

Patient Care Attendant

Aligned to Qualification Pack: HSS/Q5101
General Duty Assistant
NSQF Level 4

Sector Skill Council: Healthcare Sector Skill Council

CURRICULUM / SYLLABUS/

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Course Objective

Sl.No.	Training Outcomes
1.	Individual on the job shall be able to provide patient care and help maintain a suitable environment.
2.	The individual trained as the General Duty Assistant shall be able to provide patient's daily care, patient's comfort, patient's safety and understand usage of protecting devices and demonstrate precautions to be taken while usage of equipments and assistive devices.
3.	The individual shall be able to work in collaboration with Doctors and Nurses and other healthcare providers and deliver the healthcare services as suggested by them.
4.	The individual should be able to demonstrate basic patient care skills, communication Skills, ethical behaviour and should be Empathetic

Course Anatomy

Total duration of the course	350 Hours – approx 5 months
	Theory : 150 hours (applicable for NOS modules)
	Practical : 200 hours (applicable for NOS modules)
Course structure	17 NOS modules
Assessment Criteria	Monthly assessment and final assessment through Healthcare SSC, NSDC.
On the Job Training	2 months
Emphasis	To make the students 1. Learn the skills to perform job role of Patient care Attendant and general Duty Assistant 2. To assist the nurses to serve the patients 3. Learn basics of some of the additional care related and function related non NOS modules required for patient care

Curriculum/Syllabus- Summary

The curriculum (also to be used as Syllabus) has got 22 modules of which 17 modules are based on NOS aligned to the Qualification Pack (QP) HSS/ Q 5101 Level 4. There is one bridge module and four supplementary modules to enable the trainers to meet the course objective.

Module No.	Module Name	Applicable NOS Code	Module Duration (Hours)	Theory (Hours)	Practical (Hours)
1	Bridge Module (Market, Profession & Customer Orientation, course induction)	NA	6	6	0
2	Overview of Anatomy and Physiology	NA	20	14	6
3	Bedside Hygiene and Aid		16	6	10
4	Assist nurse in bathing patient	HSS/ N 5101	16	6	10
5	Assist nurse in grooming the patient and dressing up	HSS/ N 5102, 5103	16	6	10
6	Support individuals to eat and drink	HSS/ N 5104	15	5	10
7	Assist patient in maintaining normal elimination	HSS/ N 5105	8	4	4
8	Transferring patient within the hospital	HSS/ N 5106	12	4	8
9	Transport patient samples, drugs, patient documents etc.	HSS/ N 5114	15	5	10
10	Prevent and control infection	HSS/ N 5108	10	5	5
11	Assist nurse in performing procedures as instructed in the care plan	HSS/ N 5109	30	10	20
12	Assist nurse in observing and reporting change in patient condition	HSS/ N 5110	25	10	15
13	Assist nurse in measuring patient parameters accurately	HSS/ N 5111	30	10	20
14	Respond to patient's call	HSS/ N 5112	6	2	4

15	Clean medical equipment under supervision of nurse	HSS/ N 5113	10	4	6
16	Understand Nutrition and Dietetics need of patients		10	5	5
17	Introduction to Basic First Aid		20	10	10
18	Special care of certain categories of patients -Antenatal mother care -Care of Neonate -Paediatric Health and Assessment		30	10	20
19	Introduction to the ageing, Ageing process and carry out last office and Mortuary Management	HSS/ N 5115	20	14	6
20	Practice Code of conduct while performing duties, Act within the limits of one's competence Authority, Work effectively with others and Manage work to meet requirements	HSS/ N 9603,04,05,	10	4	6
21	Maintain a safe, healthy and secure environment	HSS/ N 9606	10	5	5
22	Follow biomedical waste disposal protocols	HSS/ N 9609	10	5	5
23	Soft skill and Communication		5		5
TOTAL			350	150	200

Syllabus, Learning Outcome and Course Coverage

1) Bridge Module (Market, Profession & Customer Orientation, course induction)

- A. Knowledge of market for the GDA profession
- B. Information on job/career opportunities and prospects
- C. Job Responsibilities of a GDA
- D. Customer/patient expectations and centricity
- E. Induction to the course and course structure

2) Basic Structure and function of Human body - Overview of Anatomy and Physiology

- A. Anatomical definition
- B. Cell structure and function
- C. Skeletal system
- D. Muscular system
- E. Circulatory system/Cardiovascular system
- F. Digestive system
- G. Sensory system
- H. Nervous system
- I. Urinary system
- J. Lymphatic system
- K. Respiratory system
- L. Reproductive System

3) Bedside Hygiene and Aid

- A. Different type of bed making
 - a. Occupied bed making,
 - b. Operation bed making
 - c. Open bed making
 - d. Closed bed making
 - e. Different types of Hospital bed
- B. Fall prevention
 - a. Use of bed railing
 - b. Use of Gait belt
 - c. fasten seatbelt while transferring patient by wheelchair and stretcher .
- C. Maintain the patient privacy and comfort ,encourage patient do as much as possible to promote independence

4) Assist nurse in bathing patient

- A. Identify the type of bath that is best suited as per the guidelines,based on the patient condition and comfort

- B. Check water temperature before patient checks in Follow standard precautions when performing perineal care or when bathing a patient with skin lesion and rashes
- C. Dry patient skin by patting with a towel which decreases friction and prevents skin breakdown
- D. Never leave a patient unattended in bath room
- E. Observe and report unusual findings to the nurse & Offer patient back rub after bathing and at bedtime to stimulate circulation and relieve stress
- F. Apply lotion to dry skin if requested & Clean tub shower chair before and after each use
- G. Check each patients skin after bathing

5) Assist nurse in grooming and dressing the patient

- A. Show patient how they look after the grooming task is finished
- B. Use standard precautions and protocols for shaving and cutting
- C. Give oral care to the patient those can't do by themselves and give special oral care to bedridden, unconscious patient , patient with oral injury
- D. Nail care , Hair care , Care for pediculosis , Denture care
- A. Promote Independence - assisting patients to do work as much as they can for his own grooming
- B. Brushing teeth ownself, Rinsing thoroughly
- E. Perform duties gently to avoid injuries especially during shaving,
- F. Store dentures in cool water with patients name to avoid confusion
- G. Maintain the patient's privacy and encourage patient do as much as possible
- H. Fasten the clothing with elastic fasteners and ensure that the footwear fits correctly

6) Support individuals to eat and drink

- A. A.Ryle' s tube feeding
- B. Helps patient to eat and drink who is vulnerable
- C. Make the patient comfortable and encourage eating as recommended
- D. Check menu card to verify the diet, restrictions, likes and dislikes of the patient
- E. Feeding through spoon according to the dietary prescription of the prescribing physician or dietician
- F. Assist in elimination and oral care prior to feeding. Washing hands and mouth after feeding
- G. Simulation feeding a helpless patient through spoon ,Nasogastric tube,
- H. Measure input and record them during feeding observe and ensure that:
 - Elimination process is completed before feeding

- Oral care and grooming is performed before feeding
- The patient is comfortable when being fed
- Patient is not having symptoms of distress like coughing and regurgitation

7) Assist patient in maintaining normal elimination

- Promptly respond to patients elimination needs
- Assist a mobile patient in moving to the toilet and provide support like giving toilet paper if required or stabilise the commode
- Bedpan giving and removing
- Ensure/Maintain patients privacy at all times during the procedure

8) Transferring patient within the hospital

- Role of PCA while transporting patients
- Transferring patient from Stretcher to bed and Transferring the patient from Bed to Stretcher
- Ambulation / Movement
- Transferring patient to wheelchair from bed and Transferring patient from wheelchair to bed .
- Equipment used for Ambulation
- Safety Measures in Handling equipment
- Use the equipment for transferring the patients correctly to avoid falls or injuries
- Ensure that the correct patient is being moved or wheeled out
- Understand patient's condition and estimate if additional help is required
- Transport the patient without causing trauma or injury
- Use proper body mechanics for transferring the patient
- Focus on safety first and ensure that the patient is comfortable
- Setting up trolleys for shifting patient to OT

9) Transport patient samples, drugs, patient documents and manage changing and transporting laundry/linen on the floor

- Collection of different body fluid from patient (sputum , Stool , urine) and labeling them according to Doctor ' s requisition.
- Send the specimen to Lab by maintaining biohazard labeling in the correct time
- Perform effective hand hygiene and use personal protective equipment in accordance with the local and national policy/procedures
- Ensure linen receptacles that have not been filled or secured & correctly in line with local policy are not collected or transported
- Disinfection, and check that they are in good working order before use, isolating and reporting any that are not

- F. Collect and transport clean linen avoiding cross contamination with used linen and use a trolley or vehicle specifically designated for the delivery of clean linen
- G. Hand over the patient documents and drugs to the concerned person & Ensure that all documents and drugs are handed over carefully

10) Prevent and control infection

- A. Know all procedures required for infection control & Follow standard precautions
- B. Donning off PPE and Doffing off PPE
- C. Hand washing technique
- D. Rules to dispose of biomedical waste and sharps
- E. Personal hygiene & Practice medical asepsis
- F. Infection control procedures and should ensure that-
 - All standard precautions and procedures are followed
 - Protective gears are used while getting in contact with patient
 - Consider all blood, body fluids and excreta contaminated

11) Assist nurse in performing procedures as instructed in the care plan

As instructed in the care plan and understanding of maintaining various records and Documentation

- A. Perform key procedures like inducing enema, prepare patients for being moved to the operation theatre.
- B. Understand the equipment used to perform the procedure
- C. Application of safety devices and restraints
- D. Administration of oral medicine
- E. Assessment of pressure sores and Dressing of pressure sores
- F. Identification of signs and symptoms of dying and Demonstration of body preparation and packing
- G. Assisting in following areas of patient care
 - a. RMO exercise
 - b. Care of splint ,Traction,
 - c. Perineal care
 - d. Tracheostomy care
 - e. Ear drop Instillation and Eye drop Instillation
 - f. Nasal Drop Instillation
 - g. CBG checking
 - h. Insulin administration
 - i. Colostomy care

12) Assist nurse in observing and reporting change in patient condition

- A. Observe colour changes like bluish or yellowish discoloration of the skin
- B. Observe changes in odour or consistency of urine and stools
- C. Communicate the observations in an appropriate language and construct
- D. Differentiate between immediate and routine reporting requirements

13) Assist nurse in measuring patient parameters accurately

- A. Vital signs checking → Bp , Temperature,pulse ,Respiration and Oxygen saturation
- B. Body weight and Height checking
- C. Assist nurse in calibrating the scales and following manufacturer's guidelines

- D. Use different types of scales including manual, digital, standard, chair and bed scales
- E. Ensure that patient is comfortable and positioned correctly
- F. Ensure patient safety to prevent a fall or an injury

14) Respond to patient's call

- A. Promptly respond to call bell & Communicate the medical needs to the nurse station without delay
- B. Courteously and sensitively meet patient needs & Ensure that the patient is at ease or comfortable
- C. Quickly scan the patients surrounding and take appropriate action
- D. Fall risk assessment and Prevention of fall by using various types of fall preventing Equipments

15) Clean medical equipment under supervision of nurse

- A. Identification of different types of Hospital instruments
- B. Handle equipment safely or seek the help of nurse**
- C. Use appropriate protective clothing and equipment when cleaning equipment
- D. Clean and maintain equipment according to manufacturer's instructions, any legal requirements and work setting procedures
- E. Report to appropriate people/nurse about the equipment that are unsuitable for use
- F. Dispose of any waste safely and according to legal requirements and organisation protocol

16) Understand Nutrition and Dietetics need of patients

- A. Health and Dimension of Health - Positive health versus Absence of disease
- B. Malnutrition and Balanced diet
- C. Immunity by Food
- D. Importance of balanced diets
- E. Food as source of Carbohydrates, Proteins, and fat,
- F. Dehydration
- G. Basic idea of Dietary management of nutritional Anaemia, Diabetes Mellitus, Heart Disease
- H. Demonstration and exercise

17) Introduction to Basic First Aid

- A. Knowledge of First Aid
- B. Dressing, Burns, Minors wounds, Bleeding and Injuries Fractures
- C. CPR definition
- D. What is CPR and functions of CPR
- E. Steps of CPR
- F. Basic Life support
- G. Rescue of Child
- H. Choking Treatment
- I. Conversion Disorder

18) Special care of certain categories of patients

- A. Antenatal mother care and Care of Mother during Delivery and care of mother post delivery.
 - a. Demonstration of Antenatal assessment
 - b. FHS checking
 - c. Importance of Breast feeding and breast care

- d. Problemes associated with breast feeding and care
 - e. Care of Engorged Breast ,Care of Inverted nipples ,sore Nipples
 - f. Care of mother with APH and PPH
 - g. Care of mother during labour
 - h. Episiotomy care
- B. Care of Neonate
 - a. Neonatal Assessment after birth
 - b. APGAR Score
 - c. Care of Neonate when receiving Phototherapy
 - d. Care of Neonate while receiving Warmer Therapy
 - e. Napkin changing Intake output maintaining,Napkin weighing .
- C. Paediatric Health and Assessment
 - a. Introduction to pediatric Health
 - b. Disorders and Health problems of a Child
 - c. Hygiene, Nutrition and Immunization of child
 - d. Caring of sick child and Prevention of accidents

19) Introduction to the ageing, Ageing process and carry out last office and Mortuary Management

- A. Definition of Death
- B. Purpose of the Procedure
- C. Signs of Approaching Death
- D. Care of patient Approaching Death Psychological Support
- E. Signs of clinical Death
- F. Procedure for care of Body After Death.
- G. Support carry out last office (death care)
 - a. Removing personal items, unless requested or advised otherwise.
 - b. Appropriate records keeping are made of any personal items left on the body or otherwise.
 - c. Attend to hygiene needs, paying particular attention to hair, nail care and oral hygiene
 - d. Attempt to close the eyes, using a small piece of clinical tape if required
 - e. Attach identification labels/wrist bands according to local guidelines and organisational policy
 - f. Dressing the patient & Place an incontinence pad underneath to contain any soiling
 - g. Place the body in the bag as per instructions, post completing any necessary documentation by nurse/physician or enclose the body in a sheet,securing it with adhesive tape

20) Practice Code of conduct while performing duties, Act within the limits of one's competence Authority, Work effectively with others and Manage work to meet requirements

- A. Know one's job role and job responsibility & Recognize the job role and responsibilities of co workers
- B. Work in accordance with legislation, protocols and guidelines & Working with other people to meet requirements
- C. Sharing information with others to enable efficient delivery of work & Communicating with other team members and people internal or external to the organisation
- D. Establish ,Plan, organise work and manage requirements

- E. Ensure accomplishment of the requirements Develop oneself further in the organisation
- F. Recognizing the guidelines and protocols relevant to the field and practice, Following the code of conduct as described by the healthcare provider & Demonstrating best practices while on the field

21) Maintain a safe, healthy and secure environment

- A. Complying the health, safety and security requirements and procedures for Workplace
- B. Handling any hazardous situation with safely, competently and within the limits of authority & Reporting any hazardous situation to ensure a safe, healthy, secure working environment.
- C. Discuss about Fire safety and its implementation in emergency site .Also discuss various kind of extinguisher, its operation and application

22) Follow biomedical waste disposal protocols

- A. Classification of the Waste Generated, Segregation of Biomedical Waste & Proper collection and storage of Waste and to learn about disposal of bio-medical waste –colour coding, types of containers, transportation of waste, etc.
- B. Discuss what is BIOMEDICAL WASTE ,its effects on us/environment and improper disposal of BMD leads to what kind of HAZARDS?