





## **APPRENTICESHIP CURRICULUM (OPTIONAL TRADE)**

## **Healthcare Sector Skill Council**

## Telehealth Services Coordinator Course Code: C0122200010

 $\Box$ NAPS  $\Box$ Non-NAPS

NSQF Level: 4



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## **Course Details**

1.	Course Name	Telehea	Ith Services Coordinator		
2.	Course Code	CO1222	00010		
3.	Apprenticeship Training Duration:(2 to 4 weeks of BT is embedded in this duration as per the requirement of the establishment)	Months	: 9		
	Remarks				
4.	Credit	TBD			
5.	NSQF Level (Mandatory for NAPS)	4		NSQC A	pproval Date: 28/07/2022
6.	Related NSQF aligned qualification details	S. No.	QP/ Qualification/ NOS Name (As applicable)	QP/ NOS Code & Version	NQR Code
		1	Telehealth Services Coordinator	HSS/Q5801, V1.0	2022/HLT/HSSC/06132
7.	Brief Job Role Description	at either specialty support services appoint inventor promoti	r referral/patient/primary //consultation/secondary, physicians, patients and c . Their key responsibilities ments, setting up teleheal ry, billing, database manag	health care provide /tertiary healthcare other providers in us include organizing th equipment as ne gement with proper ocal community esp	provider's site. They sing widespread e-Health teleconference, scheduling eded, maintaining
8.	NCO-2015 Code & Occupation (Access the NCO 2015 volumes from: <u>https://labour.gov.in/organizationsofmole/directorate-general-employment-training-dget</u> )		15/2263.9900, Healthcar	•	

9.	Minimum Eligibility Criteria	12th Class						
	(Educational and/ or Technical Qualification)	OR						
		Certificate-NSC	QF (Level 3) with	2 Years of experie	ence			
		OR						
		10th Class with	2 Years of exper	ience or 1 year o	f relevant experie	ence after 1		
		Year I.T.I /2yea	r I.T.I					
		OR						
		8th Class (plus	2 year I.T.I) with	2 Years of experie	ence			
10.	Entry Age for Apprenticeship	18 Years & Abo	ove					
11.	Any Licensing Requirements (wherever applicable)	N/A						
12.	Is the Job Role amenable to Persons with Disability	□ Yes 🛛	No					
		If yes, check the applicable type of Disability						
		□ Locomotor	□ Leprosy Cured	□ Cerebral Palsy	Dwarfism	□ Muscular		
		Disability	Person	-		Dystrophy		
		🗆 Acid	Blindness	Low Vision	🗆 Deaf	□ Hard of		
		Attack				Hearing		
		Victims			<b>A</b>	Mental		
		Speech and	∟ Intellectual	Specific Learning	Autism Spectrum	L Mental		
		Language	Disability	Disabilities	Disorder	lilless		
		Disability	,					
		□ Multiple				□ Sickle		
		Sclerosis	Parkinson's Disease	Haemophilia	Thalassemia	Cell Disease		
		Multiple Disabilities						
		Remarks:						
13.	Submitting Body Details	Name: Healtho	are 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	Horizontal:
		NSQF Level 4: Hospital Front Desk Coordinator, Medical Records Assistant
		Vertical:
		NSQF Level 5: Trainer, Assessor
		NSQF Level 5: Patient Relation Associate, Tele-health Facilitator
		Progression to Diploma/Degree qualifications in the relevant field after training.
		(NCAHP)
17.	Trainer's Qualification & Experience:	Medical Graduate with 1year working experience in telehealth set up and 1 year
		teaching experience.
		Or
		Graduate with 2 years working experience in telehealth set up and 1 year
		teaching experience.
18.	Curriculum Creation Date	
19.	Curriculum Valid up to Date	28/07/2025

## Module Details

S.	Module/NOS Name,	Outcomes	Assessme	ent Marks	Passing	g Percentage
No	Code, Version		Th.	Pr.	Th.	Pr.
1.	Introduction to healthcare delivery systems, telehealth services and role of telehealth services coordinator NOS Name: Liaise with patients, healthcare service providers and other personnel for telehealth services NOS Code: HSS/N5801	<ul> <li>Discuss about the healthcare delivery system in India at primary, secondary, tertiary and quaternary level.</li> <li>Distinguish between private, public and non- profit healthcare delivery systems.</li> <li>Differentiate between various healthcare services- primary, specialty, hospice, emergency, etc.</li> <li>Compare telemedicine, tele-education and teleconferencing.</li> <li>Discuss about core functions and challenges of various types of telehealth services and clinical applications through group activities.</li> <li>Explain the role and responsibilities of the telehealth team at different sites.</li> <li>Prepare a report summarizing the observations about basic structure and function of healthcare delivery system in India with respect to various levels, patient care and set-ups from field visits.</li> <li>Create a flow chart depicting roles and responsibilities of telehealth team at different sites.</li> </ul>	15	22	70	70
2.	Coordination for telehealth services	<ul> <li>List the various documents required for telehealth services.</li> </ul>	15	25	70	70

S.	Module/NOS Name,	Outcomes	Assessme	ent Marks	Passing Percentage		
No	Code, Version		Th.	Pr.	Th.	Pr.	
		Describe the process of checking, filling and					
		entering the related forms required during					
	NOS Name: Liaise with	registration, billing, appointments etc. using the					
	patients, healthcare	technology enabled patient appointment					
	service providers and	scheduling systems and billing systems.					
	other personnel for	<ul> <li>Discuss about the frequently asked queries</li> </ul>					
	telehealth services	encountered in telehealth services and the ways					
		to handle the queries.					
		<ul> <li>Describe the importance of issuance and</li> </ul>					
		renewal of identity proof and unique reference					
		identity number.					
	NOS Code: HSS/N5801	<ul> <li>Explain the importance of distribution and</li> </ul>					
		display of set-up schedules, promotional					
		material, documents, satisfaction surveys and					
		various items of relevant information for public					
		or staff.					
		<ul> <li>Demonstrate steps of registration of patients for</li> </ul>					
		telehealth services.					
		<ul> <li>Practice entering patient information like</li> </ul>					
		consultation, diagnosis, prescription, etc. on					
		Hospital Information System (HIS) at a dummy reference ID.					
		Demonstrate use of technology enabled patient					
		appointment scheduling systems to schedule,					
		re-schedule and cancel dummy appointments.					

S.	Module/NOS Name,	Outcomes	Assessme	ent Marks	Passin	g Percentage
No	Code, Version		Th.	Pr.	Th.	Pr.
		<ul> <li>Demonstrate use of technology enabled patient billing systems to generate, review and record sample invoices.</li> <li>Demonstrate appropriate communication skills while handling patients or relatives visiting telehealth services.</li> </ul>				
3.	Basic computer knowledge NOS Name: Liaise with patients, healthcare service providers and other personnel for telehealth services	<ul> <li>Identify various parts of computer system.</li> <li>Discuss the foundation concept of operating systems and their functions.</li> <li>Discuss the utilities and basic operations of the latest version of software.</li> <li>Demonstrate basics of computer use and application –starting the computer, data entry, taking backups, saving and retrieving the files, maintaining and changing network connectivity process.</li> <li>Prepare reports/documents using word processing software and spreadsheets.</li> <li>Demonstrate the use of internet to draft and send emails.</li> </ul>	14	25	70	70
	NOS Code: HSS/N5801					
4.	Soft skills and communication NOS Name: Liaise with patients, healthcare	<ul> <li>Discuss the importance of effective communication with patients, relatives and colleagues without using jargons and colloquial terms.</li> <li>Describe the attributes of a team player.</li> </ul>	15	25	70	70

S.	Module/NOS Name,	Outcomes	Assessme	ent Marks	Passing	Percentage
No	Code, Version		Th.	Pr.	Th.	Pr.
	service providers and other personnel for telehealth services NOS Code: HSS/N5801	<ul> <li>Discuss about confidentiality and privacy practices related to patient's information.</li> <li>Discuss the importance of teamwork.</li> <li>Explain work ethics in the hospital set up.</li> <li>Define rapidly changing situations.</li> <li>Discuss about the importance of following rules and policies of organization for maintaining code of conduct and scope of work.</li> <li>Apply guidelines related to usage of technical terms to ensure effective communication.</li> <li>Apply time management skills during daily activities.</li> <li>Demonstrate the use of reading and writing skills during written communication.</li> <li>Demonstrate problem solving and decision making skills in different situations.</li> <li>Demonstrate skills of team-work and work prioritization in different team activities.</li> <li>Apply effective patient-centric approach while delivering telehealth services.</li> <li>Demonstrate basic telephone and email etiquettes.</li> <li>Apply the analytical skills to complete the reports with the information gathered from observation, experience, reasoning, or communication.</li> </ul>				

<b>S</b> .	Module/NOS Name,	Outcomes	Assessme	ent Marks	Passing	g Percentage
No	Code, Version		Th.	Pr.	Th.	Pr.
5.	Sensitization on common medical terminologies used in telehealth services NOS Name: Liaise with patients, healthcare service providers and other personnel for telehealth services	<ul> <li>List the common terminologies used in telehealth services.</li> <li>Differentiate between Non-communicable disease (NCD) and Communicable diseases (CD).</li> <li>List the basic indicators of common ailments like fever, cough, cold, throat infections, diarrhea, urinary tracts infections, headache, stomachache, tooth ache, skin allergies/infections, dandruff, gastritis, constipation, general body weakness/pains, nausea, hypertension, diabetes, menstrual problems, anemia, asthma, acne, etc.</li> <li>Demonstrate usage of the appropriate medical terminology during professional conversations with colleagues, patients and family.</li> <li>Apply knowledge about common symptoms or ailments while completing the patient profile.</li> </ul>	15	25	70	70
6.	Promotion of telehealth services in community NOS Name: - Promote the telehealth services as per needs and protocols NOS Code: HSS/N5802	<ul> <li>Discuss the goals of promotion and advancement of telehealth.</li> <li>Discuss about the pre-requisites for conducting the promotional/outreach activities, home visits, mobile set-ups, case conferences and training/continuing educational sessions on logistics, personnel and support.</li> <li>List the various types of activities which could be conducted for promotion of telehealth services such as health screening camps, awareness campaigns, etc.</li> </ul>	47	67	70	70

S.	Module/NOS Name,	Outcomes	Assessme	ent Marks	Passing Percentage	
No	Code, Version		Th.	Pr.	Th.	Pr.
		<ul> <li>List the various types of services for which telehealth technology and premises could be used such as online educational sessions/assessments, health surveys, etc.</li> <li>Explain the various types, benefits and common uses of primary home telehealth technologies.</li> <li>Explain the criteria for determination of appropriateness of patient for telehealth services.</li> <li>Demonstrate basic steps involved in preparing telemedicine facilities and equipment for conducting mock training sessions.</li> <li>Design sample schedule and materials for organizing different sessions and activities to promote telehealth services.</li> <li>Design a promotional campaign to spread awareness about telehealth services.</li> <li>Demonstrate the steps of using primary home telehealth technologies.</li> <li>Prepare a report summarizing different activities undertaken such as promotional sessions and training/continuing educational sessions and their outcomes.</li> </ul>				
7.	Preparation and management of set-up for teleconsultation	<ul> <li>Discuss about the pre-requisites, design and set up of a teleconsultation videoconference venue.</li> <li>Describe common issues that may arise in the telehealth set-up and the troubleshooting techniques to resolve them.</li> </ul>	49	114	70	70

<b>S</b> .	Module/NOS Name,	Outcomes	Assessme	ent Marks	Passing	g Percentage
No	Code, Version		Th.	Pr.	Th.	Pr.
	NOS Name: Prepare and manage the set-up for teleconsultation NOS Code: HSS/N5803	<ul> <li>Discuss the advantages of telemedicine through interactive videoconferencing.</li> <li>Discuss the steps to be followed before, during and after conducting a teleconsultation.</li> <li>Describe the importance of availability of back-up coverage for phones, and set-up related activities at other telemedicine consultation sites.</li> <li>Demonstrate the technical skills of setting-up point-to-point and multipoint live interactive videoconferencing using ISDN, IP and mixed ISDN and IP links.</li> <li>Demonstrate the usage of troubleshooting techniques in different situations.</li> <li>Demonstrate basic steps involved in managing consultation site before, during and after teleconsultation</li> </ul>				
8.	Function and operation of equipment used in telehealth services NOS Name: Facilitate bio- medical instrumentation services for telehealth equipment NOS Code: HSS/N5804	<ul> <li>Discuss the types and uses of basic telehealth equipment used at different sites.</li> <li>Describe functions and operations of telehealth equipment, applications and technology such as Live video conferencing, Store-and-forward, Remote patient monitoring (RPM), Mobile health (m-Health) equipment, etc.</li> <li>Discuss about different types of signals used for operation of telehealth equipment</li> <li>Discuss about different types of electronics and communication technologies used in telehealth set-up</li> </ul>	11	22	70	70

S.	Module/NOS Name,	odule/NOS Name, Outcomes				Passing Percentage		
No	Code, Version		Th.	Pr.	Th.	Pr.		
		<ul> <li>List the names of components of a tool kit.</li> <li>Discuss possible health hazards of working as a telehealth services coordinator and different types of personal protective clothing, equipment and the personnel monitoring devices to be used for prevention.</li> <li>Identify the audio and video problems associated with videoconferencing.</li> <li>Demonstrate the basic steps of using clinical telemedicine applications: live video or live interactive telemedicine encounter and storeand-forward.</li> <li>Demonstrate the appropriate camera placement, lighting, angles and framing while using the video camera technology.</li> <li>Demonstrate the basic steps of storing, basic editing and forwarding high quality digital photographs by using document camera.</li> <li>Demonstrate the technical skills in using the VOIP software such as WhatsApp, Google Phone, Google Group Chat, Facebook Video and Voice Chat, Skype, etc.</li> <li>Demonstrate the appropriate usage of microphone technology by using the range of available microphones and microphone set up.</li> <li>Demonstrate the basic steps of sending and receiving emails (including attachments).</li> </ul>						

S.	Module/NOS Name,		Assessme	ent Marks	Passing	g Percentage
No	Code, Version		Th.	Pr.	Th.	Pr.
		<ul> <li>Demonstrate the steps of finding information on internet using different web browsers.</li> <li>Design a dummy portable and segregable tool kit as per requirements.</li> </ul>				
9.	Fundamentals of biomedical instrumentation services for telehealth equipment NOS Name: Facilitate bio- medical instrumentation services for telehealth equipment NOS Code: HSS/N5804	<ul> <li>kit as per requirements.</li> <li>Discuss about importance of procuring, maintaining and managing the various types of inventory, supplies and documents while facilitating the biomedical instrumentation services for telehealth equipment.</li> <li>Explain the importance of following the manufacturer's recommendations stated in the operational and service manual</li> <li>Identify safety hazards, its troubleshooting technique and the corrective measures to be taken.</li> <li>Discuss about escalation matrix to handle safety hazards.</li> <li>Discuss about the standard biological precautions to be taken during diagnosis, repair, calibration and final testing/ verification of equipment.</li> <li>Explain the basic concepts of AC circuits, DC circuits, magnetic circuits, transformers, AC machines and other electrical machines and their application in telehealth related instrumentation.</li> <li>Explain the basic components of bio-medical instruments such as measurand,</li> </ul>	12	23	70	70

S.	Module/NOS Name,	Outcomes	Assessme	ent Marks	Passing	Percentage
No	Code, Version		Th.	Pr.	Th.	Pr.
		<ul> <li>instruments, measurement circuits, display devices, soldering, etc. and their application in telehealth related instrumentation.</li> <li>Explain the basic concepts of data, management and informatics related systems and their application in telehealth related instrumentation.</li> <li>Explain the basic concepts of digital technology and their application in telehealth related instrumentation</li> <li>Explain the basic concepts of electro/mechanical, thermos dynamics, physics and instrumentations.</li> <li>Design a chart depicting the different types of supportive equipment, tools, resources, and regulatory pre-requisites required for successful installation and operation of telehealth equipment.</li> <li>Prepare a sample work order depicting various specifications related to telehealth equipment.</li> <li>Demonstrate the basic steps involved in facilitating periodic calibration, repair and maintenance of telehealth equipment using the sample service manuals and circuit diagrams.</li> <li>Demonstrate basic steps for facilitating the delivery, installation and set-up of telehealth equipment, applications and technology in mock set-up.</li> </ul>				

<b>S</b> .	Module/NOS Name,	Outcomes	Assessme	ent Marks	Passing	g Percentage
No	Code, Version		Th.	Pr.	Th.	Pr.
		<ul> <li>Demonstrate the steps of checking, filling and entering the details on sample inspection and installation forms required during equipment set-up.</li> </ul>				
10.	Structure and function of human body NOS Name: Provide assistance to healthcare services provider NOS Code: HSS/N5805	<ul> <li>Identify body parts.</li> <li>Explain the organization of body cells, tissues, organs, organ systems, membranes, and glands in the human body.</li> <li>Describe cell and various types of tissues.</li> <li>Describe different types of organ systems.</li> <li>Describe basic function of vital organs.</li> <li>Discuss different types of body fluids, secretions, and excretions.</li> <li>Identify different parts of the body using charts and models.</li> <li>Explain the structure and functioning of human body systems using charts and models.</li> <li>Design various working models depicting</li> </ul>	10	25	70	70
11.	Basics of obtaining patient	functioning of human body systems.	18	50	70	70
	information NOS Name: Provide assistance to healthcare services provider NOS Code: HSS/N5805	<ul> <li>List the parameters of collecting information about a patient.</li> <li>Discuss the need of collecting patient's past and current medical, personal, family, social, gynecological, allergic and treatment history.</li> <li>List the evidences to be collected to support the clinical history of the patient such as films, videos, photos, documents, forms and other medical records, etc.</li> </ul>				

S.	Module/NOS Name,	Outcomes	Assessme	ent Marks	Passing	Percentage
No	Code, Version		Th.	Pr.	Th.	Pr.
		<ul> <li>Describe the need of recording the observations obtained from basic general/systematic physical examination.</li> <li>Discuss the importance of obtaining verbal and written consent and maintaining patient's confidentiality.</li> <li>Describe the importance of verifying correct registration ID while updating the patient's information in the patient's record electronically.</li> <li>Interview the patient regarding relevant information as asked in the sample format prescribed for patient visiting the telehealth facility.</li> <li>Fill the sample format organizing relevant information collected from different sources (such as patient's reports, consultation summary, previous prescriptions, etc.).</li> <li>Fill the sample consent forms of the patients.</li> <li>Demonstrate skills of scanning and uploading the supporting evidence like films, videos, photos, documents, forms and other medical records, etc. in the patient records on HIS.</li> </ul>				
12.	Tele-diagnostic services NOS Name: Provide assistance to healthcare services provider	<ul> <li>Define basic medical terms and principles related to diagnostic tests.</li> <li>Identify the diagnostic tests which can be performed in the telehealth set-up and the ones which need to be referred.</li> <li>Discuss about the modalities of the tests which could be performed in telehealth set-up such as</li> </ul>	25	75	70	70

<b>S.</b>	Module/NOS Name,	Outcomes	Assessme	ent Marks	Passing	Percentage
No	Code, Version		Th.	Pr.	Th.	Pr.
	NOS Code: HSS/N5805	<ul> <li>vital signs, weight, blood pressure, blood sugar, blood oxygen levels, heart rate, electrocardiograms, etc.</li> <li>Discuss about steps of performing basic tele-diagnostic tests.</li> <li>Explain the importance and uses of remote patient monitoring programs for diagnosis during screening of patient.</li> <li>List the patient identifiers to be matched on the requisition form or medical records such as patient's name, medical record number and date of birth.</li> <li>Describe the importance of maintaining list of local diagnostic centers for referral.</li> <li>Prepare mock trays organizing all the equipment needed for the different procedure.</li> <li>Demonstrate the steps of checking the equipment for its cleanliness, sterilization and readiness.</li> <li>Demonstrate the basic steps involved in performing basic tele-diagnostic tests.</li> <li>Fill the sample format recording observations as well as test results of tele-diagnostic tests.</li> <li>Demonstrate effective communication and management skills while connecting patients to local diagnostic facilities for the diagnostic tests which cannot be performed in telehealth set-up</li> </ul>				

S.	Module/NOS Name,	Outcomes	Assessme	ent Marks	Passin	g Percentage
No	Code, Version	de, Version	Th.	Pr.	Th.	Pr.
		till the receipt of report and test result from patient/diagnostic center.				
13.	Sensitization on pharmacy and emergency related services NOS Name: Provide assistance to healthcare services provider NOS Code: HSS/N5805	<ul> <li>Describe the importance of maintaining list of local pharmacies for ensuring medicine availability.</li> <li>Describe the importance of following-through with the patient till they get the prescribed medicine.</li> <li>Define components of prescription dose.</li> <li>List the emergency services which could be provided at telehealth set-up.</li> <li>Describe the importance of maintaining list of local emergency resources and other local or regional professional associations for handling medical and non-medical emergency situations.</li> <li>Demonstrate effective communication and management skills while connecting patients to local pharmacies till the patient get the prescribed medicine.</li> <li>Interpret the sample prescription dose.</li> </ul>	25	50	70	70
		<ul> <li>Demonstrate the use of remote patient monitoring programs during different emergency situations.</li> </ul>				
14.	Documentation, inventory management and retrieval	<ul> <li>Define the role and responsibilities of the telehealth services coordinator in reporting and documentation.</li> <li>Describe the inventory management practices such as FIFO (First In First Out) used in telehealth facility.</li> </ul>	14	20	70	70

S.	Module/NOS Name,	odule/NOS Name, Outcomes	Assessme	nt Marks Passing Percentag		g Percentage
No	Code, Version		Th.	Pr.	Th.	Pr.
	NOS Name: Manage telehealth facility NOS Code: HSS/N5806	<ul> <li>Discuss the significance of maintaining database of patients, incoming calls, equipment, logistics, spare parts, vendors and inventory correctly.</li> <li>Discuss the need of maintaining purchase orders, financial transactions and other relevant documents/records to justify the necessity for logistics, equipment and parts in stock and quantity.</li> <li>Discuss about the condemnation guidelines for equipment or logistics which are outdated or in non-working condition.</li> <li>Explain the steps of reviewing the medical records as per the organization protocol.</li> <li>Describe the uses of the Hospital Information System (HIS) for maintaining longevity of the records and prompt retrieval of patient's medical charts.</li> <li>Demonstrate use of FIFO (First In First Out) using sample inventory checklist in mock set-up.</li> <li>Perform compilation of all relevant information in sample formats necessary to create the database of patients, incoming calls, equipment, logistics, spare parts, vendors and inventory.</li> <li>Apply standard norms and legislation to complete the detailed paperwork for documenting clinical and procedure related records.</li> </ul>				
		<ul> <li>Demonstrate the process of recording sample patient information in the HIS.</li> </ul>				

S.	Module/NOS Name,	Outcomes	Assessme	ent Marks	Passing	g Percentage
No	Code, Version		Th.	Pr.	Th.	Pr.
15.	Sensitization on accounts and funds management of the telehealth facility NOS Name: Manage telehealth facility NOS Code: HSS/N5806	<ul> <li>Discuss about basic concepts of taxation rules and regulations.</li> <li>Describe the importance of record-keeping of balance sheets and financial books as per accounting standards.</li> <li>Describe the importance of impartial and timely auditing of accounts.</li> <li>Discuss about the importance of checking financial projections and ensuring the proper liquidity of the funds.</li> <li>Define the role and responsibilities for the telehealth services coordinator in management, retention and investment of the funds and accounts in telehealth set-up.</li> <li>List the pre-requisites for managing accounts and funds such as documents, access and officials.</li> <li>Discuss the importance of secured and wise management of funding sources and funds</li> <li>Create a chart/folder depicting the records of financial transactions like cash flow, cheques, demand draft, card swapping, direct bank transfer, etc.</li> <li>Demonstrate the steps of generating, receiving and storing the invoices, bills, vouchers, receipts, etc. in mock set-up.</li> <li>Enter the data related to accounts, funds and other related documents on accounting system.</li> </ul>	14	20	70	70

S.	Module/NOS Name,	Outcomes	Assessme	ent Marks	Passing	Passing Percentage		
No	Code, Version		Th.	Pr.	Th.	Pr.		
16.	Ethics and medico-legal aspects related to telehealth services <b>NOS Name: Manage</b> <b>telehealth facility</b> <b>NOS Code: HSS/N5806</b>	<ul> <li>Describe the rights of the patient.</li> <li>Discuss about the relevant sections of Health Insurance Portability and Accountability Act (HIPAA) guidelines related to telehealth services.</li> <li>Explain the importance of following HIPAA guidelines to protect patient health information.</li> <li>Differentiate between confidentiality, privacy and security of health information.</li> <li>Identify the relevant local and regional legislative issues that governs the delivery of telehealth services.</li> <li>Identify the issues related to international practice of telemedicine.</li> <li>Discuss the key ethical issues related to telehealth services</li> </ul>	10	18	70	70		
17.	Safety, emergency medical response and first aid NOS Name: Maintain a safe and secure working environment NOS Code: HSS/N9624	<ul> <li>Explain the basics of first aid.</li> <li>List the precautions to be taken for personal safety.</li> <li>Discuss how to perform basic life support (BLS) as and when required.</li> <li>Explain the use of protective devices such as restraints and safety devices.</li> <li>Identify precautions to be taken for self- safety.</li> <li>List the hospital emergency codes.</li> <li>Explain about disaster management techniques to deal with institutional emergencies.</li> <li>List the common emergencies which could happen in telehealth facility.</li> </ul>	10	20	70	70		

S.	Module/NOS Name,	Outcomes	Assessment	ent Marks	Passing	g Percentage
No	Code, Version	ode, Version	Th.	Pr.	Th.	Pr.
		<ul> <li>Discuss about the escalation matrix for referral and management of common emergencies.</li> <li>Demonstrate usage of hospital emergency codes and basic first aid in a mock drill depicting an institutional emergency.</li> <li>Demonstrate Cardio-Pulmonary Resuscitation (CPR) on manikin.</li> <li>Design a dummy portable and segregable first aid kit as per requirements.</li> <li>Create a chart depicting different types of protective devices such as restraints and safety devices.</li> <li>Create a flow chart depicting common emergency situations and its referral mechanism.</li> </ul>				
18.	Bio Medical Waste Management NOS Name: Comply with Infection Control and Bio Medical Waste Disposal Policies NOS Code: HSS/N9620	<ul> <li>Categorize the different types of biomedical waste.</li> <li>Explain the importance and mechanism of proper and safe disposal, transportation, and treatment of bio-medical waste.</li> <li>Identify the various types of color-coded bins/containers used for disposal of biomedical waste.</li> <li>Explain the importance of following local guidelines of biomedical waste disposal.</li> <li>Segregate the biomedical waste applying the local guidelines.</li> <li>Create a chart depicting different types of colour</li> </ul>	11	15	70	70

S.	Module/NOS Name,	Outcomes	Assessme	ent Marks	Passing Percentage		
No	Code, Version		Th.	Pr.	Th.	Pr.	
		<ul> <li>coded bins/containers used for disposal of biomedical waste.</li> <li>Prepare a report on the observations from field assignment about the structure of transportation and treatment of bio-medical waste.</li> </ul>					
19.	Infection control policies and procedures NOS Name: Comply with Infection Control and Bio Medical Waste Disposal Policies NOS Code: HSS/N9620	<ul> <li>Explain the concept of healthy living.</li> <li>Describe the importance of infection control and prevention.</li> <li>List strategies for preventing transmission of pathogenic organisms.</li> <li>Describe the nosocomial infections.</li> <li>Explain the importance of incident reporting.</li> <li>Explain the concept of immunization.</li> <li>Describe the hand-hygiene guidelines and procedures used in healthcare-settings.</li> <li>Explain the importance of using Personal Protective Equipment (PPE).</li> <li>List the types of PPE.</li> <li>Describe the process of wearing and removing each of the PPE.</li> <li>Explain various vaccinations against common infectious diseases.</li> <li>Demonstrate the steps of spill management.</li> <li>Demonstrate wearing, removing and discarding of PPE.</li> </ul>	10	15	70	70	
		of PPE. Total Marks	340	656	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	NOS are occupational standards which apply uniquely in the Indian context
Standards (NOS)	
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

## 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
1	Fire extinguisher	
2	Physical restraints	

3	Torch	
4	Ambu Bag With Mask Adult	
-	CPR Manikin	
5		
6	First aid box	
7	Crash cart trolley	
8	Samples of invoices, bills, vouchers, receipts, and records	
	depicting financial transactions like cash flow, cheques,	
	demand draft, card swapping, direct bank transfer, etc	
9	Ice pack with three layer sample packing box	
10	Different rapid diagnostic kit with kit manuals	
11	Newborn screening card	
12	Tourniquets	
13	Beakers	
14	Measuring cylinders	
15	Bins with different color codes (Red, Yellow, Blue and	
	Black)	
16	Syringes	
17	Sharp container	
18	ECG machine with leads	
19	Centrifuge	
20	Glucometer	
21	Hemoglobinometer	
22	Computer and its accessories	
23	Weighing machine	
24	Digital Thermometer	
25	Auto scope	
26	Derma scope	
27	Pulse oximeter	
28	Digital BP instrument with stethoscope	
29	Sample requisition form for performing tele-diagnostic tests	

30	Sample formats for recording observations as well as test	
	results	
31	Documents, photos or video clips related to dietary,	
	medicinal, environmental, physical, mental or other	
	restrictions	
32	Films of X-Ray, CT scan, MRI	
33	Sample prescriptions	
34	Sample formats for obtaining history and consent	
35	Spill kits	
36	Maintenance Management Systems	
37	Test equipment	
38	Diagnostic software	
39	Pressure meters	
40	Pressure meters	
41	Terminals	
42	Cabling	
43	Watt meter	
44	Electrical safety analyzer	
45	Tool kit like hand tools	
46	Mobile health (m-Health) equipment like mobile	
	communication devices including cell phones	
47	Remote patient monitoring (RPM) equipment using digital	
	and electronic communication technologies	
48	Digital scanning equipment	
49	Tablet computers	
50	LCD projectors	
51	Plasma/LED TV	
52	Display devices including computer monitors	
53	Web cameras	
54	Video-scopes	
55	Peripheral cameras	
56	Video devices including video conferencing units	

57	Case studies	
58	Sample forms required during registration	
59	Hospital Information System (HIS)	
60	Billing systems	
61	Computers with software like patient appointment	
	scheduling systems	

### 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	Element	Marks Allocation			
Occupational Standards (NOS)	Assessment Criteria for outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
HSS/N5801: Liaise with	Register patients for telehealth services	12		5	10
patients, healthcare	PC1. inform patients about registration process for availing telehealth facilities		1		
service providers and	PC2. complete the registration details of a patient as per organizational policies	•	1	•	
other personnel for telehealth services	PC3. provide a unique reference identity number to the patient as per organizational policies		1	•	
50111005	PC4. issue an identity proof of the patient reflecting the unique reference identity number as per organizational policies		1		

PC5. explain the importance of carrying,	1		
updating and renewing the identity proof (ID)			
at every use of telehealth services to the			
patients			
PC6. enter the patient information on Hospital	1		
Information System (HIS) against their			
respective unique reference identity number			
during every visit of the patient			
Patient Information: consultation, diagnosis,			
prescription, etc.			
PC7. renew the registration of the patient as	1		
per organizational policies			
PC8. check the completeness and validity of	1	-	
information updated against the unique			
reference identity number			
PC9. ensure that the patient's two identifiers	1	-	
on the ID match with the information on the			
HIS pertaining to the unique reference identity			
number			

PC10. transfer the updated patient information		1		
on the latest version of the HIS whenever				
required				
Handle appointments	17		5	20
			_	
PC11. schedule appointments for live video-		2		
conferencing consultations of patient at patient				
site in consultation with the consultant				
physician at specialty site				
PC12. schedule appointments for various		2	_	
diagnostic or clinical procedures/ counselling				
sessions with healthcare provider at patient				
site as outlined in health facility protocols				
PC13. send reminders to the patients about		2	-	
their upcoming appointments				
PC14. perform cancellations and re-schedule		2	-	
appointments as required				
PC15. update the schedules on records		2	1	
Carry out billing for telehealth services	15		5	10

PC16. perform patient's billing activities as per		3		
the telehealth services availed as per				
organizational policies and procedures				
PC17. check that payments received from		3	-	
patients are valid and accurate				
PC18. store collected payments securely		2		
PC19. maintain accounts and reconcile		2	-	
reports, whenever requested				
Handle queries and guide the concerned	15	5	5	10
personnel accordingly				
PC20. handle each incoming call or visiting				
personnel or mail received at telehealth set-up				
appropriately				
PC21. answer queries of patients, family and	-			
referring physician appropriately				
PC22. discuss the queries with relevant	-			
authority				
PC23. prepare a proper telehealth referral or				
advise as per the needs of the patient/referring				
physician				
	1	L		

PC24. provide follow-through to ensure that all				
issues/queries are resolved expediently and				
appropriately				
PC25. maintain proper records of all incoming				
calls or visiting personnel				
PC26. provide guidance on telehealth set-up				
schedules, promotional material, documents,				
consent forms, satisfaction surveys, and other				
information to the on-site medical staff and				
patients as per the requirement				
Co-ordinate with the concerned personnel for	15	2	5	10
implementation of the telehealth services				
implementation of the telehealth servicesPC27. facilitate periodic basic technical				
PC27. facilitate periodic basic technical				
PC27. facilitate periodic basic technical support				
PC27. facilitate periodic basic technical support PC28. facilitate periodic general system				
PC27. facilitate periodic basic technical support PC28. facilitate periodic general system maintenance				
PC27. facilitate periodic basic technical support PC28. facilitate periodic general system maintenance PC29. coordinate with consulting/ secondary/				
PC27. facilitate periodic basic technical support PC28. facilitate periodic general system maintenance PC29. coordinate with consulting/ secondary/ tertiary/ specialty site for visit or hospitalization				

	PC30. co-ordinate with the other health service providers like hospitals, pharmacies, pathology laboratories etc. for successful telehealth program implementation as defined by authorities Total	74	37	25	60
HSS/N5802:	Facilitate training and continuous education	15	1	5	10
Promote the	sessions utilizing telehealth technology				
telehealth	PC1. organize on-site training sessions for				
services as per	users of the telemedicine, videoconferencing,				
needs and	and remote monitoring systems periodically				
protocols	PC2. prepare telemedicine facilities and				
	equipment for conducting educational sessions				
	PC3. prepare the training calendar of the				
	sessions and circulate the same to the				
	concerned personnel				
	PC4. coordinate with the appropriate faculty				
	for the sessions				
	PC5. ensure the participation of the concerned				
	personnel in the scheduled program				

Organize promotion and outreach activities for	17	1	5	10
the telehealth services				
PC6. identify the different groups/organizations				
to be targeted for telehealth marketing				
PC7. organize the promotional material				
(print/audio-visual) for the promotion of				
telehealth program as per the policies and				
procedures				
PC8. facilitate the field visits of concerned				
personnel for planning the outreach of the				
telehealth services				
PC9. organize community outreach activities				
for the promotion of telehealth services as				
advised by the authority like health screening				
camps, awareness activities, promotional				
campaigns, etc.				
PC10. perform mock demonstrations of the				
telehealth system for visitors for better				
sensitization and word-of-mouth promotion as				
per organizational policies				

				1
PC11. promote the schedule of mobile set-ups				
with dates, timing and location much before				
the schedule for maximum participation				
Facilitate the telehealth services via home	15		5	10
visits, mobile set-ups and case discussions				
PC12. identify the patients who are unable to		2		
visit the telehealth facility like geriatric/ disable/				
psychiatric/ paralytic patients, etc.				
PC13. explain to the patients about benefits		2		
and usage of primary home telehealth				
technologies				
PC14. follow-through with the patient or their		2		
relative if they are facing any difficulty while				
using the home telehealth technologies.				
PC15. collect data and evidences from the		2		
patients using home telehealth technology by				
arranging home visits of concerned personnel				
periodically				
PC16. assist the patient in transmitting the		2	1	
patient data using home telehealth technology				
to specialty physician as and when required				
1	1			

PC17. document the data of users of home	2	
telehealth technology separately as per		
protocols and procedures		
PC18. schedule mobile telehealth set-ups by	2	
using vans/ambulances/other sources for		
facilitating the telehealth services in		
consultation with concerned authority		
PC19. distribute the schedule for case	2	
discussions with concerned physicians for		
multiple cases using telehealth technology		
PC20. organize the relevant case folders for all	1	
concerned personnel before the case		
conferences		
PC21. document all case conferences	1	
organized as per organizational policies and		
procedures		
PC22. support the personnel during utilization	2	
of the telehealth technology and premises for		
online educational programs, assessments,		
health surveys for various government/non-		
government entities, etc.		

	NOS Total	47	22	15	30
HSS/N5803:	Manage consultation site before	17		8	20
Prepare and	teleconsultation				
manage the	PC1. notify specialty physician of upcoming		2	_	
set-up for	appointments				
teleconsultation	PC2. display daily patient schedule	-	2		
	appropriately for hassle free waiting area				
	PC3. check if all relevant information are		5		
	present in standardized formats related to				
	patient's profile (clinical history, investigation				
	reports and prior prescriptions etc.) before				
	teleconsultation				
	PC4. prepare consultation room and telehealth		5		
	equipment prior to scheduled consultation				
	PC5. ensure mock performance check of all		4		
	sorts of telehealth equipment before any				
	consultation				
	PC6. ensure back-up coverage for set-up		2		
	phones, and set-up related activities at other				
	telemedicine consultation sites is available				

Manage consultation site during	18		8	10
teleconsultation				
PC7. operate clinical telemedicine applications		4	_	
(live interactive videoconferencing and store-				
and-forward) for the successful interactive				
video teleconsultation effectively				
PC8. provide technical assistance during		4	-	
consultation, when necessary				
PC9. troubleshoot minor technical difficulties,		4	-	
and escalate to technical staff when				
appropriate				
PC10. coordinate with the technical support		4	_	
team to ensure problems and system				
development needs are addressed timely				
PC11. prepare notes of adequate information		4	-	
during consultation required for further action				
or referral				
Manage consultation site after teleconsultation	14		8	10
PC12. ensure equipment are properly turned		2		
off when not in use				

	PC13. inform the patient regarding the next		3		
	follow-up schedule				
	PC14. follow-through with concerned		5		
	personnel for further action as decided during				
	teleconsultation.				
	NOS Total	49	50	24	40
HSS/N5804:	Support during setting-up of the telehealth	10	5	5	10
Facilitate bio-	equipment				
medical	PC1. identify telehealth equipment and	-			
instrumentation	applications required to be set-up in telehealth				
services for	facility				
telehealth	PC2. identify the supporting tools, resources	-			
equipment	and regulatory requirements for selected				
	equipment and technology				
	PC3. coordinate with the relevant authority and	-			
	agency for setting up, preventive maintenance,				
	technical assistance and repair of the				
	telehealth equipment				
	PC4. collect necessary documentation				
	required while setting-up of the telehealth				

<u>г</u>		[			,
	equipment as per organizational policies,				
	government regulations and manufacturer				
	specifications				
	PC5. check if the deliverables, timelines and				
	requisites are met as per given work plan for				
	setting up, preventive maintenance, technical				
	assistance and repair of the telehealth				
	equipment				
	PC6. ensure compliance with all relevant laws,				
	regulations, and codes for technology and				
	technical safety laid down by regulatory bodies				
	like Food and Drug Administration (FDA),				
	Bureau of Indian Standards (BIS),				
	Occupational Safety and Health Administration				
	(OSHA), etc.				
	Ensure periodic calibration, repair and	13	10	5	10
	maintenance of telehealth equipment				
	PC7. facilitate periodic preventive				
	maintenance of all telehealth equipment,				
	applications and technology available in set-up				

PC8. operate the telehealth equipment safely
and correctly
PC9. diagnose and repair the minor faults in
the telehealth equipment whenever necessary
PC10. troubleshoot the major faults in the
telehealth equipment whenever necessary
PC11. schedule the third party interface for
periodic calibration, repair and maintenance of
telehealth equipment whenever necessary
PC12. plug spills and leakages in equipment
and escalate to appropriate authority if unable
to rectify
PC13. carry out routine cleaning of tools,
machines and equipment
PC14. coordinate with concerned authority for
on-call and on-site technical assistance related
to operations and use of telehealth equipment,
applications and technology
PC15. ensure the telehealth equipment are
calibrated time to time and maintain the
records

	<ul> <li>PC16. use appropriate personal protective clothing, equipment and personnel monitoring devices while handling all possible exposures from telehealth equipment</li> <li>PC17. complete maintenance documentation related to incoming inspection, all corrective action and preventive maintenance and equipment's final disposition</li> <li>PC18. report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment</li> </ul>				
	NOS Total	23	15	10	20
HSS/N5805: Provide	Collect adequate information from patients/ relatives/ referring physician	18		10	20
assistance to	PC1. collect the basic information about the		2	4	
healthcare	patient in the prescribed format as per				
services	organizational policies and procedures related				
provider	to their present ailment and symptoms				

PC2. enter the clinical, medical, family,		3	
gynecological, allergic and treatment history of			
the patient in the prescribed format			
PC3. gather evidences supporting the clinical	-	2	
history of the patient wherever available and			
applicable			
PC4. complete the format by enquiring for	_	2	
information from the patients/ relatives/			
referring physician			
PC5. record the observations obtained from	-	3	
basic general/systematic physical examination			
as per organizational policies and procedures			
PC6. exhibit sensitization while delivering	-	2	
services and obtaining information in terms of			
the patient's language, ethnicity, race, age,			
gender, geographical location, socioeconomic,			
and cultural backgrounds			
PC7. communicate appropriately while	-	2	
interacting with a person with disability			
PC8. obtain the consent forms from the	-	2	
patients as per policies and procedures			

PC9. maintain patient's confidentiality		2		
Support in providing diagnostic and pharmacy	27		10	20
related services				
PC10. identify the diagnostic tests which can	-	3		
be performed in the telehealth set-up and the				
ones which need to be referred				
PC11. assist in performing basic tele-	-	3		
diagnostic tests through remote patient				
monitoring programs as per standard				
operating procedures				
PC12. match the patient's details with the		2		
requisition form to ensure accurate				
identification				
PC13. seek patient's information with	-	2		
reference to the allergies, any previous				
experience of fainting during previous				
injections or blood draws, history of bleeding				
disorder, medications etc.				

PC14. reassure the person and make them	2		
comfortable before beginning the procedure			
for anxious patients			
PC15. provide details of procedure to be	2	-	
performed to the patient and obtain verbal			
consent to proceed			
PC16. maintain supplies and stocks for	3	-	
avoiding shortage of materials before the end			
of the procedure			
PC17. organize all the equipment needed for	2	-	
the procedure and place it within safe and			
easy reach			
PC18. ensure all equipment to be used is	3	-	
clean, sterilized and in working condition			
PC19. prepare the test site of patient using	2	-	
standard procedures for performing tele-			
diagnostic tests			
PC20. maintain safety and hygiene while	2		
performing tele-diagnostic tests			
PC21. record observations as well as test	2		
results in the prescribed format			
	1	1	

PC22. discard all used items in the appropriate	2	
category of waste receptacles/bins		
PC23. perform hand hygiene before and after	2	
performing tele-diagnostic tests		
PC24. provide information to the patients	3	
regarding local diagnostic facilities for the		
diagnostic tests which cannot be performed in		
telehealth set-up		
PC25. follow-through with the	3	
patient/diagnostic center for the referred		
diagnostic tests		
PC26. obtain the report and test result from	3	
patient/diagnostic center		
PC27. provide information to the patients	3	
regarding local pharmacies for ensuring		
medicine availability		
PC28. follow-through with the patient till they	3	
get the prescribed medicine		
PC29. explain prescription dose to the patient	3	

Update and store patient related in	formation 15		10	10
and provide it to the specialty site				
PC30. update all kinds of information	on either	2		
personal or clinical in the patient re	cords			
electronically				
PC31. scan and upload the suppor	ting	2		
evidences like films, videos, photos	5,			
documents, forms and other medic	al records,			
etc. in the patient records				
PC32. ensure the correct registration	on ID is	2		
used while updating the information	ו ו			
PC33. keep patient's record carefu	lly, properly	2		
and confidentially as per policies a	nd			
procedures				
PC34. provide the information to the	e specialty	2		
physician periodically				
Handle emergency situations appro	opriately 18		10	10
			_	
PC35. identify if the emergency situ	lation is	3		
medical or non-medical				

	PC36. coordinate with the local emergency		3		
	service provider as per type of emergency				
	situations				
	PC37. inform to the patient's family about		2		
	emergency situation				
	PC38. respond to the emergency within	•	2		
	emergency response system's average				
	response time				
	PC39. perform basic life support or basic first		5		
	aid in medical emergency situations, as and				
	when required.				
	PC40. assist in handling or operating remote		5		
	patient monitoring programs during emergency				
	situations				
	NOS Total	78	100	40	60
HSS/N5806:	Manage database greation undation and	13	5	5	10
	Manage database creation, updation and	13	5	5	10
Manage	retrieval				
telehealth	PC1. gather all sorts of information necessary	]			
facility	to create the database of patients, incoming				
	calls, equipment, logistics, spare parts,				
telehealth	PC1. gather all sorts of information necessary to create the database of patients, incoming				

<ul> <li>vendors and inventory; etc. into the prescribed format</li> <li>PC2. cross-check if the database is accurate and properly formatted in the layout</li> <li>PC3. update the database periodically</li> <li>PC4. convert the database into MIS reports, statistical reports, etc. as and when required</li> <li>PC5. check if the inventory data software reflects actual inventory levels of spare parts, logistics and equipment</li> <li>Manage accounts and funds at patient site</li> <li>PC6. maintain the records of financial transactions like cash flow, cheques, demand draft, card swapping, direct bank transfer, etc. appropriately and precisely as per organizational policy</li> <li>PC7. generate, receive and store the invoices,</li> </ul>	10	4	4	10
PC7. generate, receive and store the invoices, bills, vouchers, receipts, etc. appropriately PC8. ensure reconciliation of bank statements				
	format PC2. cross-check if the database is accurate and properly formatted in the layout PC3. update the database periodically PC4. convert the database into MIS reports, statistical reports, etc. as and when required PC5. check if the inventory data software reflects actual inventory levels of spare parts, logistics and equipment Manage accounts and funds at patient site PC6. maintain the records of financial transactions like cash flow, cheques, demand draft, card swapping, direct bank transfer, etc. appropriately and precisely as per organizational policy PC7. generate, receive and store the invoices, bills, vouchers, receipts, etc. appropriately	formatPC2. cross-check if the database is accurate and properly formatted in the layoutPC3. update the database periodicallyPC4. convert the database into MIS reports, statistical reports, etc. as and when requiredPC5. check if the inventory data software reflects actual inventory levels of spare parts, logistics and equipmentManage accounts and funds at patient site10PC6. maintain the records of financial transactions like cash flow, cheques, demand draft, card swapping, direct bank transfer, etc. 	formatPC2. cross-check if the database is accurate and properly formatted in the layoutPC3. update the database periodicallyPC4. convert the database into MIS reports, statistical reports, etc. as and when requiredPC5. check if the inventory data software reflects actual inventory levels of spare parts, logistics and equipmentManage accounts and funds at patient site10PC6. maintain the records of financial transactions like cash flow, cheques, demand draft, card swapping, direct bank transfer, etc. appropriately and precisely as per organizational policy10PC7. generate, receive and store the invoices, bills, vouchers, receipts, etc. appropriately PC8. ensure reconciliation of bank statements4	formatPC2. cross-check if the database is accurate and properly formatted in the layoutPC3. update the database periodicallyPC4. convert the database periodicallyPC4. convert the database into MIS reports, statistical reports, etc. as and when requiredPC5. check if the inventory data software reflects actual inventory levels of spare parts, logistics and equipmentManage accounts and funds at patient site104PC6. maintain the records of financial transactions like cash flow, cheques, demand draft, card swapping, direct bank transfer, etc. appropriately and precisely as per organizational policy104PC7. generate, receive and store the invoices, bills, vouchers, receipts, etc. appropriatelyPC8. ensure reconciliation of bank statements4

PC9. check if there is proper and complete				
authorization in each financial transaction				
PC10. ensure proper and secure filing of				
accounts, funds and other related documents				
physically and electronically				
Manage documentation, purchases, inventory	15	5	5	10
and medical records				
PC11. plan the replenishment of the				
equipment, spare parts, logistics as per				
organizational policy and availability of funds				
PC12. ensure documents are in place				
justifying the necessity for logistics, equipment				
and parts in stock and quantity like purchase				
orders, financial transactions and other				
relevant documents/records				
PC13. follow proper condemnation guidelines				
of equipment or logistics which are outdated or				
in non-working condition				
PC14. coordinate with the appropriate and				
listed vendor for the purchases as per				
timelines, quality and financials required.				
			1	I

PC15. review the medical records for
completeness and maintain them as per the
organization protocol
PC16. store current and past medical records
safely and securely as per organizational
policy
PC17. retain all medical records for a time
specified in the organizational policies
PC18. dispose of medical records as per
Standard Operating Procedure (SOPs)
PC19. take written consent of authorized
officer or follow organizational policy for
sharing any patient related information to
others
PC20. ensure that medical records are treated
confidential
PC21. ensure the safety of records with
respect to protection from insects, termites and
exposure to heat, fire, dampness and dust

PC22. arrange documents and records				
properly in shelves in numeric order to				
facilitate easy retrieval when required				
NOS Total	38	14	14	30
Workplace safety and security	10	10		10
Management of Healthcare Waste (Biomedical	9	7		8
and General waste)				
Infection control practices	12	7		8
NOS Total	21	14		16
	340	262	128	266
	properly in shelves in numeric order to facilitate easy retrieval when required NOS Total Workplace safety and security Management of Healthcare Waste (Biomedical and General waste)	properly in shelves in numeric order to facilitate easy retrieval when required38NOS Total38Workplace safety and security10Management of Healthcare Waste (Biomedical and General waste)9Infection control practices12NOS Total21	properly in shelves in numeric order to facilitate easy retrieval when requiredImage: Second	properly in shelves in numeric order to facilitate easy retrieval when requiredImage: Shell and S

## 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

Infra requirement:

- Projector
- White board
- Lights
- PPT
- laptops