

APPRENTICESHIP CURRICULUM (OPTIONAL TRADE)

Healthcare Sector Skill Council

General Duty Assistant

Course Code: C0062200018

NAPS Non-NAPS

NSQF Level: 4

Job Role Relevant Image Place Holder

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Course Details

1.	Course Name	General Duty Assistant														
2.	Course Code	CO062200018														
3.	Apprenticeship Training Duration: (2 to 4 weeks of BT is embedded in this duration as per the requirement of the establishment)	Months: 12														
	Remarks															
4.	Credit	TBD														
5.	NSQF Level (Mandatory for NAPS)	4	NSQC Approval Date: 29/01/2021													
6.	Related NSQF aligned qualification details	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S. No.</th> <th style="width: 40%;">QP/ Qualification/ NOS Name (As applicable)</th> <th style="width: 20%;">QP/ NOS Code & Version</th> <th style="width: 30%;">NQR Code</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>General Duty Assistant</td> <td>HSS/Q5101 V2.0</td> <td>2021/HLT/HSSC/04104</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			S. No.	QP/ Qualification/ NOS Name (As applicable)	QP/ NOS Code & Version	NQR Code	1	General Duty Assistant	HSS/Q5101 V2.0	2021/HLT/HSSC/04104				
		S. No.	QP/ Qualification/ NOS Name (As applicable)	QP/ NOS Code & Version	NQR Code											
		1	General Duty Assistant	HSS/Q5101 V2.0	2021/HLT/HSSC/04104											
7.	Brief Job Role Description	Individuals in this job provide patient care and assist in preparing patients unit. Some of the key responsibilities of a General Duty Assistant are to provide personal care, comfort, and assistance in fulfilling the nutritional and elimination needs of the patient while ensuring their safety.														
8.	NCO-2015 Code & Occupation (Access the NCO 2015 volumes from: https://labour.gov.in/organizationsofmole/directorate-general-employment-training-dget)	NCO-2015/5329.0101, Patient Care Services														
9.	Minimum Eligibility Criteria (Educational and/ or Technical Qualification)	Class 10 th														
10.	Entry Age for Apprenticeship	18 Years & Above														
11.	Any Licensing Requirements (wherever applicable)	N/A														

12.	Is the Job Role amenable to Persons with Disability	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, check the applicable type of Disability <input type="checkbox"/> Locomotor Disability <input type="checkbox"/> Leprosy Cured Person <input type="checkbox"/> Cerebral Palsy <input type="checkbox"/> Dwarfism <input type="checkbox"/> Muscular Dystrophy <input type="checkbox"/> Acid Attack Victims <input type="checkbox"/> Blindness <input type="checkbox"/> Low Vision <input type="checkbox"/> Deaf <input type="checkbox"/> Hard of Hearing <input type="checkbox"/> Speech and Language Disability <input type="checkbox"/> Intellectual Disability <input type="checkbox"/> Specific Learning Disabilities <input type="checkbox"/> Autism Spectrum Disorder <input type="checkbox"/> Mental Illness <input type="checkbox"/> Multiple Sclerosis <input type="checkbox"/> Parkinson's Disease <input type="checkbox"/> Haemophilia <input type="checkbox"/> Thalassemia <input type="checkbox"/> Sickle Cell Disease <input type="checkbox"/> Multiple Disabilities Remarks:
13.	Submitting Body Details	Name: Healthcare Sector Skill Council E-mail ID: hsscst@healthcare-ssc.in Contact Number: 011-41017346/40505850, Extn: 111
14.	Certifying Body	Healthcare Sector Skill council and / or Industry
15.	Employment Avenues/Opportunities	Employment opportunities as per industry requirement
16.	Career Progression	The candidate may further enhance their skills sets mapping to competences of Geriatric Care Aide, Home Health Aide and Sanitary Health Aide by additional or add on training
17.	Trainer's Qualification & Experience:	Medical Graduate with 1 years of sector specific experience Or

		B.Sc. (Nursing)/ Post Basic B.Sc. Nursing with 2 years of sector specific experience Or GNM (General Nursing Midwifery) with 3 years of sector specific experience
18.	Curriculum Creation Date	06/02/2023
19.	Curriculum Valid up to Date	29/01/2026

Module Details

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
1.	Orientation to healthcare Facilities NOS Name: Assist patient in bathing, dressing up and grooming NOS Code: HSS/N5133, V1.	<ul style="list-style-type: none"> • Discuss in brief the healthcare delivery system • Discuss about the various services offered to patients in a hospital setting • Explain various departments and their functions in the hospital • Explain the standard hierarchy of healthcare professionals in a healthcare facility • Differentiate between the IPD and the OPD • Prepare a report summarizing the observations about basic structure and function of healthcare delivery system in India. • Prepare a hierarchical chart of different career options at various healthcare settings. 	30	40	70	70
2.	Broad functions of General Duty Assistant NOS Name: Assist patient in bathing, dressing up and grooming NOS Code: HSS/N5133, V1.	<ul style="list-style-type: none"> • Explain the functions to be performed by a GDA • Explain the ways of maintaining the personal hygiene needs of a patient • Discuss various devices that ensure patient comfort and safety • Explain the role of GDA while transferring samples / medicines /documents of the patient • Explain the process of cleaning/sterilizing /disinfecting of 	30	50	70	70

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		medical and surgical equipment, linen, patient unit, etc. <ul style="list-style-type: none"> • Prepare a chart depicting roles and responsibilities of a dresser (medical) at different sites. 				
3.	Introduction to human anatomy and physiology NOS Name: Assist the patient in maintaining normal elimination NOS Code: HSS/N5105, V2.	<ul style="list-style-type: none"> • List down various body parts. • Explain the Organisation of body cells, tissues, organs, organ systems, membranes, and glands in the human body. • Describe cells and tissues and their types. • Describe different types of organ systems. • Discuss different types of body fluids. • Discuss the skin components and underlying structures. • Explain the structure and functioning of human body systems using charts and models. • Identify various body parts/organs using 3D models of human organ system. • Design various working models depicting functioning of each human body system. 	10	20	70	70
4.	Ergonomics and body Mechanics NOS Name: Transferring patients and their	<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 	23	23	70	70

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
	<p>samples, drugs, documents within the hospital NOS Code: HSS/N5134, V1.</p>	<ul style="list-style-type: none"> List the principles of proper body mechanics to carry out patient activities for proper ergonomics Explain the significance of maintaining proper joint mobility 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. Demonstrate the correct use of body mechanics while lifting or transferring the patient. 				
5.	<p>Routine in-patient Activities</p> <p>NOS Name Provide support in routine activities of in-patient department NOS Code: HSS/N5135, V1.</p>	<ul style="list-style-type: none"> Discuss the procedures and codes in answering a call bell Discuss common reasons of a patient call Enumerate patient complaints such as dizziness, vertigo, etc. Discuss various complaints that need immediate reporting and action Discuss changes in patients' overall condition that are critical to b reported 	17	36	70	70

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> • Describe how to assist the medical staff in measurement of patient parameters such as height and weight • List various equipment/ scales for measuring patient parameters such as digital/ manual weighing machines, height meters, measuring tape etc. • Explain various color changes observed in skin and their significance • Explain difference in color, consistency and volume of urine and feces • Discuss the significance of keeping record of intake and output of the patient • Explain the process of decontamination of commonly used basic patient care equipment • Explain the process of changing and transporting laundry/ linen on the floor • Discuss the process of reporting the incidences of spillage • Explain spill management • Demonstrate preparation of an empty bed, occupied bed and room after discharge etc. • Prepare room/unit for admission and procedure. 				

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> • Demonstrate the process of checking parameters like height, weight through digital scale. • Demonstrate the techniques of recovery position. • Demonstrate the method of spill management • Demonstrate the process of cleaning, disinfection, and sterilization • Create a sample set of documents to record procedure related information of client. • Create a sample set of intake/ output record. 				
6.	Positioning/transferring /Mobility of patients NOS Name: Transferring patients and their samples, drugs, documents within the hospital NOS Code: HSS/N5134, V1.	<ul style="list-style-type: none"> • Describe the importance of positioning of the patient during treatment and recovery phase such positioning in lithotomy, Fowler’s or Sim’s position • Explain various types of positions and postures to be maintained ideal for various procedures • Describe various kinds of means available for transferring patients • Describe precautions to be taken while transferring patient • Discuss the importance of physical movements for patient wellbeing. • Describe usage of modes used for mobility and their maintenance 	25	25	70	70

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> Describe precautions to be taken while patient is walking or using assisted devices Explain the process and precautions to be taken care while transferring the patient from bed to stretcher 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. Demonstrate the correct use of body mechanics while lifting or transferring the patient. 				
7.	Observing, reporting and documentation NOS Name: Provide support in routine activities of in-patient department NOS Code: HSS/N5135, V1.	<ul style="list-style-type: none"> List various signs and symptoms that show deviation in the normal condition of the patient Explain the process of reporting the changes in patients' overall condition Describe the scope of practice for GDA in observing and reporting Explain use and importance of records and reports 	15	24	70	70

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> • Explain various types of records of importance for GDA • Explain essential components of various records and the method of their documentation and retrieval • Explain abbreviations and symbols • 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. • Demonstrate the use of Hospital Information System (HIS) to prepare a sample record on client information. 				
8.	Bathing, grooming and dressing up a patient NOS Name: Assist patient in bathing, dressing up and grooming NOS Code: HSS/N5133, V1.	<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 needs to be reported • Identify the need of after bath care to the patient 	40	87	70	70

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> • 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 bedridden 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 • Demonstrate the types of baths • Demonstrate the techniques of sitz bath • Demonstrate the correct techniques of dressing up the patient • Demonstrate the method of oral care for conscious and unconscious patient • Demonstrate the steps of nail care • Demonstrate the steps of hair care • Demonstrate the steps of back care 				

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> • Demonstrate the skin care routine 				
9.	Nutrition and hydration NOS Name: Support individuals to eat and drink NOS Code: HSS/N5104, V2	<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 diets 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 	30	50	70	70

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> • Discuss the process of recording the dietary intakes after feeding • Demonstrate the oral feeding steps • Demonstrate the Ryle’s tube feeding • Demonstrate the process of recording intake and output 				
10.	Elimination needs NOS Name: Assist the patient in maintaining normal elimination NOS Code: HSS/N5105, V2	<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 color 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 • Demonstrate the use of bedpan and urinal in bed for bed ridden patients • Demonstrate the steps of using diaper 	20	50	70	70

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> • Demonstrate the use of commode chair for mobile patients 				
11.	Bed making NOS Name: Provide support in routine activities of in-patient department NOS Code: HSS/N5135, V1	<ul style="list-style-type: none"> • Explain various types of linen used in hospital • Explain the process of collecting clean linen as per hospital policies for bed making • Discuss various methods of preparing beds for patients • Explain the significance of timely changing of linen • Explain the preparation of various beds according to patient needs and conditions • Describe the method of preparing room for patient admission • Describe the process of disinfecting bed equipment after patient gets discharged • Describe the process of segregating soiled linen separately for disinfection and successive usage • Demonstrate preparation of an empty bed, occupied bed and room after discharge etc. • Prepare room/unit for admission and procedure. • Demonstrate the process of checking parameters like height, weight through digital scale. • Demonstrate the techniques of recovery position. 	15	33	70	70
12.	Preventing patient injury NOS Name: Transferring patients and their	<ul style="list-style-type: none"> • Enumerate various situations and risk factors that catalyze patient fall and injury • Describe techniques for preventing patient injury during transfer and positioning patient in bed 	10	10	70	70

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
	samples, drugs, documents within the hospital NOS Code: HSS/N5134, V1.	<ul style="list-style-type: none"> Describe care to be taken to avoid fall in high-risk patients such as patient with altered sensorium, epileptic patients, etc. Describe the measures to be taken in the event of fall Describe key points to check that the patient transfer equipment is in working condition List down the types of restraints Demonstrate the method of physical restraint to prevent injury 				
13.	Last offices (death care) NOS Name: Carry out last office (death care) NOS Code: HSS/N5115, V1.	<ul style="list-style-type: none"> Discuss in brief the signs of death Discuss various cultural and religious sensitivities attached to death Explain the deceased body packing Explain the procedure of handing over the valuable items that the deceased might be wearing Describe the process of deceased body identification details as per the hospital policies Demonstrate the dead body packing Demonstrate the last care of dead body 	14	60	70	70
14.	Sanitation, safety, and First Aid NOS Name: Maintain a safe, healthy, and secure working environment	<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. 	20	30	70	70

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
	NOS Code: HSS/N9617, V1.	<ul style="list-style-type: none"> • Explain the use of protective devices such as restraints and safety devices • 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. 				
15.	Infection control and prevention NOS Name: Follow infection control policies & procedures including biomedical waste disposal protocols NOS Code: HSS/N9618, V1.	<ul style="list-style-type: none"> • Explain the concept of healthy living. • Describe the importance of infection control and prevention. • List strategies for preventing transmission of pathogenic organisms. • Describe the nosocomial infections. • Explain the importance of incident reporting. • Discuss in brief about COVID-19 coronavirus infection. • 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. 	10	15	70	70

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<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. 				
16.	Bio Medical Waste management NOS Name: Follow infection control policies & procedures including biomedical waste disposal protocols NOS Code: HSS/N9618, V1.	<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. • 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. 	11	15	70	70
17.	Basic computer knowledge	<ul style="list-style-type: none"> • List the fundamental hardware components that make up a computer's hardware and role of these components. • Distinguish between an operating system and an application program. 	15	30	70	70

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
	<p>NOS Name: NOS Name: Provide support in routine activities of in-patient department</p> <p>NOS Code: HSS/N5135, V1.</p>	<ul style="list-style-type: none"> Identify the principal components of a given computer system. Demonstrate data entry, taking backups, saving, and retrieving the files. Prepare reports/documents using word processing software and spreadsheets. Demonstrate the use of browser functions to surf on the Internet, and to send emails. 				
18.	<p>Soft skills and communication</p> <p>NOS Name: NOS Name: Provide support in routine activities of in-patient department</p> <p>NOS Code: HSS/N5135, V1.</p>	<ul style="list-style-type: none"> Discuss the importance of effective communication with client, relatives, and colleagues. Explain the range of client emotions, individual and family experiences, beliefs, behaviors, values, and adaptive capabilities. Explain the importance of establishing the interpersonal/therapeutic relationship. Discuss about the significance of decision making, problem-solving, stress and conflict management skills in counselling session. Discuss the importance of leadership and teamwork skills in achieving desired result. Discuss about the importance of following rules and policies of organization for maintaining code of conduct and scope of work. Demonstrate the usage of technical terms to ensure effective communication. Apply active listening and communication (verbal and nonverbal) skills to identify, assess, and empathically respond to concerns. 	15	30	70	70

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> • Demonstrate skills of team- work and work prioritization in different team activities. • Demonstrate basic telephone and email etiquettes. • Prepare sample reports using the information gathered from observation, experience, reasoning, or communication. 				
Total Marks			350	628	70%	70%

Glossary

Term	Description
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.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.

Acronyms

Acronym	Description
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
AIDS	Acquired Immune Deficiency Syndrome
GDA	General Duty Assistant
MLC	Medico Legal Case
MTP	Medical Termination of Pregnancy

Annexure 1: Tools and Equipment

List of Tools and Equipment

<Specify the Batch size, if required>

The tools and equipment required are:

S. No.	Tool / Equipment Name	Specification
	Ambu bag with Mask	(Adult)
	Ambu bag with Mask	Paediatric
	AED Trainer With Adult Pad	
	Wall Watch with second hands	
	Oxygen Cylinder B types with trolley	
	Oxygen Key	
	Hospital Bed	(Automatic)
	Hospital Bed - Manual Fowler Bed	(3 parts at least)
	Bedside Locker	
	Cardiac Table	
	3 Part Mattress	
	Bed Sheet	
	Pillow	
	Pillow Cover	
	Woolen Blanket	
	Wheel Chair	
	Walker	
	Crutch	
	Cane	
	Stretcher Trolley with wheels	
	Scoop stretcher	
	Back Rest	
	Foot Rest	
	Steel Basin	(Medium)
	Steel Basin (Small)	

	Bed Pan	
	Urinal Male	
	Urinal Female	
	Sand Bag	
	Weighing Machine	
	Steel Instrument Tray	(Large)
	Steel Instrument Tray	(Medium)
	Steel Instrument Tray	(Small)
	Artery Forceps	
	Dissecting Forceps	
	Scissor	
	Nail Cutter & Filer	
	Splint of varied size	
	Cervical Collar	(Medium)
	Spine Board	
	Steel Plate	
	Steel Glass	
	Steel Bowl	
	Spoon	
	Steel Jug	
	Sitz Bathtub	
	Kidney Tray of varied size	Each Size
	Iv Stand	
	Measuring Glass	
	Measuring Tape	
	Goggles (PPE)	
	Suction Apparatus	
	Syringe Destroyer with needle burner	
	Thermometer - Mercury	
	Thermometer - Digital	
	Syringe 50 Cc/MI	
	B.P. Monitoring Machine - Manual	

	B.P. Monitoring Machine - Digital	
	Hot Water Bag	
	Ice Packs	
	Steel Guaze Drums	
	Dressing Kit	
	Dressing Trolley	
	Folley Catheter of varied size	Each Size
	Ryle'S Tube of varied size	Each Size
	Blood Collection tubes with different color caps(Red/Black/Voilet)	Box Each
	Call Bell	
	Rubber Sheet/disposable under sheet	
	Draw Sheet	
	Bandage	
	Suction Cathetar of varied size	Each Size
	Bulb Syringe	
	Oxygen Mask	
	Nasal Prong	
	Nasal Canula	
	Stethoscope	
	Big Towel	
	Gown - PPE	
	Gloves (Disposable) - Packet	packets
	Liquid Soap Bottle	
	Mask - Packet	packets
	Shoe Cover - Packet	packets
	Hair Cap - Packet	packets
	Sponge Cloth	
	Wet Wipes - Packet	packets
	Comb	
	Tooth Brush	
	Toothpaste	

	Hair Oil	
	Shampoo Bottle	
	Bath Soap	
	Small Bath Towel	
	Sponge Cloth	
	Face Towel	
	Isopropyl Solution	Bottle
	Different Color Plastic Bags with Dustbins (Red)	
	Different Color Plastic Bags with Dustbins (Blue)	
	Different Color Plastic Bags with Dustbins (Black)	
	Different Color Plastic Bags with Dustbins (Yellow)	
	Uro Bag	
	Sample Collection Bottle	
	Gauze Piece (4X4)	
	Betadine Solution Bottle	
	Cotton Rolls	
	Cotton Absorbent	
	Normal Saline Bottle	
	Micropore of varied size	Each Size
	Spatula	
	Hydrogen Peroxide Bottle	
	Cleaning Solution (Colin)	
	CPR Manikin	Half Body
	Nursing Manikin male/ female	
	Registers (Attendance)	
	Registers (Records)	
	Screens for Privacy	
	Diaper (Adult)	

	Diaper Paediatric	
	Air Mattress	
	Shaving Kit	
	Steam Inhaler	
	Hand Washing area with sink and hand washing instructions	
	Patient Dress Male	
	Patient Dress Female	
	Hair Care Tray	sets
	Oral Care Tray	sets
	Nail Care Tray	sets
	Back Care Tray	sets
	Personal Hygiene Tray	sets
	Sharp Container	
	Glucometer with lancets/strips	
	Food Items	
	Sputum Mug	
	Syringes of Varied sizes	each size
	Iv cannula of various sizes	each size
	Spirometry	

Classroom Aids

The aids required to conduct sessions in the classroom are:

- 1 Projector
- 2 Computer/laptops
- 3 Internet connectivity
- 4 Whiteboard
- 5 Chairs
- 6 Marker
- 7 Duster
- 8 Registers
- 9 Pen
- 10 Pencil

Annexure 2: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the apprentice on the required competencies of the program.

National Occupational Standards (NOS)	Element	Performance Criteria (PC)				
			Theory	Viva	OJT	Skills Practical
HSS/N5133: Assist patient in bathing, dressing up and grooming	Maintain patient’s privacy		0	0	0	0
		PC1. ensure patient’s privacy during performing activities of daily living				
		PC2. use various means (like screens, curtain, locking the door, etc.) while maintaining privacy with respect to culture, gender, age, preferences of the patient				
	PC3. encourage patient do as much as possible to promote independence					
	Total		10	5	10	0
Assist in bathing patient						
	PC4. identify the type of bath that is best suited as per the guidelines, based on the patient condition and comfort.				5	

		PC5.never leave a patient unattended in bath room				2
		PC6.dry patient’s skin with a towel & offer patient back rub after bathing or at bed time to stimulate circulation and relieve stress				4
		PC7.clean bathing articles (like tub, shower, chair, sponge tray, bucket, etc.) before and after each use				10
		PC8.check water temperature before patient checks in				3
		PC9. follow standards precautions when performing perennial care or when bathing a patient with skin lesion and rashes				5
		PC10. wash from cleanest to dirtiest				3
		PC11. always check each patients skin after bathing				3
	Total		30	10	10	35
	Assist patient in dressing up		0	0	0	0

		PC12.use standard precautions and protocols for dressing-up a patient as per organizational policy				5
		PC13.select appropriate clothing as per culture, gender, age, preferences of the patient, size, weather as well as hospitals/procedural protocols				10
		PC14. observe and ensure following during dressing tha the steps involved is appropriately followed like which limb to undress first				5
		PC15. ensure cloths and the footwear fit the patient correctly				2
		PC16. ensure the clothing is fastened with elastic fasteners				2
		PC17. ensure the clothing is comfortable as per the patients need (woolens in cold weather and cotton in warm weather)				2

		PC18. remove all accessories like belts, jewelry and scarfs to avoid inconvenience				2
		PC19.ensure shoes/slippers are of the right size and non-slippery to prevent fall				2
		PC20. handover accessories and clothing to patient attendant with proper documentation				5
	Total		30	10	10	35
	Assist in grooming the patient		0	0	0	0
		PC22. use standard precautions and protocols during grooming of the patient (like shaving, brushing teeth, hair styling and cutting nails, etc.), as per the condition and comfort of the patient				10
		PC23. perform duties gently to avoid injuries				3
		PC24. rinse toothpaste thoroughly from the mouth after brushing				2
		PC25. store dentures in cool water with patient's identification details to avoid confusion				5

		PC26. prepare part as per directives from concerned authority				5	
		PC27. observe and report unusual findings				5	
		PC28. show patient how they look after the grooming task is finished				2	
HSS/N5104 Support individuals to eat and drink	Total		30	10	10	32	
	Provide adequate support to patient during eating		0	0	0	0	
		PC 1. make the patient comfortable and encourage eating independently as much as possible					2
		PC 2. feed through spoon while ensuring the food temperature is appropriate for feeding					5
		PC 3. ensure the food provided is according to the dietary prescription of the prescribing physician or dietician					5
		PC 4. observe that the patient is not having any symptoms of distress like coughing and regurgitation while feeding and report accordingly					5

		PC 5. ensure that elimination and oral care is performed prior to feeding				3
		PC 6. clean patient's hands and mouth before and after feeding				3
		PC 7. maintain self-cleanliness and hygiene before and after feeding				3
		PC 8. measure input and record them				4
	Total		30	10	10	30
HSS/N5105 Assist patient in maintaining normal elimination	Support the patient during elimination		0	0	0	0
		PC1. promptly respond to patients' elimination needs as per gender, age, preferences of the patient as well as hospitals/procedural protocols				2
		PC2. assist a mobile patient in moving to the toilet and provide support like giving toilet paper if required or stabilize the commode				5
		PC3. wipe the patient and wash hands to prevent infection				5
		PC4. ensure hygiene and cleanliness of patient and surroundings				2

		PC5. use bed pan, urinal, uro-bag and other elimination equipment as per procedures and guidelines, based on patient's comfort and condition				10
		PC6. use equipment/consumables correctly to prevent discomfort or injury				5
		PC7. empty the uro bag time to time as per standard procedures				3
		PC8. clean and disinfect the equipment after use				3
		PC9. record changes in color or texture of the elimination and report unusual findings immediately				5
		PC10. measure output and record them				5
		PC11. clean the spillage as per organization process				5
	Total		30	10	10	50

HSS/N5134:Transferring patient and its samples, drugs, documents within the hospital	Transfer the patient using correct equipment and techniques		0	0	0	0
		PC1. ensure patient's medical condition for transfer and estimate if additional help is required based on his/her weight and ability				2
		PC2. ensure that the correct patient is being transferred				2
		PC3. ensure the patient has comfortable clothing during transfer process				2
		PC4. maintain patient's privacy during the transfer process				2
		PC5. use the correct equipment and techniques for transferring the patients to avoid falls or injuries				2
		PC6. use proper body mechanics for transferring the patient				2
		PC7. ensure that tubing attached to patient are intact while transferring				2

	Total		35	10	10	14
	Transfer the patient samples, drugs and documents within hospital		0	0	0	0
		PC8. hand over the patient documents, samples and drugs to the concerned authority carefully				2
		PC9. receive and transport patient samples and documents as per protocols				2
		PC10. check patient identity on the documents and samples are coherent				2
	Total		23	10	8	6
HSS/N5135 Provide support in routine activities of in-patient department	respond to call promptly		0	0	0	
		PC 1. respond to call bell and consider if the call is for a medical need or a non-medical need and communicate it to the nurse accordingly and appropriately				2
		PC 2. meet patient needs whenever required, courteously and sensitively				2
		PC 3. ensure that the patient is at ease or comfortable				2
	Total		18	10	5	6
			0	0	0	0

	Observe and report changes in patients overall condition	PC 4. observe color changes like bluish or yellowish discoloration of the skin				2
		PC 5. observe changes in odour or consistency of urine and stools				2
		PC 6. communicate the observations in an appropriate language				2
		PC 7. differentiate between immediate and routine reporting requirements				3
	Total		15	10	5	9
	Support nurse in measurement of patient parameters		0	0	0	0
		PC 8. Measure patient height and weight using different types of scales including manual and digital				2
		PC 9. ensure that patient is comfortable and positioned correctly while taking measurements				2
		PC 10. ensure patient safety to prevent a fall or an injury				2
	Total		13	10	10	6

	Decontaminate commonly used basic patient care equipment		0	0	0	
	PC 11. identify best method of decontamination and assemble required material for the purpose in consultation with concerned authority					3
	PC 12. follow standard operating procedures for decontamination as per manufacturer's instructions					3
	PC 13. handle equipment safely or seek the help of nurse while decontamination					3
	PC 14. use appropriate protective clothing and equipment while decontamination					3
	PC 15. report to concerned authority about the equipment that are unsuitable for use					3
	PC 16. dispose off any waste safely and according to organization protocol					

		PC 17. maintain proper documentation and records				3
	Total		17	10	10	18
Manage changing and transporting laundry/ linen on the floor with care to prevent the spread of infection			0	0	0	0
		PC 18. prepare bed as per the type and protocols in line of organizational policy				3
		PC 19. ensure linen receptacles that have not been filled or secured correctly in line with local policy are not collected or transported				3
		PC 20. ensure that trolleys or vehicles are cleaned, with or without disinfection, and check that they are in good working order before use.				2
		PC 21. isolate the unclean or infected trolley or vehicle and report the same				3
		PC 22. collect and transport clean linen avoiding cross contamination with used linen				3

		PC 23. use a trolley or vehicle specifically designated for the delivery of clean linen				3
		PC 24. transport the used linen to the designated department as per hospital policy keeping log of the daily records				2
		PC 25. segregate the blood stained linen separately and disinfect before transport				3
		PC 26. use personal protective equipment & personal hygiene practices while handling linen				2
	Total		14	10	10	24
HSS/N5115 Carry out last office (death care)	Providing death care while preserving privacy and dignity of the deceased		0	0	0	0
		PC1. attend to hygiene needs, paying particular attention to hair, nail care and oral hygiene				4
		PC2. attempt to close all orifices as per organizational policy				3
		PC3. attempt to close the eyes, using a small piece of clinical tape if required				3

		PC4. attach identification labels/wrist bands according to local guidelines and organizational policy				3
		PC5. dress the body in a gown/shroud or own clothes, as required				3
		PC6. place an incontinence pad underneath to contain any soiling				3
		PC7. respect the cultural/religious beliefs and personal wishes of family where possible				3
		PC8. remove jewelry and any personal items, unless requested or advised otherwise				3
		PC9. place the body in the sheet, securing it with an adhesive tape as per organizational instructions, post completing any necessary documentation by nurse/physician				3

		PC10. ensure that appropriate records are made of any personal items left on the body or otherwise				3
		PC11. use personal protective equipment while handling the body				3
		PC12. follow personal hygiene practices and protocols while providing death care				1
	Total		14	15	10	35
HSS/N9617 Maintain a safe, healthy and secure working environment	Complying the health, safety and security requirements and procedures for workplace	PC1. identify individual responsibilities in relation to maintaining workplace, health safety and security requirements				
		PC2. comply with health, safety and security procedures for the workplace				
		PC3. comply with health, safety and security procedures and protocols for environmental safety				
	Total		7	10	0	0
	Handling hazardous situation	PC4. identify potential hazards and breaches of safe work practices				

		PC5. identify and interpret various hospital codes for emergency situations				
		PC6. correct any hazards that an individual can deal with safely, competently and within the limits of authority				
		PC7. provide basic life support (BLS) and first aid in hazardous situations, whenever applicable				
		PC8. follow the organization's emergency procedures promptly, calmly, and efficiently				
		PC9. identify and recommend opportunities for improving health, safety, and security to the designated person				
		PC10. complete any health and safety records legibly and accurately				
	Total		8	10	0	0
	Reporting any hazardous situation	PC11. report any identified breaches in health, safety, and security procedures to the designated person				

		PC12. report the hazards that individual is not allowed to deal with to the relevant person and warn other people who may get affected				
	Total		5	10	0	0
HSS/N9618 Follow infection control policies & procedures including biomedical waste disposal protocols	Classification of the Waste Generated, Segregation of Biomedical Waste ,Proper collection and storage of Waste	PC1. handle, package, label, store, transport and dispose of waste appropriately to minimize potential for contact with the waste and to reduce the risk to the environment from accidental release				
		PC2. store clinical or related waste in an area that is accessible only to authorized persons				
		PC3. minimize contamination of materials, equipment and instruments by aerosols and splatter				
	Total		5	10	0	0

	Complying with effective infection control protocols	PC4. apply appropriate health and safety measures following appropriate personal clothing & protective equipment for infection prevention and control				
		PC5. identify infection risks and implement an appropriate response within own role and responsibility in accordance with the policies and procedures of the organization				
		PC6. follow procedures for risk control and risk containment for specific risks. Use signs when and where appropriate				
		PC7. follow protocols for care following exposure to blood or other body fluids as required				
		PC8. remove spills in accordance with the policies and procedures of the organization				

		PC9. clean and dry all work surfaces with a neutral detergent and warm water solution before and after each session or when visibly soiled				
		PC10. demarcate and maintain clean and contaminated zones in all aspects of health care work				
		PC11. confine records, materials and medicaments to a well-designated clean zone				
		PC12. confine contaminated instruments and equipment to a well-designated contaminated zone				
		PC13. decontaminate equipment requiring special processing in accordance with quality management systems to ensure full compliance with cleaning, disinfection and sterilization protocols				
		PC14. replace surface covers where applicable				
		PC15. maintain and store cleaning equipment				

		PC16. report and deal with spillages and contamination in accordance with current legislation and procedures				
	Total		8	10	0	0
	Maintaining personal protection and preventing the transmission of infections from person to person	PC17. maintain hand hygiene following hand washing procedures before and after patient contact /or after any activity likely to cause contamination				
		PC18. cover cuts and abrasions with water-proof dressings and change as necessary				
		PC19. change protective clothing and gowns/aprons daily, more frequently if soiled and where appropriate, after each patient contact				
		PC20. perform additional precautions when standard precautions alone may not be sufficient to prevent transmission of infection				
	Total		8	10	0	0

Annexure 3: Mode of Training

The following Modules/NOS may also be delivered online for which the resources are provided in the given table.

S. No.	Module Name/NOS Name (As Per Curriculum)	Name of Mapped Online Component	URL of Mapped Online Component
1	<i>HSS/N5134: Transferring patients and their samples, drugs, documents within the hospital</i>		https://eskillindia.org/covidtraining
2	<i>HSS/N5135. Provide support in routine activities of in-patient department</i>		https://eskillindia.org/covidtraining

Infra requirement:

- Projector
- White board
- Lights
- PPT
- laptops