





| | 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: | |
| 3 | 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, | • | |
| | Maintain patient privacy by following a correct technique of undressing and dressin | | |
| | 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 | | |
| | The professional standards and codes of practice for the area of work within olde apply these standards | 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 | • | |
| | The professional standards and codes of practice for his/her area of work within c apply | | • |
| | 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 | |
| | | | Identify the type of bath that is best | PC5 PC6 | Session | Projector | |
| | | | suited as per the guidelines, based | PC7 PC8 | Lecture Session | Charts Diagram | |
| | | | on the patient condition and comfortCheck water temperature before | PC9 PC10 | Assignment | Notes | |
| | | | patient checks in | PC11 PC12 | Projects | 110100 | |
| | | | Follow standard precautions when | | Practical | Practical | 1 Hrs |
| | | | performing perennial care or when | | Sessions:- | Sessions:- | |
| | | | bathing a patient with skin lesion | | | Stethoscope | |
| | | | and rashes | | GDA Lab | Scissors | |
| | | | Dry patient's skin by patting with a towel which decreases friction and | | 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 | How to collect and record feedback about the services How to and whom to inform in case of observing something which is clinically important | HSS/ N 5116 KA1 KA2 KA3 KA4 | Theoretical Sessions:- Classroom Session | depressor Tourniquet BP apparatus Theoretical Sessions:- Audio-Visual Lab Projector | 1 Hrs |
|-----|-------------------------------------|---|---|-----------------------------------|---|--|-------|
| | | | Relevant protocols, good practices, standards, policies and procedures | | 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 |
| | | | How to perform back rubHow to give shower, complete bed | KB1 KB2 KB3 KB4 | Classroom Session | Audio-Visual Lab Projector | |







| | | | bath, partial bed bath or tub bath to the patient How to ensure that proper procedures and processes are followed The basic functionalities of the applications that are used during the bathing | 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 | Record the completion of the bathing procedure with relevant details by marking the template Read the doctor/nurse instructions and interpret them correctly Cross check the doctor's instructions with the ward nurse for proper understanding | 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 | Make decisions regarding the best bathing way Apply best practices in existing processes to drive improvements Plan the time for giving the bath to the patient and organise the same with other team members if they are needed | 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 | Maintain the patient's privacy and promote independence by encouraging the patient to do as much as possible on their own. Show the patient how they look after the grooming is done Use standard precautions and protocols for shaving and cutting nails Perform duties gently to avoid injuries, especially during shaving, brushing and hair styling Rinse toothpaste thoroughly from the mouth after brushing Store dentures in cool water and label them with patient's name to avoid confusion | 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 | them feel comfortable Answer the patient questions regarding their grooming needs 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. | 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 |
|------|-------------------------------------|---------------------|--|-----------------------------------|--|--|-------|
| | | | Apply best practices in existing processes to drive improvements Modify procedure to prevent spread of infection Ensure that all necessary equipment required to perform a particular grooming task are handy Ensure personal protective gear is used while grooming contagious and infected patients | 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 | Maintain the patient's privacy and promote independence by encouraging them to do as much as possible on their own Fasten the clothing with elastic fasteners Ensure that the footwear fits correctly | 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 |







| | | observing something clinically important (e.g. bed sores) How to dress a patient without causing discomfort Dressing procedure to prevent spread of infection Appropriate clothing depending upon the patient's condition and the general environment | 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 | Record observations made during the procedure on the template Read the instructions of the doctor/nurse and confirm the same with the nurse before taking any action Discuss the dressing procedure with the patient and make him/her feel comfortable | 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 | How to take decisions regarding the appropriate clothing requirement of the patient The steps involved in the dressing process (e.g. which limb to undress first) That the patient's dress is clean and dry How to avoid soiling of linen during | 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 | Make the patient comfortable and encourage eating as recommended Check menu card to verify the diet, restrictions, likes and dislikes of the patient Feed the patient through spoon Assist in elimination and oral care prior to feeding Wash the patient's hands and mouth after feeding Measure input and record them | 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 | Identify unusual symptoms experienced by the patient during | 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 |
|------|-------------------------------------|---------------------|---|--|---|---|-------|
| | | | feeding and report them promptly Manage the speed of feeding to avoid aspiration or choking Check the frequency of feeding as per the meal plan Check if the utensils are clean prior to feeding the patient | 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 | Promptly respond to patient's elimination needs Assist a mobile patient in moving to the toilet and provide support like giving toilet paper if required or stabilise the commode Wipe the patient and wash hands to prevent infection Use equipment correctly to prevent | 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 | Identify unusual changes in elimination and report them promptly Use bed pan correctly to avoid soiling of the linen Help patients in increasing pressure to aid in the elimination process Replace the spout in the holder | 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 | Know all procedures required for infection control Follow standard precautions Be aware of rules to dispose of biomedical waste and sharps Follow high level of personal hygiene Practice medical asepsis | 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 | Employee health policy Personal hygiene protocols Standard procedures to prevent the spread of infection and maintain medical asepsis | 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 | About HIV /AIDS and its spread Cleaning procedure (from the | HSS/ N 5121 | Fundamental Lab Theoretical Sessions:- | Medicine Pack Astelin Hydrocortisone corticosteroids Acetaminophen Theoretical | 2 Hrs |
|-----|-------------------|---------------------------|---|-----------------------------------|---|---|-------|
| | | | dirtiest part to the cleanest part) Hand wash procedure How to use personal protective gear | 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 | Record and report infection control protocols in case HHA has the required skills to capture that else inform the provider to record Read the instructions and If an individual is not able to than seek the help of nurse before taking any action Interact with the patient and | 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 |
| | | | explain the importance of infection control Make observations and communicate them correctly to the nurse or other medical professionals | | Practical Sessions:- Fundamental Lab | Practical Sessions:- Medicine Pack Astelin Hydrocortisone corticosteroids Acetaminophen | 2 Hrs |







| 2.5 | Infection Control | Professional Skills | Get prepared with appropriate personal protective gear Ensure all equipment are available Follow procedures and guidelines as specified Dispose biomedical waste as per guidelines | 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 | Introduce himself to the older person and their carers, and provide all the relevant information necessary to begin working with them Ensure that the older person and their carers are made to feel comfortable, and that they understand that their needs are | 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 |
| | | | important and are being addressed 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 Discuss with older person and their carers their own role and responsibilities for the care of the older person | 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 | 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 How to interpret and apply legislation to the work being undertaken 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 | 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 | | Interact with the patient and their carers Communicate with the old person | 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 | How an individual's feelings, beliefs and values can affect the communication process The importance of taking into account cultural differences as part of the communication process The type of assumptions that are made about older people and their carers arising from communication differences | 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 | Establish a supportive relationship with the older people, and agree with them the roles and responsibilities of their carers Communicate with older people and their carers in an appropriate manner Encourage the older people to seek clarification of any | 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 |
| | | | Seek claimcation of any procedures, information and advice relevant to them 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 Obtain information from the older person and their carers on the way in which the older person's needs are being met Identify any areas where support | 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 | |

Page 30







| | | Communicate with the older | | Assignment Projects | Notes | |
|---|--|--|---|--|--|---|
| | | person Use the types of communication aids that are used in older people's | | 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 | 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 assumptions that are made about older people and their carers arising from communication differences Analyse type of assistance the | 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 | relationships, with the most effective methods of communication For the importance of taking into account cultural differences The type of assumptions that are made about older people and their carers arising from communication differences | relationships, with the most effective methods of communication | Establishing lefationships, with the most effective methods of communication Professional 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 assumptions that are made about older people and their carers arising from communication differences Analyse type of assistance the 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 | The methods of obtaining valid consent and how to confirm that sufficient information has been provided on which to base this judgement The actions to take if the older person withdraws his/her consent How to recognise when individuals are not able to exercise their rights to make informed choices The legal framework for taking decisions for, or acting on behalf of, an older person without capacity 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 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 |

| Leela's |
|---|
| Leela's Foundation For Education & Health ISO: 9000-2008 |





| | | | differences Analyse type of assistance the older person and their carers require to cope with the changes to their health and well-being | | 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 | Adhere to legislation, protocols and guidelines relevant to one's role and field of practice Work within organisational systems and requirements as appropriate to one's role Recognise the boundary of one's role and responsibility and seek supervision when situations are beyond one's competence and authority Maintain competence within one's role and field of practice Use relevant research based protocols and guidelines as evidence to inform one's practice Promote and demonstrate good practice as an individual and as a | 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 |







| | | | team member at all times Identify and manage potential and actual risks to the quality and safety of practice Evaluate and reflect on the quality of one's work and make continuing improvements | | | 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 | The relevant legislation, standards, policies, and procedures followed in the organisation The medical procedures and functioning of required medical equipment Role and importance of assisting other healthcare providers in | 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 | | Prepare status and progress reports Record daily activities Update other co-workers Read about changes in legislations and organisational policies Keep updated with the latest knowledge | 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 | Communicate effectively with patients and their family, physicians, and other members of the health care team Be responsive and listen empathetically to establish rapport in a way that promotes openness on issues of concern Be sensitive to potential cultural | 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 |







| | | | differences Maintain patient confidentiality Respect the rights of the patient(s) | | 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 | Communicate with other people clearly and effectively Integrate one's work with other people's work effectively Pass on essential information to other people on timely basis Work in a way that shows respect for other people Carry out any commitments made to other people Reason out the failure to fulfil commitment Identify any problems with team members and other people and take the initiative to solve these | 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 | The people who make up the team and how they fit into the work of the organisation The responsibilities of the team and their importance to the organisation The business, mission, and objectives of the organisation Effective working relationships with the people external to the team, with which the individual works on a regular basis Procedures in the organisation to deal with conflict and poor working relationships | 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 | The importance of communicating clearly and effectively with other people and how to do so face-to-face, by telephone and in writing The essential information that needs to be shared with other people The importance of effective | 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 | | Write effective communications to share information with the team members and other people outside the team Read and understand essential information Communicate essential information to colleagues face-to- face or through telecommunications Question others appropriately in order to understand the nature of the request or compliant | 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 | Communicate effectively with patients and their family, physicians, and other members of the health care team Be capable of being responsive, listen empathetically to establish rapport in a way that promotes openness on issues of concern Be sensitive to potential cultural | 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 |







| | | | differences Maintain patient confidentiality Respect the rights of the patient(s) | | 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 | Clearly establish, agree, and record the work requirements Utilise time effectively Ensure his/her work meets the agreed requirements Treat confidential information correctly Work in line with the organisation's procedures and policies and within the limits of his/her job role | 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 | The relevant policies and procedures of the organisation The information that is considered confidential to the organisation The scope of work of the role | 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 | The importance of asking the appropriate individual for help when required The importance of planning, prioritising and organising work The importance of clearly establishing work requirement The importance of being flexible in | 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 | changing priorities when the importance and urgency comes into play How to make efficient use of time, and to avoid things that may prevent work deliverables from being expedited | | 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 | Report progress and resultsRecord problems and resolutions | HSS/ N 9605 | Theoretical Sessions:- | Theoretical Sessions:- | 1 Hrs |







| management aligning with Personal Efficiency and Job Requirements | | Read organisational policies and procedures Read work related documents and information shared by different sources Report progress and results Interact with other individuals Negotiate requirements and revised agreements for delivering them | 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 | Communicate effectively with patients and their family, physicians, and other members of the health care team Be sensitive to potential cultural differences Maintain patient confidentiality Respect the rights of the patient(s) | 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 | Identify individual responsibilities in relation to maintaining workplace health safety and security requirements Comply with health, safety and security procedures for the workplace Report any identified breaches in health, safety, and security procedures to the designated person Identify potential hazards and breaches of safe work practices Correct any hazards that individual can deal with safely, competently and within the limits of authority | 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 | The importance of health, safety, and security in the workplace The basic requirements of the health and safety and other legislations and regulations that apply to the workplace The person(s) responsible for maintaining healthy, safe, and secure workplace The relevant up-to-date information on health, safety, and security that applies to the workplace How to report the hazard | 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 | Requirements of health, safety and security in workplace How to create safety records and maintaining them The importance of being alert to health, safety, and security hazards in the work environment The common health, safety, and | 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 | | security hazards that affect people working in an administrative role How to identify health, safety, and security hazards The importance of warning others about hazards and how to do so until the hazard is dealt with | | 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 | Report and record incidentsRead and understand company | HSS/ N 9606 | Theoretical Sessions:- | Theoretical Sessions:- | 1 Hrs |







| management aligning with Personal Efficiency and Job Requirements | | policies and procedures Clearly report hazards and incidents with the appropriate level of urgency | 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 | Make decisions pertaining to the area of work Plan for safety of the work environment Communicate effectively with patients and their family, physicians, and other members of the health care team Be capable of being responsive, | 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 | Adhere to protocols and guidelines relevant to the role and field of practice Work within organisational systems and requirements as appropriate to the role Recognise the boundary of the role and responsibility and seek supervision when situations are beyond the competence and authority Maintain competence within the role and field of practice Use protocols and guidelines relevant to the field of practice Promote and demonstrate good | 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 | Relevant legislation, standards, policies, and procedures followed in the hospital How to engage and interact with other providers in order to deliver quality and maintain continued care Personal hygiene measures and handling techniques | 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 | The limitations and scope of the role and responsibilities along with an understanding of roles and responsibilities of others The importance of working within the limits of one's competence and authority The detrimental effects of non- | 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 | | Prepare status and progress reports related to patient care Update the physician and the other co-workers Read about procedures, regulations and guidelines related to the organisation and the profession Keep updated with the latest knowledge by reading internal communications and legal framework changes related to roles and responsibilities | 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 | Communicate effectively with patients and their family, physicians, and other members of the health care team Maintain patient confidentiality Respect the rights of the patient(s) Respond patients' queries and concerns Maintain personal hygiene to | 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 | Follow the appropriate procedures, policies and protocols for the method of collection and containment level according to the waste type 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 Segregate the waste material from work areas in line with current legislation and organisational requirements Segregation should happen at | 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 |







| | | | source with proper containment, by using different color coded bins for different categories of waste Check the accuracy of the labelling that identifies the type and content of waste | | | 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 | Person(s) responsible for health, safety, and security in the organisation Relevant up-to-date information on health, safety, and security that applies to the organisation Organisation's emergency procedures and responsibilities for | 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 | | managing biomedical waste Report hazards and incidents clearly with the appropriate level of urgency Report and record incidents | 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 | Make decisions pertaining to the area of work Exhibit commitment to the organisation and exert effort and perseverance Organise files and documents Plan for safety of the work environment Recommend and implement plan | 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 |







| 1 | 1 | 1 | e | 1 | | 1 | |
|-----|-----------------------------|---------------------------|---|---|---|--|-------|
| | | | 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 | Definitions of Nature cure, Cause of health and disease Philosophy of Naturopathy (Principles, History of Naturopathy) Nature cure way of life Acute, Chronic and degenerative diseases and their treatments | 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 | Definition, History of Massage Rules and regulations applicable to massage therapist Oils and lubricants in Massage Types of Massage – Kellogs massage, Geriatric massage, Pre and Post natal massage, Powder massage Movements of Massage: a. Touch b. Friction c. Stroking d. Kneading e. Vibration f. Percussion g. Joint movements Therapeutic massage on each system Indications and Contraindications | 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 | Definition, History of Yoga Ashtanga Yoga Classifications of asanas - Basic asanas Methods, Indications, Contraindications, precautions Suryanamaskara Pranayama, Bandhas, Mudras, Meditation, Relaxation Techniques Kriyas Therapeutic Yoga (Disease | 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 | Patanjali Yog Sutra: Definition and meaning of yoga Types of vritties Different ways to achieve Raj Yog Disturbance in Yogic Practices | 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 | |
|-----|-----------------------------|------------------------|--|---|---|--|-------|
| | | | Asanas Pranayama Kriyas Nadanusandhan Great Philosophy of Indian Yoga Culture: Charwak Budha Mahavir Swami Vivekanand | | 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 | Musculo Skeletal System Respiratory System Digestive System Excretory System Circulatory System Nervous System Endocrine and Reproductive System | 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 | Definition and Introduction of Hydrotherapy Water - A universal solvent Rules of Hydrotherapy Properties of Water Temperature and Duration, Physiological effect of cold and hot on each system | 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 |
| | | | Action and Reaction Hydrotherapeutic treatments: Method, Material requisite, Duration, Precautions, Indications, Contraindications, Types, Temperature of each treatment (packs, baths, sprays of cold and hot temperature) Emergency management through Hydrotherapy Efficient management of resources, equipments | | 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 | Definition Qualities, properties of mud Mud processing and purification procedure Types of mud application; general and local (direct and pack) Effects of mud bath, and local applications | 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 |
|-----|------------------------------|--------------------|---|---|---|--|-------|
| | | | Preparation of mud pack (Cold and Hot) - dimensions and duration Indications and Contraindications of mud application | | 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 | Definition of diet, nutrition, and concept of balanced diet Healthy Food Habits - what, when, where, how, how much, and how many times Types of diet - Eliminative, | Additional as Required for the Job Role | Theoretical Sessions:- Classroom Session Lecture Session | Theoretical Sessions:- Audio-Visual Lab Projector Charts Diagram | 4 Hrs |







| | | Soothing, Constructive diet Raw diet: Fruits, Salads and Sprouts – Practical work Practical training in Naturopathic Recipes- Soups, Porridge, Daliya, Millets preparations Modern Nutrition - Protein, Carbohydrate, Fats, Vitamins and Minerals Cooking and Non cooking methods, selections of materials, modes of serving, importance of cleanliness and ambience | | 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 | Definitions and Importance of Fasting, Fasting vs. Starvation Types (Therapeutic, Religious and Political) of fasting Procedure of fasting and Importance Healing Crisis and Disease Crisis Effects of fasting Therapeutic Indications and Contraindications of fasting | 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 | Definition, properties, effects of magnets Types of Magnets (Shapes and Power) Mode of treatment - general and local applications Indications and Contraindications for using magnets Charging of water and oils and their uses Electromagnetic field and health importance | 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 | Definition, Importance of Chromo Therapy Effects of Colours – Indications and Contraindications Charging of Water and Oil Chromo Thermoleum Sun Bath - Indication, contraindications, choice and time duration | 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 | Definition, concepts and basics of acupressure Local point and therapeutic application Method of application - pressure and time | 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 | Definition Wax Bath Electrotherapy Gym Management Normal Height, Weight, Temperature and Blood Pressure | 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. |
|--|---|
|--|---|