

Nursing Supervisor

CURRICULUM/SYLLABUS

NSDC Course Code: 14162

This program is aimed at training candidates for the job of a “**Nursing Supervisor**”, in the “**Health Care Sector Skill Council**” Sector/Industry and aims at building the following key competencies amongst the learner:

1. Describe the organization of healthcare facilities and the roles of the interdisciplinary healthcare team.	2. Identify the responsibility of the registered nurse, licensed practical nurse and nursing assistant in a variety of settings.
3. Apply nursing assistant theoretical knowledge in providing basic healthcare services.	4. Perform essential nursing assistant clinical skills.
5. Use accurate and appropriate communication with members of the healthcare team.	6. Employ ethical and moral behaviours, and the characteristics of honesty, responsibility and caring in the provision of patient/resident care.
7. Carry out and follow up on patient/resident care tasks as delegated by the nurse.	8. Providing Nursing Assistance and Patient's Care.
9. Brief knowledge of Medical Surgical Nursing including various types of nursing in different fields	10. Detailed knowledge of Administration, Management & Supervision related to Nursing Services.

This course encompasses 23 out of 23 National Occupational Standards (NOS) of “**HSS/Q5101/General Duty Assistant**” Qualification Pack issued by “Health Care Sector Skill Council”.

S. No	Topic/Module	Duration (in Hours)	Key Learning Outcomes	Corresponding NOS Code
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1	Assistance in Nursing activities and Patients Care	100 Hrs	<ul style="list-style-type: none"> Assist nurse in bathing patient. Assist nurse in grooming the patient. Assist patient in dressing-up. Support individuals to eat and drink. Assist patient in maintaining normal elimination Transferring patient within the hospital. Communicating appropriately with the co-workers. Prevent and Control infection. Assist nurse in performing procedures as instructed in the care plan. Assist nurse in observing and reporting change in patient condition. Assist nurse in measuring patient parameters accurately. Respond to patient's call. Clean medical equipment under supervision of nurse. Transport patient samples, drugs, patient documents and manage changing and transport laundry/linen on the floor. Carry out last office (death care). 	<p>HSS / N 5101 HSS / N 5102 HSS / N 5103 HSS / N 5104 HSS / N 5105 HSS / N 5106 HSS / N 5107 HSS / N 5108 HSS / N 5109 HSS / N 5110 HSS / N 5111 HSS / N 5112 HSS / N 5113 HSS / N 5114 HSS / N 5115</p>
2	Professional Culture, Protocols, Code of Conduct and Waste disposal standards	80 Hrs	<ul style="list-style-type: none"> Act within the limits of one's competence and authority Work effectively with others Manage work to meet requirements Maintain a safe, healthy and secure environment Practice Code of conduct while performing duties Follow biomedical waste disposal protocols Follow infection control policies and procedures Monitor and Assure Quality 	<p>HSS/ N 9603 HSS/ N 9604 HSS/ N 9605 HSS/ N 9606 HSS/ N 9607 HSS/ N 9609 HSS/ N 9610 HSS/ N 9611</p>
3	Communicative English and Official Communication (Written and Oral)	20 Hrs	<ul style="list-style-type: none"> Candidate should able to Communicate in English. Candidate should able to read and write so that he/she should able to understand the prescription. 	Additional as Required for the Job Role
4	Computer Fundamentals	20 Hrs	<ul style="list-style-type: none"> Candidate should able to use computer for maintaining records for statistical database Candidate should able to use computer for maintaining records for medical store. 	Additional as Required for the Job Role

5	Fundamentals of Nursing	10 Hrs	<ul style="list-style-type: none"> • Definition of Nursing, Principles of Nursing, Development of Nursing, Etiquettes of nursing profession, Ethics of nursing, duties and responsibilities of nurse, Qualities of a Nurse, the Nurse and Legislation • Introduction of Nursing – A general view, origin of nursing, goals and scope of nursing, interpersonal relationships, Basic nursing principles, nursing procedures and nursing techniques, important factors of a procedure, needed steps or stages of a procedure • Hospital – Functions of hospital, types of hospital, hospital Housekeeping, Principles of housekeeping, care of clothes, pillows, mattress, care of furniture, care of sanitary units, place of patient in the hospital, environmental hygiene, personal hygiene – oral hygiene, skin care, hair bath, body bath, care of eye and perenial care, Micro organisms and disease transmission, Importance of cleanliness and cleaning agents • Basic Nursing care needs of the patient – Psychological, social & Spiritual needs, Physical comfort, Hygienic needs, Nutritional needs, elimination needs, observation, medication needs, giving and taking of bed pan, giving and removing urinal, constipation, causes of constipation 	Additional as Required for the Job Role
6	Pharmacology & Microbiology	10 Hrs	<p>PHARMACOLOGY:</p> <ul style="list-style-type: none"> • Definition, Drugs, pharmacy, routes of administration, various types of drugs, its advantages and disadvantages • Dose-definition, Minimum dose, maximum dose – over dose, oral administration, purpose of administration, methods of administration, calculating dosage, domestic measurement, metric system, and table measure • Injection – definition, purpose of injection, common dangers of injection, different routes, infusion <p>MICROBIOLOGY:</p> <ul style="list-style-type: none"> • Infection, sterilization – disinfection • Methods of transmission of diseases • Immunity – types • Bacteria – Common bacteria • Viruses – small pox virus, chicken pox virus, measles, polio, aids viruses 	Additional as Required for the Job Role
7	Anatomy and Physiology, Sociology, Psychology and First Aid	10 Hrs	<p>ANATOMY:</p> <ul style="list-style-type: none"> • General Anatomy of Human Body • Systems of Body • Functions of Each System • Diseases caused to each system 	Additional as Required for the Job Role

			<ul style="list-style-type: none"> Care of each system <p>PHYSIOLOGY:</p> <ul style="list-style-type: none"> Human Body Function of each organ Disorders of Organ <p>SOCIOLOGY:</p> <ul style="list-style-type: none"> Definition of Sociology and Social problems How illness affect society Role of Society in preventing epidermis diseases <p>PSYCHOLOGY:</p> <ul style="list-style-type: none"> Definition Psychology of sick person Need for psychological support to sick person Mental adjustment of individuals Care of mentally retarded & insane persons <p>FIRST AID:</p> <ul style="list-style-type: none"> Definition, first aider – definition, duties and responsibilities Artificial respiration Electric shocks, Burns, Scalds, shock Control of Bleeding and unconsciousness Bleeding from Nose & Ear, Epileptic Fits Fractures & Injuries, Dislocation and High Fever Something get struck in the throat Drowning, insect bite, snake bite, Dog Bite, Food Poisoning, Chemical Poisoning 	
8	Nursing, Social and Preventive medicine	5 Hrs	<ul style="list-style-type: none"> Artificial needling - nasal gastric gavage, gastrostomy and enter ostomy feeding, rectal feeding, I.V.infusions Blood-blood transfusion Irrigations and instillations-eye irrigation, ear irrigation, vaginal irrigation, rectal irrigation, gastric lavage, rectal examination, lumbar puncture Theatre technique - surgeons room, nurse room, instruments room, general instrument, pre and post operative care, general nursing care, incision and drainage, wound suturing, suturing materials, clips Anaesthesia - general anaesthesia, signs and stages of anaesthesia, classification of general anaesthesia, intravenous anaesthesia, local anaesthesia, spinal anaesthesia 	Additional as Required for the Job Role

			<ul style="list-style-type: none"> Pre-operative care, post-operative care reports and records 	
9	Introduction to Medical Surgical Nursing	5 Hrs	<ul style="list-style-type: none"> Internal defences against invasion by pathogens, inflammatory response, Antigen antibody response, the healing process, Principles basic to invasion by pathogens, Management of patient with inflammation Internal defences against foreign bodies Allergy, anaphylactic shock, transfusion Reaction of tissue, antisepsis and sepsis Special problems influencing the care of patient in general, Fluid electrolyte and temperature balance, Care of the incontinent patient, Unconscious patient, Patient with acute illness, Patient with pain, Patient with chronic illness, Aged patient, Patient undergoing surgery 	Additional as Required for the Job Role
10	Medical Surgical Nursing	20 Hrs	<ul style="list-style-type: none"> Medical and surgical nursing management of patient with <ul style="list-style-type: none"> Circulatory disorders: CAD, Angina, MI, RHD, peripheral arterial disease, hypertension, arrhythmias, anemias, leukemias, immunological problems Digestive disorders, liver and biliary disorders Respiratory disorders: investigations, COPD, pneumonia, lung abscess Renal disorders: ARF, CRF, infections of urinary tract, 5ephritic syndrome Poisoning and its management Orthopaedic nursing <ul style="list-style-type: none"> Principles of Orthopaedic treatment Fractures and dislocation of upper and lower limbs Diseases of bones, joints, muscles and bursae, bone TB Orthopaedic surgery and nursing care, Replacement of hip & knee joint Ophthalmic nursing <ul style="list-style-type: none"> Review of the anatomy and physiology of eye Common eye conditions, styes, conjunctivitis Squints, corneal ulcers, Glaucoma, Trachoma, cataract Retinal detachment, ophthalmic emergencies ENT (Ear, Nose, and Throat) Nursing <ul style="list-style-type: none"> Review of the anatomy and physiology of ear, nose and throat, common ear diseases or conditions. Common nursing procedures done in ENT Boils in the external meatus, Otitis media, mastoiditis and otosclerosis. Common investigations done in ENT Common conditions of the nose Sinusitis, Rhinitis, Epistaxis, Nasal obstruction and noidectomy, Meniere's disease Common condition of the throat Acute pharyngitis, acute follicular tonsillitis, 	Additional as Required for the Job Role

			<p>Peritonsillar abscess, laryngitis. Management of patient with laryngectomy and tracheostomy</p> <ul style="list-style-type: none"> • Skin and communicable diseases <ul style="list-style-type: none"> - Diseases of skin-insect infestation, fungal infection, viral diseases, scabies, immunological problems, malaria, cholera, small pox, chicken pox, V. D., principles of communicable diseases control – planning, control measures and immunization, HIV/AIDS, Plague, Tuberculosis • Gynae nursing <ul style="list-style-type: none"> - Gynaecological examination of patient Disturbance of menstruation, abortions Diseases of external genitalia and vagina Diseases of uterus, ovaries, fallopian tubes and broad ligament 	
11	Principles Of Nursing Services Administration And Supervision	20 Hrs	<ul style="list-style-type: none"> • Introduction <ul style="list-style-type: none"> - Significance of administration - Systems of administration - Functions and Objectives - Policies and programmes. - Planning and decision making process • Organizational structure <ul style="list-style-type: none"> - Formal and informal organization - The chief executive Line and staff relationship - Departmental organization - Conflict management in organization • Personnel administration <ul style="list-style-type: none"> - Classification - Recruitment - Promotion - Training - Condition of Service - Morale and discipline - Staff association - Performance appraisal - Discipline and disciplinary procedure • Finance <ul style="list-style-type: none"> - The role of budget and budgetary authority in governmental organization - Features of budget - Audits 	

			<ul style="list-style-type: none"> • Elementary principles of accountancy <ul style="list-style-type: none"> - Drawing of cheque, fixed deposits, saving banks account, current account, and bank drafts. Maintenance of public money, cash book, and contingent bills, non-governmental accounts Stores keeping and store accounting. Procedure for purchases of government goods, storage, taking stock, loan etc. • Management <ul style="list-style-type: none"> - Executive direction and leadership - Public Relations • <u>Supervision</u>: Philosophy of supervision, Ethics, aims and objectives, principles involved. Definition of terminology, personnel administration, team work, team spirit • <u>Job Description</u>: What it contains/its uses and purposes, Job description of area supervisor in hospital and community setting, Practice making job descriptions • <u>Supervisory Management</u>: management and leadership relations attitudes and patterns Bureaucratic, autocratic, Idiocratic (Diplomatic) and democratic leadership • <u>Tools of supervision</u>: Techniques and skills involved in observations Interviewing, individual and group conferences, Record and record keeping Communication skills, oral and written reports, Performance rating and rating scales Problem solving technique • <u>Responsibilities of supervisor</u>: Work assignment and hours, House keeping, Handling of complaints and grievances, Maintenance of discipline Staff education, evaluating the supervisory programmes. 	
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On Job Training: 150 Hours

Total Programme Duration: **450 Hours (300 Hrs Theory & 150 Hrs OJT)**

(This syllabus/ curriculum have been approved by Health Care Sector Skill Council (name of relevant Sector Skill Council or NSDC designated authority).