

SYLLABUS FOR CLASSES XI AND XII

SECTOR: HEALTHCARE

JOB ROLE: GENERAL DUTY ASSISTANT TRAINEE

COURSE OVERVIEW:

A General Duty Assistant, a service and component important in the Healthcare sector which is going rapidly over the years. India has a shortfall of 6 million health care professionals and India is far behind the global standards in term of availability of health care services. The job role of General Duty Assistant is one such area where the shortage of this kind of manpower is felt.

COURSE OUTCOME:

On completion of the course, student should be able to:

- Communicate effectively with the customers;
- Identify the principal components of a computer system
- Identify and control hazards in the workplace that pose a danger or threat to their safety or health, or that of others.
- Demonstrate techniques to maintain the personal hygiene needs of a patient;
- Demonstrate the ability to perform essential clinical skills for providing basic healthcare services;
- Demonstrate the knowledge of safety, usage of protective devices and precautions while using oxygen;
- Demonstrate professional behaviour, personal qualities and characteristics of a Patient Care Assistant;
- Demonstrate the knowledge of Immunization schedule and National Immunization programme;
- Demonstrate the knowledge of bio-medical waste and its management;
- Demonstrate the knowledge of emergency medical response and other actions in the event of medical emergencies;
- Demonstrate effective communication skills for a Patient Care Assistant;
- Demonstrate the knowledge of role and functions of healthcare professionals and staff in different departments of hospitals;
- Assist healthcare professionals in the development and implementation of Care Plan;
- Perform various activities for prevention and control of Hospital Acquired Infections;
- Assist in administering First Aid and providing Emergency Medical Relief; and
- Assist in developing and maintaining public relations.

COURSE STRUCTURE

JOB ROLE: GENERAL DUTY ASSISTANT TRAINEE SECTOR: HEALTHCARE									
Class	Semester	Contact Hours					Marks		
		Employability Skills	Domain (Theory & Practical)	Practical Exam/Written Test/ Viva	Project (Practical File/Student Portfolio/ Viva Voce)	Total	Theory		Practical
XI	I	70	75	-	-	145	25	Sum of Sem I & Sem II = 50	NIL
	II	40	85	10	20	155	25		50
XII	III	70	70	-	-	140	25	Sum of Sem III & Sem IV = 50	NIL
	IV	40	90	10	20	160	25		50

JOB ROLE: GENERAL DUTY ASSISTANT TRAINEE**Class XI [Total Theory Marks: 25]****Class XI SEMESTER I TOPICS: (MCQ) MARKS: 25 [1 MARK PER QUESTION]**

SL No.	Topic	Tuition Hours	Marks Allotted
	Part A: Employability Skills	70	
1	Unit 1: Communication Skill	25	2
2	Unit 2: Self-management Skill	25	2
3	Unit 3: ICT Skill	20	2
	Part B: Vocational Skills	75	
4	Unit 1: Introduction to Healthcare Systems	25	6
5	Unit 2: Role of General Duty Assistant in Patient Care	25	6
6	Unit 3: Customer Service and Public Relation	25	7
Total		145	25

Class XI SEMESTER II TOPICS: [Short Answer Question, Descriptive Question] MARKS: 25

S L N o.	Topic & Sub-Topics	Tuition Hours	Short Answer Type Question (8 Marks)	Descriptive Type Question (17 Marks)	Total
	Part A: Employability Skills	40			
1	Unit 4: Entrepreneurial Skill	25	1	2	3
2	Unit 5: Green Skill	15	1	2	3
	Part B: Vocational Skills	85			
3	Unit 4: Human Anatomy, Physiology and Nutrition	25	2	4	6
4	Unit 5: Primary Healthcare and Medical Emergency	20	1	3	4
5	Unit 6: Handling Emergency Services and Operation Theatre	20	1	3	4
6	Unit 7: Personal Hygiene and First Aid	20	2	3	5
	Part C: Practical Work	10			
7	Practical Examination	06			
8	Written Test	01			
9	Viva Voce	03			
	Part D: Project Work/ Field Visit	20			
10	Practical File / Student Portfolio	10			
11	Viva Voce	10			
Total		155	8	17	25

JOB ROLE: GENERAL DUTY ASSISTANT TRAINEE**Class XII [Total Theory Marks: 25]****Class XII SEMESTER III TOPICS: (MCQ) MARKS: 25[1 MARK PER QUESTION]**

SL No.	Topic	Tuition Hours	Marks Allotted
	Part A: Employability Skills	70	
1	Unit 1: Communication Skill	25	2
2	Unit 2: Self-management Skill	25	2
3	Unit 3: ICT Skill	20	2
	Part B: Vocational Skills	70	
4	Unit 1: Hospital Management System	25	6
5	Unit 2: Sterilization and Disinfection	25	7
6	Unit 3: Introduction to Medication	20	6
Total		140	25

Class XII SEMESTER IV TOPICS: [Short Answer Question, Descriptive Question] MARKS: 25

SL No.	Topic & Sub-Topics	Tuition Hours	Short Answer Type Question (8 Marks)	Descriptive Type Question (17 Marks)	Total
	Part A: Employability Skills	40			
1	Unit 4: Entrepreneurial Skill	25	1	2	3
2	Unit 5: Green Skill	15	1	2	3
	Part B: Vocational Skills	90			
3	Unit 4: Immunization	25	2	3	5
4	Unit 5: Physiotherapy	30	2	5	7
5	Unit 6: Bio Medical Waste Management	20	1	3	4
6	Unit 7: Medical Records	15	1	2	3
	Part C: Practical Work	10			
7	Practical Examination	06			
8	Written Test	01			
9	Viva Voce	03			
	Part D: Project Work/ Field Visit	20			
10	Practical File / Student Portfolio	10			

11	Viva Voce	10			
Total		160	8	17	25

DETAIL SYLLABUS
CLASS - XI
SEMESTER – I

Part A: Employability Skills			
Unit 1: Communication Skills – III			
Learning Outcome	Theory (10 hrs)	Practical (15 hrs)	Duration (25 hrs)
1. Demonstrate knowledge of communication	1. Introduction to communication process 2. Importance of communication 3. Elements of communication 4. Perspectives in communication 5. Effective communication	1. Role play on the communication process 2. Group discussion on the importance of communication and factors affecting perspectives in communication 3. Charts preparation on elements of communication 4. Classroom discussion on the 7Cs (i.e. Clear, Concise, Concrete, Correct, Coherent, Courteous and Complete) for effective communication	03
2. Demonstrate verbal communication	1. Verbal communication 2. Public Speaking	1. Role-play of a phone conversation. 2. Group activity on delivering a speech and practicing public speaking	02
3. Demonstrate non-verbal communication	1. Importance of non- verbal communication 2. Types of non-verbal communication 3. Visual communication	1. Role-play on non-verbal communication 2. Group exercise and discussion on Do's and Don'ts to avoid body language mistakes 3. Group activity on methods of communication	02
4. Demonstrate speech using correct pronunciation	1. Pronunciation basics 2. Speaking properly 3. Phonetics 4. Types of sounds	1. Group activities on practicing pronunciation	01

5. Apply an assertive communication style	1. Important communication styles 2. Assertive communication 3. Advantages of assertive communication 4. Practicing assertive communication	1. Group discussion on communication styles 2. Group discussion on observing and sharing communication styles	03
6. Demonstrate the knowledge of saying no	1. Steps for saying 'No' 2. Connecting words	1. Group discussion on how to say 'No'	02
7. Identify and use parts of speech in writing	1. Capitalisation 2. Punctuation 3. Basic parts of speech 4. Supporting parts of speech	1. Group activity on identifying parts of speech 2. Writing a paragraph with punctuation marks 3. Group activity on constructing sentences 4. Group activity on identifying parts of speech	03
8. Write correct sentences and paragraphs	1. Parts of a sentence 2. Types of object 3. Types of sentences 4. Paragraph	1. Activity on framing sentences 2. Activity on active and passive voice 3. Assignment on writing different types of sentences	02
9. Communicate with people	1. Greetings 2. Introducing self and others	1. Role-play on formal and informal greetings 2. Role-play on introducing someone 3. Practice and group discussion on how to greet different people?	02
10. Introduce yourself to others and write about oneself	1. Talking about self 2. Filling a form	1. Practicing self-introduction and filling up forms 2. Practicing self- introduction to others	01
11. Develop questioning skill	1. Main types of questions 2. Forming closed and open-ended questions	1. Practice exercise on forming questions 2. Group activity on framing questions	01
12. Communicate information about family to others	1. Names of relatives Relations	1. Practice talking about family 2. Role-play on talking about family members.	01
13. Describe habits and routines	1. Concept of habits and routines	1. Group discussion on habits and routines	01

		2. Group activity on describing routines	
14. Ask or give directions to others	1. Asking for directions 2. Using landmarks	1. Role-play on asking and giving directions 2. Identifying symbols used for giving directions	01
Unit 2: Self-Management–III			
Learning Outcome	Theory (10 hrs)	Practical (15 hrs)	Duration (25 hrs)
1. Identify and analyse own strengths and weaknesses	1. Understanding self 2. Techniques for identifying strengths and weaknesses 3. Difference between interests and abilities	1. Activity on writing aims in life 2. Preparing a worksheet on interests and abilities	03
2. Demonstrate personal grooming skills	1. Guidelines for dressing and grooming 2. Preparing a personal grooming checklist	1. Role-play on dressing and grooming standards 2. Self-reflection activity on various aspects of personal grooming	04
3. Maintaining personal hygiene	1. Importance of personal hygiene 2. Three steps to personal hygiene Essential steps of hand washing	1. Role-play on personal hygiene 2. Assignment on personal hygiene	03
4. Demonstrate the knowledge of working in a team and participating in group activities	1. Describe the benefits of teamwork 2. Working in a team	1. Assignment on working in a team 2. Self-reflection on teamwork	03
5. Develop networking skills	1. Benefits of networking skills 2. Steps to build networking skills	1. Group activity on networking in action 2. Assignment on networking skills	03
6. Describe the meaning and importance of self-motivation	1. Meaning of self- motivation 2. Types of motivation 3. Steps to building self-motivation	1. Activity on staying motivated 2. Assignment on reasons hindering motivation	03

7. Set goals	1. Meaning of goals and purpose of goal-setting 2. Setting SMART goals	1. Assignment on setting SMART goals 2. Activity on developing long-term and short-term goals using SMART method	03
8. Apply time management strategies and techniques	1. Meaning and importance of time management 2. Steps for effective time management	1. Preparing a checklist of daily activities	03
Unit 3: Information and Communication Technology-III			
Learning Outcome	Theory (08 hrs)	Practical (12 hrs)	Duration (20 hrs)
1. Create a document on the word processor	1. Introduction to ICT 2. Advantages of using a word processor. 3. Work with Libre Office Writer	1. Demonstration and practice of the following: ● Creating a new document ● Typing text ● Saving the text ● Opening and saving file on Microsoft Word/Libre Office Writer.	02
2. Identify icons on the toolbar	1. Status bar 2. Menu bar 3. Icons on the Menu bar 4. Multiple ways to perform a function	1. Group activity on using basic user interface of LibreOffice writer 2. Group activity on working with Microsoft Word	02
3. Save, close, open and print document	1. Save a word document 2. Close a word document 3. Open an existing document 4. Print	1. Group activity on performing the functions for saving, closing and printing documents in LibreOffice Writer 2. Group activity on performing the functions for saving, closing and printing documents in Microsoft Word	02

4. Format text in a word document	1. Change style and size of text 2. Align text 3. Cut, Copy, Paste 4. Find and replace	1. Group activity on formatting text in LibreOffice Writer 2. Group activity on formatting text in Microsoft Word	02
5. Check spelling and grammar in a word document	1. Use of spell checker 2. Autocorrect	1. Group activity on checking spellings and grammar using LibreOffice Writer 2. Group activity on checking spellings and grammar using Microsoft Word	02
6. Insert lists, tables, pictures, and shapes in a word document	1. Insert bullet list 2. Number list 3. Tables 4. Pictures 5. Shapes	1. Practical exercise of inserting lists and tables using LibreOffice Writer	03
7. Insert header, footer and page number in a word document	1. Insert header 2. Insert footer 3. Insert page number 4. Page count	1. Practical exercise of inserting header, footer and page numbers in LibreOffice Writer 2. Practical exercise of inserting header, footer and page numbers in Microsoft Word	03
8. Make changes by using the track change option in a word document	1. Tracking option 2. Manage option 3. Compare documents	1. Group activity on performing track changes in LibreOffice Writer 2. Group activity on performing track changes in Microsoft Word	04

Part B: Vocational Skills			
Unit 1: Introduction to Healthcare Systems			
Learning Outcome	Theory	Practical	Total Duration (25 Hrs)
1. Describe healthcare delivery systems	1. Different types of healthcare delivery systems 2. Role of voluntary health sector	1. Identify different types of healthcare delivery systems followed in India	03
2. Identify the components and activities of Hospital	1. Functions of a hospital in patient care 2. Enlist the services provided by the hospital to patients	1. Various components of a Hospital System 2. Various equipment used in hospital	02
3. Describe role and functions of Clinics	1. Role and functions of a clinic 2. Preventative care provided at the doctor's clinic 3. Chart for basic preventative care	1. Requirements for patient safety at doctor's clinic	02
4. Describe the functions of rehabilitation centre	1. Role of rehabilitation facility in patient recovery 2. Differentiate between services provided at various rehabilitation and convalescent centre	1. Facilities at the Rehabilitation centre	02
5. Describe the treatment and the services provided at the long term care facilities	1. Role of long Term care facilities in patient care. 2. Enlist the facilities/ treatment provided by long term care facilities.	1. Equipment and materials that are used at Long Term Care Facility.	02
6. Demonstrate the knowledge of hospice care	1. Facilities available at Hospital/Home for Hospice Care	1. Assess the need for hospice in treatment of patients 2. Facilities extended by the hospital for hospice care Services provided as part of the hospice care	02

7. Demonstrate the knowledge of roles and functions of various departments, professionals and supportive staff of the hospital	1. Roles and functions of various departments and professionals in the hospital	1. Various types of hospitals 2. Distinguish between General Hospital and Specialized Hospital 3. Draw a chart depicting the roles of departments, professionals and supporting staff of the hospital	02
8. Demonstrate the knowledge of roles and functions of supporting departments in hospital	1. Role and functions of various supporting departments of hospital 2. State the services provided by the Medical Record Department and Outpatient Department 3. Explain the activities performed by the hospital housekeeping department	1. Draw a chain of command in the various department and laboratories of hospital	02
9. Classify the hospitals on the basis of different criteria	1. Criteria used for classifying the hospitals 2. Different levels of medical care	1. Classify the hospitals on the basis of bed strength, specialty and level of medical care	03
10. Enumerate the role of General Duty Assistant to the various functions of hospital	1. Roles and functions of General Duty Assistant in the hospital 2. Various activities/tasks that should be performed by GDA to effectively discharge his/her duties and responsibilities in hospital	1. Knowledge of activities and practices followed for prevention of spread of diseases 2. Draw a diagram depicting the various role and functions of GDA	03
11. Demonstrate the knowledge of the qualities of a Good General Duty Assistant	1. Qualities of a good General Duty Assistant in the hospital	1. Activities performed by GDA in supporting the healthcare team members 2. Ability to provide personal care	02
Unit 2: Role of General Duty Assistant in Patient Care			
Learning Outcome	Theory	Practical	Total Duration (25 Hrs)

1. Identify the role and functions of Patient care Assistant	1. Essential duties and responsibilities of Patient care assistant	1. Knowledge of maintaining	01
2. Describe the daily care Plan of patient	1. Various activities of patient's daily care routine, including bathing, feeding, excreta disposal, transfer of patients, medication, etc.	1. Prepare a daily care plan for patients	01
3. Identify basic components required for patient comfort	1. Basic components required for patients comfort	1. List various elements that can help in comfort to patients	01
4. Describe the patients safety	1. Various elements of patients safety	1. Patients environment and its components	02
5. Provide for the patients daily care	1. Report any evident changes and appearance 2. Provide care needed by the patient	1. Patient checklist and compare with standard measurements 2. Care needed by the patient	01
6. Identify the qualities of a good Patient care assistant	1. Good qualities of Patient care assistant	1. List the do's and don'ts in healthcare setup 2. Knowledge of medical ethics	01
7. Identify the role of General Duty Assistant implementing care plan	1. Objectives of care plan 2. Role of GDA in preparation and implementation of care plan	1. Enlist the various steps involved in formulating a care plan 2. Identify role General Duty Assistant in formulating care plan	01
8. Demonstrate the knowledge of the role of General Duty Assistant in feeding a patient	1. Characteristics of a healthy person 2. Various types of diets and their importance with regard to nutrition	1. Various types of diet available in the hospital / home 2. Knowledge of feeding and assisting patients with their meals, keeping in view their needs and in a safe and dignified manner	02
9. Identify and report vital signs	1. Important vital signs of the body 2. Abnormal vital signs	1. Knowledge of taking temperature, reading pulse rate and measuring blood pressure 2. Fill the forms for documenting information on vital signs	02

10. Describe the prepare bed according to the patient's need	1. Features and importance of various types of bed in a hospital 2. Various steps of bed making 3. Roles and functions of General Duty Assistant in bed making	1. Demonstrate the knowledge of articles used in bed making 2. Demonstrate the steps involved in making of open bed	02
11. Position the patient according to the need	1. Various positions of patients 2. Therapeutic position 3. Importance of fowler's position	1. Various position of a patient 2. Procedure (s) for changing the patient's position	02
12. Demonstrate the knowledge of facts related to old age	1. Different age groups 2. Explain biological aging 3. Enlist the myths and facts about aging	1. Knowledge of different age groups 2. Differentiate the myths and facts of ageing 3. Biological and psychosocial reasons of ageing	01
13. Identify the normal changes that occur at old age	1. Enlist the common health problems that old people may suffer 2. Legal needs of the elderly 3. Changes that occur in different systems of body during old age 4. Explain the reasons for caring elderly	1. Normal changes that occur at old age in different systems and part of the body 2. Knowledge of special needs, emotional support, social support and legal needs required at the old age	01
14. Demonstrate the knowledge of accomplishing basic needs of elderly people	1. Security and safety needs of an elderly people 2. Enlist any five requisites for better feeding during old age 3. Food and fluid needs of elderly people	1. Knowledge of thinking and learning abilities of old age people 2. How GDA should communicate with an older patient	01
15. Identify common problems and care of elderly	1. Enlist the common problem of skin and nails in elderly 2. Enumerate the common problems related to sensory organ in old age 3. Common eye problems that may occur in old age 4. Common problems that occur in endocrine glands during old age	1. Knowledge of common problems in human body systems during old age 2. Knowledge of the role of GDA in providing care according to patients need	01

16. Demonstrate the knowledge of caring of infants and children	1. Enlist different age group before 18 years of age 2. Explain the stages of learning and thinking abilities amongst infants and children's 3. Explain the importance of nutrition and hydration required for infants and children 4. Safety needs of children	1. Classify the age groups of children below 18 years 2. Knowledge of growth and development of children, stages of learning and thinking ability of child and their safety aspects 3. Knowledge of nutrition and hydration for infants and children's and special care needed for them	02
17. Demonstrate the knowledge of goals, cycle and phases of disaster management and emergency response	1. Define disaster 2. Importance of disaster management 3. Phases of disaster management 4. Two preparedness measures that should be taken to avoid an earthquake disaster in a multi-storey residential building	1. Hazards and risks in a given situation 2. Phases in disaster management 3. Read terms and signage for disaster management 4. Sections of the society which are vulnerable to disasters	01
18. Demonstrate the knowledge of structure, roles and responsibilities of Emergency Response Team	1. Explain significance of ERT 2. Enlist the members of an ERT 3. Enlist the equipment used by an ERT 4. Explain method of rescue and evacuation drill 5. Benefits of drills	1. Personal protective equipment used by emergency response team or disaster management team 2. Role of various teams in responding to an emergency in a given situation or accident. 3. Agencies responsible for disaster management 4. Type of search and rescue operation in a given situation	01

19. Demonstrate the knowledge of classification, causes, methods and techniques of extinguishing fire using appropriate equipment	1. Terms: - Rescue - Alarm - Extinguish - Evacuate 2. Enlist the fire fighting equipment 3. Explain the classification and causes of fire 4. Methods of extinguishing fire 5. Explain procedures of dealing with fire emergencies 6. Differentiate between fire prevention and fire protection	1. Classify the various types of fires 2. Read and understand the signage for fire safety 3. Demonstrate use of personal protective Equipment 4. Determine the fire type and select appropriate fire extinguisher 5. Perform the technique of extinguishing small fire using portable fire extinguishers	01
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Unit 3: Customer Service and Public Relation

Learning Outcome	Theory	Practical	Total Duration (25 Hrs)
1. Demonstrate the skills to handle customers effectively	1. Customer handling as important part of business cycle 2. Customer needs, preferences and expectations	1. Knowledge of do's and don'ts while handling customers 2. Maintain customer loyalty 3. Build strong relationship with customers 4. Decrease the customer's waiting time	04
2. Demonstrate the skills of taking orders on call	1. Process of taking orders over telephone	1. Do's and don'ts while taking orders over telephone 2. Record and organize the orders accurately	03
3. Demonstrate how to handle customer complaints	1. Typical types of customer complaints 2. Steps of handling customer complaints	1. Record and organize complaints 2. Steps of handling customer complaints: 3. Listening and understanding the complaint ● Empathize ● Offering the solution ● Executing the solution ● Taking follow up	03

4. Demonstrate how to answer enquiries	1. Describe steps of answering enquiries 2. State Frequently Asked Questions (FAQs) while enquiries 3. Explain the importance of knowledge of product/ services in answering enquiries	1. How to answer enquiries in following manner: ● Acknowledge receipt of an enquiry/request ● Explain action taken as a consequence of the enquiry ● Make suggestions and justify recommendations ● Apologize and reject proposals ● Stipulate action requested or to be taken ● Establish goodwill and suggest contacts	04
5. Demonstrate the knowledge of the roles and functions performed by a Medical Receptionist	1. Qualities of a good medical receptionist 2. Tasks performed by a Medical Receptionist	1. Demonstrate the knowledge of greeting patients and other callers in a courteous and efficient manner 2. Answer telephone calls courteously and as per procedure and norms maintaining medical	03
6. Demonstrate the knowledge of responding to emergency calls	1. Knowledge of responding to emergency calls 2. Roles and functions of “on call duty doctor” 3. Various equipment available in a 108 emergency service ambulance	1. Activities in emergency responses 2. Knowledge of routine call and emergency call	04
7. Demonstrate the knowledge of dealing with patients, attendant	1. General stressful situations in hospital 2. Factors affecting relationship between a General Duty Assistant and patient’s attendant	1. Knowledge of handling people with emotional stress or emotional outbursts 2. Skills required for General Duty Assistant in managing stressful situation	04

JOB ROLE: GENERAL DUTY ASSISTANT TRAINEE Class XI& XII
DETAIL SYLLABUS
CLASS - XI
SEMESTER – II

Part A: Employability Skills			
Unit 4: Entrepreneurial Skills – III			
Learning Outcome	Theory (10 hrs)	Practical (15 hrs)	Duration (25 hrs)
1. Differentiate between different kinds of businesses	1. Introduction to entrepreneurship 2. Types of business activities	1. Role-play on different kinds of businesses around us	03
2. Describe the significance of entrepreneurial values	1. Meaning of value 2. Values of an Entrepreneur 3. Case study on qualities of an entrepreneur	1. Role-play on qualities of an entrepreneur	03
3. Demonstrate the attitudinal changes required to become an entrepreneur	1. Difference between the attitude of entrepreneur and employee	1. Interviewing employees and entrepreneurs	03
4. Develop thinking skills like an entrepreneur	1. Problems of entrepreneurs 2. Problem-solving 3. Ways to think like an entrepreneur	1. Group activity on identifying and solving problems	04
5. Generate business ideas	1. The business cycle 2. Principles of idea creation 3. Generating a business idea 4. Case studies	1. Brainstorming on generating a business ideas	04
6. Describe customer needs and the importance of conducting a customer survey	1. Understanding customer needs 2. Conducting a customer survey	1. Group activity to conduct a customer survey	04
7. Create a business plan	1. Importance of business planning 2. Preparing a business plan 3. Principles to follow for growing a business 4. Case studies	1. Group activity on developing a business plan	04
Unit 5: Green Skills – III			
Learning Outcome	Theory (07 hrs)	Practical (08 hrs)	Duration (15 hrs)

1. Describe the importance of the main sector of the green economy	1. Meaning of ecosystem, food chain and sustainable development 2. Main sectors of the green economy- E-waste management, green transportation, renewal energy, green construction, and water management	1. Group discussion on sectors of green economy 2. Poster making on various sectors for promoting green economy	06
2. Describe the main recommendations of policies for the green economy	1. Policies for a green economy	1. Group discussion on initiatives for promoting the green economy 2. Writing an essay or a short note on the important initiatives for promoting green economy.	03
3. Describe the major green sectors/ areas and the role of various stakeholders in the green economy	1. Stakeholders in the green economy	1. Group discussion on the role of stakeholders in the green economy 2. Making solar bulbs.	03
4. Identify the role of government and private agencies in the green economy	1. Role of the government in promoting a green economy 2. Role of private agencies in promoting green economy	1. Group discussion on the role of Government and Private Agencies in promoting a green economy. 2. Poster making on green sectors.	03

Part B: Vocational Skills**Unit 4: Human Anatomy, Physiology and Nutrition**

Learning Outcome	Theory	Practical	Total Duration (25 Hrs)
1. Identify the parts of human body	1. Various terms of anatomy and physiology 2. Functions of various tissues and bones in human body	1. Different parts of the body 2. Draw diagrams of lungs, urinary system, heart and kidney 3. Roles and functions of various systems of human body	15
2. Demonstrate the knowledge of nutrients in the	1. Role of various nutrients and vitamins 2. Importance of a balanced diet	1. Food as sources of carbohydrate, protein and fat	10

nutrition and growth of human body		2. Knowledge of diseases/disorders caused due to the deficiency of vitamins 3. Knowledge of a balanced diet	
Unit 5: Primary Healthcare and Medical Emergency			
Learning Outcome	Theory	Practical	Total Duration (20 Hrs)
1. Identify components of primary healthcare	1. Importance of primary healthcare 2. Various indicators of the millennium development goals (MDGs) related to health	1. Need of primary healthcare in a given scenario 2. Essential components of primary healthcare 3. Various indicators of the millennium development goals (MDGs) related to health	14
2. Demonstrate chain of survival	1. Various medical emergency situations	1. Perform early recognition and call for help 2. Knowledge of responding to a medical emergency	6
Unit 6: Handling Emergency Services and Operation Theatre			
Learning Outcome	Theory	Practical	Total Duration (20 Hrs)
1. Receive patient in hospital in emergency condition	1. Emergency Admission procedure 2. Knowledge of discharge procedure	1. Duties of GDA while admitting an emergency patient 2. Qualities to be possessed by GDA while handling emergencies	02
2. Handle and monitor the patient	1. Explain safety and security procedures 2. Significance of command and control system in a hospital 3. Explain triage	1. Maintain patient's triage operation Knowledge of techniques of handling and monitoring patient 2. Draw the human resource hierarchy of the hospital	03

3. Transport the injured patient internally and externally	Internal and external transportation 1. State general principles of transportation 2. Explain the care required before transportation	1. How to carry a loaded stretcher 2. Perform cradles and drag method of lifting 3. Apply different types of tags of triage	02
4. Demonstrate the knowledge of different methods and types of immobilization	Significance of use of splint 1. Explain the types and purpose of traction 2. Methods of skeleton traction 3. Describe spinal decompression	1. Types of casting 2. Different types of splint 3. Immobilize the patient	02
5. Prevent the accidents/injuries in children	1. Term suffocation and choking 2. State the risk factors associated with the child accident at home	1. Hazards and prevention methods for fire, falls, scales, burns, glass related accidents, poisoning, suffocation and choking Knowledge of accidents and the preventive methods	03
6. Identify the aims of planning of OT, location, size and different areas of operation theatre	1. Explain about operation theatre 2. Aims of planning of OT 3. State the standard size of OT 4. Explain about different zones of OT with their significance	1. Knowledge of the size of OT on the basis of surgical facilities 2. Ideal location of OT in hospital 3. Knowledge of various zones of OT 4. Knowledge of procedures to achieve high degree of asepsis in protective zone, clean zone, sterile zone and disposal zone of OT	02
7. Demonstrate the knowledge of staffing and equipment of OT	1. Staff present in OT 2. Procedure of care of instruments before and after use in operation theatre 3. State the policies and procedures adopted for maintenance of OT	1. Range of equipment of OT 2. Staff present in the OT with their duties 3. Knowledge of the care of equipment present in the OT 4. Knowledge of importance of schedule, policies and procedures and training of staff of OT	02

8. Prepare a Patient for Operation Theatre (OT)	1. Duties of GDA in pre-operative preparation of the patient 2. Information to be written on patient wrist band	1. Knowledge of the vital parameters to be observed before sending the patient in OT 2. Prepare the patient for surgery	02
9. Render care of the patient in Post Operative phase	1. Importance of the fowler's position in post operative care 2. Methods of caring the patient required for surgical incision 3. Different measures for corrections and their causes in case of risk of retention of urine post operative	1. Knowledge of care to be rendered by GDA in the post operative phase	02
Unit 7: Personal Hygiene and First Aid			
Learning Outcome	Theory	Practical	Total Duration (20 Hrs)
1. Demonstrate good hygiene practice	1. Grooming routines to be followed for personal hygiene 2. Importance of personal hygiene	1. Practice good personal health and hygiene. 2. Enlist the hygiene routine to be followed to ensure good health 3. Hand washing 4. Demonstrate trimming of nails.	03
2. Identify factors affecting good health	1. Factors that affect health and prevent diseases	1. Maintaining routine exercise and good health 2. Prepare a plan for maintaining good physical health	01
3. Perform hand washing	1. Method of hand washing 2. Importance of washing and maintain good hand hygiene	1. Hand washing and hygiene practices	02
4. Demonstrate personal grooming	1. Importance of good appearance and grooming in life and workplace.	1. Good grooming habits as per norms of healthcare industry.	02

5. Describe the principles and rules of First Aid	1. Purpose of First Aid 2. Principles of First Aid	1. Types of health risks and hazards at various departments of hospitals 2. Enlist emergency situations in a hospital 3. Perform Airway, Breathing and Circulation on a dummy	03
6. Identify facilities, equipment and materials used for First Aid	1. Facilities and materials used for administering First Aid	1. Enlist the equipment used for First Aid 2. Demonstrate the knowledge of the use of First Aid kit	03
7. Perform the role of first aider in fever, heat stroke, back pain, asthma and food borne illness	1. Role and functions of a First Aider	1. Perform ABC (Airway, Breathing and Circulation) 2. Measure body temperature using a digital thermometer	03
8. Perform the role of first aider in cuts, bleeding, burns, insect bites and stings, dog bites and snake bites	1. Causes of various types of burns 2. Reasons for using different methods for treating burns	1. Administer first aid for cut and burns in hypothetical situations 2. Demonstrate the knowledge of dealing with insect, dog and snake bite	03

JOB ROLE: GENERAL DUTY ASSISTANT TRAINEE Class XI& XII
DETAIL SYLLABUS
CLASS - XII
SEMESTER – III

Part A: Employability Skills			
Unit 1: Communication Skills - IV			
Learning Outcome	Theory (10 hrs)	Practical (15 hrs)	Duration (25 hrs)
1. Demonstrate active listening skills	1. Active listening -listening skill, stages of active listening 2. Overcoming barriers to active listening	1. Group discussion on factors affecting active listening 2. Poster making on steps for active listening 3. Role-play on negative effects of not listening actively	10
2. Identify the parts of speech	1. Parts of speech – using capitals, punctuation, basic parts of speech, Supporting parts of speech	1. Group practice on identifying parts of speech 2. Group practice on constructing sentences	10
3. Write sentences	1. Writing skills to practice the following: - Simple sentence - Complex sentence - Types of object 2. Identify the types of sentences ● Active and Passive sentences ● Statement/ ● Declarative sentence ● Question/ ● Interrogative sentence - Emotion/ Reaction or Exclamatory sentence - Order or Imperative sentence 3. Paragraph writing	1. Group activity on writing sentences and paragraphs 2. Group activity on practicing writing sentences in active or passive voice 3. Group activity on writing different types of sentences (i.e., declarative, exclamatory, interrogative and imperative)	05
Unit 2: Self-Management Skills – IV			
Learning Outcome	Theory (10 hrs)	Practical (15 hrs)	Duration (25 hrs)

1. Describe the various factors influencing motivation and positive attitude	1. Motivation and positive attitude 2. Intrinsic and extrinsic motivation 3. Positive attitude – ways to maintain positive attitude 4. Stress and stress management - ways to manage stress	1. Role-play on avoiding stressful situations 2. Activity on listing negative situations and ways to turn it positive	10
2. Describe how to become result oriented	1. How to become result oriented? 2. Goal setting – examples of result- oriented goals	1. Group activity on listing aim in life	05
3. Describe the importance of self- awareness and the basic personality traits, types and disorders	1. Steps towards self-awareness 2. Personality and basic personality traits 3. Common personality disorders- ● Suspicious ● Emotional and impulsive ● Anxious 4. Steps to overcome personality disorders	1. Group discussion on self-awareness 2. Group discussion on common personality disorders 3. Brainstorming steps to overcome personality disorder	10

Unit 3: Information and Communication Technology Skills – IV

Learning Outcome	Theory (06 hrs)	Practical (14 hrs)	Duration (20 hrs)
1. Identify the components of a spreadsheet application	1. Getting started with spreadsheet - types of a spreadsheet, steps to start LibreOffice Calc., components of a worksheet.	1. Group activity on identifying components of spreadsheet in LibreOffice Calc.	02
2. Perform basic operations in a spreadsheet	1. Opening workbook and entering data – types of data, steps to enter data, editing and deleting data in a cell 2. Selecting multiple cells 3. Saving the spreadsheet in various formats 4. Closing the spreadsheet 5. Opening the spreadsheet. 6. Printing the spreadsheet.	1. Group activity on working with data on LibreOffice Calc.	03

3. Demonstrate the knowledge of working with data and formatting text	1. Using a spreadsheet for addition – adding value directly, adding by using cell address, using a mouse to select values in a formula, using sum function, copying and moving formula 2. Need to format cell and content 3. Changing text style and font size 4. Align text in a cell 5. Highlight text	1. Group activity on formatting a spreadsheet in LibreOffice Calc 2. Group activity on performing basic calculations in LibreOffice Calc.	02
4. Demonstrate the knowledge of using advanced features in spreadsheet	1. Sorting data 2. Filtering data 3. Protecting spreadsheet with password	1. Group activity on sorting data in LibreOffice Calc	03
5. Make use of the software used for making slide presentations	1. Presentation software available 2. Steps to start LibreOffice Impress 3. Adding text to a presentation	1. Group practice on working with LibreOffice Impress tools	02
6. Demonstrate the knowledge to open, close and save slide presentations	1. Open, Close, Save and Print a slide presentation	1. Group activity on saving, closing and opening a presentation in LibreOffice Impress	01

7. Demonstrate the operations related to slides and texts in the presentation	1. Working with slides and text in a presentation- adding slides to a presentation, deleting slides, adding and formatting text, highlighting text, aligning text, changing text colour	1. Group activity on working with font styles in LibreOffice Impress	04
8. Demonstrate the use of advanced features in a presentation	1. Advanced features used in a presentation 2. Inserting shapes in the presentation 3. Inserting clipart and images in a presentation 4. Changing slide layout	1. Group activity on changing slide layout on LibreOffice Impress	03

Part B: Vocational Skills**Unit 1: Hospital Management System**

Learning Outcome	Theory	Practical	Total Duration (25 Hrs)
1. Describe the role of GDA in admission of patient in hospital	1. Responsibilities of GDA in admitting the patient in hospital 2. Various ways of transporting a patient from OPD to IPD	1. Filling up of patient admission form for admitting the patient in a hospital 2. Performing medical examination of the patient	05
2. Assess the health of the patient	1. Purpose and procedure of the health assessment 2. State effective ways of obtaining health history 3. Major components of obstetrical history 4. Importance of culture in the health assessment	1. Assess the health history of the patient on the basis of previous medical reports	05

3. Demonstrate the knowledge of significance, purpose and techniques of the physical assessment of the patient	1. Explain the significance and purpose of physical examination 2. Techniques of physical examination viz.  Inspection  Palpation  Percussion  Auscultation  Manipulation	1. Perform physical examination of the patient 2. Use different techniques of the physical examination	04
4. Provide assistance in various examinations of the patient viz. eyes, ears, nose, throat, neck, chest, etc.	1. Role of GDA in assisting the health examination of a patient 2. Precautions to be taken while examining height and weight of the patient 3. Technique for chest and abdomen examination	1. Various positions of the patients while the health of the patient is examined 2. Examination of eyes, ears, nose, throat, neck, chest, etc.	04
5. Collect the specimen of urine, stool, sputum, blood, etc. using different methods	1. Various techniques of collecting the specimen of urine, stool, sputum, blood, etc.	1. Prepare a chart of the prerequisites of collecting specimen of blood, urine and stool 2. Tabulate the safety measures to be adopted while collecting the various specimen of the patient 3. Use of equipment/instruments used in collecting specimen of the patient	04
6. Use various equipment and supplies in furnishing the patient's unit	1. Explain the significance and importance of a waste basket in patient's unit 2. Procedures of bedding standards for the patient	1. Standard sizes of the bed linen Prepare the patient's unit according to patient's needs 2. Different equipment used for patient's comfort Tabulate the classification of equipment/materials on the basis of health status of the patient	03
Unit 2: Sterilization and Disinfection			
Learning Outcome	Theory	Practical	Total Duration (25 Hrs)

1. Demonstrate the knowledge of process of disinfection	1. Different types of disinfection 2. Differentiate between concurrent and terminal disinfection 3. Explain the process of fumigation with sulphur	1. Good housekeeping practices 2. Effectively manage the Isolation Unit	02
2. Demonstrate the knowledge of care of articles in a hospital	1. Importance of care of rubber goods. 2. Procedure to undo the contaminated gloves 3. Procedure of removing different kinds of stains 4. Ways of care of syringes and needles	1. Care of various rubber based articles, ward articles and instruments used in a hospital 2. Removing different kind of stains	03
3. Provide assistance in disinfection of wards in a hospital	1. Cleaning techniques of different areas of hospital 2. Role of hand hygiene in prevention of infection 3. Various cleaning techniques used in hospital	1. Various cleaning techniques used in hospital 2. Different chemical used in cleaning the floor of hospital 3. Role of GDA in managing disinfection of the wards	03
4. Demonstrate the knowledge of general surgical asepsis practices	1. Asepsis and its types 2. Methods of transmission of infection 3. Importance of prevention of cross infection	1. Different methods of transmission of infection and asepsis practices 2. Steps of wearing, hand washing, gown, face mask and hand gloves	03
5. Demonstrate the knowledge of disinfection of operation theater	1. Surveillance procedures of Operation Theater (OT) 2. Fumigation procedure in OT 3. Duties of GDA in OT	1. Precautions to be taken for reducing the rate of infection in OT 2. Steps used during fumigation 3. Cleaning procedure of OT 4. Guidelines to be adhered for surgical theatre sterility	03
6. Demonstrate the knowledge of surgical dressing	1. Methods and steps of dressing 2. State different types of dressing 3. Explain the general rules of dressing	1. Types and general rules of application of surgical dressing	03
7. Describe the diseases caused by microorganism	1. Knowledge of disease, pathogen, infection three vertices of the epidemiological triangle? 2. Differentiate different types of microorganisms	1. Common places of body where microbes are commonly found 2. Common places in the hospital with highest rate of infection 3. Factors affecting the occurrence and prevention of disease-causing microorganisms	03

8. Demonstrate the knowledge of common human diseases and their causal agents	1. State the common diseases 2. Enlist the names of bacteria and viruses causing diseases in human	1. Differentiate between bacteria, virus, fungi and parasites 2. Human diseases caused by the bacteria, virus, fungi and parasites	02
9. Demonstrate the knowledge of Hospital Acquired Infections	1. Meaning of Hospital Acquired Infection (HAI) 2. Activities to be performed by GDA for controlling (HAI)	1. Enlist the common places of infection in the hospital 2. Various causes of HAI	01
10. Perform disinfection of wards and equipment	1. Physical agents and chemical agents used in disinfection and sterilization	1. Perform physical methods of sterilization 2. Enlist the common disinfectant used in the hospital 3. Enlist the chemicals used for disinfecting glassware	02

Unit 3: Introduction to Medication

Learning Outcome	Theory	Practical	Total Duration (20 Hrs)
1. Demonstrate the knowledge of different types of drug delivery system operated in the hospital	1. Types of intravenous drug delivery method 2. Advantages and disadvantages of the various conventional drug delivery systems	1. Various drug delivery methods 2. Selection of the method of drug delivery in a specific situation	02
2. Maintain patient's safety and effectiveness in drug delivery	1. Discuss Role of GDA in patient safety. 2. Explain model of patient safety 3. State sources of hazards in patient's safety in different drug delivery systems	1. Patient's safety measures in drug delivery system 2. Sources of hazards of patient safety in drug delivery system 3. Different safety measure in the hospital in drug delivery system	02
3. Administer the drug in the patient's body through correct route	1. Different routes of administering the drugs in the patient's body. 2. Explain the importance of internal drug delivery route	1. Administer any specific drug in the patient's body through correct route Role of GDA in selection of route in drug delivery	02
4. Demonstrate the knowledge of various drug dosage forms	1. Criteria to choose drug dosage forms. 2. Two main types of capsule. 3. Various drug dosage forms	1. Dosage formulations 2. Different dosage forms	02

5. Demonstrate the knowledge of Novel Drug Delivery System	1. Novel drug delivery method. 2. Explain DPI and MDI. 3. Transdermal drug delivery system with its advantage	1. Different drug given by novel drug delivery method 2. Enlist various novel drug delivery methods	02
6. Demonstrate the knowledge of controlled drug delivery system	1. Classify the controlled drug delivery system on the basis of mechanism of release 2. Osmotic pressure control system 3. Name the mechanisms used to deliver a drug in controlled time and amount	1. Use of common drugs in control drug delivery system 2. Classification of controlled drug delivery system Release of control drug to the patient	02
7. Demonstrate the knowledge of basic principles of drug administration	1. Explain drug administration 2. Classify medicine groups 3. Legal aspects of record keeping	1. Prepare a complete medication record 2. Seven rights during assisting the drug administration	02
8. Demonstrate the knowledge of forms and routes of medication	1. Enlist different forms of medicine 2. Importance of forms v/s route in drug administration 3. Read the instruction on the label of the medicine 4. Various signs of allergy 5. Meaning of standard abbreviation used in the medication chart	1. Common forms and routes of drug administration 2. Precautions and contraindications, indication for use, side effects and adverse reaction of medicine	02
9. Classify the drugs	1. Common side effects of anti- depressant 2. Classification of drugs	1. Drugs of different categories 2. Use of drug for particular indication	02
10. Demonstrate the knowledge of drugs of cardiovascular system	1. Enlist the drugs used for dysrhythmia 2. Categorize the drugs in treatment of cardiovascular system	1. Effects and side effects of cardiovascular drugs 2. Use, contraindication and implications of cardiovascular drugs 3. Medicines that fall under the cardiovascular drug category	01
11. Demonstrate the knowledge of storage and administration of medicine	1. Techniques of disposing a medicine 2. Preventive measures to control the mistakes in drug administration	1. Safe disposal of medicine 2. Medical errors in drug administration 3. Adopt strategies in prevention of infection in drug administration	01

	3. Control measures used to prevent the spread of infection		
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DETAIL SYLLABUS

CLASS - XII
SEMESTER – IV

Part A: Employability Skills			
Unit 4: Entrepreneurial Skills-IV			
Learning Outcome	Theory (10 hrs)	Practical (15 hrs)	Duration (25 hrs)
1. Describe the concept of entrepreneurship and the types and roles and functions entrepreneur	1. Entrepreneurship and entrepreneur 2. Characteristics of entrepreneurship 3. Entrepreneurship-art and science 4. Qualities of a successful entrepreneur 5. Types of entrepreneurs 6. Roles and functions of an entrepreneur 7. What motivates an entrepreneur 8. Identifying opportunities and risk-taking 9. Startups	1. Group discussion on the topic “An entrepreneur is not born but created”. 2. Conducting a classroom quiz on various aspects of entrepreneurship. 3. Chart preparation on types of entrepreneurs 4. Brainstorming activity on What motivates an entrepreneur	10
2. Identify the barriers to entrepreneurship	1. Barriers to entrepreneurship 2. Environmental barriers 3. No or faulty business plan 4. Personal barriers	1. Group discussion about “What we fear about entrepreneurship” 2. Activity on taking an interview of an entrepreneur.	05
3. Identify the attitude that make an entrepreneur successful	1. Entrepreneurial attitude	1. Group activity on identifying entrepreneurial attitude.	05

4. Demonstrate the knowledge of entrepreneurial attitude and competencies	1. Entrepreneurial competencies 2. Decisiveness 3. Initiative 4. Interpersonal skills- positive attitude, stress management 5. Perseverance 6. Organisational skills- time management, goal setting, efficiency, managing quality.	1. Playing games, such as “Who am I”. 2. Brainstorming a business ideas 3. Group practice on “Best out of Waste” 4. Group discussion on the topic of “Let’s grow together” 5. Group activity on listing stress and methods to deal with it like Yoga, deep breathing exercises, etc. 6. Group activity on time management	05
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Unit 5: Green Skills-IV

Learning Outcome	Theory (05 hrs)	Practical (10 hrs)	Duration (15 hrs)
1. Identify the benefits of the green jobs	1. Green jobs 2. Benefits of green jobs 3. Green jobs in different sectors: ● Agriculture ● Transportation ● Water conservation ● Solar and wind energy ● Eco-tourism ● Building and construction ● Solid waste management ● Appropriate technology	1. Group discussion on the importance of green job. 2. Chart preparation on green jobs in different sectors.	08
2. State the importance of green jobs	1. Importance of green jobs in ● Limiting greenhouse gas emissions ● Minimising waste and pollution ● Protecting and restoring ecosystems ● Adapting to the effects of climate change	1. Preparing posters on green jobs. 2. Group activity on tree plantation. 3. Brainstorming different ways of minimising waste and pollution	07

Part B: Vocational Skills**Unit 4: Immunization**

Learning Outcome	Theory	Practical	Total Duration
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			(25 Hrs)
1. Differentiate between various types of immunity	1. Explain the meaning of Immunity 2. Differentiate between innate and adoptive immunity 3. Differentiate between passive, active immunity	Differentiate between Bacteria and Virus Prepare a sample Immunization	06
2. Prepare immunization schedule chart	1. Importance of immunization 2. Side effects of immunization 3. Various aspects of Immunization schedule chart	1. Prepare a Immunization calendar for an infant based on date of birth.	06
3. Identify the key components of universal immunization programme (UIP)	1. Key components of a universal immunization programme (UIP)	1. Key components of a Universal Immunization Programme 2. Enlist the diseases covered under UIP	06
4. Identify the key components of pulse immunization programme	1. Key components of a Pulse Immunization Programme	1. Key components of a Pulse Immunization Programme	07
Unit 5: Physiotherapy			
Learning Outcome	Theory	Practical	Total Duration (30 Hrs)
1. Demonstrate the knowledge of basic principles of physiotherapy	1. Explain Physiotherapy. 2. Holistic approach used in physiotherapy 3. State basic principles of physiotherapy	1. Different techniques of physiotherapy 2. Need of physiotherapy in different condition of the patient	06
2. Demonstrate the knowledge of principles and techniques of good body mechanics	1. State basic principles of good body mechanics 2. Reasons for the use of proper body mechanics	1. Move an object properly to a new location 2. Good body mechanics	06
3. Demonstrate the knowledge of exercise	1. Purpose of exercise 2. State the precautions to be taken by the patients while performing physical exercises	1. Suggest exercise according to the patient is need 2. Preparation, after care, risks and results associated with physical exercises	06

4. Demonstrate the knowledge of active range of motion exercise	1. Define active range of motion (ROM) exercise 2. Explain the selection criteria of active ROM exercise 3. Types of active ROM exercises	1. Suggest active range of motion exercise according to patient need 2. Techniques of active ROM exercises	06
5. Demonstrate the knowledge of Passive Range of Motion exercise	1. Define passive range of motion exercise 2. State the care to be taken while giving passive exercise	1. Suggest passive range of motion exercise, according to patient's need 2. Techniques of passive ROM exercises	03
6. Demonstrate the knowledge of breathing and coughing exercises	1. Procedure of breathing exercise 2. Procedure of coughing exercise 3. Explain the working of trifle	1. Deep breathing and coughing exercises 2. Perform pursed lip breathing, diaphragmatic breathing, abdominal breathing and belly breathing exercise	03

Unit 5: Physiotherapy

Learning Outcome	Theory	Practical	Total Duration (30 Hrs)
1. Demonstrate the knowledge of basic principles of physiotherapy	1. Explain Physiotherapy. 2. Holistic approach used in physiotherapy 3. State basic principles of physiotherapy	1. Different techniques of physiotherapy 2. Need of physiotherapy in different condition of the patient	06
2. Demonstrate the knowledge of principles and techniques of good body mechanics	1. State basic principles of good body mechanics 2. Reasons for the use of proper body mechanics	1. Move an object properly to a new location 2. Good body mechanics	06
3. Demonstrate the knowledge of exercise	1. Purpose of exercise 2. State the precautions to be taken by the patients while performing physical exercises	1. Suggest exercise according to the patient is need 2. Preparation, after care, risks and results associated with physical exercises	06
4. Demonstrate the knowledge of active range of motion exercise	1. Define active range of motion (ROM) exercise 2. Explain the selection criteria of active ROM exercise	1. Suggest active range of motion exercise according to patient need 2. Techniques of active ROM exercises	06

	3. Types of active ROM exercises		
5. Demonstrate the knowledge of Passive Range of Motion exercise	1. Define passive range of motion exercise 2. State the care to be taken while giving passive exercise	1. Suggest passive range of motion exercise, according to patient's need 2. Techniques of passive ROM exercises	03
6. Demonstrate the knowledge of breathing and coughing exercises	1. Procedure of breathing exercise 2. Procedure of coughing exercise 3. Explain the working of trifle	1. Deep breathing and coughing exercises 2. Perform pursed lip breathing, diaphragmatic breathing, abdominal breathing and belly breathing exercise	03
Unit 6: Bio Medical Waste Management			
Learning Outcome	Theory	Practical	Total Duration (20 Hrs)
1. Demonstrate the knowledge of bio- medical waste management	1. Define bio- medical waste 2. Enlist the risks involved in poor waste management in hospital 3. Importance of hospital waste management with respect to hospital staff and general public 4. Explain how bio-medical waste management helps in environment protection 5. Enlist the routes of transmission of infection in hospitals	1. Waste according to their category 2. Need of bio- medical waste management 3. Routes of transmission of infection in hospitals	05
2. Demonstrate the knowledge of the sources and disposal methods of bio- medical waste	1. Enlist the sources of bio- medical waste 2. Areas of bio medical waste generation in hospital 3. Method of disposing off of micro biological and bio technological waste in hospitals	1. Various sources of bio- medical waste in hospitals 2. Disposal techniques of different bio- medical waste	05

3. Demonstrate the knowledge of segregation, packaging, transportation and storage of bio-medical waste	1. Explain autoclaving and shredding 2. Transportation process of bio- medical waste 3. Procedure of treatment of general waste and bio- medical waste in hospital 4. State the importance of color coding criteria recommended by WHO	1. Appropriate colour coding for bio- medical waste 2. Different methods of treatment of bio- medical waste 3. Transportation of bio- medical waste 4. Bio-medical waste according to category, container to be used for disposal and class of bio- medical waste	05
4. Identify the role of personnel involved in waste management	1. State the functions of hospital waste management committee 2. Duties of medical superintendent regarding bio- medical waste management 3. Duties of matron in bio – medical waste management 4. Importance of training on hospital waste management to different categories of staff in a hospital	1. Role of various personnel in bio- medical waste management in hospital 2. Role and functions of HHA in bio- medical waste management 3. Importance of providing training to all categories of staff of the hospital	05
Unit 7: Medical Records			
Learning Outcome	Theory	Practical	Total Duration (15 Hrs)
1. Prepare complete medical record	1. Explain the purpose of health service planning 2. Explain the significance of documentation in decision analysis 3. Importance of documentation in assuring quality services to patients	1. Importance and purpose of documentation 2. Maintain records according to the purpose 3. Significance of documentation in analyzing the needs of the patient	03
2. Identify the principles of documentation	1. Explain the importance of mentioning the date and time during recording 2. Importance of confidentiality in maintaining medical record of the patient	1. Maintaining confidentiality of patient's records/ documents 2. Principles of documentation	05

	3. Describe the procedure of making corrections and omissions in healthcare documents	3. Maintaining records appropriately	
3. Demonstrate the knowledge of content of medical documentation	1. Explain LAMA 2. Explain change of shift note 3. Purpose of transfer and discharge note	1. Content of medical documentation 2. Arrange various records in an appropriate sequence 3. Types of entries in preparing medical documentation	04
4. Identify the role of GDA in maintaining record	1. Explain different format and methods of documentation 2. Enlist the documents maintained by the hospital in MLC and RTA cases 3. Explain POMR	1. Types and methods of medical records 2. Maintain records in proper documentation format 3. Maintain medical records for MLC and RTA cases	03

ORGANISATION OF FIELD VISITS

In a year, at least 3 field visits/educational tours should be organised for the students to expose them to the activities in the workplace.

Visit a Hospital and observe various activities of the nurses on daily schedule basis. Also observe the following activities at Hospital:

- Front office activities
- Reception and registration activities
- Disinfecting wards and equipment
- Laundry services
- Various activities related to patient care
- Demonstration of First Aid
- Bed making
- To observe the various safety measures

- To take firsthand knowledge of Bio medical waste Management
- Observe the demonstration of Hospital record keeping