



Model Curriculum

QP Name: Home Health Aide

QP Code: HSS/Q5102

QP Version: 3.0

NSQF Level: 3

Model Curriculum Version: 1.0

Healthcare Sector Skill Council || Healthcare Sector Skill Council, 520, DLF Tower A, 5th Floor, Jasola District Centre, New Delhi – 110025

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Training Parameters

Sector	Healthcare
Sub-Sector	Allied Health & Paramedics
Occupation	Patient Care Services
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2015/2240.0400
Minimum Educational Qualification and Experience	10 th Grade Pass Or 8 th Grade pass with 2 years relevant experience Or 8th grade pass and pursuing continuous schooling Or Previous relevant qualification of NSQF level 2.5 with 1.5-year relevant experience
Pre-Requisite License or Training	Not Applicable
Minimum Job Entry Age	18 Years
Last Reviewed On	29/01/2021
Next Review Date	29/01/2026
NSQC Approval Date	29/01/2021
QP Version	3.0
Model Curriculum Creation Date	29/01/2021
Model Curriculum Valid Up to Date	29/01/2026
Model Curriculum Version	1.0
Minimum Duration of the Course	900 Hrs.
Maximum Duration of the Course	900 Hrs.

Program Overview

This section summarizes the end objectives of the program along with its duration.

Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills.

- Explain the role and responsibilities of a Home Health Aide
- Provide care pertaining to hygiene and grooming at home setting
- Maintain proper body mechanics while handling the patient
- Ensure patient safety while carrying out procedures
- Support patients with diverse needs such as geriatric/paralytic/ immobile patient in implementation of their care plan
- Apply infection control measures and dispose biomedical waste according to the standard protocols
- Assist in maintaining nutrition and hydration and elimination needs
- Promote safety and demonstrate proper usage of personal protective equipment

Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
Bridge Modules	40:00	20:00	15:00	00:00	75:00
Module 1: Broad functions of Home Health Aide	20:00	05:00	00:00	00:00	
Module 2: Consent, Observing, reporting and documentation	10:00	10:00	00:00	00:00	
Module 3: Soft skills and communication	10:00	05:00	00:00	00:00	

HSS/N5133: Assist patient in bathing, dressing up and grooming	25:00	65:00	90:00	00:00	180:00
Module 4: Bathing, grooming and dressing up a patient	25:00	65:00	00:00	00:00	
HSS/N5104: Support individuals to eat and drink	30:00	30:00	30:00	00:00	90:00
<u>Module 5: Introduction to human anatomy and physiology</u>	05:00	10:00	00:00	00:00	
Module 6: Nutrition and hydration	25:00	20:00	00:00	00:00	
HSS/N5105: Assist patient in maintaining normal elimination	20:00	40:00	30:00	00:00	90:00
Module 7: Elimination needs	20:00	40:00	00:00	00:00	
HSS/N5136: Support patients with diverse needs in coping up with their health conditions	15:00	45:00	30:00	00:00	90:00
Module 8: Therapeutic Communication with patient at home	15:00	45:00	00:00	00:00	
HSS/N5137: Implement the interventions planned for patients with diverse needs	70:00	80:00	45:00	00:00	195:00
Module 9: Principles of Body mechanics	20:00	25:00	00:00	00:00	
Module 10: Patient Positioning and ambulation at home	20:00	35:00	00:00	00:00	
Module 11: Care plan implementation and fall Prevention	30:00	20:00	00:00	00:00	
HSS/N9617: Maintain a safe, healthy, and secure environment	15:00	30:00	15:00	00:00	60:00
<u>Module 12: Sanitation, Safety, and First Aid</u>	15:00	30:00	00:00	00:00	
HSS/N9618: Follow infection control policies & procedures including biomedical waste disposal protocols	25:00	20:00	15:00	00:00	60:00
<u>Module 13: Infection control and prevention</u>	10:00	05:00	00:00	00:00	
<u>Module 14: Bio Medical Waste management</u>	05:00	05:00	00:00	00:00	
<u>Module 15: Personal Hygiene</u>	10:00	10:00	00:00	00:00	
Total	240:00	330:00	270:00	00:00	840:00
Module 21: Employability Skills (60 Hours): DGT/VSQ/N0102	60:00	00:00	00:00	00:00	

Total	300:00	330:00	270:00	00:00	900:00
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Module Details

Module 1: Broad Functions of Home Health Aide

Mapped to: Bridge Module,

Terminal Outcomes:

- Describe the key roles and responsibilities of a Home Health Aide (HHA).

Duration: 20:00	Duration: 05:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the functions to be performed by an HHA in a home setting • List down the roles and responsibilities that are included in the scope of an HHA • Explain techniques to maintain the personal hygiene needs of a patient • Explain various methods to ensure patient comfort and safety • Describe the importance of adhering to professional etiquettes while carrying out care activities • Explain professional conduct 	<ul style="list-style-type: none"> • Prepare a chart depicting roles and responsibilities of a Home Health Aide.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
3D models of human body and accessory organs, model human skeletal system, organ specimen, medical equipments like Sphygmomanometer, Thermometer, weighing machine, stethoscope, ECG etc.	

Module 2: Consent, Observing, Reporting and Documentation

Mapped to: Bridge Module,

Terminal Outcomes:

- Demonstrate technical skills of Storage and retention and retrieval of database and records.
- Maintain confidentiality of records

Duration: 10:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Observe changes in patients’ overall condition • Report changes in patients’ overall condition • Define the scope of practice for HHA in observing and reporting • Explain the use and importance of records and reports • Explain various types of records of importance for HHA • Explain the essential components of various records and the method of their documentation and retrieval • Explain the importance of observing and reporting the conditions of patient as well as taking consent while assisting the patient 	<ul style="list-style-type: none"> • Enter data in various forms and format according to the standard guidelines. • Create a sample set of documents to record procedure related information of client. • Demonstrate how to compile all the relevant information in sample formats necessary to create the database of client.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Duster.	
Tools, Equipment and Other Requirements	
Sample formats of reports and documents, various forms of consent	

Module 3: Soft skills and communication

Mapped to: Bridge Module,

Terminal Outcomes:

- Communicate effectively with co-workers.
- Organize and prioritize work to complete assignments on time.
- Adhere to organizational code of conduct while handling conflicts.

Duration: 10:00	Duration: 05:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the significance of effective communication • Explain the use of effective communication with patients and family without using jargons and colloquial terms • Discuss the principles of effective communication skills with colleagues using appropriate terminology in communication • Discuss the principles of basic reading and writing skills • Discuss the principles of goal setting and time management • Describe the principles of team building and teamwork • Explain the significance of thinking, reasoning and communicating with others • Explain the principles of problem solving and decision-making skills • Describe the need for customer service and service excellence in medical service • Explain work ethics in hospital set up • Discuss the process of objection handling. • Discuss planning and organization of work. 	<ul style="list-style-type: none"> • Demonstrate the usage of technical terms to ensure effective communication. • Apply time management skills • Demonstrate the use of reading and writingskills in written communication. • Demonstrate problem solving and decision-making skills in different situations. • Demonstrate skills of team- work and workprioritization in different team activities. • Demonstrate basic telephone and email etiquettes. • Prepare reports using the information gathered from observation, experience, reasoning, or communication.
-Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Document and guidelines with detailed role description and limitations	

Module 4: Bathing, Grooming and Dressing up a patient.

Mapped to: HSS/N5133,

Terminal Outcomes:

- Demonstrate the techniques of Bed Bath.
- Describe the types of bed bath.
- Demonstrate the technique of dressing up a patient.
- Types of Bed sores
- Demonstrate the techniques of Nail, Hair, Eye, Oral and Back care.

Duration: 25:00	Duration: 65:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the difference in care provided to routine patients, terminally ill and differently abled patients • Explain the importance of bathing and its types such as Sitz bath etc. • Enumerate points to observe during bathing which need to be reported • Identify the need of after bath care to the patient • List various changes to be observed and while providing bath and skin care • List early signs of pressure sores/ bed sores • Explain the causes of pressure sores (bed sores) • List various most comfortable and appropriate lying/ sitting positions, positioning of pillows etc. for bed- ridden patients to avoid bed sores • Explain the importance of maintaining oral care, skin and nail care • Explain oral care in patients with dentures • Describe oral care in unconscious patients under supervision • List the steps of nail care under supervision • Discuss the procedure of performing hair care • Explain the proper technique of dressing up a patient 	<ul style="list-style-type: none"> • Demonstrate the correct technique of bed bath. • Demonstrate the correct techniques of oral, nail, hair, eye and back care • Demonstrate the steps of back care. • Demonstrate the technique of position changing of a patient. • Demonstrate the technique of donning and doffing of clothes • Demonstrate the technique of dressing up a patient
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Hygiene trays, Nail care tray, hair care tray, oral care tray, eye care tray, linen, patient clothes, towel, face towel, gloves, basins, water, etc	

Module 5: Introduction to Human Anatomy and Physiology

Mapped to: HSS/N5104,

Terminal Outcomes:

- Describe basic structure and function of the human body.

Duration: 05:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Explain the Organisation of body cells, tissues, organs, organ systems, membranes and glands in the human body. Describe cell and various types of tissues. Describe different types of organ systems. Identify different types of body fluids secretions and excretions. Identify different parts of the body using charts and models. Explain the structure and functioning of human body systems using charts and models. Design various working models depicting functioning of human body systems. 	<ul style="list-style-type: none"> Identify various body parts/organs using 3D models of human organ system. Design various working models depicting functioning of each human body system.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster.	
Tools, Equipment and Other Requirements	
3Dmodels of human body and accessory organs, model human skeletal system, organ specimen	

Module 6: Nutrition and Hydration

Mapped to: HSS/N5104,

Terminal Outcomes:

- Demonstrate the techniques of oral feeding.

Duration: 25:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the concept of nutrition • Explain the significance of proper dietary intake • Explain the various components of food such as carbohydrates, fats, proteins etc. • Enumerate various electrolytes crucial for patients • Discuss appropriate diet for various medical conditions such as low salt intake in hypertensive patient. • Differentiate between various types of diets such as solid diet, semi solid diets and liquid diet etc. • List various the precautions to be taken while feeding the patient • List various signs of discomfort while feeding the patient • Discuss the signs of choking • Explain the process of reporting an event of choking or aspiration to a senior healthcare professional immediately • Discuss the principles of hygiene while assisting patient in feeding and drinking • Explain the importance of intake and output record • Discuss the process of recording the dietary intakes after feeding 	<ul style="list-style-type: none"> • Demonstrate the correct technique of oral feeding. • Demonstrate the technique to assist a nurse in ryles tube feeding. • Prepare a sample chart on intake and output of a patient
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster, B	
Tools, Equipment and Other Requirements	
Cutlery, food, water, tray, napkin, ryles tube, syringe, kidney tray, face towel, gloves etc	

Module 7: Elimination Needs

Mapped to: HSS/N5105,

Terminal Outcomes:

- Demonstrate the correct technique of using bedpan, urinal, and diaper for bedridden patients.

Duration: 20:00	Duration: 40:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the importance of various methods of caring during elimination needs • Differentiate care plan activities in patient with urine and bowel incontinence and in patients with urinary catheter. • Discuss the principles of hygiene and sanitation while assisting patient in elimination needs • List the importance of colour and texture change of urine and stool • Explain the usage of various equipment used in elimination needs such as adult diapers, bedpan, urinal etc. • Explain the process of safely assisting a mobile patient to the toilet 	<ul style="list-style-type: none"> • Demonstrate the correct technique of using bedpan, urinal, and diaper for bedridden patients. • Demonstrate the correct techniques of emptying the bedpan, urinal and urobag in washroom.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Duster.	
Tools, Equipment and Other Requirements	
Bed pan, Urinal, gloves, Adult diaper, draw sheet, under pads, dustbin, urobag, etc	

Module 8: Therapeutic Communication with patient at home

Mapped to: HSS/N5136,

Terminal Outcomes:

- Techniques of concerns handling.
- Explain the details of nursing care plan.

Duration: 15:00	Duration: 45:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Clarify common doubts of the patient and their acquaintances • Describe common patient concerns and the importance of handling the same. • Discuss the process of handling patient queries • Explain the details of the patient care plan • Discuss various types of consent applicable at home care settings 	<ul style="list-style-type: none"> • Demonstrate the use of various types of consent applicable at home care settings like verbal, written etc.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Duster.	
Tools, Equipment and Other Requirements	
Sample of consent forms	

Module 9: Principles of body mechanics

Mapped to: HSS/N5137,

Terminal Outcomes:

- Explain the use of correct body mechanics to prevent any injury to self and patient.

Duration: 20:00	Duration: 25:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the kinetics of joints and movements • Discuss mechanisms that affect movements in the human body • Explain the general principles of body movements • Describe the principles of proper body mechanics to carry out patient activities for proper ergonomics • Explain the significance of maintaining proper joint mobility • Discuss the risk factors and considerations in faulty body postures • Describe various methods to improve body posture and gait • Discuss various exercises while sitting, standing, lifting, lying, etc. 	<ul style="list-style-type: none"> • Demonstrate the correct use of body mechanics while lifting or transferring the patient. • Demonstrate the correct technique of sitting, lying, standing and lifting etc
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Duster.	
Tools, Equipment and Other Requirements	
Nursing manikin, bed, chair, bed, etc	

Module 10: Patient positioning and ambulation at home

Mapped to: HSS/N5137,

Terminal Outcomes:

- Explain the importance of positioning in the treatment and recovery of patient.
- Demonstrate different positions.
- Demonstrate the use of assisted devices like wheelchair, stretcher, walker, crutches and canes in the mobility and transportation of patient.

Duration: 20:00	Duration: 35:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe importance of positioning for a patient in treatment and recovery • Explain various types of positions and postures to be maintained ideal for various procedures • List various kinds of means available for transferring patients • Describe care to be taken while transferring patient • Explain usage of wheelchair, shifting of patient from bed to wheelchair and wheelchair to bed • Discuss importance of physical movements for wellbeing. • Describe usage of modes used for mobility and their maintenance • Describe care while patient is walking or using assisted devices such as crutches, cane, walker etc 	<ul style="list-style-type: none"> • Demonstrate usage of wheelchair, stretcher, shifting of patient from bed to stretcher, stretcher to operation theatre table etc., and in special situations. • Demonstrate usage of assisted devices like walker, cane, crutches etc while walking the patient. • Demonstrate the various types of positions like supine, left lateral, lithotomy, fowlers etc.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Duster.	
Tools, Equipment and Other Requirements	
Nursing manikin, wheelchair, stretcher, cane, crutches, walker, bed, operation table etc	

Module 11: Care Plan implementation and fall prevention.

Mapped to: HSS/N5137,

Terminal Outcomes:

- Discuss the significance of safety measures.
- List the Comfort and Assistive devices and related indications.

Duration: 30:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the process of implementing a care plan keeping patient’s safety in consideration • Enumerate the equipment necessary for the implementing the care plan • Discuss any concerns of the patient while applying the interventions • Discuss the progress of the care plan with the patient and acquaintances • Discuss the importance of establishing a therapeutic environment for implementing care plan • Explain the significance of ensuring privacy and dignity of the patient • Describe action in event of a fall incident • Explain the use of protective devices (restraints, safety devices) • Describe care to be taken to avoid fall in high risk patients such as patient with altered sensorium, epileptic patients etc. • Describe measures to be taken in the event of fall 	<ul style="list-style-type: none"> • Demonstrate the usage of Comfort devices, Assistive devices, mobility devices • Demonstrate the usage of air mattress. • Demonstrate the use of physical restraints to prevent fall or injury. • Apply the use of side rails in bed to prevent fall.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Duster.	
Tools, Equipment and Other Requirements	
Nursing manikin, bed, air mattress, rubber sleepers, restraints, bandages, etc	

Module 12: Sanitation, Safety, and First Aid

Mapped to: HSS/N9617,

Terminal Outcomes:

- Respond to institutional emergencies safely and appropriately
- Perform Basic Life Support or basic first aid in medical emergency situations, as and when required

Duration: 15:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the basics of first aid. • Identify precautions to take for personal safety. • Perform basic life support (BLS) as and when required. • Identify the hospital emergency codes. • Apply standard procedures to be followed in case of institutional emergencies. • Explain the use of protective devices such as restraints and safety devices. 	<ul style="list-style-type: none"> • Demonstrate usage of hospital emergency codes and basic first aid in a mock drill depicting an institutional emergency. • Create a chart depicting different types of protective devices such as restraints and safety devices. • Create a flow chart depicting common emergency situations and its referral mechanism.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Duster.	
Tools, Equipment and Other Requirements	
Crash cart trolley, first aid box, CPR nursing manikin, Ambu bag with mask adult, torch, physical restraints, fire extinguisher	

Module 13: Infection Control and Prevention

Mapped to: HSS/N9618,

Terminal Outcomes:

- Develop techniques of self-hygiene
- Apply infection control policies and procedures during daily activities

Duration: 10:00	Duration: 05:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the importance of infection control and prevention and guiding others about it in accordance with healthcare team • Explain the factors which influence the outcome of an exposure to infection • List strategies for preventing transmission of pathogenic organisms • Explain the steps of spill management • Explain hand hygiene and infection control practices • Enumerate various nosocomial infections • Explain the importance of incident reporting • Explain the factors which influence the outcome of an exposure to infection • List strategies for preventing transmission of pathogenic organisms • Explain the importance of incident reporting • Explain the concept of immunization. • Describe the hand-hygiene guidelines and procedures used in healthcare-settings. • Explain the importance of using Personal Protective Equipment (PPE). • List the types of PPE. • Describe the process of wearing and removing each of the PPE. • Explain various vaccinations against common infectious diseases 	<ul style="list-style-type: none"> • Demonstrate the steps of spill management. • Demonstrate the procedures of hand hygiene. • Demonstrate the process of donning and doffing of PPE.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Duster.	
Tools, Equipment and Other Requirements	
E-modules depicting sanitization, infection control and waste disposal practices	

Module 14: Bio Medical Waste Management

Mapped to: HSS/N9618,

Terminal Outcomes:

- Dispose of different types of biomedical waste in appropriate color coded bins/containers.
- Apply local guidelines of biomedical waste disposal system during daily activities.

Duration: 05:00	Duration: 05:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Categorize the different types of biomedical waste. • Explain the importance and mechanism of proper and safe disposal, transportation, and treatment of bio-medical waste. • Identify the various types of colour coded bins/containers used for disposal of biomedical waste. • Explain the importance of following local guidelines of biomedical waste disposal. 	<ul style="list-style-type: none"> • Segregate the biomedical waste applying the local guidelines. • Create a chart depicting different types of biomedical waste and various types of colour coded bins/containers used for disposal of biomedical waste. • Prepare a report on the observations from field assignment about the structure of transportation and treatment of biomedical waste.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Duster.	
Tools, Equipment and Other Requirements	
Different coded color bins, chart for color coding of bins Visit to biomedical waste treatment plant for field assignment	

Module 15: Personal Hygiene

Mapped to: HSS/N9618,

Terminal Outcomes:

- Demonstrate the correct technique of donning and doffing of PPE.

Duration: 10:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the significance of maintaining personal hygiene. • Explain the method of hand washing to prevent cross infection. • Explain the importance of personal protective equipment (PPE) • Explain the techniques of proper usage of personal protective equipment (PPE) 	<ul style="list-style-type: none"> • Demonstrate the correct technique of hand hygiene • Demonstrate the correct technique of donning and doffing of PPE • Prepare a chart of use of different PPE.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Duster.	
Tools, Equipment and Other Requirements	
PPE, Hand Wash area, sink, towel, different color of bins etc	

Module 16: Employability Skills

Mapped to DGT/VSQ/N0102: Employability Skills (60 Hours)

Mandatory Duration: 60:00

Location: On-Site

S.No.	Module Name	Key Learning Outcomes	Duration (hours)
1.	Introduction to Employability Skills	<ul style="list-style-type: none"> Discuss the Employability Skills required for jobs in various industries. List different learning and employability related GOI and private portals and their usage. 	1.5
2.	Constitutional values - Citizenship	<ul style="list-style-type: none"> Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen. Show how to practice different environmentally sustainable practices. 	1.5
3.	Becoming a Professional in the 21st Century	<ul style="list-style-type: none"> Discuss importance of relevant 21st century skills. Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life. Describe the benefits of continuous learning. 	2.5
4.	Basic English Skills	<ul style="list-style-type: none"> Show how to use basic English sentences for every day conversation in different contexts, in person and over the telephone. Read and interpret text written in basic English Write a short note/paragraph / letter/e -mail using basic English. 	10
5.	Career Development & Goal Setting	<ul style="list-style-type: none"> Create a career development plan with well-defined short- and long-term goals. 	2
6.	Communication Skills	<ul style="list-style-type: none"> Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette. Explain the importance of active listening for effective communication. Discuss the significance of working collaboratively with others in a team. 	5
7.	Diversity & Inclusion	<ul style="list-style-type: none"> Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD. Discuss the significance of escalating sexual harassment issues as per POSH act. 	2.5
8.	Financial and Legal Literacy	<ul style="list-style-type: none"> Outline the importance of selecting the right financial institution, product, and service. Demonstrate how to carry out offline and online financial transactions, safely and securely. List the common components of salary and compute 	5

		income, expenditure, taxes, investments etc. <ul style="list-style-type: none"> Discuss the legal rights, laws, and aids. 	
9.	Essential Digital Skills	<ul style="list-style-type: none"> Describe the role of digital technology in today's life. Demonstrate how to operate digital devices and use the associated applications and features, safely and securely. Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely. Create sample word documents, excel sheets and presentations using basic features. Utilize virtual collaboration tools to work effectively. 	10
10.	Entrepreneurship	<ul style="list-style-type: none"> Explain the types of entrepreneurship and enterprises. Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan. Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement. Create a sample business plan, for the selected business opportunity. 	7
11	Customer Service	<ul style="list-style-type: none"> Describe the significance of analyzing different types and needs of customers. Explain the significance of identifying customer needs and responding to them in a professional manner. Discuss the significance of maintaining hygiene and dressing appropriately. 	5
12	Getting Ready for Apprenticeship & Jobs	<ul style="list-style-type: none"> Create a professional Curriculum Vitae (CV). Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively. Discuss the significance of maintaining hygiene and confidence during an interview. Perform a mock interview. List the steps for searching and registering for apprenticeship opportunities. 	8

LIST OF TOOLS & EQUIPMENT FOR EMPLOYABILITY SKILLS		
S No.	Name of the Equipment	Quantity
1.	Computer (PC) with latest configurations – and Internet connection with standard operating system and standard word processor and worksheet software (Licensed) (all software should either be latest version or one/two version below)	As required
2.	UPS	As required
3.	Scanner cum Printer	As required
4.	Computer Tables	As required
5.	Computer Chairs	As required
6.	LCD Projector	As required
7.	White Board 1200mm x 900mm	As required

Note: Above Tools & Equipment not required, if Computer LAB is available in the institute.

Mandatory Duration: 270:00

Module Name: On-the-Job Training

Location: On Site

Terminal Outcomes

- Demonstrate the correct technique of bed bath.
- Demonstrate the correct techniques of oral, nail, hair, eye and back care
- Demonstrate the steps of back care.
- Demonstrate the technique of position changing of a patient.
- Demonstrate the technique of donning and doffing of clothes
- Demonstrate the technique of dressing up a patient
- Demonstrate the usage of Comfort devices, Assistive devices, mobility devices
- Demonstrate the usage of air mattress.
- Demonstrate the use of physical restraints to prevent fall or injury.
- Apply the use of side rails in bed to prevent fall.
- Demonstrate the correct technique of measuring Height, Weight
- Demonstrate the correct technique of cleaning and managing the spill on the floor
- Prepare a sample report on patients records
- Demonstrate the correct technique of bed making.
- Demonstrate the correct technique of changing bed linen.
- Demonstrate preparation of an empty bed, occupied bed and room after discharge etc.
- Prepare room/unit for admission and procedure.
- Demonstrate the different methods of sterilizing different types of equipment, tools, and instrument.
- Demonstrate the different types of disinfection processes as required for surfaces, equipment, soiled linen, and materials.
- Demonstrate the method of disposal of consumable items according to the hospital protocols.
- Demonstrate managing Last Offices including preparing and packing body
- Demonstrate the steps of spill management.
- Demonstrate the procedures of hand hygiene.
- Demonstrate the process of donning and doffing of PPE.
- Select different types of waste and various types of colour coded bins/containers used for disposal of waste.

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Medical Graduate	(MBBS, BAMS, BHMS)	1	1 year of working experience with the home set up			
Phd	Nursing	1	1 year of working experience with the home set up			
B.Sc. (Nursing)/ Post Basic B.Sc. Nursing	Nursing	1	1 year of working experience with the home set up			
GNM (General Nursing Midwifery)	Nursing	2	2 year of working experience with the home set up			

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: "Home Health Aide" mapped to the Qualification Pack: "HSS/Q5102 v3.0" with minimum score of 80%.	Recommended that the Trainer is certified for the Job Role: "Trainer (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2601, v2.0" with minimum score of 80%.

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Medical Graduate	(MBBS, BAMS, BHMS)	1		1		
B.Sc. (Nursing)/ Post Basic B.Sc. Nursing	Nursing	1		2		
GNM (General Nursing Midwifery)	Nursing	2		2		

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role: “Home Health Aide” mapped to the Qualification Pack: “HSS/Q5102 v3.0” with minimum score of 80%	Recommended that the Assessor is certified for the Job Role: “Assessor (VET and Skills)”, mapped to the Qualification Pack: “MEP/Q2701, v2.0” with minimum score of 80%.

Assessment Strategy

The emphasis is on 'learning-by-doing' and practical demonstration of skills and knowledge based on the performance criteria. Accordingly, assessment criteria for each job role is set and made available in qualification pack.

The assessment papers for both theory and practical would be developed by Subject Matter Experts (SME) hired by Healthcare Sector Skill Council or with the HSSC accredited Assessment Agency as per the assessment criteria mentioned in the Qualification Pack. The assessments papers would also be checked for the various outcome-based parameters such as quality, time taken, precision, tools and equipment requirement etc.

Each NOS in the Qualification Pack (QP) is assigned a relative weightage for assessment based on the criticality of the NOS. Therein each Element/Performance Criteria in the NOS is assigned marks on relative importance, criticality of function and training infrastructure.

The following tools would be used for final assessment:

1. Practical Assessment: This comprises of a creation of mock environment in the skill lab which is equipped with all equipment required for the qualification pack.

Candidate's soft skills, communication, aptitude, safety consciousness, quality consciousness etc. is ascertained by observation and marked in observation checklist. The outcome is measured against the specified dimensions and standards to gauge the level of their skill achievements.

2. Viva/Structured Interview: This tool is used to assess the conceptual understanding and the behavioral aspects with regard to the job role and the specific task at hand. It also includes questions on safety, quality, environment, and equipment etc.

3. Written Test: Question paper consisting of 100 MCQs (Hard:40, Medium:30 and Easy: 30) with questions from each element of each NOS. The written assessment paper is comprised of following types of questions:

- i. True / False Statements
- ii. Multiple Choice Questions
- iii. Matching Type Questions.
- iv. Fill in the blanks.
- v. Scenario based Questions.
- vi. Identification Questions

QA Regarding Assessors:

Assessors are selected as per the "eligibility criteria" laid down by HSSC for assessing each job role. The assessors selected by Assessment Agencies are scrutinized and made to undergo training and introduction to HSSC Assessment Framework, competency based assessments, assessors guide etc. HSSC conducts "Training of Assessors" program from time to time for each job role and sensitize assessors regarding assessment process and strategy which is outlined on following mandatory parameters:

- 1) Guidance regarding NSQF
- 2) Qualification Pack Structure
- 3) Guidance for the assessor to conduct theory, practical and viva assessments
- 4) Guidance for trainees to be given by assessor before the start of the assessments.
- 5) Guidance on assessments process, practical brief with steps of operations practical observation checklist and mark sheet
- 6) Viva guidance for uniformity and consistency across the batch.
- 7) Mock assessments
- 8) Sample question paper and practical demonstration

References

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.

Acronyms and Abbreviations

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
PPE	Personal Protective Equipment
SOP	Standard Operating Procedure