





	Training Delivery Plan		
Program Name:	Diploma in Yoga and Naturopathy	,	
Qualification Pack			
Name & Ref. ID	HSS/ Q 5102 Home Health Aide, Course Co	ode: 14167	
Version No.	LUVEE/HSS/DIYN/01	Version Update Date	01-08-2018
Pre-requisites to			
Training (if any) Training Outcomes	By the end of this program, the participants would have achieved the following o	competencies:	
<b>3</b>	1. Provide routine individualized healthcare to the elderly, convalescents, or persons		2
	2. Monitor or report changes in health status. Provide personal care such as bathing,	•	
	<ol> <li>Maintain patient privacy by following a correct technique of undressing and dressin</li> </ol>		
	4. Understand standard protocols for undressing and dressing the patient to prevent s	-	
	5. Maintain the patient's privacy and promote independence by encouraging the patie	•	
	6. How to give shower, complete bed bath, partial bed bath or tub bath to the patient	•	
	7. Ability to identify symptoms like choking or uneasiness while feeding and commun		e nurse/
	physician		
	8. Standard procedures to prevent the spread of infection and maintain medical asep		
	<ol> <li>The professional standards and codes of practice for the area of work within olde apply these standards</li> </ol>	r people's services, and how to inter	rpret and
	10. Role and importance of assisting other healthcare providers in delivering care		
	11. The methods for transporting and monitoring waste disposal and the appropriate	ness of each method to a given scer	nario
	12. Understanding the Job Role of Nursing Responsibility and its Principles Develop	ment of nursing	
	13. How to perform and modify grooming tasks based on the patient's condition e.g.	dementia, diabetes and paralysis.	
	14. Record the completion of the grooming procedure on the template		
	15. How to manage additional equipment like catheter or IV lines (Intravenous) while		
	16. Understand the organisation processes and codes for different dresses for patien		
	17. Follow standard precautions when performing perennial care or when bathing a p	atient with skin lesion and rashes	
	18. How to prevent spilling of food and maintain patient's dignity and hygiene		
	19. To use equipment and techniques correctly to avoid injury or inconvenience to the	•	
	<ol> <li>The professional standards and codes of practice for his/her area of work within c apply</li> </ol>		•
	21. Identify current or previous interventions that the older person may have experier	nced and the immediate requirement	s of his/her







Í		individualised care plan					
		22. The medical procedures	and functioning of required medical equipm	nent			
		23. The importance of the or	rganisation monitoring and obtaining an ass	essment of the	impact the waste	has on the environm	nent
		24. Assist the Chief Nurse in	planning, setting up and supervision of Sta	aff and Educatio	n Program of the	Nursing Service	
		25. Understanding of Yogic S	Science, therapies and Modern concept of Y	Yoga and its cla	ssifications and T	herapeutic Yoga.	
			of Naturopathy covering Acute, Chronic		ative diseases an	d their treatments,	Massage,
		Anatomy and Physiology	γ, Hydrotherapy and Mud Therapy, Diet and	1			
S.No.	Module Name	Session Name	Session Objectives	NOS Reference	Methodology	Training Tools/Aids	Duration
1.1	Assisting Nurse	Assist patient in bathing	Maintain the patient's privacy and	HSS/ N 5116	Theoretical	Theoretical	1 Hrs
	and Patient Care		promote independence by		Sessions:-	Sessions:-	1110
			encouraging the patient to do as	PC1 PC2			
			much as possible	PC3 PC4	Classroom	Audio-Visual Lab	
			<ul> <li>Identify the type of bath that is best</li> </ul>	PC5 PC6	Session	Projector	
			suited as per the guidelines, based	PC7 PC8	Lecture Session	Charts Diagram	
			<ul><li>on the patient condition and comfort</li><li>Check water temperature before</li></ul>	PC9 PC10	Assignment	Notes	
			patient checks in	PC11 PC12	Projects	110100	
			<ul> <li>Follow standard precautions when</li> </ul>		Practical	Practical	1 Hrs
			performing perennial care or when		Sessions:-	Sessions:-	
			bathing a patient with skin lesion			Stethoscope	
			and rashes		GDA Lab	Scissors	
			<ul> <li>Dry patient's skin by patting with a towel which decreases friction and</li> </ul>		ODITED	Microspore	
			prevents skin breakdown			Medical Tap	
						Sanitizer	
						Sanitary items –	
						gauze, sterilized	
						mask and gloves, cotton balls	
						OTC pharmacy	
						items	
						(cold medicines,	
						ibuprofen and	
						other emergency	
						meds) Thermometer	
						Tongue	
I						Tongue	







1.2	Assisting Nurse and Patient Care	Knowledge of the Healthcare provider/ Organisation and its processes	<ul> <li>How to collect and record feedback about the services</li> <li>How to and whom to inform in case of observing something which is clinically important</li> </ul>	HSS/ N 5116 KA1 KA2 KA3 KA4	Theoretical Sessions:- Classroom Session	depressor Tourniquet BP apparatus Theoretical Sessions:- Audio-Visual Lab Projector	1 Hrs
			<ul> <li>Relevant protocols, good practices, standards, policies and procedures</li> </ul>		Lecture Session Assignment Projects	Charts Diagram Notes	
					Practical Sessions:-	Practical Sessions:-	1 Hrs
		Technical Konwinder			GDA Lab	Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
1.3	Assisting Nurse and Patient Care	Technical Knowledge	How to drape and undrape the patient	HSS/ N 5116	Theoretical Sessions:-	Theoretical Sessions:-	1 Hrs
			<ul><li>How to perform back rub</li><li>How to give shower, complete bed</li></ul>	KB1 KB2 KB3 KB4	Classroom Session	Audio-Visual Lab Projector	







			<ul> <li>bath, partial bed bath or tub bath to the patient</li> <li>How to ensure that proper procedures and processes are followed</li> <li>The basic functionalities of the applications that are used during the bathing</li> </ul>	KB5 KB6	Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	1 Hrs
1.4	Assisting Nurse and Patient Care	Core Skill/ Generic Skill	<ul> <li>Record the completion of the bathing procedure with relevant details by marking the template</li> <li>Read the doctor/nurse instructions and interpret them correctly</li> <li>Cross check the doctor's instructions with the ward nurse for proper understanding</li> </ul>	HSS/ N 5116 SA1 SA2 SA3 SA4 SA5	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:-	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:-	1 Hrs 1 Hrs







1.5	Assisting Nurse and Patient Care	Professional Skills	<ul> <li>Make decisions regarding the best bathing way</li> <li>Apply best practices in existing processes to drive improvements</li> <li>Plan the time for giving the bath to the patient and organise the same with other team members if they are needed</li> </ul>	HSS/ N 5116 SB1 SB2 SB3 SB4 SB5 SB6 SB7	GDA Lab Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects	Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes	1 Hrs
					Practical Sessions:- GDA Lab	Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves,	1 Hrs







						cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
1.6	Assisting Nurse and Patient Care	Assist patient in grooming	<ul> <li>Maintain the patient's privacy and promote independence by encouraging the patient to do as much as possible on their own.</li> <li>Show the patient how they look after the grooming is done</li> <li>Use standard precautions and protocols for shaving and cutting nails</li> <li>Perform duties gently to avoid injuries, especially during shaving, brushing and hair styling</li> <li>Rinse toothpaste thoroughly from the mouth after brushing</li> <li>Store dentures in cool water and label them with patient's name to avoid confusion</li> </ul>	HSS/ N 5117 PC1 PC2 PC3 PC4 PC5 PC6	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer	1 Hrs







1.7	Assisting Nurse and Patient Care	Knowledge of the Healthcare provider/ Organisation and its processes	•	The importance of grooming and various functions included under grooming How to perform and modify grooming tasks based on the patient's condition e.g. dementia, diabetes and paralysis. Whom to inform in case of observing something which is clinically	HSS/ N 5117 KA1 KA2 KA3 KA4	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects	Tongue depressor Tourniquet BP apparatus Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes	1 Hrs
			•	important Relevant protocols, good practices, standards, policies and procedures related to grooming		Practical Sessions:- GDA Lab	Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	1 Hrs
1.8	Assisting Nurse and Patient Care	Technical Knowledge	•	How to clean dentures and store them How to perform brushing and oral	HSS/ N 5117 KB1 KB2	Theoretical Sessions:- Classroom	Theoretical Sessions:- Audio-Visual Lab	1 Hrs







			•	care in unconscious patients How to prepare patient for hair styling How to prepare patient before cutting the nails How to prepare patient before providing oral care How to make sure that proper procedures and processes are followed	KB3 KB4 KB5 KB6	Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Projector Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	1 Hrs
1.9	Assisting Nurse and Patient Care	Core Skill/ Generic Skill	•	Record the completion of the grooming procedure on the template Record observations (if any) made during the procedure on the template Read the doctor/nurse instructions and interpret them correctly and confirm them with nurse before taking any action Discuss the specific grooming procedure with the patient and make	HSS/ N 5117 SA1 SA2 SA3 SA4 SA5	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:-	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:-	1 Hrs







1.10	Assisting Nurse and Patient Care	Professional Skills	<ul> <li>them feel comfortable</li> <li>Answer the patient questions regarding their grooming needs</li> <li>Make decisions regarding the best way to perform a particular grooming function (hair care, oral care or nail care) depending upon the patient's condition.</li> </ul>	HSS/ N 5117 SB1 SB2 SB3 SB4	GDA Lab Theoretical Sessions:- Classroom Session	Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus Theoretical Sessions:- Audio-Visual Lab Projector	1 Hrs
			<ul> <li>Apply best practices in existing processes to drive improvements</li> <li>Modify procedure to prevent spread of infection</li> <li>Ensure that all necessary equipment required to perform a particular grooming task are handy</li> <li>Ensure personal protective gear is used while grooming contagious and infected patients</li> </ul>	SB5 SB6 SB7 SB8	Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves,	1 Hrs







						cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
1.11	Assisting Nurse and Patient Care	Assist individual in dressing-up	<ul> <li>Maintain the patient's privacy and promote independence by encouraging them to do as much as possible on their own</li> <li>Fasten the clothing with elastic fasteners</li> <li>Ensure that the footwear fits correctly</li> </ul>	HSS/ N 5118 PC1 PC2 PC3	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer	1 Hrs 1 Hrs







1.12	Assisting Nurse and Patient Care	Knowledge of the Healthcare provider/ Organisation and its processes	•	Understand standard protocols for undressing and dressing the patient to prevent spread of infection Understand the organisation processes and codes for different dresses for patient Know the importance of clothing and dressing the patient using right techniques as per the protocols	HSS/ N 5118 KA1 KA2 KA3 KA4 KA5	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects	Tongue depressor Tourniquet BP apparatus Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes	1 Hrs
1 12		Tachnical Kapuladas	•	Collect and record feedback about the services at the helpdesk		Practical Sessions:- GDA Lab	Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	1 Hrs
1.13	Assisting Nurse and Patient Care	Technical Knowledge	•	How to undress a patient with minimum discomfort How and who, to inform in case of	HSS/ N 5118 KB1 KB2	Theoretical Sessions:- Classroom	Theoretical Sessions:- Audio-Visual Lab	1 Hrs







		<ul> <li>observing something clinically important (e.g. bed sores)</li> <li>How to dress a patient without causing discomfort</li> <li>Dressing procedure to prevent spread of infection</li> <li>Appropriate clothing depending upon the patient's condition and the general environment</li> </ul>	KB3 KB4 KB5 KB6	Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Projector Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue	1 Hrs
					depressor Tourniquet BP apparatus	
1.14 Assisting Nurse and Patient Care	Core Skill/ Generic Skill	<ul> <li>Record observations made during the procedure on the template</li> <li>Read the instructions of the doctor/nurse and confirm the same with the nurse before taking any action</li> <li>Discuss the dressing procedure with the patient and make him/her feel comfortable</li> </ul>	HSS/ N 5118 SA1 SA2 SA3 SA4 SA5 SA6 SA7	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:-	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:-	1 Hrs 1 Hrs







1.1	5 Assisting Nurse and Patient Care	Professional Skills	<ul> <li>How to take decisions regarding the appropriate clothing requirement of the patient</li> <li>The steps involved in the dressing process (e.g. which limb to undress first)</li> <li>That the patient's dress is clean and dry</li> <li>How to avoid soiling of linen during</li> </ul>	HSS/ N 5118 SB1 SB2 SB3 SB4 SB5 SB6 SB7 SB8 SB9 SB10 SB11 SB12	GDA Lab Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects	Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes	1 Hrs
			the process	SB13 SB14	Practical Sessions:- GDA Lab	Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves,	1 Hrs







						cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
1.16	Assisting Nurse and Patient Care	Support patient to eat and drink	<ul> <li>Make the patient comfortable and encourage eating as recommended</li> <li>Check menu card to verify the diet, restrictions, likes and dislikes of the patient</li> <li>Feed the patient through spoon</li> <li>Assist in elimination and oral care prior to feeding</li> <li>Wash the patient's hands and mouth after feeding</li> <li>Measure input and record them</li> </ul>	HSS/ N 5119 PC1 PC2 PC3 PC4 PC5 PC6 PC7 PC8	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer	1 Hrs 1 Hrs







1.17	Assisting Nurse and Patient Care	Knowledge of the Healthcare provider/ Organisation and its	•	Whom to inform in case the patient faces any problems while being fed Relevant protocols, good	HSS/ N 5119 KA1 KA2	Theoretical Sessions:-	Tongue depressor Tourniquet BP apparatus Theoretical Sessions:-	1 Hrs
		processes		practices, standards, policies and procedures for feeding		Classroom Session Lecture Session Assignment Projects	Audio-Visual Lab Projector Charts Diagram Notes	
						Practical Sessions:-	Practical Sessions:-	1 Hrs
4.10		Technical Kenuladaa				GDA Lab	Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
1.18	Assisting Nurse and Patient Care	Technical Knowledge	•	The importance of balanced and healthy diet as prescribed by the physician	HSS/ N 5119 KB1 KB2	Theoretical Sessions:-	Theoretical Sessions:-	1 Hrs
						Classroom	Audio-Visual Lab	







			•	How to wipe patients mouth and keep the clothes clean How to prevent spilling of food and maintain patient's dignity and hygiene How to wash hands and maintain hygiene to prevent spread of infections How to feed using spoon or through Ryle's tube	KB3 KB4 KB5 KB6 KB7 KB8	Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Projector Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	1 Hrs
1.19	Assisting Nurse and Patient Care	Core Skill/ Generic Skill	•	Record the unusual symptoms during the feeding procedure in the template and inform the nurse about that observation Read the procedures and If the individual is not able to than seek the help of nurse Understand and respond to patients questions during the feeding process Motivate the patient to consume	HSS/ N 5119 SA1 SA2 SA3 SA4	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:-	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:-	1 Hrs 1 Hrs







1.20	Assisting Nurse and Patient Care	Professional Skills	<ul> <li>Identify unusual symptoms experienced by the patient during</li> </ul>	HSS/ N 5119	GDA Lab Theoretical Sessions:-	Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus Theoretical Sessions:-	1 Hrs
			<ul> <li>feeding and report them promptly</li> <li>Manage the speed of feeding to avoid aspiration or choking</li> <li>Check the frequency of feeding as per the meal plan</li> <li>Check if the utensils are clean prior to feeding the patient</li> </ul>	SB1 SB2 SB3 SB4 SB5 SB6 SB7 SB8 SB9 SB10 SB11 SB12 SB13 SB14 SB15	Classroom Session Lecture Session Assignment Projects Practical Sessions:-	Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Stethoscope Scissors	1 Hrs
						Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves,	







						cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
1.21	Assisting Nurse and Patient Care	Assist individual in maintaining normal elimination	<ul> <li>Promptly respond to patient's elimination needs</li> <li>Assist a mobile patient in moving to the toilet and provide support like giving toilet paper if required or stabilise the commode</li> <li>Wipe the patient and wash hands to prevent infection</li> <li>Use equipment correctly to prevent</li> </ul>	HSS/ N 5120 PC1 PC2 PC3 PC4 PC5 PC6	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes	1 Hrs
			discomfort or injury		Practical Sessions:-	Practical Sessions:- Stethoscope	1 Hrs
					GDA Lab	Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer	







1.22	Assisting Nurse and Patient Care	Knowledge of the Healthcare provider/ Organisation and its processes	•	Whom to inform in case of observing changes in elimination content Relevant protocols, good practices, standards, policies and procedures for elimination	HSS/ N 5120 KA1 KA2	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects	Tongue depressor Tourniquet BP apparatus Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes	1 Hrs
						Practical Sessions:- GDA Lab	Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	1 Hrs
1.23	Assisting Nurse and Patient Care	Technical Knowledge	•	How to administer a bed pan for immobile patients How to assist a mobile patient to	HSS/ N 5120 KB1 KB2	Theoretical Sessions:- Classroom	Theoretical Sessions:- Audio-Visual Lab	1 Hrs







			•	use the commode How to check for kinks and obstruction in an indwelling catheter The process of cleaning and wiping the patient after elimination to prevent infections	KB3 KB4 KB5 KB6 KB7 KB8	Session Lecture Session Assignment Projects Practical Sessions:-	Projector Charts Diagram Notes Practical Sessions:-	1 Hrs
						GDA Lab	Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
1.24	Assisting Nurse and Patient Care	Core Skill/ Generic Skill	•	Record changes in odour, texture or colour of the elimination on the template Record and report the output quantity on the template Motivate the patient during elimination to avoid subsequent spoiling or repeats Check frequently with patient about their elimination needs	HSS/ N 5120 SA1 SA2 SA3 SA4 SA5	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:-	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:-	1 Hrs 1 Hrs







1.25	Assisting Nurse and Patient Care	Professional Skills	<ul> <li>Identify unusual changes in elimination and report them promptly</li> <li>Use bed pan correctly to avoid soiling of the linen</li> <li>Help patients in increasing pressure to aid in the elimination process</li> <li>Replace the spout in the holder</li> </ul>	HSS/ N 5120 SB1 SB2 SB3 SB4 SB5 SB6 SB7 SB8 SB9 SB10 SB11 SB12	GDA Lab Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects	Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes	1 Hrs
				SB13 SB14 SB15 SB16 SB17 SB18 SB19 SB20 SB21 SB22	Practical Sessions:- GDA Lab	Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves,	1 Hrs







						cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
2.1	Infection Control	Prevent and control infection in the home setting	<ul> <li>Know all procedures required for infection control</li> <li>Follow standard precautions</li> <li>Be aware of rules to dispose of biomedical waste and sharps</li> <li>Follow high level of personal hygiene</li> <li>Practice medical asepsis</li> </ul>	HSS/ N 5121 PC1 PC2 PC3 PC4 PC5 PC6	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:- Fundamental Lab	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Medicine Pack Astelin Hydrocortisone corticosteroids Acetaminophen	2 Hrs 2 Hrs
2.2	Infection Control	Knowledge of the Healthcare provider/ Organisation and its processes	<ul> <li>Employee health policy</li> <li>Personal hygiene protocols</li> <li>Standard procedures to prevent the spread of infection and maintain medical asepsis</li> </ul>	HSS/ N 5121 KA1 KA2 KA3	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:-	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:-	2 Hrs 2 Hrs







2.3	Infection Control	Technical Knowledge	<ul> <li>About HIV /AIDS and its spread</li> <li>Cleaning procedure (from the</li> </ul>	HSS/ N 5121	Fundamental Lab Theoretical Sessions:-	Medicine Pack Astelin Hydrocortisone corticosteroids Acetaminophen Theoretical	2 Hrs
			<ul> <li>dirtiest part to the cleanest part)</li> <li>Hand wash procedure</li> <li>How to use personal protective gear</li> </ul>	KB1 KB2 KB3 KB4	Classroom Session Lecture Session Assignment Projects Practical	Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical	2 Hrs
					Sessions:- Fundamental Lab	Sessions:- Medicine Pack Astelin Hydrocortisone corticosteroids Acetaminophen	
2.4	Infection Control	Core Skill/ Generic Skill	<ul> <li>Record and report infection control protocols in case HHA has the required skills to capture that else inform the provider to record</li> <li>Read the instructions and If an individual is not able to than seek the help of nurse before taking any action</li> <li>Interact with the patient and</li> </ul>	HSS/ N 5121 SA1 SA2 SA3 SA4	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes	2 Hrs
			<ul> <li>explain the importance of infection control</li> <li>Make observations and communicate them correctly to the nurse or other medical professionals</li> </ul>		Practical Sessions:- Fundamental Lab	Practical Sessions:- Medicine Pack Astelin Hydrocortisone corticosteroids Acetaminophen	2 Hrs







2.5	Infection Control	Professional Skills	<ul> <li>Get prepared with appropriate personal protective gear</li> <li>Ensure all equipment are available</li> <li>Follow procedures and guidelines as specified</li> <li>Dispose biomedical waste as per guidelines</li> </ul>	HSS/ N 5121 SB1 SB2 SB3 SB4 SB5 SB6 SB7 SB8 SB9 SB10 SB11 SB12 SB13 SB14	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:-	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:-	2 Hrs 2 Hrs
					Fundamental Lab	Medicine Pack Astelin Hydrocortisone corticosteroids Acetaminophen	
3.1	Establishing relationships, with the most effective methods of communication	Communicate with geriatric/paralytic/ immobile patient and their carers	<ul> <li>Introduce himself to the older person and their carers, and provide all the relevant information necessary to begin working with them</li> <li>Ensure that the older person and their carers are made to feel comfortable, and that they understand that their needs are</li> </ul>	HSS/ N 5122 PC1 PC2 PC3 PC4 PC5 PC6 PC7 PC8 PC9 PC10 PC11 PC12	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes	2 Hrs
			<ul> <li>important and are being addressed</li> <li>Explain to the older person and their carers, his/her role and responsibilities in relation to their care, and outline the constraints that could limit involvement</li> <li>Discuss with older person and their carers their own role and responsibilities for the care of the older person</li> </ul>	PC13	Practical Sessions:- GDA Lab	Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items	2 Hrs







						(cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
3.2	Establishing relationships, with the most effective methods of communication	Knowledge of the Healthcare provider/ Organisation and its processes	<ul> <li>The legislation which relates to working with older people including health and safety, confidentiality and information sharing, provision of services, rights of older people, anti-discriminatory practice, capacity and consent, relevant mental health legislation and care programme approach</li> <li>How to interpret and apply legislation to the work being undertaken</li> <li>The professional standards and codes of practice for his/her area of work within older people's services and how to interpret and apply these</li> </ul>	HSS/ N 5122 KA1 KA2 KA3 KA4 KA5 KA6	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet	2 Hrs







							BP apparatus	
3.3	Establishing relationships, with the most effective methods of communication	Technical Knowledge	•	Methods of obtaining informed consent from older people, and how to confirm that sufficient information has been provided on which to base this judgment the actions to take if the older person withdraws their consent How to recognise when older people are not able to exercise their rights to make informed choices	HSS/ N 5122 KB1 KB2 KB3 KB4 KB5 KB6 KB7 KB8 KB9 KB10 KB11 KB12 KB13 KB14 KB15 KB16	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:-	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:-	2 Hrs 2 Hrs 2 Hrs
					KB17 KB18 KB19 KB20 KB21 KB22 KB23 KB24 KB25 KB26 KB27 KB28 KB29 KB30 KB31 KB32 KB33 KB34 KB35 KB35 KB37	GDA Lab	Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
3.4	Establishing relationships, with the most effective methods of	Core Skill/ Generic Skill	•	Write the information to be communicated in an understandable manner Record the non-verbal cues during communication	HSS/ N 5122 SA1 SA2 SA3 SA4	Theoretical Sessions:- Classroom Session Lecture	Theoretical Sessions:- Audio-Visual Lab Projector Charts	2 Hrs







	communication		<ul> <li>Interact with the patient and their carers</li> <li>Communicate with the old person</li> </ul>	SA5 SA6	Session Assignment Projects	Diagram Notes	
			Use the types of communication aids that are used in older people's services		Practical Sessions:-	Practical Sessions:-	2 Hrs
					GDA Lab	Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
3.5	Establishing relationships, with the most effective methods of communication	Professional Skills	<ul> <li>How an individual's feelings, beliefs and values can affect the communication process</li> <li>The importance of taking into account cultural differences as part of the communication process</li> <li>The type of assumptions that are made about older people and their carers arising from communication differences</li> </ul>	HSS/ N 5122 SB1 SB2 SB3 SB4 SB5	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:-	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Stethoscope	2 Hrs 2 Hrs
					GDA Lab	Scissors	







						Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
3.6	Establishing relationships, with the most effective methods of communication	Enable geriatric/paralytic/ immobile patient to cope with changes to their health and well-being	<ul> <li>Establish a supportive relationship with the older people, and agree with them the roles and responsibilities of their carers</li> <li>Communicate with older people and their carers in an appropriate manner</li> <li>Encourage the older people to seek clarification of any</li> </ul>	HSS/ N 5123 PC1 PC2 PC3 PC4 PC5 PC6 PC7 PC8 PC9 PC10 PC11 PC12	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes	2 Hrs
			<ul> <li>Seek claimcation of any procedures, information and advice relevant to them</li> <li>Obtain an informed consent of the older person for the actions undertaken on their behalf, and agree on the information which may be passed to others</li> <li>Obtain information from the older person and their carers on the way in which the older person's needs are being met</li> <li>Identify any areas where support</li> </ul>	PC13 PC14 PC15 PC16 PC17	Practical Sessions:- GDA Lab	Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy	2 Hrs







			•	for the older person can be improved Identify and prioritise actions required if the older person's needs are not being appropriately addressed			items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
3.7	Establishing relationships, with the most effective methods of communication	Knowledge of the Healthcare provider/ Organisation and its processes	•	The legislation which relates to working with older people including health and safety, confidentiality and information sharing, the provision of services, the rights of older people, anti-discriminatory practice, capacity and consent, relevant mental health legislation and care programme approach How to interpret and apply legislation to the work being undertaken The professional standards and codes of practice for the area of work within older people's services, and how to interpret and apply these standards How to balance responsibilities as a professional with organisational and contractual requirements	HSS/ N 5123 KA1 KA2 KA3 KA4 KA5 KA6	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor	2 Hrs







3.8	Establishing relationships, with the most effective methods of communication	Technical Knowledge	•	The methods of obtaining informed consent from older people, and how to confirm that sufficient information has been provided on which to base this judgement The actions to be taken if the older person withdraws his/her consent How to recognise when older people are not able to exercise their rights to make informed choices The situations when consent may not be required e.g. Under relevant mental health legislation How to deal with issues of confidentiality and who has the right of access to information that has been recorded	HSS/ N 5123 KB1 KB2 KB3 KB4 KB5 KB6 KB7 KB8 KB9 KB10 KB11 KB12 KB13 KB14 KB15 KB16 KB17 KB18 KB19 KB20 KB21 KB22 KB23 KB24 KB25 KB26 KB27 KB28 KB29 KB30 KB31 KB32 KB33	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Tourniquet BP apparatus Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	2 Hrs 2 Hrs 2 Hrs
	relationships, with the most effective methods of		•	process in local or understandable manner Record the non-verbal cues during communication	SA1 SA2 SA3 SA4	Sessions:- Classroom Session Lecture	Sessions:- Audio-Visual Lab Projector Charts	

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		<ul> <li>Communicate with the older</li> </ul>		Assignment Projects	Notes	
		<ul> <li>person</li> <li>Use the types of communication aids that are used in older people's</li> </ul>		Practical Sessions:-	Practical Sessions:-	2 Hrs
		services		GDA Lab	Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
Establishing relationships, with the most effective methods of communication	Professional Skills	<ul> <li>people and their carers</li> <li>How an individual's feelings, beliefs and values can affect the communication process</li> <li>The importance of taking into account cultural differences</li> <li>The type of assumptions that are made about older people and their carers arising from communication differences</li> <li>Analyse type of assistance the</li> </ul>	HSS/N 5123 SB1 SB2 SB3 SB4 SB5 SB6	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:-	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Stethoscope	2 Hrs 2 Hrs
ו פ ו	with the most effective methods of	relationships, with the most effective methods of	<ul> <li>relationships, with the most effective methods of communication</li> <li>For the importance of taking into account cultural differences</li> <li>The type of assumptions that are made about older people and their carers arising from communication differences</li> </ul>	relationships, with the most effective methods of communication	Establishing lefationships, with the most effective methods of communication       Professional Skills <ul> <li>Communicate effectively with older people and their carers</li> <li>How an individual's feelings, beliefs and values can affect the communication process</li> <li>The importance of taking into account cultural differences</li> <li>The type of assumptions that are made about older people and their carers arising from communication differences</li> <li>Analyse type of assistance the</li> </ul> HSS/ N 5123 SB1 SB2 SB3 SB4 SB5 SB6         Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects	Establishing relationships, with the most affective methods of communicationProfessional Skills• Communicate effectively with older people and their carers • How an individual's feelings, beliefs and values can affect the communication process • The importance of taking into account cultural differences • The type of assistance the older people and their carers • Analyse type of assistance the older people and their carers • Analyse type of assistance the older people and their carers • Analyse type of assistance the older people and their carers • Analyse type of assistance the older people and their carers • Analyse type of assistance the older people and their carers • Analyse type of assistance the older people and their carers • Analyse type of assistance the older peo







				require to cope with the changes to their health and well-being			Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
3.11	Establishing relationships, with the most effective methods of communication	Implement interventions with geriatric/paralytic/immobile patient at risk of falls	•	Communicate with older people and their carers in an appropriate manner, and encourage them to seek clarification of any procedures, information, and advice relevant to them Explore the needs and expectations of the older person and his/her goals for the intervention Identify current or previous interventions that the older person may have experienced and the immediate requirements of his/her individualised care plan Obtain the valid consent of the older person for the actions to be undertaken on his/her behalf, and agree upon the information which may be passed on to others	HSS/ N 5124 PC1 PC2 PC3 PC4 PC5 PC6 PC7 PC8 PC9 PC10 PC11 PC12 PC13 PC14 PC15	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy	1 Hrs 1 Hrs







							items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
3.1	2 Establishing relationships, with the most effective methods of communication	Knowledge of the Healthcare provider/ Organisation and its processes	•	The legislation which relates to working with older people including health and safety, confidentiality and information sharing, the provision of services, the rights of older people, anti-discriminatory practice, capacity and consent, relevant mental health legislation and care programme approach How to interpret and apply legislation to the work being undertaken The professional standards and codes of practice for the area of work within older people's services and how to interpret and apply these How to balance responsibilities as a professional with organisational and contractual requirements	HSS/ N 5124 KA1 KA2 KA3 KA4 KA5 KA6	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor	1 Hrs







3.13	Establishing relationships, with the most effective methods of communication	Technical Knowledge	<ul> <li>The methods of obtaining valid consent and how to confirm that sufficient information has been provided on which to base this judgement</li> <li>The actions to take if the older person withdraws his/her consent</li> <li>How to recognise when individuals are not able to exercise their rights to make informed choices</li> <li>The legal framework for taking decisions for, or acting on behalf of, an older person without capacity</li> <li>The situations when consent may not be required (e.g. under relevant mental health legislation)</li> <li>How to deal with issues of confidentiality and who has the right of access to information that has been recorded</li> </ul>	HSS/ N 5124 KB1 KB2 KB3 KB4 KB5 KB6 KB7 KB8 KB9 KB10 KB11 KB12 KB13 KB14 KB15 KB16 KB17 KB18 KB19 KB20 KB21 KB22 KB23 KB24 KB25 KB26 KB27 KB28 KB29 KB30 KB31 KB32 KB33 KB34 KB35 KB36 KB37 KB38 KB39 KB40 KB41 KB42 KB43 KB44 KB45 KB46 KB47 KB48 KB49 KB50 KB51 KB52 KB53 KB54 KB55 KB56	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Tourniquet BP apparatusTheoretical Sessions:-Audio-Visual Lab Projector Charts Diagram NotesPractical Sessions:-Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	1 Hrs
3.14	Establishing relationships,	Core Skill/ Generic Skill	Write during the communication     process in local or understandable	HSS/ N 5124	Theoretical Sessions:-	Theoretical Sessions:-	1 Hrs







	with the most effective methods of communication		•	manner Record the non-verbal cues during communication Interact with the patient and their carers Communicate with the old person Use the types of communication aids that are used in older people's services	SA1 SA2 SA3 SA4 SA5 SA6	Classroom Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	1 Hrs
3.15	Establishing relationships, with the most effective methods of communication	Professional Skills	•	How to effectively communicate with older people and their carers How an individual's feelings, beliefs and values can affect the communication process The importance of taking cultural differences into account The type of assumptions that are made about older people and their carers arising from communication	HSS/ N 5124 SB1 SB2 SB3 SB4 SB5 SB6	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:-	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:-	1 Hrs

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			<ul> <li>differences</li> <li>Analyse type of assistance the older person and their carers require to cope with the changes to their health and well-being</li> </ul>		GDA Lab	Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
4.1	Office Culture and Protocol management aligning with Personal Efficiency and Job Requirements	Act within the limits of your competence and authority	<ul> <li>Adhere to legislation, protocols and guidelines relevant to one's role and field of practice</li> <li>Work within organisational systems and requirements as appropriate to one's role</li> <li>Recognise the boundary of one's role and responsibility and seek supervision when situations are beyond one's competence and authority</li> <li>Maintain competence within one's role and field of practice</li> <li>Use relevant research based protocols and guidelines as evidence to inform one's practice</li> <li>Promote and demonstrate good practice as an individual and as a</li> </ul>	HSS/ N 9603 PC1 PC2 PC3 PC4 PC5 PC6 PC7 PC8	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized	1 Hrs 1 Hrs







			<ul> <li>team member at all times</li> <li>Identify and manage potential and actual risks to the quality and safety of practice</li> <li>Evaluate and reflect on the quality of one's work and make continuing improvements</li> </ul>			mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
4.2	Office Culture and Protocol management aligning with Personal Efficiency and Job Requirements	Knowledge of the Healthcare provider/ Organisation and its processes	<ul> <li>The relevant legislation, standards, policies, and procedures followed in the organisation</li> <li>The medical procedures and functioning of required medical equipment</li> <li>Role and importance of assisting other healthcare providers in</li> </ul>	HSS/ N 9603 KA1 KA2 KA3	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes	1 Hrs
			delivering care		Practical Sessions:- GDA Lab	Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds)	1 Hrs







4.3	Office Culture and Protocol management aligning with Personal Efficiency and Job Requirements	Technical Knowledge	•	The boundaries of one's role and responsibilities and other team members The reasons for working within the limits of one's competence and authority The importance of personally promoting and demonstrating good	HSS/ N 9603 KB1 KB2 KB3 KB4 KB5 KB6 KB7 KB8 KB9 KB10 KB11 KB12	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects	Thermometer Tongue depressor Tourniquet BP apparatus Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes	1 Hrs
			•	practice The legislation, protocols and guidelines effecting one's work The organisational systems and requirements relevant to one's role The sources of information that can be accessed to maintain an awareness of research and developments in one's area of work The difference between direct and indirect supervision and autonomous practice, and which combination is most applicable in different circumstances	KB13 KB14	Practical Sessions:- GDA Lab	Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	1 Hrs
4.4	Office Culture and Protocol	Core Skill/ Generic Skill	•	Document reports, task lists, and schedules	HSS/ N 9603	Theoretical Sessions:-	Theoretical Sessions:-	1 Hrs







	management aligning with Personal Efficiency and Job Requirements		<ul> <li>Prepare status and progress reports</li> <li>Record daily activities</li> <li>Update other co-workers</li> <li>Read about changes in legislations and organisational policies</li> <li>Keep updated with the latest knowledge</li> </ul>	SA1 SA2 SA3 SA4 SA5 SA6 SA7 SA8 SA9 SA10	Classroom Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet	1 Hrs
						BP apparatus	
4.5	Office Culture and Protocol management aligning with Personal Efficiency and Job Requirements	Professional Skills	<ul> <li>Communicate effectively with patients and their family, physicians, and other members of the health care team</li> <li>Be responsive and listen empathetically to establish rapport in a way that promotes openness on issues of concern</li> <li>Be sensitive to potential cultural</li> </ul>	HSS/ N 9603 SB1 SB2 SB3 SB4 SB5 SB6	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:-	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:-	1 Hrs







			<ul> <li>differences</li> <li>Maintain patient confidentiality</li> <li>Respect the rights of the patient(s)</li> </ul>		GDA Lab	Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
4.6	Office Culture and Protocol management aligning with Personal Efficiency and Job Requirements	Work effectively with others	<ul> <li>Communicate with other people clearly and effectively</li> <li>Integrate one's work with other people's work effectively</li> <li>Pass on essential information to other people on timely basis</li> <li>Work in a way that shows respect for other people</li> <li>Carry out any commitments made to other people</li> <li>Reason out the failure to fulfil commitment</li> <li>Identify any problems with team members and other people and take the initiative to solve these</li> </ul>	HSS/ N 9604 PC1 PC2 PC3 PC4 PC5 PC6 PC7 PC8	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized	1 Hrs 1 Hrs







			problems			mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
4.7	Office Culture and Protocol management aligning with Personal Efficiency and Job Requirements	Knowledge of the Healthcare provider/ Organisation and its processes	<ul> <li>The people who make up the team and how they fit into the work of the organisation</li> <li>The responsibilities of the team and their importance to the organisation</li> <li>The business, mission, and objectives of the organisation</li> <li>Effective working relationships with the people external to the team, with which the individual works on a regular basis</li> <li>Procedures in the organisation to deal with conflict and poor working relationships</li> </ul>	HSS/ N 9604 KA1 KA2 KA3 KA4 KA5	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds)	1 Hrs







4.8	Office Culture and Protocol management aligning with Personal Efficiency and Job Requirements	Technical Knowledge	<ul> <li>The importance of communicating clearly and effectively with other people and how to do so face-to-face, by telephone and in writing</li> <li>The essential information that needs to be shared with other people</li> <li>The importance of effective</li> </ul>	HSS/ N 9604 KB1 KB2 KB3 KB4 KB5 KB6 KB7	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects	Thermometer Tongue depressor Tourniquet BP apparatus Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical	1 Hrs
			working relationships and how these can contribute towards effective working relationships on a day-to-day basis		Practical Sessions:- GDA Lab	Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
4.9	Office Culture and Protocol	Core Skill/ Generic Skill	Communicate essential     information in writing	HSS/ N 9604	Theoretical Sessions:-	Theoretical Sessions:-	1 Hrs







	management aligning with Personal Efficiency and Job Requirements		<ul> <li>Write effective communications to share information with the team members and other people outside the team</li> <li>Read and understand essential information</li> <li>Communicate essential information to colleagues face-to- face or through telecommunications</li> <li>Question others appropriately in order to understand the nature of the request or compliant</li> </ul>	SA1 SA2 SA3 SA4 SA5	Classroom Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Audio-Visual Lab         Projector         Charts         Diagram         Notes         Practical         Sessions:-         Stethoscope         Scissors         Microspore         Medical Tap         Sanitizer         Sanitary items –         gauze, sterilized         mask and gloves,         cotton balls         OTC pharmacy         items         (cold medicines,         ibuprofen and         other emergency         meds)         Thermometer         Tongue         depressor         Tourniquet         BP apparatus	1 Hrs
4.10	Office Culture and Protocol management aligning with Personal Efficiency and Job Requirements	Professional Skills	<ul> <li>Communicate effectively with patients and their family, physicians, and other members of the health care team</li> <li>Be capable of being responsive, listen empathetically to establish rapport in a way that promotes openness on issues of concern</li> <li>Be sensitive to potential cultural</li> </ul>	HSS/ N 9604 SB1 SB2 SB3 SB4 SB5 SB6 SB7 SB8	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:-	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:-	1 Hrs 1 Hrs







			<ul> <li>differences</li> <li>Maintain patient confidentiality</li> <li>Respect the rights of the patient(s)</li> </ul>		GDA Lab	Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
4.11	Office Culture and Protocol management aligning with Personal Efficiency and Job Requirements	Manage work to meet requirements	<ul> <li>Clearly establish, agree, and record the work requirements</li> <li>Utilise time effectively</li> <li>Ensure his/her work meets the agreed requirements</li> <li>Treat confidential information correctly</li> <li>Work in line with the organisation's procedures and policies and within the limits of his/her job role</li> </ul>	HSS/ N 9605 PC1 PC2 PC3 PC4 PC5	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized	1 Hrs







						mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
4.12	Office Culture and Protocol management aligning with Personal Efficiency and Job Requirements	Knowledge of the Healthcare provider/ Organisation and its processes	<ul> <li>The relevant policies and procedures of the organisation</li> <li>The information that is considered confidential to the organisation</li> <li>The scope of work of the role</li> </ul>	HSS/ N 9605 KA1 KA2 KA3	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes	1 Hrs
					Practical Sessions:- GDA Lab	Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds)	1 Hrs







4.13	Office Culture and Protocol management aligning with Personal Efficiency and Job Requirements	Technical Knowledge	<ul> <li>The importance of asking the appropriate individual for help when required</li> <li>The importance of planning, prioritising and organising work</li> <li>The importance of clearly establishing work requirement</li> <li>The importance of being flexible in</li> </ul>	HSS/ N 9605 KB1 KB2 KB3 KB4 KB5 KB6 KB7 KB8 KB9 KB10	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects	Thermometer Tongue depressor Tourniquet BP apparatus Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes	1 Hrs
	Office Culture	Caro Skill/ Conoria Skill	<ul> <li>changing priorities when the importance and urgency comes into play</li> <li>How to make efficient use of time, and to avoid things that may prevent work deliverables from being expedited</li> </ul>		Practical Sessions:- GDA Lab	Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	1 Hrs
4.14	Office Culture and Protocol	Core Skill/ Generic Skill	<ul><li>Report progress and results</li><li>Record problems and resolutions</li></ul>	HSS/ N 9605	Theoretical Sessions:-	Theoretical Sessions:-	1 Hrs







management aligning with Personal Efficiency and Job Requirements		<ul> <li>Read organisational policies and procedures</li> <li>Read work related documents and information shared by different sources</li> <li>Report progress and results</li> <li>Interact with other individuals</li> <li>Negotiate requirements and revised agreements for delivering them</li> </ul>	SA1 SA2 SA3 SA4 SA5 SA6 SA7	Classroom Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	1 Hrs
4.15 Office Culture and Protocol management aligning with Personal Efficiency and Job Requirements	Professional Skills	<ul> <li>Communicate effectively with patients and their family, physicians, and other members of the health care team</li> <li>Be sensitive to potential cultural differences</li> <li>Maintain patient confidentiality</li> <li>Respect the rights of the patient(s)</li> </ul>	HSS/ N 9605 SB1 SB2 SB3 SB4 SB5 SB6 SB7	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:-	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:-	1 Hrs 1 Hrs







4.16	Office Culture	Maintain a safe, healthy		HSS/ N 9606	GDA Lab	Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	1 Hrs
4.10	and Protocol management aligning with Personal Efficiency and Job Requirements	Maintain a sare, nealthy and secure environment	<ul> <li>Identify individual responsibilities in relation to maintaining workplace health safety and security requirements</li> <li>Comply with health, safety and security procedures for the workplace</li> <li>Report any identified breaches in health, safety, and security procedures to the designated person</li> <li>Identify potential hazards and breaches of safe work practices</li> <li>Correct any hazards that individual can deal with safely, competently and within the limits of authority</li> </ul>	HSS/N 9606 PC1 PC2 PC3 PC4 PC5 PC6 PC7 PC8 PC9	Classroom Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized	1 Hrs







		Promptly and accurately report the hazards that individual is not allowed to deal with, to the relevant person and warn other people who may get affected			mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
4.17 Office Cul and Proto managem aligning w Personal Efficiency Job Requirem	col Healthcare provider/ ent Organisation and its processes and	<ul> <li>The importance of health, safety, and security in the workplace</li> <li>The basic requirements of the health and safety and other legislations and regulations that apply to the workplace</li> <li>The person(s) responsible for maintaining healthy, safe, and secure workplace</li> <li>The relevant up-to-date information on health, safety, and security that applies to the workplace</li> <li>How to report the hazard</li> </ul>	HSS/ N 9606 KA1 KA2 KA3 KA4 KA5 KA6	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds)	1 Hrs 1 Hrs







4.18	Office Culture and Protocol management aligning with Personal Efficiency and Job Requirements	Technical Knowledge	<ul> <li>Requirements of health, safety and security in workplace</li> <li>How to create safety records and maintaining them</li> <li>The importance of being alert to health, safety, and security hazards in the work environment</li> <li>The common health, safety, and</li> </ul>	HSS/ N 9606 KB1 KB2 KB3 KB4 KB5 KB6	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects	Thermometer Tongue depressor Tourniquet BP apparatus Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes	1 Hrs
1.10	Office Culture		<ul> <li>security hazards that affect people working in an administrative role</li> <li>How to identify health, safety, and security hazards</li> <li>The importance of warning others about hazards and how to do so until the hazard is dealt with</li> </ul>		Practical Sessions:- GDA Lab	Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	1 Hrs
4.19	Office Culture and Protocol	Core Skill/ Generic Skill	<ul><li>Report and record incidents</li><li>Read and understand company</li></ul>	HSS/ N 9606	Theoretical Sessions:-	Theoretical Sessions:-	1 Hrs







management aligning with Personal Efficiency and Job Requirements		<ul> <li>policies and procedures</li> <li>Clearly report hazards and incidents with the appropriate level of urgency</li> </ul>	SA1 SA2 SA3	Classroom Session Lecture Session Assignment Projects Practical Sessions:-	Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:-	1 Hrs
				GDA Lab	Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
4.20 Office Culture and Protocol management aligning with Personal Efficiency and Job Requirements	Professional Skills	<ul> <li>Make decisions pertaining to the area of work</li> <li>Plan for safety of the work environment</li> <li>Communicate effectively with patients and their family, physicians, and other members of the health care team</li> <li>Be capable of being responsive,</li> </ul>	HSS/ N 9606 SB1 SB2 SB3 SB4 SB5 SB6 SB7 SB8 SB9 SB10	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:-	Dr apparatos         Theoretical         Sessions:-         Audio-Visual Lab         Projector         Charts         Diagram         Notes         Practical         Sessions:-	1 Hrs 1 Hrs







		listen empathetically to establish rapport in a way that promotes openness on issues of concern		GDA Lab	Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
Office Culture and Protocol management aligning with Personal Efficiency and Job Requirements	Practice Code of conduct while performing duties	<ul> <li>Adhere to protocols and guidelines relevant to the role and field of practice</li> <li>Work within organisational systems and requirements as appropriate to the role</li> <li>Recognise the boundary of the role and responsibility and seek supervision when situations are beyond the competence and authority</li> <li>Maintain competence within the role and field of practice</li> <li>Use protocols and guidelines relevant to the field of practice</li> <li>Promote and demonstrate good</li> </ul>	HSS/ N 9607 PC1 PC2 PC3 PC4 PC5 PC6 PC7 PC8	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized	1 Hrs 1 Hrs







			practice as an individual and as a team member at all times			mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
4.22	Office Culture and Protocol management aligning with Personal Efficiency and Job Requirements	Knowledge of the Healthcare provider/ Organisation and its processes	<ul> <li>Relevant legislation, standards, policies, and procedures followed in the hospital</li> <li>How to engage and interact with other providers in order to deliver quality and maintain continued care</li> <li>Personal hygiene measures and handling techniques</li> </ul>	HSS/ N 9607 KA1 KA2 KA3	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitary Sa	1 Hrs 1 Hrs







4.23	Office Culture and Protocol management aligning with Personal Efficiency and Job Requirements	Technical Knowledge	<ul> <li>The limitations and scope of the role and responsibilities along with an understanding of roles and responsibilities of others</li> <li>The importance of working within the limits of one's competence and authority</li> <li>The detrimental effects of non-</li> </ul>	HSS/ N 9607 KB1 KB2 KB3 KB4 KB5 KB6 KB7 KB8 KB9 KB10 KB11 KB12	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects	Thermometer Tongue depressor Tourniquet BP apparatus Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes	1 Hrs
	Office Outburg		compliance		Practical Sessions:- GDA Lab	Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	1 Hrs
4.24	Office Culture and Protocol	Core Skill/ Generic Skill	Document reports, task lists, and schedules with co-workers	HSS/ N 9607	Theoretical Sessions:-	Theoretical Sessions:-	1 Hrs







management aligning with Personal Efficiency and Job Requirement		<ul> <li>Prepare status and progress reports related to patient care</li> <li>Update the physician and the other co-workers</li> <li>Read about procedures, regulations and guidelines related to the organisation and the profession</li> <li>Keep updated with the latest knowledge by reading internal communications and legal framework changes related to roles and responsibilities</li> </ul>	SA1 SA2 SA3 SA4 SA5 SA6 SA7 SA8	Classroom Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	1 Hrs
4.25 Office Culture and Protocol management aligning with Personal Efficiency and Job Requirements	1	<ul> <li>Communicate effectively with patients and their family, physicians, and other members of the health care team</li> <li>Maintain patient confidentiality</li> <li>Respect the rights of the patient(s)</li> <li>Respond patients' queries and concerns</li> <li>Maintain personal hygiene to</li> </ul>	HSS/ N 9607 SB1 SB2 SB3 SB4 SB5 SB6 SB7	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:-	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:-	1 Hrs 1 Hrs







			enhance patient safety		GDA Lab	Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
4.26	Office Culture and Protocol management aligning with Personal Efficiency and Job Requirements	Follow biomedical waste disposal protocols	<ul> <li>Follow the appropriate procedures, policies and protocols for the method of collection and containment level according to the waste type</li> <li>Apply appropriate health and safety measures and standard precautions for infection prevention and control and personal protective equipment relevant to the type and category of waste</li> <li>Segregate the waste material from work areas in line with current legislation and organisational requirements</li> <li>Segregation should happen at</li> </ul>	HSS/ N 9609 PC1 PC2 PC3 PC4 PC5 PC6 PC7 PC8 PC9 PC10	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:- GDA Lab	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized	1 Hrs







			<ul> <li>source with proper containment, by using different color coded bins for different categories of waste</li> <li>Check the accuracy of the labelling that identifies the type and content of waste</li> </ul>			mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
4.27	Office Culture and Protocol management aligning with Personal Efficiency and Job Requirements	Knowledge of the Healthcare provider/ Organisation and its processes	<ul> <li>Person(s) responsible for health, safety, and security in the organisation</li> <li>Relevant up-to-date information on health, safety, and security that applies to the organisation</li> <li>Organisation's emergency procedures and responsibilities for</li> </ul>	HSS/ N 9609 KA1 KA2 KA3 KA4	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes	1 Hrs
			handling hazardous situations		Practical Sessions:- GDA Lab	Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds)	1 Hrs







4.28	Office Culture and Protocol management aligning with Personal Efficiency and Job Requirements	Technical Knowledge	•	How to categorise waste according to national, local and organisational guidelines The appropriate approved disposal routes for waste The appropriate containment or dismantling requirements for waste and how to make the waste safe for	HSS/ N 9609 KB1 KB2 KB3 KB4 KB5 KB6 KB7 KB8 KB9 KB10 KB11 KB12 KB13 KB14	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects	Thermometer Tongue depressor Tourniquet BP apparatus Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes	1 Hrs
			•	disposal The importance to adhere to the organisational and national waste management principles and procedures The hazards and risks associated with the disposal and the importance of risk assessments and how to provide these	KB15 KB16	Practical Sessions:- GDA Lab	Practical Sessions:- Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	1 Hrs
4.29	Office Culture and Protocol	Core Skill/ Generic Skill	•	Read and understand company policies and procedures for	HSS/ N 9609	Theoretical Sessions:-	Theoretical Sessions:-	1 Hrs







management aligning with Personal Efficiency and Job Requirements		<ul> <li>managing biomedical waste</li> <li>Report hazards and incidents clearly with the appropriate level of urgency</li> <li>Report and record incidents</li> </ul>	SA1 SA2 SA3	Classroom Session Lecture Session Assignment Projects Practical Sessions:-	Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:-	1 Hrs
				GDA Lab	Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
4.30 Office Culture and Protocol management aligning with Personal Efficiency and Job Requirements	Professional Skills	<ul> <li>Make decisions pertaining to the area of work</li> <li>Exhibit commitment to the organisation and exert effort and perseverance</li> <li>Organise files and documents</li> <li>Plan for safety of the work environment</li> <li>Recommend and implement plan</li> </ul>	HSS/ N 9609 SB1 SB2 SB3 SB4 SB5 SB6 SB7 SB8 SB9 SB10	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:-	Dr apparatus         Theoretical         Sessions:-         Audio-Visual Lab         Projector         Charts         Diagram         Notes         Practical         Sessions:-	1 Hrs 1 Hrs







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			of action		GDA Lab	Stethoscope Scissors Microspore Medical Tap Sanitizer Sanitary items – gauze, sterilized mask and gloves, cotton balls OTC pharmacy items (cold medicines, ibuprofen and other emergency meds) Thermometer Tongue depressor Tourniquet BP apparatus	
5.1	Yoga and Naturopathy - I	Philosophy of Nature Care	<ul> <li>Definitions of Nature cure, Cause of health and disease</li> <li>Philosophy of Naturopathy (Principles, History of Naturopathy)</li> <li>Nature cure way of life</li> <li>Acute, Chronic and degenerative diseases and their treatments</li> </ul>	Additional as Required for the Job Role	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:- Botanical Lab and Anatomy Lab	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Specimen jars, Sample Plants, Usage of various Naturopathy Equipments, Disposable Container,	5 Hrs







						Microscope, Double-ended probe, Dissection scissors, Rubber Gloves, Di-section Table, Autoclave, Disposable Syringe etc.	
5.2	Yoga and Naturopathy - I	Massage	<ul> <li>Definition, History of Massage</li> <li>Rules and regulations applicable to massage therapist</li> <li>Oils and lubricants in Massage</li> <li>Types of Massage – Kellogs massage, Geriatric massage, Pre and Post natal massage, Powder massage</li> <li>Movements of Massage:         <ul> <li>a. Touch</li> <li>b. Friction</li> <li>c. Stroking</li> <li>d. Kneading</li> <li>e. Vibration</li> <li>f. Percussion</li> <li>g. Joint movements</li> </ul> </li> <li>Therapeutic massage on each system</li> <li>Indications and Contraindications</li> </ul>	Additional as Required for the Job Role	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:- Botanical Lab and Anatomy Lab	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Specimen jars, Sample Plants, Usage of various Naturopathy Equipments, Disposable Container, Microscope, Double-ended probe, Dissection scissors, Rubber Gloves, Di-section Table, Autoclave, Disposable	4 Hrs 4 Hrs







						Syringe etc.	
5.3	Yoga and Naturopathy - I	Yoga Theory and Practical Training	<ul> <li>Definition, History of Yoga</li> <li>Ashtanga Yoga</li> <li>Classifications of asanas - Basic asanas Methods, Indications, Contraindications, precautions</li> <li>Suryanamaskara</li> <li>Pranayama, Bandhas, Mudras, Meditation, Relaxation Techniques</li> <li>Kriyas</li> <li>Therapeutic Yoga (Disease</li> </ul>	Additional as Required for the Job Role	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:-	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:-	6 Hrs 6 Hrs
			Based)		Botanical Lab and Anatomy Lab	Specimen jars, Sample Plants, Usage of various Naturopathy Equipments, Disposable Container, Microscope, Double-ended probe, Dissection scissors, Rubber Gloves, Di-section Table, Autoclave, Disposable Syringe etc.	
5.4	Yoga and Naturopathy - I	Traditional Yoga	<ul> <li>Patanjali Yog Sutra:</li> <li>Definition and meaning of yoga</li> <li>Types of vritties</li> <li>Different ways to achieve Raj Yog</li> <li>Disturbance in Yogic Practices</li> </ul>	Additional as Required for the Job Role	Theoretical Sessions:- Classroom Session Lecture Session	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram	5 Hrs







			Swatmaram Hatha Pradipika:		Assignment	Notes	
			<ul> <li>Asanas</li> <li>Pranayama</li> <li>Kriyas</li> <li>Nadanusandhan</li> <li>Great Philosophy of Indian Yoga</li> <li>Culture: <ul> <li>Charwak</li> <li>Budha</li> <li>Mahavir</li> <li>Swami Vivekanand</li> </ul> </li> </ul>		Projects Practical Sessions:- Botanical Lab and Anatomy Lab	Practical Sessions:- Specimen jars, Sample Plants, Usage of various Naturopathy Equipments, Disposable Container, Microscope, Double-ended probe, Dissection scissors, Rubber Gloves, Di-section Table, Autoclave, Disposable Syringe etc.	5 Hrs
5.5	Yoga and Naturopathy - I	Anatomy and Physiology	<ul> <li>Musculo Skeletal System</li> <li>Respiratory System</li> <li>Digestive System</li> <li>Excretory System</li> <li>Circulatory System</li> <li>Nervous System</li> <li>Endocrine and Reproductive System</li> </ul>	Additional as Required for the Job Role	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes	4 Hrs
					Practical Sessions:- Botanical Lab and Anatomy Lab	Practical Sessions:- Specimen jars, Sample Plants, Usage of various Naturopathy	4 Hrs







						Equipments, Disposable Container, Microscope, Double-ended probe, Dissection scissors, Rubber Gloves, Di-section Table, Autoclave, Disposable Syringe etc.	
5.6	Yoga and Naturopathy - I	Hydrotherapy	<ul> <li>Definition and Introduction of Hydrotherapy</li> <li>Water - A universal solvent</li> <li>Rules of Hydrotherapy</li> <li>Properties of Water</li> <li>Temperature and Duration, Physiological effect of cold and hot on each system</li> </ul>	Additional as Required for the Job Role	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes	4 Hrs
			<ul> <li>Action and Reaction</li> <li>Hydrotherapeutic treatments: Method, Material requisite, Duration, Precautions, Indications, Contraindications, Types, Temperature of each treatment (packs, baths, sprays of cold and hot temperature)</li> <li>Emergency management through Hydrotherapy</li> <li>Efficient management of resources, equipments</li> </ul>		Practical Sessions:- Botanical Lab and Anatomy Lab	Practical Sessions:- Specimen jars, Sample Plants, Usage of various Naturopathy Equipments, Disposable Container, Microscope, Double-ended probe, Dissection scissors, Rubber Gloves, Di-section Table,	4 Hrs







5.7	Yoga and Naturopathy - I	Mud Therapy	<ul> <li>Definition</li> <li>Qualities, properties of mud</li> <li>Mud processing and purification procedure</li> <li>Types of mud application; general and local (direct and pack)</li> <li>Effects of mud bath, and local applications</li> </ul>	Additional as Required for the Job Role	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects	Autoclave, Disposable Syringe etc. Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes	4 Hrs
			<ul> <li>Preparation of mud pack (Cold and Hot) - dimensions and duration</li> <li>Indications and Contraindications of mud application</li> </ul>		Practical Sessions:- Botanical Lab and Anatomy Lab	Practical Sessions:- Specimen jars, Sample Plants, Usage of various Naturopathy Equipments, Disposable Container, Microscope, Double-ended probe, Dissection scissors, Rubber Gloves, Di-section Table, Autoclave, Disposable Syringe etc.	4 Hrs
6.1	Yoga and Naturopathy - II	Diet and Nutrition	<ul> <li>Definition of diet, nutrition, and concept of balanced diet</li> <li>Healthy Food Habits - what, when, where, how, how much, and how many times</li> <li>Types of diet - Eliminative,</li> </ul>	Additional as Required for the Job Role	Theoretical Sessions:- Classroom Session Lecture Session	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram	4 Hrs







		<ul> <li>Soothing, Constructive diet</li> <li>Raw diet: Fruits, Salads and Sprouts – Practical work</li> <li>Practical training in Naturopathic Recipes- Soups, Porridge, Daliya, Millets preparations</li> <li>Modern Nutrition - Protein, Carbohydrate, Fats, Vitamins and Minerals</li> <li>Cooking and Non cooking methods, selections of materials, modes of serving, importance of cleanliness and ambience</li> </ul>		Assignment Projects Practical Sessions:- Botanical Lab and Anatomy Lab	Notes Practical Sessions:- Specimen jars, Sample Plants, Usage of various Naturopathy Equipments, Disposable Container, Microscope, Double-ended probe, Dissection scissors, Rubber Gloves, Di-section Table, Autoclave, Disposable Syringe etc.	4 Hrs
6.2 Yoga and Naturopathy - II	Fasting	<ul> <li>Definitions and Importance of Fasting, Fasting vs. Starvation</li> <li>Types (Therapeutic, Religious and Political) of fasting</li> <li>Procedure of fasting and Importance</li> <li>Healing Crisis and Disease Crisis</li> <li>Effects of fasting</li> <li>Therapeutic Indications and Contraindications of fasting</li> </ul>	Additional as Required for the Job Role	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:- Botanical Lab and Anatomy Lab	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Specimen jars, Sample Plants, Usage of various Naturopathy	4 Hrs 4 Hrs







						Disposable Container, Microscope, Double-ended probe, Dissection scissors, Rubber Gloves, Di-section Table, Autoclave, Disposable Syringe etc.	
6.3	Yoga and Naturopathy - II	Magneto Therapy	<ul> <li>Definition, properties, effects of magnets</li> <li>Types of Magnets (Shapes and Power)</li> <li>Mode of treatment - general and local applications</li> <li>Indications and Contraindications for using magnets</li> <li>Charging of water and oils and their uses</li> <li>Electromagnetic field and health importance</li> </ul>	Additional as Required for the Job Role	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:- Botanical Lab and Anatomy Lab	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Specimen jars, Sample Plants, Usage of various Naturopathy Equipments, Disposable Container, Microscope, Double-ended probe, Dissection scissors, Rubber Gloves, Di-section Table, Autoclave, Disposable	4 Hrs 4 Hrs







						Syringe etc.	
6.4	Yoga and Naturopathy - II	Chromo Therapy	<ul> <li>Definition, Importance of Chromo Therapy</li> <li>Effects of Colours – Indications and Contraindications</li> <li>Charging of Water and Oil</li> <li>Chromo Thermoleum</li> <li>Sun Bath - Indication, contraindications, choice and time duration</li> </ul>	Additional as Required for the Job Role	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:- Botanical Lab and Anatomy Lab	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Specimen jars, Sample Plants, Usage of various	4 Hrs 4 Hrs
					Lau	Naturopathy Equipments, Disposable Container, Microscope, Double-ended probe, Dissection scissors, Rubber Gloves, Di-section Table, Autoclave, Disposable Syringe etc.	







6.5	Yoga and Naturopathy - II	Acupressure	<ul> <li>Definition, concepts and basics of acupressure</li> <li>Local point and therapeutic application</li> <li>Method of application - pressure and time</li> </ul>	Additional as Required for the Job Role	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:-	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:-	8 Hrs
					Botanical Lab and Anatomy Lab	Specimen jars, Sample Plants, Usage of various Naturopathy Equipments, Disposable Container, Microscope, Double-ended probe, Dissection scissors, Rubber Gloves, Di-section Table, Autoclave, Disposable Syringe etc.	
6.6	Yoga and Naturopathy - II	Physiotherapy	<ul> <li>Definition</li> <li>Wax Bath</li> <li>Electrotherapy</li> <li>Gym Management</li> <li>Normal Height, Weight, Temperature and Blood Pressure</li> </ul>	Additional as Required for the Job Role	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes	8 Hrs







					Practical Sessions:-	Practical Sessions:-	
					Botanical Lab and Anatomy Lab	Specimen jars, Sample Plants, Usage of various Naturopathy Equipments, Disposable Container, Microscope, Double-ended probe, Dissection scissors, Rubber Gloves, Di-section Table, Autoclave, Disposable Syringe etc.	
6.8	Yoga and Naturopathy - II	Clinical Training and Nursing Care	Basics of Nursing care and needs of patients Holistic approach to nursing care Basic clinical training Communications skills	Additional as Required for the Job Role	Theoretical Sessions:- Classroom Session Lecture Session Assignment Projects Practical Sessions:- Botanical Lab and Anatomy Lab	Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram Notes Practical Sessions:- Specimen jars, Sample Plants, Usage of various Naturopathy Equipments,	8 Hrs







	Disposable Container, Microscope, Double-ended probe, Dissection scissors, Rubber Gloves, Di-section Table, Autoclave, Disposable Syringe etc.
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