

# Model Curriculum

## GENERAL DUTY ASSISTANT –ADVANCED

Elective 1: Critical Care

Elective 2: Dialysis

Elective 3: Maternal & Newborn Care

Elective 4: Parturition

**SECTOR: HEALTHCARE**  
**SUB-SECTOR: ALLIED HEALTH & PARAMEDICS**  
**OCCUPATION: Patient Care  
Services**  
**REF ID: HSS/Q5103, V1.0**  
**NSQF LEVEL: 4**

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# General Duty Assistant (Advanced)

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “General Duty Assistant (Advanced)”, in the “Allied Health & Paramedics” Sector/Industry and aims at building the following key competencies amongst the learner

|   |   |                            |            |
|---|---|----------------------------|------------|
| <b>Program Name</b>                                   | <b>General Duty Assistant (Advanced)</b>  |                            |            |
| <b>Qualification Pack Name &amp; Reference ID. ID</b> | HSS/Q 5103, v1.0  |                            |            |
| <b>Version No.</b>                                    | v 1.0   | <b>Version Update Date</b> | 28/07/2022 |
| <b>Pre-requisites to Training</b>                     | 12th Class Pass<br>OR<br>10th Class Pass with 2 years of relevant experience<br>OR<br>Previous relevant Qualification of NSQF Level 3 with 2 years of relevant experience   |                            |            |
| <b>NCO code and Occupation:</b>                       | NCO-2015/3221.0300, Patient Care Services   |                            |            |
| <b>Training Outcomes</b>                              | <b>After completing this programme, participants will be able to:</b> <ul style="list-style-type: none"> <li>• Discuss the role of a General Duty Assistant - Advanced</li> <li>• Demonstrate techniques to maintain the personal hygiene needs of a patient</li> <li>• Practice infection control measures</li> <li>• Demonstrate the ability to perform clinical skills essential in providing basic healthcare services</li> <li>• Promote safety, understand usage of protective devices and demonstrate precautions to be taken while usage of Oxygen</li> <li>• Demonstrate professional behavior, personal qualities and characteristics of a general duty assistant - advanced</li> <li>• Demonstrate right methods of bio medical waste management</li> <li>• Demonstrate Basic Life Support, Cardio Pulmonary Resuscitation and other actions in the event of medical and facility emergencies</li> </ul> |                            |            |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>• Demonstrate good communication, communicate accurately and appropriately in the role of General duty assistant - advanced and demonstrate professional appearance and demeanor</li><li>• Develop and apply knowledge for patients undergoing dialysis</li><li>• Develop and apply skills to assist the patient in maternal needs with her newborn</li><li>• Assist nurse in critical care unit</li></ul> |
|--|--|

This course encompasses 12 out of 12 Compulsory NOS (National Occupational Standards), 4 out of 4 Optional NOS of “General duty assistant - advanced” Qualification Pack issued by “Healthcare Sector Skill Council”.

#### COMPULSORY NOS

| Sr. No. | Module   | Key Learning Outcomes   | Equipment Required  |
|---------|--|---|---|
| 1       | <p><b>Introduction to healthcare systems</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>05:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>05:00</p> <p><b>Corresponding NOS Code</b><br/>Bridge Module</p>                   | <ul style="list-style-type: none"> <li>Acquaint with the foundations of Healthcare Service Providers (primary, secondary &amp; tertiary)</li> <li>Comprehend the various services offered to patients in a hospital</li> <li>Comprehend various departments in the hospital</li> </ul>  | Flowchart depicting health care delivery system of India  |
| 2       | <p><b>Broad functions of general duty assistant - advanced</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>05:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>05:00</p> <p><b>Corresponding NOS Code</b><br/>Bridge Module</p> | <ul style="list-style-type: none"> <li>Develop broad understanding of the functions to be performed by GDA Advanced</li> <li>Understand the functions to be performed by GDA Advanced during admission and discharge of patient</li> <li>Develop understanding of patient comforts and safety</li> <li>Understand the daily care need of patient</li> <li>Understand the role of GDA Advanced while transporting sample /drug of the patient</li> <li>Understand the importance of providing assistance to the patient whenever required</li> <li>Understand the importance of observing patient needs and providing assistance to the patient while admission and discharge</li> <li>Understand the importance of cleaning/sterilization/disinfection of hospital premises and medical equipment's under supervision</li> <li>Understand the need for keeping medical equipment, connections, wiring, tubing including medical gases,</li> </ul> | Mock environment of clinic and hospital environment, home care setups with home based articles. |

| Sr. No. | Module   | Key Learning Outcomes  | Equipment Required   |
|---------|--|--|--|
|         |  | <p>connectors in good condition and ready for patient use under supervision</p> <ul style="list-style-type: none"> <li>• Apply knowledge of various routes of drug administration</li> <li>• Sensitize on the importance of drug dosage</li> <li>• Develop broad understanding for providing support to patient while feeding normally or assisted devices (Ryle's tube)</li> <li>• Demonstrate steps involved while dressing the patients</li> <li>• Describe the difference in procedure of dressing in special situations like physical disability, infant, unconscious patients, etc.</li> <li>• Provide for the patient's daily care</li> <li>• Understand the role of GDA Advanced while transporting sample /drug of the patient</li> </ul> |  |
| 3       | <p><b>Introduction to human body-structure &amp; functions</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>10:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>05:00</p> <p><b>Corresponding NOS Code</b><br/>Bridge Module</p> | <ul style="list-style-type: none"> <li>• Explain different parts of body</li> <li>• Explain different systems of body</li> <li>• Explain different positions of body</li> </ul>  | <p>Mannequin, charts, demonstration kits of different body parts</p>                           |
| 4       | <p><b>Personnel hygiene &amp; professional behavior</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>10:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>10:00</p>   | <ul style="list-style-type: none"> <li>• Develop understanding of the concept of Healthy Living</li> <li>• Develop understanding &amp; procedures of Hand Hygiene</li> <li>• Develop techniques of Grooming</li> <li>• Equip with techniques of use of PPE</li> <li>• Vaccinate against common infectious diseases</li> <li>• Maintain peaceful environment</li> <li>• Learn general and specific etiquettes to be observed on duty</li> <li>• Describe the importance of conservation of resources in</li> </ul>  | <p>Patient daily care articles, PPE, vaccination, hand hygiene techniques chart, hand-wash</p> |

| Sr. No. | Module   | Key Learning Outcomes   | Equipment Required  |
|---------|--|---|---|
|         | <p><b>Corresponding NOS Code</b><br/>HSS/N9616, HSS/N9617</p>  | <p>medical facility</p>   |   |
| 5       | <p><b>Bio medical waste management</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>05:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>05:00</p> <p><b>Corresponding NOS Code</b><br/>HSS/N9618</p>         | <ul style="list-style-type: none"> <li>Gain understanding of importance of proper and safe disposal of bio-medical waste &amp; treatment</li> <li>Obtain understanding of categories of bio-medical waste</li> <li>Learn about disposal of bio-medical waste – color coding, types of containers, transportation of waste, etc.</li> <li>Acquire broad understanding of standards for bio-medical waste disposal</li> <li>Gain broad understanding of means of bio-medical waste treatment</li> </ul> | <p>Different coded color bins, different variety of bio medical waste management, Visit to treatment plant of bio medical waste etc</p> |
| 6       | <p><b>Emergency Medical Response</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>10:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>10:00</p> <p><b>Corresponding NOS Code</b><br/>HSS/N9617</p>           | <ul style="list-style-type: none"> <li>Describe chain of survival</li> <li>Demonstrate CPR</li> <li>Demonstrate rescue of a child</li> <li>Demonstrate CPR in the presence of two rescuers</li> </ul>   | <p>Emergency situations, crash cart, O2 Supply/cylinder</p>   |
| 7       | <p><b>Respond to patient call or emergency</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>05:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>10:00</p> <p><b>Corresponding NOS Code</b><br/>HSS/N5112</p> | <ul style="list-style-type: none"> <li>Describe emergencies in Hospital and general conditions</li> <li>Describe fire emergencies and action to be initiated in fire emergencies</li> <li>Treat patient's call as urgent</li> <li>Instruct patient and the relatives on how to report and respond to emergency</li> </ul>   | <p>E-modules, audio and video call set-up</p>   |
| 8       | <p><b>Body mechanics and ergonomics</b></p> <p><b>Theory Duration</b><br/>(hh:mm)</p>  | <ul style="list-style-type: none"> <li>Learn the kinetics of joints and movements</li> <li>Learn mechanisms that affect movements in human body</li> <li>Apply general principles of</li> </ul>   | <p>Mannequin, charts, demonstration kits of different body</p>  |

| Sr. No. | Module   | Key Learning Outcomes   | Equipment Required  |
|---------|--|---|---|
|         | 10:00<br><br><b>Practical Duration</b><br>(hh:mm)<br>15:00<br><br><b>Corresponding NOS Code</b><br>HSS/N9617   | <p>movements</p> <ul style="list-style-type: none"> <li>Acquaint with the process and precaution to be taken care of while transferring the patient</li> </ul>  | mechanics,<br>internet use  |
| 9       | <b>Positioning/Transferring/Mobility of patients</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>10:00<br><br><b>Practical Duration</b><br>(hh:mm)<br>15:00<br><br><b>Corresponding NOS Codes</b><br>HSS/N5106 | <ul style="list-style-type: none"> <li>Explain the importance of positioning of a patient in his/her treatment and recovery</li> <li>Explain various types of positions and postures employed during procedures.</li> <li>Learn various kinds of means available for transferring patients</li> <li>Describe care to be taken while transferring patient</li> <li>Understand usage of Wheel chair, stretcher, shifting of patient from bed to stretcher, stretcher to operation theatre table etc., and in special situations</li> <li>Understand importance of physical moments for wellbeing.</li> <li>Describe usage of modes used for mobility and their maintenance</li> <li>Describe care while patient is walking or using assisted devices</li> </ul> | Mannequin,<br>charts,<br>demonstration kits of different body mechanics & positions & internet use,<br>stretcher,<br>wheelchair,<br>trolley, patient assisted devices |
| 10      | <b>Observing and reporting</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>10:00<br><br><b>Practical Duration</b><br>(hh:mm)<br>10:00<br><br><b>Corresponding NOS Code</b><br>Bridge Module                    | <ul style="list-style-type: none"> <li>Discuss the importance of observing and reporting to authority for said or unsaid findings, if any</li> <li>Understand the importance of verbally informing the person in authority</li> </ul>   | sample forms and feedback forms   |
| 11      | <b>Consent, Documentation &amp; Records</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>05:00<br><br><b>Practical Duration</b>   | <ul style="list-style-type: none"> <li>Comprehend guidelines for documentation</li> <li>Identify various types of records and their importance for general duty assistant - advanced</li> <li>Understand use and importance of records and consent taking</li> </ul>  | sample forms and feedback forms   |





| Sr. No. | Module  | Key Learning Outcomes   | Equipment Required                       |
|---------|---|---|--|
|         |   | <p>maintaining oral care, skin and nail care</p> <ul style="list-style-type: none"> <li>Explain the importance of oral care in case of dentures and unconscious patients</li> </ul>   |  |
| 14      | <p><b>Therapeutic communication at hospital and home settings</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>10:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>05:00</p> <p><b>Corresponding NOS Code</b><br/>HSS/N5125, HSS/N5126,<br/>HSS/N5106, HSS/ N5127, HSS/<br/>N5128</p> | <ul style="list-style-type: none"> <li>Understand the importance of establishing a therapeutic communication with patient and his/her significant others.</li> <li>Establish interpersonal relationship by exchanging pleasantries and asking</li> <li>Ensure that the patient and their carers are made to feel comfortable, and that they understand that their needs are important and are being addressed</li> <li>Discuss with patient and their carers their own role and responsibilities for the care of the patient</li> <li>Encourage the patient and their carers to ask questions and respond sensitively to any concerns</li> <li>Respect the human rights of the patient and their carers</li> <li>Provide clear information on how to contact the service to obtain assistance if required</li> <li>Identify any communication differences that exist, and try to address them</li> <li>Discuss the purpose of communication with the patient and their carers, and identify their preferred ways of communicating</li> <li>Confirm with the patient who they wish to be involved in the communication</li> <li>Keep the patient and their carers informed about the progress in resolving any concerns, and anticipated timescales for any outcomes</li> <li>Produce records and reports that are clear, comprehensive and accurate, and maintain the security and confidentiality of information.</li> </ul> |  |
| 15      | <p><b>Implementation and monitoring of patient care plan</b></p> <p><b>Theory Duration</b><br/>(hh:mm)</p>  | <ul style="list-style-type: none"> <li>Explore the needs and expectations of the patient and his/her goals for the intervention</li> <li>Identify current or previous interventions that the patient may</li> </ul>   | Sample nursing care plans and equipments |

| Sr. No. | Module  | Key Learning Outcomes  | Equipment Required  |
|---------|---|--|---|
|         | <p>15:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>25:00</p> <p><b>Corresponding NOS Code</b><br/>HSS/N5125, HSS/N5126</p>   | <p>have experienced and the immediate requirements of his/her individualized care plan</p> <ul style="list-style-type: none"> <li>• Ensure the environment used for the intervention is suitable, and that the privacy and dignity of the patient is protected</li> <li>• Implement the intervention in a safe and effective manner, using evidence-based practices and processes</li> <li>• Implement the intervention in a manner that is consistent with the patient's needs and specific requirements, and encourage their effective participation</li> <li>• Minimize any discomfort to the patient within the constraints imposed by the intervention method</li> <li>• Encourage the carers to give appropriate support to the patient throughout the intervention</li> <li>• Monitor the effects of the intervention on the patient throughout the process, and identify any indications of increased risk</li> <li>• Ensure patient centricity</li> <li>• Understand patient monitoring and after care</li> <li>• Ensure effective communication between the patient and the significant other about the prognosis</li> </ul> |   |
| 16      | <p><b>General and specific patient care</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>10:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>20:00</p> <p><b>Corresponding NOS Codes</b><br/>HSS/N5127, HSS/N5128</p> | <ul style="list-style-type: none"> <li>• Explain the difference between a patient requiring routine care and patient requiring specific care.</li> <li>• Pay attention to patients who are bedridden or with altered sensorium.</li> <li>• Educate patient's significant others for patients with chronic illnesses</li> <li>• Ensure proper nutritional, sanitary and elimination need of the patients</li> <li>• Explain the specific care routines of the patients like geriatric, paralytic, immobile etc.</li> </ul>  | <p>Mannequin, charts, demonstration kits of different body mechanics &amp; positions &amp; internet use, stretcher, wheelchair, trolley, patient assisted devices, kidney tray, bed sore treating kit</p> |

| Sr. No. | Module   | Key Learning Outcomes  | Equipment Required  |
|---------|--|--|---|
| 17      | <p><b>Patient at home</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>05:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>30:00</p> <p><b>Corresponding NOS Codes</b><br/>HSS/N5128</p> | <ul style="list-style-type: none"> <li>Establish a therapeutic and goal oriented relationship with the patient and his/her significant others</li> <li>Ensure the nursing care plan is followed</li> <li>Apply the safety rules at home and ensure a safe environment</li> <li>Ensure self-safety</li> <li>Make arrangements for the intervention that are consistent with the patient's priority and his/her specific requirements</li> <li>Ensure the environment used for the intervention is suitable, and that the privacy and dignity of the patient is protected</li> <li>Implement the intervention in a safe and effective manner, using evidence-based practices and processes</li> <li>Implement the intervention in a manner that is consistent with the patient's needs and specific requirements, and encourage their effective participation</li> <li>Minimize any discomfort to the patient within the constraints imposed by the intervention method</li> <li>Encourage the carers to give appropriate support to the patient throughout the intervention</li> <li>Monitor the effects of the intervention on the patient throughout the process, and identify any indications of increased risk</li> <li>Take appropriate action where the effects of the intervention are not as beneficial as expected</li> <li>Work in partnership with the patient and his/her carers to assess the outcomes of the intervention in relation to the goals agreed upon at the outset</li> </ul> |   |
| 18      | <p><b>Elimination</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>10:00</p> <p><b>Practical Duration</b></p>   | <ul style="list-style-type: none"> <li>Understand the importance for excreta disposal in human body</li> <li>Understand care to be provided in case of urine and bowel Incontinence or patient with urinary catheter.</li> <li>Observe urine and stools for routine as well as special</li> </ul>  | <p>Mannequin,<br/>wheel chair,<br/>stretcher,<br/>sample kit for<br/>stool collection<br/>etc</p> |

| Sr. No. | Module   | Key Learning Outcomes   | Equipment Required   |
|---------|--|---|--|
|         | (hh:mm)<br>20:00<br><br><b>Corresponding NOS Codes</b><br>HSS/N5126  | reporting   |  |
| 19      | <b>Preparation of patient's unit</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>05:00<br><br><b>Practical Duration</b><br>(hh:mm)<br>20:00<br><br><b>Corresponding NOS Codes</b><br>HSS/N5126 | <ul style="list-style-type: none"> <li>Understand various types of linen used in hospital</li> <li>Develop an understanding for the need of periodic changing of linen</li> <li>Understand preparation of an empty bed, occupied bed and room after discharge etc.</li> <li>Describe how to prepare room for admission</li> <li>Discuss various types of beds and their making</li> </ul> | Linen, mannequin, gauge, identification marks, bed making techniques e modules |
| 20      | <b>Fall prevention</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>05:00<br><br><b>Practical Duration</b><br>(hh:mm)<br>10:00<br><br><b>Corresponding NOS Codes</b><br>HSS/N9617               | <ul style="list-style-type: none"> <li>Describe standards for prevention of patient's fall</li> <li>Describe care to be taken to avoid fall in high risk patients</li> <li>Describe measures to be taken to prevent falls</li> <li>Describe action in event of a fall incident</li> </ul>   | Mannequins, patient protection and assisted devices                            |
| 21      | <b>Mortuary management</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>05:00<br><br><b>Practical Duration</b><br>(hh:mm)<br>10:00<br><br><b>Corresponding NOS Code</b><br>HSS/N5115            | <ul style="list-style-type: none"> <li>Learn managing last offices</li> <li>Package dead bodies in case of non-communicable and communicable diseases</li> <li>Hand-over any valuable that the deceased might be wearing</li> </ul>   | mannequin, bed sheets, bandages, cotton, disinfectants, labels                 |
| 22      | <b>Professional and legal conduct at healthcare settings</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>05:00   | <ul style="list-style-type: none"> <li>Identify the scenarios where there could be legal issues involved</li> <li>Identify the various events which come under the medico- legal cases.</li> </ul>  |  |

| Sr. No. | Module   | Key Learning Outcomes  | Equipment Required                                    |
|---------|--|--|---|
|         | <p><b>Practical Duration</b><br/>(hh:mm)<br/>05:00</p> <p><b>Corresponding NOS Code</b><br/>HSS/N9616</p>  | <ul style="list-style-type: none"> <li>Discuss the formalities which are important to handle a medico-legal case.</li> <li>Describe the events where the details of medico-legal cases can be revealed.</li> <li>Demonstrate legal and ethical behavior within the role and scope of general duty assistant - advanced responsibilities.</li> <li>Follow policies and procedures affecting the health, safety, and well-being of patients in the hospital and home setting.</li> </ul>     |   |
| 23      | <p><b>Dismantling and maintenance of the equipments</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>05:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>10:00</p> <p><b>Corresponding NOS Code</b><br/>HSS/N5113</p>                              | <ul style="list-style-type: none"> <li>Discuss the basic utility of the equipments in your department</li> <li>Understand the basic functionality of the equipment.</li> <li>Check manufacture's guide if necessary</li> <li>Dispose off the consumable items according to the hospital protocols</li> <li>Ensure the non-consumables like surgical equipments glass syringes etc are properly disinfected or sterilized.</li> <li>Maintain the ward inventory after each shift</li> </ul> | Commonly used equipments, cupboards, disinfectants    |
| 24      | <p><b>Maintain inter-personal relationships with patients, colleagues and others</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>05:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>05:00</p> <p><b>Corresponding NOS Code</b><br/>HSS/N9615</p> | <ul style="list-style-type: none"> <li>Associate yourself with other members of the healthcare team</li> <li>Encourage a positive work friendly milieu.</li> <li>Help your colleagues in the situation of crisis.</li> <li>Empathize with the patient and his/her significant others</li> </ul>  | Case-studies to portray and comprehend application    |
| 25      | <p><b>Act within the limits of your competence and authority</b></p> <p><b>Theory Duration</b><br/>(hh:mm)</p>   | <ul style="list-style-type: none"> <li>Understand the meaning of relations and types of relationship</li> <li>Understand effective working relationships with the people</li> </ul>  | Internet use for learning and adopting best practices |

| Sr. No. | Module   | Key Learning Outcomes  | Equipment Required                    |
|---------|--|--|---------------------------------------|
|         | 05:00<br><b>Practical Duration</b><br>(hh:mm)<br>05:00<br><b>Corresponding NOS Code</b><br>Bridge Module   | external to the team, with which the individual works on a regular basis<br><ul style="list-style-type: none"><li>Understand the effect of boundary violation in technician client relationships</li><li>Understand the code of ethics for cardiac care technicians</li></ul>  |                                       |
| 26      | <b>Professional and ethical behavior in healthcare setting</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>05:00<br><br><b>Practical Duration</b><br>(hh:mm)<br>05:00<br><br><b>Corresponding NOS Codes</b><br>HSS/N9616 | <ul style="list-style-type: none"><li>Maintain restful environment</li><li>Learn general and specific etiquettes to be observed on duty</li><li>Understand need for compliance of organizational hierarchy and reporting</li><li>Understand the legal and ethical issues</li><li>Understand importance of conservation of resources</li></ul>  |                                       |
| 27      | <b>Soft skills and communications</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>05:00<br><br><b>Practical Duration</b><br>(hh:mm)<br>10:00<br><br><b>Corresponding NOS Codes</b><br>HSS/N5112, Bridge Module           | <ul style="list-style-type: none"><li>Understand Art of Effective Communication</li><li>Able to handle effective Communication with Patients &amp; Family</li><li>Able to handle effective Communication with Peers/ colleagues using medical terminology in communication</li><li>Learn basic reading and writing skills</li><li>Learn sentence formation</li><li>Learn grammar and composition</li><li>Learn how to enhance vocabulary</li><li>Learn Goal setting, team building, team work, time management, thinking and reasoning &amp; communicating with others</li><li>Learn problem solving</li><li>Understand need for customer service and service excellence in Medical service</li><li>Understand work ethics in hospital set up</li><li>Learn objection handling</li><li>Learn Telephone and Email</li></ul> | Instructional videos and case-studies |

| Sr. No. | Module  | Key Learning Outcomes  | Equipment Required              |
|---------|---|--|---------------------------------|
|         |   | <p>etiquettes</p> <ul style="list-style-type: none"> <li>Learn Basic computer working like feeding the data, saving the data and retrieving the data.</li> <li>Learn to analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently</li> <li>Learn identification of rapidly changing situations and adapt accordingly</li> <li>Learn decision making ability</li> <li>Learn planning and organization of work</li> </ul>  |                                 |
| 28      | <p><b>Basic IT skills</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>10:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>10:00</p> <p><b>Corresponding NOS Code</b><br/>Bridge Module</p> | <ul style="list-style-type: none"> <li>Gain understanding about application of computers</li> <li>Introduce with basic foundation to Computers:               <ul style="list-style-type: none"> <li>✓ Block diagram</li> <li>✓ Input and Output devices</li> <li>✓ Storage devices</li> </ul> </li> <li>Discuss the foundation concept of operating systems               <ul style="list-style-type: none"> <li>✓ Need of Operating systems (OS)</li> <li>✓ Functions of OS</li> <li>✓ Windows 2000 – Utilities and basic operations</li> <li>✓ Microsoft office 2000 – MS Word, MS Excel, PowerPoint Presentation</li> </ul> </li> <li>Comprehend basic concepts about computer hardware &amp; software</li> <li>Apply the working knowledge of Hospital Information System (HIS)</li> <li>Comprehend the application of computer in hospitals</li> </ul> | Computer with internet facility |
|         | <p><b>COMPULSORY NOS: Total Duration</b></p> <p><b>Theory Duration</b><br/><b>210:00</b></p> <p><b>Practical Duration</b><br/><b>300:00</b></p> <p><b>OJT Duration</b><br/><b>300:00</b></p>    | <p><b>Unique Equipment Required:</b></p> <p>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 &amp; 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,</p>  |                                 |



| Sr. No. | Module | Key Learning Outcomes   | Equipment Required |
|---------|--------|---|--------------------|
|         |        | <p>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, Micro pore, 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, Foley catheter, Euro bags, Suction Catheter, Ryle's tube, Vacutainer (red/black/violet), Tourniquet, Examination table, Rubber sheet, Draw Sheet</p> <p><b>Class Room equipped with following arrangements:</b></p> <ul style="list-style-type: none"> <li>• Interactive lectures &amp; Discussion</li> <li>• Brain Storming</li> <li>• Charts &amp; Models</li> <li>• Activity</li> <li>• Video presentation</li> </ul> <p><b>Skill lab equipped with following arrangements:</b></p> <ul style="list-style-type: none"> <li>• Unique equipment as enlisted at the last</li> <li>• Practical Demonstration of various functions</li> <li>• Case study</li> <li>• Role play</li> </ul> <p><b>Visit to Hospital</b><br/>Field assignment</p> |                    |

## Electives

### Elective 1: Critical Care

| Sr. No. | Module   | Key Learning Outcomes  | Equipment Required  |
|---------|--|--|---|
| 1       | <p><b>Intensive care at healthcare facilities</b></p> <p><b>Theory Duration</b><br/>30:00 hours</p> <p><b>Practical Duration</b><br/>30:00 hours</p> <p><b>Corresponding NOS</b></p> | <ul style="list-style-type: none"> <li>• Orient with the ICU set-up</li> <li>• Get the required equipments handy at the time of an emergency</li> <li>• Use personal protective equipments and personal hygiene protocols.</li> <li>• Ensure equipment being used for the procedure are in line with the organizational protocols.</li> <li>• Assist nurse during wound</li> </ul> | <p>Mock ICU set-up, oxygen supply, crash cart, emergency drugs, ventilator, cardiac monitor, pulse oximeter, chest leads, ECG machine, BP apparatus</p> |

| Sr. No. | Module   | Key Learning Outcomes   | Equipment Required |
|---------|--|---|--------------------|
|         | <b>Code</b><br>HSS/N5130   | management esp. in case of dressing of pressure sore. <ul style="list-style-type: none"> <li>• Maintain the input/output charting</li> <li>• Provide assistance to nurse during care on the invasive lines such as central line care, arterial line care, peripheral line care as per standard protocol</li> <li>• Assist nurse during sample collections such as urine, sputum, blood, stool etc.</li> <li>• Assist nurse in procedures like Endotracheal tube care, nebulization etc.</li> <li>• Assist concerned personnel during daily routine checking &amp; care of defibrillators, ECG Machines, syringe pump operations, alphabed with algorithm</li> <li>• Ensure patency of articles, drugs, equipments in the critical care unit.</li> <li>• Assist the nurse in timely changing of position of the patient esp. those who are comatose or bedridden.</li> </ul> |                    |
|         | <b>OPTION 1 : Total Duration: 90 Hours</b><br><br><b>Theory Duration 30:00</b><br><br><b>Practical Duration 30:00</b><br><br><b>OJT duration 30:00</b> | <b>Unique Equipment Required:</b><br>Standard items used in a classroom, Mock ICU set-up, oxygen supply, crash cart, emergency drugs, ventilator, cardiac monitor, pulse oximeter, chest leads, ECG machine, BP apparatus   |                    |

#### Elective 2: Dialysis

| Sr. No. | Module  | Key Learning Outcomes  | Equipment Required               |
|---------|---|--|----------------------------------|
| 1       | <b>Dialysis machine setup</b><br><br><b>Theory Duration 15:00</b><br><br><b>Practical Duration 15:00</b><br><br><b>Corresponding NOS Code HSS/N5131</b> | <ul style="list-style-type: none"> <li>• Describe the equipment of dialysis machine</li> <li>• Discuss the importance of maintaining the sterility of the equipment</li> <li>• Assemble and check the extracorporeal circuit parts</li> <li>• Follow the universal precautions while handling the machine and patient</li> <li>• Follow manufacturer's protocols while handling the machine</li> <li>• Disinfect the machine once the procedure is done</li> </ul> | E-Modules, participant handbooks |

|    |   |   |   |
|----|---|---|---|
| 2. | <b>Principle of dialyzer</b><br><br><b>Theory Duration</b><br>10:00<br><br><b>Practical Duration</b><br>05:00   | <ul style="list-style-type: none"> <li>• Ensure the dialysate circuit should be exposed to disinfectants</li> <li>• notice any change or distress in the patient during or after dialysis and document as per protocol</li> <li>• Disinfect dialysis machine according to the manufacturer's recommendations</li> </ul>   | Dialysis apparatus, e- modules, participant handbook, cannula.                |
|    | <b>Corresponding NOS Code</b><br>HSS/N5131  | <ul style="list-style-type: none"> <li>• Ensure Cleaning, Testing, Inspecting of dialyzer and Filling the dialyzer with a sterilant</li> <li>• Ensure labelling, storing and rinsing of dialyzer before reuse</li> <li>• Look around the RO (reverse osmosis) system for any visible fluid leaks</li> <li>• Check and record the pressure gauge</li> <li>• Check the water softener</li> <li>• Measure and record the pressures before and after the water softener</li> <li>• Check and record the setting for the regeneration timer.</li> <li>• Check the brine tank</li> </ul>  |   |
| 3. | <b>Care of Patients on Dialysis</b><br><br><b>Theory Duration (hh:mm)</b> 05:00<br><br><b>Practical Duration (hh:mm)</b> 10:00<br><b>Corresponding NOS Code</b> HSS/ N2708, HSS/ N 2703, HSS/ N2704, HSS/ N9603 | <ul style="list-style-type: none"> <li>• Comprehend pre dialysis patient assessment.</li> <li>• Apply intra dialysis patient care.</li> <li>• Explain about post dialysis patient care.</li> <li>• Maintain the vital signs pre, during and post procedure.</li> <li>• Explain the technique to hook and unhook the patient from dialysis machine.</li> <li>• Describe the effective transportation of patient after the procedure of dialysis.</li> <li>• Assist in the care of fistula.</li> <li>• Ensure maintenance of privacy through the procedure.</li> <li>• Document all necessary events and patient records.</li> <li>• Measure the intake and output of the patient.</li> <li>• To learn about pre, intra, post dialysis patient care in different settings.</li> </ul> | Internet use to learn theory, mannequin, chart presentation, dialysis machine |
|    | <b>OPTION 3 : Total Duration: 90 hours</b><br><br><b>Theory Duration</b><br>30:00<br><br><b>Practical Duration</b><br>30:00<br><br><b>OJT Duration</b><br>30:00   | <b>Unique Equipment Required:</b><br>Dialysis apparatus, e- modules, participant handbook, cannula  |   |

Elective 3: **Mother and Newborn care**

| Sr. No. | Module  | Key Learning Outcomes   | Equipment Required  |
|---------|---|---|---|
| 1       | <p><b>Routine care of the mothers and new born</b></p> <p><b>Theory Duration</b><br/>15:00</p> <p><b>Practical Duration</b><br/>15:00</p> <p><b>Corresponding NOS Code</b><br/>HSS/N5129</p>              | <ul style="list-style-type: none"> <li>Check baseline and current vital signs of the mother and the new born.</li> <li>Report if any type of change or abnormality is seen in the mother or new born.</li> <li>Ensure maintenance of privacy</li> <li>Provide support for exclusive breastfeeding at each postnatal contact by telling her correct positioning for feeding</li> <li>Encourage the provision of breastfeeding</li> <li>Explain the concept of kangaroo mother care.</li> </ul> | <p>Hospital linen, suction apparatus, oxygen supply, drugs of the delivery room</p> |
| 2       | <p><b>Care of the mother and child at the time of emergency</b></p> <p><b>Theory Duration</b><br/>15:00</p> <p><b>Practical Duration</b><br/>15:00</p> <p><b>Corresponding NOS Code</b><br/>HSS/N5129</p> | <ul style="list-style-type: none"> <li>Assist in checking of the vital signs of the mother and the child.</li> <li>Report any abnormal deviation in the either of the individuals</li> <li>Keep the environment conducive for the new born</li> <li>Assist in checking of the blood glucose level according to the doctor/ nurse's recommendation</li> <li>Provide and counsel regarding the techniques of feeding to new born to eliminate the chances of aspiration.</li> </ul>             | <p>Pre-warmed blankets, infant warmer, artificial feed, and clean wash cloth.</p>   |
|         | <p><b>OPTION 2 : Total Duration: 90 Hours</b></p> <p><b>Theory Duration 30:00</b></p> <p><b>Practical Duration 30:00</b></p> <p><b>OJT Hours 30:00</b></p>  | <p><b>Unique Equipment Required:</b></p> <p>Standard classroom commodities like notebook, projector, board, audio- visual aids etc, Hospital linen, suction apparatus, oxygen supply, drugs of the delivery room, Pre-warmed blankets, infant warmer, artificial feed, clean wash cloth.</p>  |   |

Elective 4: Parturition

| Sr. No. | Module   | Key Learning Outcomes  | Equipment Required  |
|---------|--|--|---|
| 1       | <p><b>Concepts of parturition (childbirth)</b></p> <p><b>Theory Duration</b><br/>15:00</p> <p><b>Practical Duration</b><br/>06:00</p> <p><b>Corresponding NOS Code</b><br/>HSS/N5132</p> | <ul style="list-style-type: none"> <li>Define the term and phases of parturition</li> <li>Understand and maintain individual role while taking care of the mother in labour</li> <li>Explain the various aseptic techniques that needs to be followed during the time of childbirth</li> </ul>   | e-modules, Participant handbooks  |
| 2       | <p><b>Care before parturition</b></p> <p><b>Theory Duration</b><br/>05:00</p> <p><b>Practical Duration</b><br/>08:00</p> <p><b>Corresponding NOS Code</b><br/>HSS/N5132</p>              | <ul style="list-style-type: none"> <li>Enhance a peaceful environment for the mother while in the antenatal room</li> <li>Counsel the mother to ensure her comfort</li> <li>Assist the delivery room staff to employ the aseptic techniques</li> <li>Ensure privacy to the mother</li> <li>Handover and document any valuable items to the relatives</li> <li>Assist the nurse on duty with part-preparation</li> </ul>  |   |
| 3       | <p><b>Care during parturition</b></p> <p><b>Theory Duration</b><br/>05:00</p> <p><b>Practical Duration</b><br/>08:00</p> <p><b>Corresponding NOS Code</b><br/>HSS/N5132</p>              | <ul style="list-style-type: none"> <li>Transfer the woman to the delivery room/ Operation Theatre while ensuring maximum care of tubings and other items</li> <li>Handover all the necessary documents to the concerned staff as per organizational policies.</li> <li>Maintain conducive environment</li> <li>Shift the woman with care on the delivery table</li> <li>Help the nurse in giving proper position</li> <li>Ensure patency of commodities and drugs for the delivery.</li> </ul>   | Various equipments used in the delivery room, inventory checklist, trolley, sterilized cloth, patent oxygen supply, tubings, suction apparatus and catheters. |
| 4       | <p><b>Care after parturition</b></p> <p><b>Theory Duration</b><br/>05:00</p> <p><b>Practical Duration</b><br/>08:00</p> <p><b>Corresponding NOS Code</b><br/>HSS/N5132</p>               | <ul style="list-style-type: none"> <li>Transfer the patient safely to the post-natal ward or ICU as per doctor's recommendation</li> <li>Assist the woman in feeding the new-born</li> <li>Assist the nurse in providing breast-care</li> <li>Maintain the hygiene and cleanliness of the mother and the new-born</li> <li>Provide the sanitary commodities and toiletries to the mother</li> <li>Provide catheter care</li> <li>Support the mother for elimination needs</li> <li>Assist the mother while breastfeeding</li> <li>Ensure an optimum environment to the mother and the new born</li> <li>Educate about the principles of</li> </ul> | Pre-warmed blankets, oxygen hood, infant bed, equipments for breast care, perineal care, sanitary napkins/ sterilized gauze pieces, surgical drums            |

| Sr. No. | Module  | Key Learning Outcomes  | Equipment Required |
|---------|---|--|--------------------|
|         |   | Kangaroo Mother Care and provision of the same when necessary.   |                    |
|         | <b>OPTION 4 : Total Duration : 90 Hours</b><br><br><b>Theory Duration 30:00</b><br><br><b>Practical Duration 30:00</b><br><br><b>OJT Duration 30:00</b>   | <b>Unique Equipment Required:</b><br>Various equipments used in the delivery room, inventory checklist, trolley, sterilized cloth, patent oxygen supply, tubings, suction apparatus and catheters.<br>Pre-warmed blankets, oxygen hood, infant bed, equipments for breast care, perineal care, sanitary napkins/ sterilized gauze pieces, surgical drums |                    |
|         | <b>GRAND Total Duration</b><br><br><b>Minimum Duration for the QP= 810 hrs</b><br><b>Theory: 210 hrs</b><br><b>Practical: 300 hrs</b><br><b>OJT: 300</b><br><br><b>Maximum Duration for the QP= 1170 hrs</b><br><b>Theory: 330 hrs</b><br><b>Practical:420 hrs</b><br><b>OJT: 420 hrs</b> | <b>Unique Equipment Required for the QP:</b><br><b>Laptop, white board, marker, projector, first aid kit</b>   |                    |

(This syllabus/ curriculum has been approved by [Healthcare Sector Skill Council](#))

## Trainer Prerequisites for Job role: “General Duty Assistant - Advanced” mapped to Qualification Pack: “HSS/Q 5103, v2.0”

| Sr. No. | Area                                      | Details   |
|---------|---|---|
| 1       | <b>Description</b>                        | To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “HSS/Q5103”.  |
| 2       | <b>Personal Attributes</b>                | Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.. |
| 3       | <b>Minimum Educational Qualifications</b> | <ul style="list-style-type: none"> <li>• NSQF Level 4 certified General Duty Assistant with 6 years of or experience or</li> <li>• B.Sc. (Nursing) with one year of experience or</li> <li>• GNM with three years of experience</li> </ul>  |
| 4a      | <b>Domain Certification</b>               | Certified for Job Role: “General Duty Assistant - Advanced” mapped to QP: “HSS/Q 5103, v2.0”. Minimum accepted score is 80%   |
| 4b      | <b>Platform Certification</b>             | Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q2601” with scoring of minimum 80%.   |
| 5       | <b>Experience</b>                         | <ul style="list-style-type: none"> <li>• Minimum 1 year site experience for B.Sc. (Nursing)<br/>Or</li> <li>• Minimum 3 years site experience for GNM<br/>Or</li> <li>• Minimum 6 years site experience for NSQF Level 4 certified General Duty Assistant HSS/Q5101, version 1.0</li> </ul>   |