

# Curriculum

## WARD BOY

**SECTOR :** Healthcare  
**SUB-SECTOR :** Frontline Health Worker  
**OCCUPATION :** Ward Boy  
**REF ID :** HSS/Q 8601

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# WARD BOY

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Ward Boy”, in the “Healthcare” Sector/Industry and aims at building the following key competencies amongst the learner.

<b>Program Name</b>	<b>Ward Boy</b>		
<b>Qualification Pack Name &amp; Reference ID</b>	<b>Frontline Health Worker - HSS/ Q 8601, Course Code - 14168</b>		
<b>Version No.</b>	<b>LUVEE/HSS/WB/01</b>	<b>Version Update Date</b>	<b>30-07-2018</b>
<b>Pre-requisites to Training</b>	Must have at least passed Class VIII and should be functionally literate. This may be relaxed only if no suitable person with this qualification is available.		
<b>Training Outcomes</b>	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• Provide Support to the Allied Health Workers, Act as Health Counsellors to Local Communities and provide healthcare services.</li> <li>• Assist &amp; Support in Ward management, Clinical and Non-clinical Services, Nursing Services etc.</li> <li>• Have knowledge about their job profile and how they are different from other community health workers.</li> <li>• Assist the village health, sanitation and nutrition committee in various issues pertaining to village health and environment.</li> <li>• Provide effective healthcare advice on issues like STDs, STI/RTI, HIV/AIDS and other infectious diseases.</li> <li>• Provide antenatal/ intra-natal/ post-natal care in addition to new born care and child health.</li> <li>• Address issues related to adolescent health, nutrition and personal hygiene.</li> <li>• Assist other health care workers working in the community.</li> <li>• Provide information about the indigenous forms of medicine.</li> </ul>		

This course encompasses 26 out of 26 National Occupational Standards (NOS) of “Frontline Health Worker” Qualification Pack issued by “Healthcare Sector Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<b>Introduction to community health and public health</b>  <b>Theory Duration</b> (hh:mm) 04:00 hrs <b>Practical Duration</b> (hh:mm) 04:00 hrs  <b>Corresponding NOS Code</b> Introduction	<ul style="list-style-type: none"> <li>Definition, concepts, background and scope of Community health.</li> <li>Definition, concepts, background and scope of public Health.</li> <li>Explain the public health communication and its importance.</li> <li>Describe the audience centered philosophy.</li> </ul>	Visit to Healthcare Facility
2	<b>National Rural Health Mission</b>  <b>Theory Duration</b> (hh:mm) 04:00 hrs <b>Practical Duration</b> (hh:mm) 04:00 hrs  <b>Corresponding NOS Code</b> Introduction	<ul style="list-style-type: none"> <li>Explain the concept of NRHM</li> <li>Identify the objectives of NRHM</li> <li>Basic understanding of Healthcare</li> <li>Service Providers/Facilities (primary, secondary &amp; tertiary)</li> <li>Discuss the concept of ASHA</li> </ul>	e - modules, visit to a PHC
3	<b>Roles and Responsibilities of frontline health worker</b>  <b>Theory Duration</b> (hh:mm) 04:00 hrs <b>Practical Duration</b> (hh:mm) 04:00 hrs  <b>Corresponding NOS Code</b> HSS/N 8611, HSS/N 8614, HSS/N 8615, HSS/N 8616, HSS/N 8617, HSS/N 8618	<ul style="list-style-type: none"> <li>Elicit the role of FHW as a health-activist</li> <li>Exhibit the values being FHW</li> <li>Perform the key activities of FHW like home visits, attending VHND, visits to healthcare facility, holding VHSNC meetings, maintain records, etc.</li> <li>Understand the local community &amp; develop relations for their upliftment</li> <li>Understanding the human rights and the fundamental rights.</li> <li>Preserve women's right to health</li> <li>Explain the range of duties performed by a FHW in following areas:               <ul style="list-style-type: none"> <li>Maternal care</li> <li>Newborn care</li> <li>Child care</li> <li>Nutrition</li> <li>Controlling of infections</li> <li>Social mobilization</li> </ul> </li> <li>Exhibit and understand your role as FHW in following tasks:</li> </ul>	e - modules, books, training materials, meeting with an ASHA and other health workers, tools to various communication methods

		<ul style="list-style-type: none"> <li>To develop the village health plan</li> <li>To communicate health behavior changes with the help of various communication methods like BCC/IEC</li> <li>Explain the role of the other community health workers to include; Anganwadi worker, Village dai, ANM, Traditional birth attendant, Male swasthya karmi, &amp; other healers.</li> <li>To counsel the community regarding various health related programmes and issues.</li> <li>To illustrate the proper referral and escorting patient to the medical facility.</li> <li>To provide primary medical care to the local community</li> <li>To act as depot holders for Outline the activities of FHW especially in:</li> <li>To maintain records &amp; registration.</li> <li>Explain the general standards relating to FHW</li> <li>Explain the professional standards relating to FHW</li> <li>Explain the additional skills that a FHW could do with experience</li> </ul>	
5	<p><b>VHSNC</b></p> <p><b>Theory Duration</b> (hh:mm) 04:00 hrs</p> <p><b>Practical Duration</b> (hh:mm) 04:00 hrs</p> <p><b>Corresponding NOS Code</b> HSS/N 8601</p>	<ul style="list-style-type: none"> <li>Discuss the roles and responsibilities of Village Health, Sanitation and Nutrition Committee (VHSNC)</li> <li>Support VHSNC in organizing their meetings &amp; achieving their objectives.</li> <li>Illustrate the concept of Village Health and Nutrition Day</li> </ul>	E-modules, Attending VHSNC meetings
6	<p><b>Total Sanitation Program</b></p> <p><b>Theory Duration</b> (hh:mm) 04:00 hrs</p> <p><b>Practical Duration</b> (hh:mm) 04:00 hrs</p> <p><b>Corresponding NOS Code</b> HSS/N 8613</p>	<ul style="list-style-type: none"> <li>Outline the concept of Total Sanitation Program</li> <li>Describe the strategy of Total Sanitation Program</li> <li>Discuss the aims of TSP.</li> <li>Interpret the implementation process of the TSP including formation of toilets at home.</li> </ul>	E-modules, Field visits
7	<p><b>Family Planning, RTI/STI, and HIV/AIDS and ARSH</b></p>	<ul style="list-style-type: none"> <li>Discuss the concept of family planning.</li> <li>Explain elaborately the various methods of family planning including</li> </ul>	Various Contraceptive devices, e-

	<p><b>Theory Duration</b> (hh:mm) 04:00 hrs</p> <p><b>Practical Duration</b> (hh:mm) 04:00 hrs</p> <p><b>Corresponding NOS Code</b> HSS/N 8602</p>	<p>temporary and permanent methods.</p> <ul style="list-style-type: none"> <li>Describe the merits of adopting family planning.</li> <li>Elicit the various Reproductive Tract Infections and Sexually Transmitted Infections frequently seen in men and Women.</li> <li>Conceptualize various preventive methods of various RTIs/STIs.</li> <li>Perform the roles and responsibilities of FHW in taking care of the STIs/RTIs.</li> <li>Describe HIV/ AIDS in detail.</li> <li>Illustrate the basic difference between HIV and AIDS.</li> <li>Understand the various modes of transmission of the HIV infection.</li> <li>Discuss the various ways by which HIV infection is not transmitted.</li> <li>Perform the roles and responsibilities of an FHW related to prevention of HIV/ AIDS.</li> </ul>	<p>modules, charts/models, role plays</p>
8	<p><b>Care during Adolescence</b></p> <p><b>Theory Duration</b> (hh:mm) 04:00 hrs</p> <p><b>Practical Duration</b> (hh:mm) 04:00 hrs</p> <p><b>Corresponding NOS Code</b> HSS/N 8603</p>	<ul style="list-style-type: none"> <li>Discuss the period of adolescence and changes occurring in males and females.</li> <li>Explain the phenomenon of menstruation and how to maintain personal hygiene during it.</li> <li>Explain the major issues faced by males in adolescence and how to curb them.</li> <li>Counsel community about Pre-Menstrual Syndrome (PMS)</li> <li>Detail School Health Program.</li> <li>Discuss the various components of school health program.</li> <li>Perform the roles and responsibilities of FHW in implementation of school health program.</li> </ul>	<p>e-modules, charts/models, role plays, field visits</p>
9	<p><b>Pregnancy care, intra-natal care and newborn care</b></p> <p><b>Theory Duration</b> (hh:mm) 04:00 hrs</p> <p><b>Practical Duration</b> (hh:mm) 04:00 hrs</p> <p><b>Corresponding NOS Code</b></p>	<ul style="list-style-type: none"> <li>Develop knowledge about prenatal advice on diet, personal hygiene, drugs, safeguarding from radiation (x-ray), warning signs, mental preparation, and family planning.</li> <li>Identify needs and care in the pregnancy period.</li> <li>Illustrate various methods of home care during pregnancy.</li> <li>Comprehend &amp; Motivate community for the Antenatal visits- 1st visit at 20 weeks or as soon as the pregnancy is</li> </ul>	<p>e-modules, charts/models, role plays, field visits, Iron- folic acid tablets, weighing machine, BP apparatus, various sample drugs, various sample vaccines like TT.</p>

	HSS/N 8605, HSS/N 8606, HSS/N 8607	<p>known, 2nd visit at 32 weeks, 3rd visit at 36 weeks - physical examination, laboratory examinations, ultrasound, iron and folic acid supplementation, immunization against tetanus, etc.</p> <ul style="list-style-type: none"> <li>Assess various health issues during pregnancy like anemia, malaria, gestational diabetes, etc.</li> <li>Identify the problems and danger signs during the pre-natal, ante-natal, intra-natal and post-natal period and escort for appropriate &amp; timely referral.</li> <li>Recognize the roles &amp; responsibilities of an FHW in taking care of a woman in pre-natal, ante-natal, intra-natal and post-natal period.</li> <li>Motivate the community for the institutional births</li> <li>Employ the principles of newborn care.</li> <li>Explain the neonatal examination and identify the criteria for high- risk babies.</li> <li>Describe the various methods of newborn care like skin to skin contact, maintaining cleanliness and hygiene, while referring the newborn to a health facility and process of effectively weighing the baby.</li> </ul>	
10	<p><b>Infertility Management</b></p> <p><b>Theory Duration</b> (hh:mm) 04:00 hrs</p> <p><b>Practical Duration</b> (hh:mm) 04:00 hrs</p> <p><b>Corresponding NOS Code</b> HSS/N 8608</p>	<ul style="list-style-type: none"> <li>Describe the concept of fertility and infertility.</li> <li>Comprehend the various causes of infertility.</li> <li>Describe the ways to manage the issues of infertility in both the males and females.</li> <li>Outline various infertility treatments and procedures available like: <ul style="list-style-type: none"> <li>Timed intercourse</li> <li>Intra- uterine insemination</li> <li>In- vitro fertilization</li> </ul> </li> <li>Recognize the roles and responsibilities of FHW while identifying and handling cases of infertility in both the males and females.</li> <li>Motivate the community for infertility screening, infertility treatment and adoption in case of untreatable cases.</li> </ul>	e-modules, charts/models, role plays, field visits to fertility clinics
11	<p><b>Unsafe Abortions and Medical Termination of Pregnancy</b></p>	<ul style="list-style-type: none"> <li>Comprehend the concept of unsafe abortions.</li> <li>Discuss the ill-effects of unsafe</li> </ul>	e-modules, field visit to a family welfare centre or primary health

	<p><b>Theory Duration</b> (hh:mm) 04:00 hrs</p> <p><b>Practical Duration</b> (hh:mm) 04:00 hrs</p> <p><b>Corresponding NOS Code</b> HSS/N 8608</p>	<p>abortions.</p> <ul style="list-style-type: none"> <li>Explain care during post- abortion period.</li> <li>Discuss the concept of Medical Termination of Pregnancy.</li> <li>Recognize the functions of an FHW while handling patients who underwent MTP.</li> <li>Discourage sex determination and female feticide.</li> </ul>	<p>centre, abortifacient medicines.</p>
12	<p><b>Immunization, Diarrhea and Acute Respiratory Infection</b></p> <p><b>Theory Duration</b> (hh:mm) 04:00 hrs</p> <p><b>Practical Duration</b> (hh:mm) 04:00 hrs</p> <p><b>Corresponding NOS Code</b> HSS/N 8607</p>	<ul style="list-style-type: none"> <li>Explain the importance of immunization.</li> <li>Decipher a standard national immunization schedule for children and pregnant women.</li> <li>Operationalize &amp; promote universal immunization program as an FHW.</li> <li>Determine the methods of prevention and early diagnosis, treatment and detection of complications for diseases like diarrhea, acute respiratory infections and fever etc.</li> <li>Underline the nutritional practices in infants and young child.</li> <li>Describe the standard practices of breastfeeding and weaning.</li> <li>Prevent, identify and encourage early treatment of malnutrition.</li> <li>Recognize the role and responsibilities of FHW in taking care of nutrition in children.</li> </ul>	<p>Various sample vaccines, ice bags for storage, refrigerators, e-modules, posters.</p>
13	<p><b>Maternal Health, Newborn Health and Young Children Health</b></p> <p><b>Theory Duration</b> (hh:mm) 04:00 hrs</p> <p><b>Practical Duration</b> (hh:mm) 04:00 hrs</p> <p><b>Corresponding NOS Code</b> HSS/N 8604, HSS/N 8607</p>	<ul style="list-style-type: none"> <li>Develop the knowledge of diagnosing pregnancy using Nischay kit.</li> <li>Determine the Last Menstrual Period (LMP) and Expected Date of Delivery (EDD).</li> <li>Understand group or individual instruction on nutrition, family planning, self-care, delivery and parenthood.</li> <li>Provide appropriate care for anaemia.</li> <li>Describe care of vulnerable mothers like cases of pre- eclampsia, obesity, or any other disease.</li> <li>Develop plans for birth preparedness.</li> <li>Explain key points which need to be taken care of during delivery.</li> <li>Discuss care of the mother in the postnatal period pertaining to psychological make-up.</li> <li>Explain about the prevention of complications in the post-natal period.</li> </ul>	<p>e-modules, home-visits, sample of various emergency drugs, demonstrative videos, charts for health talks, Nischay Kit</p>



		<ul style="list-style-type: none"> <li>Discuss basic health education to the mother and the family like personal hygiene and environmental hygiene, pregnancy spacing, birth registration.</li> <li>Explain the practice of effective breastfeeding &amp; ensure adequacy of breastfeeding.</li> <li>Follow-up with pregnant women.</li> <li>Understand obstetric emergencies and enable appropriate referral for emergencies.</li> <li>Update Maternal Health Cards with support from the ANM.</li> <li>Explain the management of various neonatal health hazards like asphyxia, neonatal sepsis, iodine deficiency.</li> <li>Promote health behaviour in the children under- 5.</li> <li>Ensure prompt vaccination till 10 years age.</li> <li>Describe effective toilet training.</li> <li>Ensure education at school.</li> <li>Encourage parents to send their children to schools.</li> </ul>	
14	<p><b>National Health Programs</b></p> <p><b>Theory Duration</b> (hh:mm) 04:00 hrs</p> <p><b>Practical Duration</b> (hh:mm) 04:00 hrs</p> <p><b>Corresponding NOS Code</b> HSS/N 8609, HSS/N 8620</p>	<ul style="list-style-type: none"> <li>Explain various National Health Programs against the pervasive deadly diseases like RNTCP, National Anti-Malaria Program, National AIDS Control Program, National Program for Control of Blindness, National Mental Health Program, National program for Prevention and Control of Diabetes, Cardiovascular Diseases and Stroke, various National Vector Borne Disease Control Programs, etc.</li> <li>Educate the community on how to prevent these diseases.</li> <li>Motivate community for early diagnosis, early treatment and identification of complications for various diseases covered under National Health Programmes.</li> <li>Follow up during &amp; after treatment like DOTS, etc.</li> <li>Recognize the roles and responsibilities of FHW in implementation of national health programs.</li> <li>Monitor &amp; Report the incidence and prevalence of disease outbreaks.</li> </ul>	e-modules, field visit to a DOTS center, Samples of Various medicines or kits used in national health programmes like DOTS, Snellen's Chart, insulin kit, etc.

15	<b>Management of Minor Ailments and Minor Injuries</b>  <b>Theory Duration</b> (hh:mm) 04:00 hrs <b>Practical Duration</b> (hh:mm) 04:00 hrs  <b>Corresponding NOS Code</b> HSS/N 8610	<ul style="list-style-type: none"> <li>Explain the principle of primary care and its components.</li> <li>Discuss various minor illnesses and their management.</li> <li>Describe various viral illnesses and their management.</li> <li>Describe various ways by which injuries can occur.</li> <li>Explain how injuries can be prevented.</li> <li>Outline the first aid management of the minor injuries.</li> <li>Explain basic care and treatment for wounds, bites, burns.</li> <li>Describe the importance and maintenance of Home Medicine Box.</li> </ul>	Sample medicines, e-modules, demonstration for effective first aid practices, first aid box.
16	<b>Primary Care with AYUSH</b>  <b>Theory Duration</b> (hh:mm) 04:00 hrs <b>Practical Duration</b> (hh:mm) 04:00 hrs  <b>Corresponding NOS Code</b> HSS/N 8612	<ul style="list-style-type: none"> <li>Describe the concept of AYUSH.</li> <li>Understand the objective of AYUSH medicine.</li> <li>Discuss the various curative aspect and remedies in AYUSH.</li> <li>Explain the importance of Yoga in augmenting health.</li> </ul>	e-modules, meeting with AYUSH practitioners, Samples of various medicines for minor ailments.
17	<b>Introduction to Records and Registration</b>  <b>Theory Duration</b> (hh:mm) 04:00 hrs <b>Practical Duration</b> (hh:mm) 04:00 hrs  <b>Corresponding NOS Code</b> HSS/N 8619	<ul style="list-style-type: none"> <li>Explain various types of records used in the community.</li> <li>Assess the importance of maintaining records.</li> <li>Explain various types of registers used in the community like Birth registers, Death registers, Marriage registers, Epidemic registers, etc.</li> <li>Assess the importance of maintaining registers.</li> <li>Register all the new cases whether of any disease outbreak, ante- natal check-ups, immunization of the pregnant women, immunization and vaccination of children, new-borns.</li> <li>Practice records maintenance.</li> </ul>	Various types of records and registers available in the community, e-modules, demonstration for maintenance of community registers.
18	<b>Collate and Communicate Health Information</b>  <b>Theory Duration</b> (hh:mm) 04:00 hrs	<ul style="list-style-type: none"> <li>Comprehend the importance of coordinating among fellow health care professionals in decreasing the time, energy and material of execution of services.</li> <li>Interpolate about networking with the various health workers present in the</li> </ul>	Internet use for learning and adopting best practices.

	<b>Practical Duration</b> (hh:mm) 04:00 hrs  <b>Corresponding NOS Code</b> HSS/N 9601	village. <ul style="list-style-type: none"> <li>Explain the process of effective reporting to the concerned person in order to avoid duplication of data, omission of data.</li> <li>Determine the concept of health communication.</li> <li>Discuss various issues in health communication.</li> <li>Discuss the opportunities in the domain of health communication.</li> </ul>	
19	<b>Medicines and Supplies</b>  <b>Theory Duration</b> (hh:mm) 04:00 hrs <b>Practical Duration</b> (hh:mm) 04:00 hrs  <b>Corresponding NOS Code</b> HSS/N 9602	<ul style="list-style-type: none"> <li>Identify the medicines and supplies available with FHW.</li> <li>Dispense the medication in the community according to schedule and requirement.</li> </ul>	Various basic medicines. Community bags, charts and posters, home visits for demonstration
20	<b>Act within the limits of competence and authority</b>  <b>Theory Duration</b> (hh:mm) 04:00 hrs <b>Practical Duration</b> (hh:mm) 04:00 hrs  <b>Corresponding NOS Code</b> HSS/N 9603	<ul style="list-style-type: none"> <li>Understand the meaning of relations and types of relationship.</li> <li>To understand effective working relationships with the people external to the team, with which the individual works on a regular basis.</li> <li>To understand the effect of boundary violation in technician client relationships</li> <li>Follow workplace protocol.</li> </ul>	Internet use for learning and adopting best practices
21	<b>Personnel Hygiene</b>  <b>Theory Duration</b> (hh:mm) 04:00 hrs <b>Practical Duration</b> (hh:mm) 04:00 hrs  <b>Corresponding NOS Code</b> HSS/N 9606	<ul style="list-style-type: none"> <li>To develop understanding of the concept of healthy living.</li> <li>To develop understanding &amp; procedures of hand hygiene.</li> <li>To develop a mind-set about environmental hygiene and safe sanitary practices, constructing home toilets, proper disposal of domestic wastes.</li> <li>To develop techniques of grooming.</li> <li>To ensure vaccination against common Infectious Diseases.</li> </ul>	Self-learning and understanding Mannequin, chart and poster demonstration for easy learning and understanding, various PPEs.
22	<b>Emergency Medical Response</b>	<ul style="list-style-type: none"> <li>Describe the concept of basic life support and emergency medical</li> </ul>	Emergency kits, mannequins, defibrillator,

	<b>Theory Duration</b> (hh:mm) 04:00 hrs <b>Practical Duration</b> (hh:mm) 04:00 hrs <b>Corresponding NOS Code</b> HSS/N 9606	response. <ul style="list-style-type: none"> <li>Discuss the steps of carrying out CPR on an adult.</li> <li>Explain CPR using defibrillator.</li> <li>Explain the management of convulsion.</li> <li>Explain needle stick injuries and their prevention.</li> </ul>	AED's.
23	<b>Biomedical Waste Management</b> <b>Theory Duration</b> (hh:mm) 04:00 hrs <b>Practical Duration</b> (hh:mm) 04:00 hrs <b>Corresponding NOS Code</b> HSS/N 9609	<ul style="list-style-type: none"> <li>To gain understanding of importance of proper and safe disposal of biomedical waste &amp; treatment.</li> <li>To gain understanding of categories of bio-medical waste.</li> <li>To learn about disposal of bio-medical waste – color coding, types of containers, transportation of waste, etc.</li> <li>To gain broad understanding of standards for bio-medical waste disposal.</li> <li>To gain broad understanding of means of bio-medical waste treatment.</li> <li>To understand the role of an infection control team.</li> </ul>	Different coded colour bins, different variety of biomedical waste management, Visit to treatment plant of biomedical waste etc.
24	<b>Infection Control and Prevention</b> <b>Theory Duration</b> (hh:mm) 04:00 hrs <b>Practical Duration</b> (hh:mm) 04:00 hrs <b>Corresponding NOS Code</b> HSS/N 9610	<ul style="list-style-type: none"> <li>Describe the concept of infection control.</li> <li>Determine the need for infection control.</li> <li>Recognize the Roles and responsibilities of FHW in infection control in house and community.</li> <li>Describe causes behind occurrence of bedsores.</li> </ul>	Hand sanitizers, PPE, Hand washing techniques, sterilizer, disinfectants, policies and procedures for infection control
25	<b>Soft Skills and Communication</b> <b>Theory Duration</b> (hh:mm) 04:00 hrs <b>Practical Duration</b> (hh:mm) 04:00 hrs <b>Corresponding NOS Code</b> HSS/N 9601, HSS/N 9603	<ul style="list-style-type: none"> <li>Understand art of effective communication.</li> <li>Able to handle effective communication with Patients &amp; Family.</li> <li>Able to handle effective Communication with Peers/colleagues using medical terminology in communication.</li> <li>Learn basic reading and writing skills.</li> <li>Learn sentence formation.</li> <li>Learn problem solving.</li> <li>Understand need for customer service and service excellence in Medical</li> </ul>	Self-learning and understanding

		<p>service.</p> <ul style="list-style-type: none"> <li>Understand work ethics in.</li> <li>Learn objection handling.</li> <li>Learn Telephone and Email etiquettes.</li> <li>Learn Basic computer working like feeding the data, saving the data and retrieving the data.</li> <li>Learn to analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently.</li> <li>Learn planning and organization of work.</li> <li>Learn identification of rapidly changing situations and adapt accordingly.</li> <li>Learn decision making ability.</li> </ul>	
26	<p><b>Basic Computer Knowledge</b></p> <p><b>Theory Duration</b> (hh:mm) 04:00 hrs</p> <p><b>Practical Duration</b> (hh:mm) 04:00 hrs</p> <p><b>Corresponding NOS Code</b> Introduction</p>	<ul style="list-style-type: none"> <li>To gain broad understanding about application of computers in laboratory Practice</li> <li>Give Introduction to Computers: <ul style="list-style-type: none"> <li>Block diagram</li> <li>Input and Output devices</li> <li>Storage devices</li> </ul> </li> <li>Give Introduction to operating systems <ul style="list-style-type: none"> <li>Need of Operating systems (OS)</li> <li>Function of OS</li> <li>Windows 2007</li> <li>Utilities and basic operations</li> <li>Microsoft office 2007 – MS Word, MS Excel</li> </ul> </li> </ul>	Computer/ internet
27	<p><b>History &amp; Classification of Hospitals</b></p> <p><b>Theory Duration</b> (hh:mm) 03:00 hrs</p> <p><b>Practical Duration</b> (hh:mm) 03:00 hrs</p> <p><b>Corresponding NOS Code</b> Additional as required for the Job Role</p>	<ul style="list-style-type: none"> <li>Introduction: Concept of Health Care</li> <li>Levels of Healthcare - Primary care level. - Secondary care level. - Tertiary care level</li> <li>Nature and Scope of a Hospital - The History of Hospitals and Wards, Modern Hospital, Classification of Hospitals, Classification according to Ownership/Control, Public Hospitals, Voluntary Hospitals, Private nursing homes, Corporate hospitals</li> <li>Classification according to Length of Stay of Patients</li> <li>Classification according to Clinical Basis</li> <li>Classification according to the Government</li> <li>Types of Management, Central Government/Government of India, State Government, Local Bodies, Private, Autonomous Body, Voluntary Organization</li> </ul>	Modules of the respective topics

		<ul style="list-style-type: none"> <li>Wards – Definition, Introduction</li> </ul>	
28	<p><b>Organisation of Hospitals</b></p> <p><b>Theory Duration</b> (hh:mm) 03:00 hrs</p> <p><b>Practical Duration</b> (hh:mm) 03:00 hrs</p> <p><b>Corresponding NOS Code</b> Additional as required for the Job Role</p>	<ul style="list-style-type: none"> <li>Hospital Organization Principles</li> <li>Structure, Types, Pyramidal Organizational Hierarchy, Tall or Flat Pyramid, Matrix Structure, Product-line structure.</li> </ul>	Modules of the respective topics
29	<p><b>Hospital Services</b></p> <p><b>Theory Duration</b> (hh:mm) 03:00 hrs</p> <p><b>Practical Duration</b> (hh:mm) 03:00 hrs</p> <p><b>Corresponding NOS Code</b> Additional as required for the Job Role</p>	<ul style="list-style-type: none"> <li>Hospital Services: Meaning, Types – Clinical, Non – Clinical Support services</li> <li>Nursing and Administrative Services, Functions, Department in the hospital management.</li> </ul>	Modules of the respective topics
30	<p><b>Clinical Services</b></p> <p><b>Theory Duration</b> (hh:mm) 03:00 hrs</p> <p><b>Practical Duration</b> (hh:mm) 03:00 hrs</p> <p><b>Corresponding NOS Code</b> Additional as required for the Job Role</p>	<ul style="list-style-type: none"> <li>Clinical Services : Meaning, Importance, Types</li> <li>Anesthesia, Internal Medicine, Cardiology, Dermatology, Endocrinology, Gastroenterology, Nephrology, Neurology, Oncology, Orthopedics, Plastic surgery, General Pediatrics, Urology, Obstetrics and Gynecology, Neonatology, Physiotherapy, Brief explanation of each services.</li> </ul>	Modules of the respective topics
31	<p><b>Non – Clinical Services</b></p> <p><b>Theory Duration</b> (hh:mm) 03:00 hrs</p>	<ul style="list-style-type: none"> <li>Non-Clinical Services: Meaning, Importance, Types, Functions, Blood bank, clinical bio-chemistry, Clinical pathology, Clinical hematology, Histopathology, Microbiology, Immunology, radiology, Nuclear</li> </ul>	Modules of the respective topics



	<p><b>Practical Duration</b> (hh:mm) 03:00 hrs</p> <p><b>Corresponding NOS Code</b> Additional as required for the Job Role</p>	<p>medicine, Radio therapy, Pharmacy, Staff health</p> <ul style="list-style-type: none"> <li>Medical staff organization and community health, Brief explanation of each service &amp; includes the Administrator's responsibility.</li> </ul>	
32	<p><b>Support Services</b></p> <p><b>Theory Duration</b> (hh:mm) 03:00 hrs</p> <p><b>Practical Duration</b> (hh:mm) 03:00 hrs</p> <p><b>Corresponding NOS Code</b> Additional as required for the Job Role</p>	<ul style="list-style-type: none"> <li>Principles and methods of organizing, Clinical and support services for hospitals, Role of supportive services / departments in the hospital</li> <li>Support Services: Reception and Outpatient, Dietary and catering, House - keeping and environment, Central Sterile Supply department, Dietary, Sanitation, Linen Laundry, Security, Engineering and maintenance, Ambulance, Transport service, Telephone, Electricity and water supply</li> <li>Dietary services and Hospital Diets: Importance and functions, Equipment, Store, Day store, General Kitchen, Special diet Kitchen food distribution, Maintenance of Physical facilities, Hospital Engineering</li> </ul>	Modules of the respective topics
33	<p><b>Nursing Services</b></p> <p><b>Theory Duration</b> (hh:mm) 03:00 hrs</p> <p><b>Practical Duration</b> (hh:mm) 03:00 hrs</p> <p><b>Corresponding NOS Code</b> Additional as required for the Job Role</p>	<ul style="list-style-type: none"> <li>Objective, Nursing administration, Duty of nursing officers, Nursing and support staff in the ward, Nursing by-laws, rules, policies and procedures</li> <li>Nursing meetings, Nursing audit, Determining nursing complement in hospital, Health education</li> </ul>	Modules of the respective topics
34	<p><b>Administrative Services</b></p> <p><b>Theory Duration</b> (hh:mm) 02:00 hrs</p> <p><b>Practical Duration</b> (hh:mm) 02:00 hrs</p>	<ul style="list-style-type: none"> <li>Hospital administration – Hospital administrator, Duties of hospital administrator, Teaching, Training services (in – service education, attached medical college or paramedical sciences etc.), General and medical purchase, General Stores, Computer and hospital information system.</li> </ul>	Modules of the respective topics

	<b>Corresponding NOS Code</b> Additional as required for the Job Role		
35	<b>Medico Legal Aspects of Emergency Services</b>  <b>Theory Duration</b> (hh:mm) 03:00 hrs <b>Practical Duration</b> (hh:mm) 03:00 hrs  <b>Corresponding NOS Code</b> Additional as required for the Job Role	<ul style="list-style-type: none"> <li>Medico legal cases, Accidents, Road traffic accidents, Fire injuries, Hanging, Suicide, Death of Medico legal cases, Death Report, Autopsy, handing over of the victims' bodies, Police Inquest, Magistrate's Inquest</li> </ul>	Modules of the respective topics
36	<b>Strategies to prevent negligence</b>  <b>Theory Duration</b> (hh:mm) 03:00 hrs <b>Practical Duration</b> (hh:mm) 03:00 hrs  <b>Corresponding NOS Code</b> Additional as required for the Job Role	<ul style="list-style-type: none"> <li>Policies of Hospitals: Introduction, Definition, Policies, Hospital Policy, Types of Hospital Policies</li> </ul>	Modules of the respective topics
37	<b>Introduction to Ethics</b>  <b>Theory Duration</b> (hh:mm) 03:00 hrs <b>Practical Duration</b> (hh:mm) 03:00 hrs  <b>Corresponding NOS Code</b> Additional as	<ul style="list-style-type: none"> <li>Definition of ethics</li> <li>Concept of Ethics</li> <li>Principle of bioethics</li> <li>Ethical dilemmas in the hospital scenario</li> <li>Ethical decision making</li> </ul>	Modules of the respective topics



	required for the Job Role		
38	<p><b>Principles of Materials Management</b></p> <p><b>Theory Duration</b> (hh:mm) 03:00 hrs</p> <p><b>Practical Duration</b> (hh:mm) 03:00 hrs</p> <p><b>Corresponding NOS Code</b> Additional as required for the Job Role</p>	<ul style="list-style-type: none"> <li>Definition, Scope &amp; Functions, Objectives, Importance of Materials Management in Hospitals, Planning of Hospital Stores, Surgical Stores, Medical &amp; Drug Stores, General Stores, Linen Stores, Dietary Stores, Stationery Stores</li> <li>Classification of Materials, Consumable, Non consumable, Working out quantities required, forecasting, Budgeting</li> </ul>	Modules of the respective topics
39	<p><b>Purchase Management</b></p> <p><b>Theory Duration</b> (hh:mm) 03:00 hrs</p> <p><b>Practical Duration</b> (hh:mm) 03:00 hrs</p> <p><b>Corresponding NOS Code</b> Additional as required for the Job Role</p>	<ul style="list-style-type: none"> <li>Objectives, Purchase system, Centralised, Decentralised, Local purchase, Legal aspects of purchasing, Out Sourcing of Services</li> <li>Purchase Procedures: - Selection of Suppliers, Tendering procedures, Analysing bids, Price negotiations, Issue of purchase orders, Rate Contracts, Follow up action</li> <li>Receipt of Materials: Inspection of materials, Preparation of defect/Discrepancy Report, Disposal of rejected items, Stocking of accepted items, Accounting of materials</li> </ul>	Modules of the respective topics
40	<p><b>Store Management</b></p> <p><b>Theory Duration</b> (hh:mm) 03:00 hrs</p> <p><b>Practical Duration</b> (hh:mm) 03:00 hrs</p> <p><b>Corresponding NOS Code</b> Additional as required for the Job Role</p>	<ul style="list-style-type: none"> <li>Organisation &amp; layout, Functions of Store Manager, Materials handling, Flow of goods/FIFO, Computerisation of inventory transactions</li> <li>Security of stores, Disposal of scrap/unserviceable materials, Sub-stores in various departments, Physical stock taking</li> </ul>	Modules of the respective topics
41	<p><b>Inventory Control</b></p> <p><b>Theory Duration</b></p>	<ul style="list-style-type: none"> <li>Aims &amp; objectives, Scope of Inventory Control, Lead-time, Buffer stock, Reorder level, Two Bin System, EOQ</li> </ul>	Modules of the respective topics

	(hh:mm) 03:00 hrs <b>Practical Duration</b> (hh:mm) 03:00 hrs  <b>Corresponding NOS Code</b> Additional as required for the Job Role	<ul style="list-style-type: none"> <li>Reducing Inventory, Centralization, Standardization, Interchange ability, Size reduction, Substitution, Periodic review, Wastage and pilferage control</li> <li>Classification of Inventory, Techniques of Inventory Control, ABC, VED, and Others</li> <li>Right Quantity of Inventory Management, Central Stores, Central Pharmacy, Dietary Stores, Wards and Departments</li> </ul>	
42	<b>Medical Stores</b>  <b>Theory Duration</b> (hh:mm) 02:00 hrs <b>Practical Duration</b> (hh:mm) 02:00 hrs  <b>Corresponding NOS Code</b> Additional as required for the Job Role	<ul style="list-style-type: none"> <li>Functions - Storage condition/Monitoring, Expiry Dates &amp; Action - Cold Chain - Role of drug Review Committee - Hospital formulary - Obsolescence.</li> </ul>	Modules of the respective topics
	<b>Total Duration</b>  <b>Theory Duration</b> (hh:mm) 150:00 hrs  <b>Practical Duration</b> (hh:mm) 150:00 hrs	<b>Unique Equipment Required:</b> <ol style="list-style-type: none"> <li>Maternal care - contraceptive devices, Nischay kit, gloves, vaginal speculum, sponge holding forceps, artery forceps, gowns, gauze, dilators, episiotomy scissors, delivery forceps, hooked forceps, mosquito forceps.</li> <li>Hand sanitizers, PPE, Hand washing techniques, steriliser, and disinfectants.</li> <li>Neonatal care equipment like radiant warmer, weighing scale, pump suction, thermometer- clinical and digital, syringes, oxygen catheter, cotton.</li> <li>Drugs - oxytocin, droxin, buscopan, perinorm, diazepam, methergin, misoprostol, Lasix, dexamethasone, vitamin – k, iron and folic acid tablets, gentamycin, ampicillin, abortifacient medicines and a tray containing emergency drugs.</li> <li>Samples of Various medicines or kits used in national health programmes like DOTS, Snellen's Chart, insulin kit, etc.</li> <li>Various sample vaccines like TT &amp; ice bags for storage.</li> <li>First aid box/Home medicine box/Primary care Medicine box containing samples of various medicines for minor ailments, minor injuries and AYUSH primary care</li> <li>Others: normal delivery kit, standard surgical set, equipment for new born care and neonatal resuscitation, IUCD insertion kit, vaccines, cold- boxes, syringes (5ml, 10ml, 20ml, 50 ml.), needles of various girth, refrigerator, oxygen mask, sterile gloves, cheatle's forceps, IV cannula, phototherapy unit, stethoscope, BP Apparatus, measuring tape, weighing scale,</li> </ol>	

		<p>Different coded colour bins, Community bags.</p> <p>9. Samples of Various types of records and registers available in the community.</p> <p>10. Emergency kits, mannequins, defibrillator, AED's.</p> <p>11. Flash cards, e- modules, flannel board, charts, Training materials.</p> <p>12. Class Room equipped with following arrangements:</p> <ul style="list-style-type: none"> <li>-Interactive lectures &amp; Discussion</li> <li>-Brain Storming</li> <li>-Charts &amp; Models</li> <li>-Activity</li> <li>-Video presentation</li> <li>-Visit to Primary Health Centre, Hospital set-up and homes.</li> </ul>
	<p><b>Total Duration for OJT</b></p> <p><b>150:00 hrs</b></p>	

**Grand Total Course Duration: 450:00 Hours (300 Hours for Class Room & Skill Lab Training + 150 Hours OJT/Internship/Clinical or Laboratory Training)**

*(This syllabus/ curriculum have been approved by Healthcare sector skill council)*

**Trainer Prerequisites for Job role: “Ward Boy” mapped to Qualification Pack: “HSS/Q8601”, version LUVEE/HSS/WB/01**

Sr. No.	Area	Details
1	<b>Description</b>	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “HSS/N 8601”.
2	<b>Personal Attributes</b>	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	<b>Minimum Educational Qualifications</b>	Medical graduate with one year of experience in community health; ANM/B.Sc. Nursing/GNM/B.Sc. in community health.
4a	<b>Domain Certification</b>	Certified for Job Role: “Frontline Health Worker” mapped to QP: “HSS/ Q 8601, version 1.0.
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/Q1402”.
5	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Medical graduate with one year of experience in community health</li> <li>• ANM/B.Sc. Nursing/ GNM/ B.Sc. in community health</li> </ul>

### Annexure: Assessment Criteria

<b><u>Job Role</u></b>	Ward Boy
<b><u>Qualification Pack Code</u></b>	HSS/Q 8601
<b><u>Sector Skill Council</u></b>	Healthcare Sector Skill Council

#### **Guidelines for Assessment:**

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on these criteria.
5. To pass the Qualification Pack, every trainee should score as per assessment grid.
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.