

Item No	SKS Code No	Education Subject	Employee	Patient/Relative	Planned Date of Education
1	KKY02.01	Personnel working in the "Quality Management Unit" should be trained in the subjects like quality management, patient safety and documentation.	+		JANUARY 2016
2	KDY01.08	Necessary trainings must be provided to relevant employees for documents prepared when necessary.	+		JANUARY 2016
3	KGR03 Core	<p>Employees must be provided training for Safety Reporting System.</p> <ul style="list-style-type: none"> ○ Purpose and importance of the Safety Reporting System and the responsibilities ○ System's structure built to allow for employees feel themselves safe ○ Emphasis on the learning from mistakes and continuous improvement which are the focuses of the system ○ Events to be within the scope of notification in the Safety Reporting System ○ Form of placing notice, rules to be followed and confidentiality ○ How to fill the notification forms over cases ○ General information on how to evaluate and analyze notifications 	+		JANUARY 2016
4	KAD06.01	Employees to take charge in emergency cases should be provided training for emergency cases and disaster plan.	+		JANUARY 2016
5	KAD08.04	Physicians and healthcare staff should be provided CPR training.	+		FEBRUARY 2016
6	KAD08.09	Employees should be provided training about the blue code.	+		FEBRUARY 2016
7	KAD10.07	Employees should be provided training about the white code.	+		FEBRUARY 2016

CODE: KEY02.PL.01

PUBLISH DATE: 13.09.2015

REVISION NO:-

REVISION DATE: -

PAGE: 2 / 5

8	KAD11.06	Employees should be provided training about the red code.	+		FEBRUARY 2016
9	KEY03.01	Each employee who newly started to work must be given general compliance training and unit compliance training.	+		MARCH 2016
10	KEY04	In service trainings must be organized for employees.	+		MARCH 2016
11	KEY05	There must be regulations for patient/patient relative trainings.		+	MARCH 2016
12	HHD06.05	Patient privacy training must be given to all hospital employees.	+		MARCH 2016
13	HHE01.04	Employees of the unit must be given training about the service offering processes at least once a year.	+		APRIL 2016
14	HHE02.03	Employees of the unit must be given training about the service offering processes at least once a year.	+		APRIL 2016
15	HYS05.03	The morgue personnel must be given training about protecting from infections and communication skills.	+		APRIL 2016
16	HSÇ04.04	Trainings should be planned to increase the employee performance.	+		APRIL 2016
17	HSÇ08.03	Employees must be given training about the use of personal protective equipments.	+		MAY 2016
18	HSÇ09.03	Trainings and activities should be organized for inciting occupational development and motivation of the employees.	+		MAY 2016
19	SHB07.02	The healthcare staff should be given training about the use of identifiers and confirmation of the patient identity.	+		MAY 2016
20	SHB11.06	Patients who need to continue nutritional support after being discharged and their relatives must be given training.		+	MAY 2016

21	SHB11.07	Training must be given to employees about the determining, meeting and follow-up the nutritional support needs of patients.		+	JUNE 2016
22	SHB13.05	Training must be given to the relevant personnel about safe transportation of patients.	+		JUNE 2016
23	SiY07.03	Training must be given to the relevant personnel about the safe transfer of medications and breaking of dangerous medications.	+		JUNE 2016
24	SEN09.07	Appliers must be trained about the use of disinfectants.	+		JUNE 2016
25	SEN11	Healthcare staff must be trained about preventing infections.	+		JULY 2016
26	SEN04.01	Healthcare staff must be trained about the hand hygiene. <ul style="list-style-type: none"> ○ Form, content and period of the trainings must be planned according to the occupational groups and information and behavioural levels of employees. ○ The training documents about the hand hygiene should cover at least the subjects below: <ul style="list-style-type: none"> ● Importance of the hand hygiene ● Indications of hand hygiene ● Methods to ensure hand hygiene ● Rules about the use of gloves ● General information about hand antiseptics <ul style="list-style-type: none"> ● Safety measures that should be taken about alcohol-based hand 			JULY 2016
27	SEN07.04	The relevant healthcare staff and patient relatives should be informed about the isolation definer and use.	+	+	JULY 2016
28	SSH11.03	Staff that performs the cleaning, disinfection and sterilization procedures of endoscopic devices should be trained.	+		JULY 2016

CODE: KEY02.PL.01

PUBLISH DATE: 13.09.2015

REVISION NO:-

REVISION DATE: -

PAGE: 4 / 5

29	SAS05.07	The unit staff should be trained about • Patient satisfaction • Patient rights and • Communication skills at least once a year.	+		AUGUST 2016
30	SAS12.02	Trainings should be given for the developing the communication skills of the emergency service staff and crisis management.	+		AUGUST 2016
31	SAS13	The relevant staff should be trained about CPR (Cardiopulmonary Resuscitation).	+		AUGUST 2016
32	SAS13.01	The healthcare staff who perform duty in the emergency service and need to receive CPR training should be determine by the Hospital and these staff must be given CPR training at least once a year.	+		AUGUST 2016
33	SAH10.03	The relevant staff should be trained about the transportation of tissue samples.	+		SEPTEMBER 2016
34	DOH02.03	A training program should be prepared for the staff working in the cleaning services.	+		SEPTEMBER 2016
35	DOH05.03	All staff participating in the food services should be given hygiene training about the diseases affecting the food safety and their symptoms.	+		SEPTEMBER 2016
36	DOH07.04	The relevant staff should be trained about the use of the laundry equipment in regular intervals.	+		SEPTEMBER 2016
37	DBY05.01	Awareness training should be given to employees about the information security.	+		OCTOBER 2016
38	DBY07.01	The staff should be trained about the efficient use of the Information Management System.	+		OCTOBER 2016
39	DMC03.05	The staff to perform the Material Transfer should be trained about the safe transfer of materials and special quality or hazardous material.	+		OCTOBER 2016

CODE: KEY02.PL.01

PUBLISH DATE: 13.09.2015

REVISION NO:-

REVISION DATE: -

PAGE: 5 / 5

40	DMC07	Staff to use devices requiring special technique/equipment/speciality (ventilators, laboratory test devices, generator etc.) should be trained.	+		OCTOBER 2016
41	DMC08.05	Users must be trained about the signs showing the hazardous material classes.	+		NOVEMBER 2016
42	DMC09.06	Staff to use HBTC should be trained.	+		NOVEMBER 2016
43	DAY03.04	Staff that participate in waste collection and transportation should be trained.	+		NOVEMBER 2016
44	DAY05	The healthcare staff should be trained about the waste management.	+		NOVEMBER 2016
45	GGİ01.04	The responsible staff should be ensured to participate in the trainings about follow-up of the indicators.	+		DECEMBER 2016
46	FALLING HAZARD SCALES	H Hospitals using the Harizmi Falling Hazard Scale should give the following trainings to their employees. * Use of the scale • Proper evaluation of the risk factors • Patient caring equipments • Risky medications • Measures to be taken	+		DECEMBER 2016
47		Hospitals using the Itaki Falling Hazard Scale should give the following trainings to their employees. • Use of the scale • Proper evaluation of the risk factors • Patient caring equipments • Risky medications • Measures to be taken	+		DECEMBER 2016