing)
10. CMOH & Member -Secretary DHFWS – All Districts
11. ADHS, DFWB
12. SNO NUHM
13. Deputy CMOH I - All Districts
14. DPHNO- All Districts
15. Superintendent – all
16. BMOH- all
17. MO PHC- all
18. FTMO UPHCs- all Districts (except Kolkata)
19. Executive Officer, (All Municipalities under NUHM) except KMC
20. Health Officer / Nodal Officer, (All ULBs under NUHM) except KMC
21. State Programme Manager NUHM
22. Finance Manager NUHM & QA
23. State Consultants – QA - all
24. District Accounts Manager- All Districts
25. District Consultant Quality Assurance/ Public Health/ Quality Monitoring - All Districts

ADHS & SNO QA

**Annexure A-**

A one day training programme will be organised for all Infection Control Nurses of all DHs, SDHs, SGHs, SSHs, RHs, BPHCs, PHCs, UPHCs at own District level. Training programme is to be started after cessation of Covid in the District.

**Training venues-**

Training venue will be a suitable big hall for accommodation at least 25- 35 participants including trainers, at District Head quarters.

**Participants-**

Participants will be Infection Control Nurses (ICN) of all DHs, SDHs, SGHs, SSHs, RHs, BPHCs, PHCs, UPHCs @ 1 participant per facility.

**Calculation of total participants-**

District	MCH	DH turned new MCH	DH	SDH	SGH	Stand alone SSH	RH/ BPHC	PHC	UPHC	Total	Batch allowed
Alipurduar			1		1	1	7	13	1	24	1
Bankura	1			1		3	16	46	3	70	3
Basirhat			1				10	23	5	39	2
Birbhum			1	1			11	35	3	51	2
Bishnupur			1				6	23	1	31	1
Coochbihar		1	0	4			12	29	2	48	2
Dakshin Dinajpur			1	1			8	18	4	32	1
Darjeeling GTA			1	1			5	12	1	20	1
Darjeeling SMP	1		1				4	4	11	21	1
Diamond Harbour		1	0	1	0		13	29	1	45	2
Hooghly			1	3	1		18	60	29	112	4
Howrah			1	1	6		15	43	31	97	3



District	MCH	DH turned new MCH	DH	SDH	SGH	Stand alone SSH	RH/ BPHC	PHC	UPHC	Total	Batch allowed
Jalpaiguri			1	1			7	26	2	37	2
Jhargram			1	0	0	2	8	25	1	37	2
Kalimpong			1				6	12	1	20	1
Malda	1			1			16	34	6	58	2
Murshidabad	1			4		1	27	70	11	114	4
Nadia	1		1	2	3		17	48	17	89	3
Nandigram HD			1	1	1		11	22	2	38	2
North 24 Parganas	1		1	3	7		12	28	95	147	6
Paschim Bardhaman			1	1	0		9	23	34	68	2
Paschim Medinipore	1			2	0	3	21	58	10	95	3
Purba Barddhaman	1			2	0		25	74	9	111	4
Purba Medinipore			1	2	0	1	14	29	6	53	2
Purulia		1	0	1			20	54	2	78	3
Rampurhat HD		1	0				8	23	1	33	1
South 24 parganas			1	2	4		17	32	20	76	3
Uttar Dinajpur		1	0	1	1		9	19	6	37	2
	<b>8</b>	<b>5</b>	<b>18</b>	<b>36</b>	<b>24</b>	<b>11</b>	<b>349</b>	<b>906</b>	<b>315</b>	<b>1672</b>	<b>65</b>

Total participants calculated as 1672, total batches 65, Batch allowed has been calculated ranging from 25-35 per batch depending on total participants.

Handwritten signature and initials, possibly 'M. K. M.' or similar, written in black ink.

**Trainers-**

Trainers will be from senior Infection Control Nurses from District Hospitals or Sub Divisional Hospitals or SGhs or SSHs or RH/BPHCs or Sr sister Tutors from NTS/NTC, maximum 5 trainers per batch. The Trainers must have adequate experience of training in other infection control trainings. CMOH of District must finalise the list of Trainers per batch and send it to State QA cell for ratification. Once finalized, Trainers will be invited for virtual Training of Trainers.

**ToT -**

ToT will be arranged by Quality Assurance Division after finalization of list of Trainers. ToT will be organised virtually to avoid travel of trainers. ToT date will be notified after finalization of list of Trainers.

**Training topics and session plan-**

Time	Training topics	Trainer
10 00 AM - 10 30 AM	Spill management with demonstration	1st Trainer
10 30 AM - 11 00 AM	Chlorine solution preparation with demonstration	2nd Trainer
11 00 AM - 11 30 AM	Wearing of gloves and sterile gown with demonstration	3rd Trainer
11 30 AM - 12 00 AM	Signaloc strips on drum	4th Trainer
12 00 AM - 12 30 AM	Sterilisation of equipments	5th Trainer
12 30 AM - 1 00 PM	Discussion on topics learnt	All Trainers
1 00 PM - 2 00 PM	Lunch	
2 00 PM - 2 20 PM	Segregation of wastes in yellow bucket	1st Trainer
2 20 PM - 2 40 PM	Segregation of wastes in red bucket	2nd Trainer
2 40 PM - 3 00 PM	Use of needle crusher	3rd Trainer
3 00 PM - 3 15 PM	Management of sharps	4th Trainer
3 15 PM - 3 30 PM	Segregation of wastes in black and green bucket	5th Trainer
3 30 PM - 4 00 PM	Discussion & valedictory	All

