

General Duty Assistant

Sl. No	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction to Healthcare Systems</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 02:00</p> <p>Corresponding NOS Code Introduction</p>	<ul style="list-style-type: none"> • Basic understanding of Healthcare Service Providers (primary, secondary & tertiary) • Basic understanding of services offered to patients in a hospital • Basic understanding of various departments in the hospital 	<p>Self-learning and understanding</p> <p>Mannequin, chart and poster demonstration, heart impressions for easy learning and understanding</p>
2	<p>Broad functions of Patient Care Assistant</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code HSS/N 9603, 9607</p>	<ul style="list-style-type: none"> • To develop broad understanding of the functions to be performed by PCA • Understand the functions to be performed by PCA during admission and discharge of patient • To develop understanding of Patient Comforts and Safety • To understand the daily care need of patient • Understand the Role of PCA while transporting sample /drug of the patient • Understand the importance of providing assistance to the patient whenever required • Understand the importance of observing patient needs and providing assistance to the patient while admission and discharge • Understand the importance of cleaning/sterilization/disinfection of hospital premises and medical equipment's under supervision • Understand the need for keeping 	<p>Mock environment of clinic and hospital environment, home care setups with home based articles, family planning methods, emergency kits etc, sample drug</p>

		<ul style="list-style-type: none"> • medical equipment , connections, wiring, tubing including medical gases connectors in good • condition and ready for patient use under supervision • Knowledge of various routes of drug administration • Sensitization on importance of drug dosage • To develop broad understanding for providing support to patient • while feeding normally or assisted devices (Ryle's tube) • Demonstrate steps involved while dressing the patients • Describe the difference in procedure of dressing in special situations like physical disability, infant, unconscious patients, etc. • Provide for the patient's daily care • Understand the Role of PCA while transporting sample /drug of the patient 	
3	<p>Introduction to Human BodyStructure & Function</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 02:00</p> <p>Corresponding NOS Code HSS/N 5101-5106, 5111</p>	<ul style="list-style-type: none"> • Understanding different parts of body • Understanding different systems of body • Understanding different positions of body 	Mannequin, charts, demonstration kits of different body parts
4	<p>Personnel Hygiene & Professional Behaviour</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 06:00</p>	<ul style="list-style-type: none"> • To develop understanding of the concept of Healthy Living • To develop understanding & procedures of Hand Hygiene • To develop techniques of Grooming • To be equipped with Techniques of Use of PPE • To be vaccinated against 	Patient daily care articles, PPE, vaccination, hand hygiene techniques

	Corresponding NOS Code HSS/ N 5107, 9603, 9604, 9605, 9607, 5108	<p>common infectious diseases</p> <ul style="list-style-type: none"> • How to maintain peaceful environment • Learn General and Specific etiquettes to be observed on duty • Describe the importance of conservation of resources in medical facility 	
5	<p>Bio Medical Waste Management Theory</p> <p>Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 07:00</p> <p>Corresponding NOS Code HSS / N / 9609</p>	<ul style="list-style-type: none"> • To gain understanding of importance of proper and safe disposal of bio-medical waste & treatment • To gain understanding of categories of bio-medical waste • To learn about disposal of bio-medical waste – color coding, types of containers, transportation of waste, etc. • To gain broad understanding of standards for biomedical waste disposal • To gain broad understanding of means of bio-medical waste treatment 	Different coded color bins, different variety of bio medical waste management, Visit to treatment plan of bio medical waste etc.
6	<p>Emergency Medical Response Theory</p> <p>Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 03:00</p> <p>Corresponding NOS Code HSS/ N 9606, 5112</p>	<ul style="list-style-type: none"> • Describe chain of survival • Demonstrate CPR • Rescue of a child • Demonstrate two rescuer CPR 	Emergency situations, crash cart trolley, O ₂ cylinder etc.
7	<p>Body Mechanics Theory</p> <p>Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 07:00</p>	<ul style="list-style-type: none"> • Learn the kinetics of joints and movements • Learn mechanisms that affect movements in human body • To understand general principles of movements and to learn the 	Mannequin, charts, demonstration kits of different body mechanics, internet use

	Corresponding NOS Code HSS/N5101, 5106, 5111	<ul style="list-style-type: none"> To understand the process and precaution to be taken care of while transferring the patient 	
8	Positioning/Transferring/Mobility of patients Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 06:00 Corresponding NOS Code HSS/N 5101-5106	<ul style="list-style-type: none"> Describe importance of positioning for a patient in treatment and recovery Introduction to various types of position Learn various kinds of means available for transferring patients Describe care to be taken while transferring patient Understand usage of Wheel chair, stretcher, shifting of patient from bed to stretcher, stretcher to Operation Theatre table Etc., and in special situations Understand importance of physical moments for wellbeing. Describe usage of modes used for mobility and their maintenance Describe care while patient is walking or using assisted devices 	Mannequin, charts, demonstration kits of different body mechanics & positions & internet use, stretcher, wheelchair, trolley, patient assisted devices
9	Observing and Reporting Theory Duration (hh:mm) 05:00 Practical Duration (hh:mm) 05:00 Corresponding NOS Code HSS/ N 5110	<ul style="list-style-type: none"> Understand the importance of observing and reporting to authority for said or unsaid findings, if any Understanding the importance of verbally informing the person in authority 	Use of internet to adopt best practices across the world for professional etiquettes, sample forms and feedback forms
10	Consent, Documentation & Records Theory Duration (hh:mm) 07:00	<ul style="list-style-type: none"> Understand guidelines for documentation Learn various types of records of importance for Patient Care Assistant 	sample forms and feedback forms

	<p>Practical Duration (hh:mm) 03:00</p> <p>Corresponding NOS Code HSS/N5114, 5115, 9605</p>	<ul style="list-style-type: none"> • Understand use and importance of records and consent taking • Understand abbreviations and symbols • Enter, transcribe, record, store, or maintain information in written or electronic/magnetic form 	
11	<p>Patient's Rights & Environment</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 05:00</p> <p>Corresponding NOS Code HSS/ N5101-5106, 5109, 5111, 5112, 9606</p>	<ul style="list-style-type: none"> • Describe necessary arrangements to ensure patient safety and comfort • Understand sensitivities involved in patient's right • Learn PCA role in maintaining patient's rights 	Internet use to learn patient rights
12	<p>Patient - Basic care and needs</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 07:00</p> <p>Corresponding NOS Code HSS/N 5101- 5106, 5109, 5111</p>	<ul style="list-style-type: none"> • Understand the difference of care provided to ill patients, terminally ill, physically challenged and • handicapped personnel To develop knowledge for measuring height & weight of patient using instruments • To develop an understanding to keep a record of Intake & output of patient • Understand the importance of bathing and it's types <ul style="list-style-type: none"> • Enlist points to observe during bathing which need to be reported • Understand need for care to private body parts of patient • Understand the need of "after bath care" to the patient • To develop understanding for Identifying rashes, abrasions, Dryness, changes in color, pressure areas, temperature, bruise and swelling of skin • Identify pressure sores/ bed 	Mannequin, charts, demonstration kits of different body mechanics & positions & internet use, stretcher, wheelchair, trolley, patient assisted devices, kidney tray, bed sore treating kit

		sores, understand causes for pressure sores (Bed sores) <ul style="list-style-type: none"> • To understand the importance of maintaining oral care, skin and nail care • To understand the importance of oral care in case of dentures and unconscious patients 	
13	Elimination Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 07:00 Corresponding NOS Code HSS/N 5105, 5110	<ul style="list-style-type: none"> • Understand the importance of excreta disposal in human body • Understand care to be provided in case of urine and bowel incontinence or patient with urinary catheter. • Observation of urine and stools for routine as well as special reporting 	Mannequin, wheel chair, stretcher, sample kit for stool collection etc
14	Bed Making Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 07:00 Corresponding NOS Code HSS/N 5114 & 9605	<ul style="list-style-type: none"> • To understand various types of linen used in hospital • To develop an understanding for the need of periodic changing of linen • To understand preparation of an empty bed, occupied bed and room after discharge etc. • Describe how to prepare room for admission 	Linen, mannequin, gauge, identification marks, bed making techniques modules
15	Fall Prevention Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 07:00 Corresponding NOS Code HSS/ 5101, 5103, 5105, 5106, 5111, 9606	<ul style="list-style-type: none"> • Describe standards for prevention of patient's fall • Describe care to be taken to avoid fall in high risk patients • Describe measures to be taken to prevent falls • Describe action in event of a fall incident 	Mannequins, patient protection and assisted devices
16	Mortuary Management Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 07:00	<ul style="list-style-type: none"> • Learn Managing last offices • Packaging dead bodies in case of non-communicable and communicable 	Dead body kind mannequin, bed sheets, bandages, cotton, disinfectants

	Corresponding NOS Code HSS / N 5115	diseases	
17	<p>Special Procedures</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 07:00</p> <p>Corresponding NOS Code HSS/N 5105, 5109, 5114</p>	<p>To understand the role of PCA during Special Procedure while assisting nurse/physician</p> <ol style="list-style-type: none"> 1. Application of heat and cold 2. Administering Oxygen 3. Suctioning 4. Catheterization 5. Intravenous Observations 6. Enema 7. Specimen collection 8. Medicine dispensing 9. Feeding through Ryle tube 	<p>O2 cylinder, suction kit, catheter, specimen, Ryle's tube, suction apparatus, heat and cold application methods Patient safety tools such as wheel chairs, trolleys, side rails, PPE, First Aid kit, Betadine, cotton, bandages, sanitizers, disinfectants etc.</p>
18	<p>Role of General Duty Assistant - Sanitation, Safety & First Aid</p> <p>Theory Duration (hh:mm) 07:00</p> <p>Practical Duration (hh:mm) 08:00</p> <p>Corresponding NOS Code HSS/N 9606, 5110</p>	<ul style="list-style-type: none"> • Describe common emergency conditions and what to do in medical emergencies • Describe basics of first aid • To develop understanding and precautions to ensure self-safety • Provide care to the patients while moving. • Demonstrate the use of protective devices (restraints, safety devices) • Practice safe methods while using medical gases in hospital (if any) 	<p>Hand sanitizers, PPE, Hand washing techniques, sterilizer, disinfectants etc.</p>
19	<p>Infections control and prevention</p> <p>Theory Duration (hh:mm) 07:00</p> <p>Practical Duration (hh:mm) 08:00</p> <p>Corresponding NOS Code HSS/N 5108</p>	<ul style="list-style-type: none"> • Identification of deviation from normal health • Explain Hospital borne infections • Explain practices to curb the disease • Explain different types of Spillages and their management 	<p>Crash cart, emergency codes, fire extinguisher</p>
	Institutional Emergencies, Fire	<ul style="list-style-type: none"> • Learn actions to be initiated in case of fire 	

20	<p>safety and & security</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 06:00</p> <p>Corresponding NOS Code HSS/ N 9606</p>	<ul style="list-style-type: none"> Describe how to use fire extinguisher Understand suspicious behavior of individuals and tracking the same. 	Crash cart, emergency codes, fire extinguisher
21	<p>Emergencies in health care and response to patient call</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 06:00</p> <p>Corresponding NOS Code HSS/ N 5112 & 5110</p>	<ul style="list-style-type: none"> Describe emergencies in Hospital and general conditions Describe fire emergencies and action to be initiated in fire emergencies 	Crash cart, emergency codes, fire extinguisher
22	<p>Basic Computer Knowledge</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 07:00</p> <p>Corresponding NOS Code General Topic</p>	<ul style="list-style-type: none"> To gain broad understanding about Application of computers in laboratory Practice Introduction to Computers Block diagram Input and Output devices Storage devices Introduction to operating systems Need of Operating systems (OS) Function of OS Windows 2000 – Utilities and basic operations Microsoft office 2000 – MS Word, MS Excel 	Computer with internet facility
23	<p>Soft Skills And Communications</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 07:00</p>	<ul style="list-style-type: none"> Understand Art of Effective Communication Able to handle effective Communication with Patients & Family Able to handle effective 	Self-learning and understanding

	<p>Corresponding NOS Code HSS/N/5107, HSS/N/9603, HSS/N/9604, HSS/N/9605 & HSS/N/960</p>	<p>Communication with Peers/ colleagues using medical terminology in communication</p> <ul style="list-style-type: none"> • Learn basic reading and writing skills • Learn sentence formation • Learn grammar and composition • Learn how to enhance vocabulary • Learn Goal setting, team building, team work, time management, thinking and reasoning & communicating with others • Learn problem solving • Understand need for customer service and service excellence in Medical service • Understand work ethics in hospital set up • Learn objection handling • Learn Telephone and Email etiquettes • Learn Basic computer working like feeding the data, saving the data and retrieving the data. • Learn to analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently • Learn identification of rapidly changing situations and adapt accordingly • Learn decision making ability • Learn planning and organization of work 	
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24	<p style="text-align: center;">Total Duration</p> <p>Theory Duration (hh:mm) 100:00</p> <p style="text-align: center;">Practical Duration (hh:mm) 140:00</p> <p>OJT Duration (hh:mm) 180:00</p>	<p>Unique Equipment Required: Little Anne, Ambu Mask (Adult), AED Trainer with Adult Pad, Pocket Mask, Stop Watch, Oxygen Cylinder, Oxygen Key, Oxygen Cylinder Trolley, Hospital Bed Bedside Locker, Cardiac Table, Bed Sheet, Pillow, Pillow Cover, Blanket, Student Chair, Wheel Chair, Walker, Crutch, Table (3 ft by 6 ft), Cupboard, Stretcher, Cane, Back Rest, Foot Rest, Steel Basin, Bed pan, Urinal (Male & Female), Air Cushion, Sand Bag, Weighing Machine, Fire Extinguisher, Oral Care Set, Steel Tray, Artery Forceps, Dissecting Forceps, Scissor, Nail Cutter, Nail Filer, Splint, Cervical Collar, Spine Board, Steel Plate, Steel Glass, Steel Bowl, Spoon, Steel Jug, Bath Tub, Kidney Tray, IV Stand, Measuring Glass, Measuring Tape, Projector, White Board, Extension Cord, Speaker, Writing Pad, Goggles, Towel, Gown, Gloves (disposable) – packet, Gloves (surgical) – packet, Liquid Soap Bottle, Mask – packet, Shoe Cover – packet, Hair Cap – packet, Mackintosh, Sponge Cloth, Wet Wipes – packet, Comb, Tooth Brush, Toothpaste, Hair Oil, Shampoo Bottle, Bath Soap, Talcum powder, Different Color Plastic Bags with Dustbins, Uro bag, Sample Collection Bottle, Gauze Piece (4X4), Betadine Solution Bottle, Cotton Rolls, Normal Saline Bottle, Micropore, Spatula, Blood Concentrate, Hydrogen Peroxide Bottle, Cleaning Solution (Colin), Syringe destroyer, Syringe Sterilizer, Needle burner, Thermometer, Syringe 50 cc/ml, B.P. Monitoring Machine, Call bell, Enamel basin, Hot Water Bottle, Ice caps, Transfer forceps, Drum, Suction Apparatus, Folley catheter, Euro bags, Suction Catheter, Ryle's tube, Vacutainer (red/black/violet), Tourniquet, Examination table, Rubber sheet, Draw Sheet</p> <p>Class Room equipped with following arrangements:</p> <ul style="list-style-type: none"> • Interactive lectures & Discussion • Brain Storming • Charts & Models • Activity • Video presentation <p>Skill lab equipped with following arrangements:</p> <ul style="list-style-type: none"> • Unique equipment as enlisted at the last • Practical Demonstration of various functions • Case study • Role play Visit to Hospital Field assignment
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