

**84.Health Care  
General Duty Assistant  
(IX<sup>th</sup> - Level - 1)**

Sr .No	Topic	Sub-Topic	Details	Periods H&S
1)	Health care Delivery Systems	1.Understand health care delivery systems	1.Describe the different types of health care delivery systems 2. Describe the role of voluntary health sector	20
		2. Identity the components of activities of Hospital	1.State the function of a hospital in patient care 2. In list the services provided by the hospital to patients.	
		3. understand role of & function of clinics.	1. Describe the role & functions of a clinic 2.Describe the preventative care provided at the doctors clinic. 3.prepare a chart for basic preventative care.	
		4.Describe the functions of rehabilitation center	1.Describe the role of rehabilitation facility in patient recovery. 2.Differentiate between services provided at various rehabilitation centre.	
		5.Describe the treatment and the services provide at the long term care facilities.	1.Describe the role at long-term care facilities in patient care 2.Inlist the facilities treatment provided by term care facilities.	
		6. Demonstrate the knowledge of hospital care.	Describe the facilities available at hospital/home for hospice care	
2	Role of patient care Assistant	1. Identify the role and functions of patients care Assistant.	1.Describe the essential duties and responsibilities of patient care Assistant.	25

		2. Prepare a daily care plan of patient.	1. Describe various activities of patient's daily care routine Including bathing, feeding, excreta disposal, transfer of patients, medication, etc.	
		3. Identify basic components required for patient comfort	1. Describe basic components required for patients comfort	
		4. Understand patient's safety.	1. Describe the various elements of patient's safety.	
		5. Provide for the patient's daily care	*Report any evident changes and appearance . *Provide care needed by the patient.	
		6. Identify the Qualities of a good patient care Assistant.	*Describe the good Qualities of patient care Assistant.	
		7. Identify biomedical wastes and disposed procedure.	*Describe the characteristics of various type of biomedical waste.	
3.	Personal Hygiene and hygiene standard.	1. Demonstrate good hygiene practice.	1. Describe grooming rustiness to be followed for personal hygiene. 2. Describe the importance of personal hygiene.	05
		2. Identify factors affecting good health.	1. Describe the factors that affect health and prevent disease.	
		3. Perform hand washing.	1. Describe the method of hand washing. 2. Describe the importance of practicing good hand hygiene.	
		4. Demonstrate personal grooming	1. Describe the importance of good appearance and grooming in life and work place.	

4.	Primary health care and medical emergency response.	1. identify components of primary health care	1. Describe the importance of primary health care 2. Describe the various indicators of the millennium development goals (MDGs) related to health.	20
		2. Demonstrate chain of survival	1. Describe the various medical emergency situations.	
5.	Immunization	1. Differentiate between various types of immunity	1. Explain the meaning of Immunity 2. Differentiate between innate and adoptive immunity. 3. Differentiate between passive and active immunity.	10
		2. prepare immunization schedule chart	1. Describe the importance of immunization. 2. Describe the side effects of immunization. 3. Describe the various aspects of immunization schedule chart.	
		3. Identify the key components of Universal immunization programme	1. Describe the key components of a universal immunization programme.	
		4. Identify the key components of pulse immunization programme	Describe the key components of a pulse immunization programme.	
6.	Communication at workplace	1. Identify elements of communication	*Describe different elements of communication *Explain how to provide effective feedback.	20
		2. Demonstrate effective communications skills.	*Describe the factors affecting effective communication listening, managing stress, emotional awareness etc. *Describe static and dynamic features of verbal communication. *Describe the various factors acts as barriers in communication.	

**84.Health Care**  
**General Duty Assistant**  
 Level -1 Std : IX

**Activity/Practical**

Periods 100

Sr.No	Topic	Activity/Practical	Periods
1	Health Care delivery Systems	1. Visit a hospital and clinic and enlist all the services and the equipment used in the hospital and clinic 2. Visit a hospital to study the role and functions. Prepare report for the student portfolio 3. Visit to the clinic or Doctors office and observes the available preventative care being administered in those clinic and prepare a report highlighting the services provided in the two clinics 3. Visit a Doctor's office and clinic and enlist all the services and equipments 4. Visit to old day care facility/Center to study the services and materials used 5. Visit a Doctor's office/Clinic in your neighborhood and enlist all the services provided their and the equipment required for hospice care	
2.	Role of Patient Care Assistant	1. Volunteer at a primary health center ,Nursing home and community Health Center 2. Role play. Provide different situation to the students and then tell them to identify and apply the most suitable safety practice that should be followed in that given situation 3. Role play provide different situation to the students and then tell them to the students and tell them to Identify and apply the most suitable safety practice that should be followed in that given situation. 4.Visit to a hospital to study the environment and safety of patients. 5. Preparation o f check list for health, parameters as per their understanding and tell them to compare with standard check list. Discussion : Ethical Practices in hospitals 6. Visit to hospital to study biomedical waste management	
3	Personal Hygiene And Hygiene Standards	1. Demonstrate hand washing 2. Demonstrate trimming of nails 3. Preparation of check list health parameters. Perform various physical activities and explain their advantages and limitations 4. Demonstration of Hand washing Procedure. Discussion on hygiene practices followed at the hospital 5. Hand on Practice sessions on grooming and other practices related to	

		personnel care and hygiene	
4	Primary Health Care and medical Emergency response	<ol style="list-style-type: none"> <li>1. Volunteer at mother and infant care camps. Enlisting indicators of the Millennium Development goals (MDGs) related to health</li> <li>2. Demonstration of Basic First Aid Practices</li> </ol>	
5.	Immunization	<ol style="list-style-type: none"> <li>1. Prepare immunization schedule for baby born on 12 June 2013 Visit to primary health care and immunization camp and study the immunization process.</li> <li>2. Discussion on the process of immunization, its advantages and limitations</li> <li>3. Enlisting of diseases covered under universal immunization programmer</li> <li>4. Enlisting of diseases covered under pulse immunization programme</li> </ol>	
6	Communication at work place	<ol style="list-style-type: none"> <li>1. Drawing a communication cycle role play</li> <li>2. Role play on communicating effectively in different scenario of conversations between Patient and Patient Care Assistant</li> </ol>	

## 84. Health Care-General Duty Assistant

### Std: X (Level II)

#### Theory

Sr.no	Topics	Sub-topics	Details	Periods
1	Hospital Structure and functions	Demonstrate the knowledge of roles and functions of various departments. Professional and supportive staff of hospital	Describe the roles and functions of various departments and professionals in the hospital	25
		Demonstrate the knowledge of roles and functions of supporting departments in Hospitals	<ol style="list-style-type: none"> <li>1. Describe the role and functions of various supporting departments of hospital.</li> <li>2. State the services provided by the medical record department and Outpatient department</li> <li>3. Explain the activities performed by the hospital housekeeping department</li> </ol>	
		Classify the hospitals on the basis of different criteria	<ol style="list-style-type: none"> <li>1. State the criteria used for classifying the hospitals</li> <li>2. Describe the different levels of Medical care</li> </ol>	
		Relate the role of general duty assistant various of the functions of the hospital	<ol style="list-style-type: none"> <li>1. Describe the roles and functions of general duty assistance in the hospital</li> <li>2. Explain the various activity/tasks that should be performed by GDA to the effectively discharge his/her duties and responsibilities in the hospital</li> </ol>	
		Demonstrate the knowledge of the qualities of a good general duty assistant	<ol style="list-style-type: none"> <li>1. Describe the qualities of a good general duty assistant in the hospital</li> </ol>	
2	Introduction to care plan & care of patients	Identify the role of general duty assistant in implementing care plan	<ol style="list-style-type: none"> <li>1. Describe the objective of the care plan</li> <li>2. Describe the role of general duty assistant in preparation and implementation of care plan</li> </ol>	25
		Demonstrate the knowledge of the role of	<ol style="list-style-type: none"> <li>1. Describe the characteristics of healthy person</li> </ol>	

		general duty assistant in feeding a patient	2. Describe the various types of diets and their importance with regard to nutrition	
		Identify the report vital signs	1. List of important vital signs of the body 2. Describe the abnormal vital signs	
		Prepare the bed according to the patient need	1. Describe the features and important of various types of bed in a hospital 2. Describe the various steps of bed making 3. Describe the roles and functions of general duty assistant in the bed making	
		Position the patient according to the need	1. Enlist various positions of patients 2. Describe the therapeutic position 3. Describe the importance of the fowlers position	
3	Sterilization and Disinfection	Describe the diseases caused by microorganism	1. What is disease ? 2. What is the process of infection due to microbes 3. What is pathogen? 4. What are the three vanities of the epidemiological triangle 5. Differentiate between different types of microorganisms	20
		Demonstrate the knowledge of common human disease and their casual agents	1. State the common diseases 2. Enlist the name of bacteria and viruses causing diseases in human	
		Demonstrate the knowledge of the role of professionals and staff in presentation and control of hospital acquired infections	1. Describe the meaning of hospital acquired infection (HAI) 2. Describe the activities to performed by GDA for controlling	
		Perform disinfection of wards and equipments	1. State the difference between antiseptic sterilization disinfectant 2. Deffernciate between physical agents and chemical agents used in disinfection and sterilization	
4	Basic first aid and	describe the principles and rules of first aid	1. Describe the purpose of first aid	20

	emergency medical relief		2. State the principles of first aid	
		Identify facilities equipments and materials used for first aid	1. Describe the facilities and materials used for administrating first aid	
		perform the role of first aider in fever heatstroke ,back-pain , asthma and food born illness	1. describe the role and function of the first aider	
		Perform the role of first aider in cuts ,bleeding, burns, insect bites and stings, dog bites and snakebites	1. Describe the causes of various types of burns 2. Describe the reasons for using methods for treating burns	
5	Human body: Structure Functions and Nutrition	identify the parts of human body	1. describes the various terms of anatomy and physiology 2. Describe the function of various tissues and bones in human body	20
		Demonstrate the knowledge of nutrients in the nutrition and growth of human body	1. Describe the role various nutrients and vitamins 2. Describe the importance of balanced diet	
6	Public relations in hospital	Demonstrate the knowledge of the roles and functions performed by Medical Receptionist	1. Describe the quality of the good Medical Receptionist 2. Describe the task performed by a medical receptionist	20
		demonstrate the knowledge of responding to emergency calls	1. describe the knowledge of responding to emergency calls 2. Describe the roles and function of "On Call Duty Doctor" 3. Describe the various equipment available in 108 emergency service ambulance	
		Use computer in maintaining public relations	1. Describe the impact of technological revolution in Health care sector 2. describe the use of computer in Hospital administration 3. Identify the use of the Computer in various section/departments of a hospital	
		Demonstrate the knowledge of dealing with patient attendant	1. Enlist the general stressful situations in hospital 2. describe the factors affecting relationship between	

			a general duty assistant and patient	
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**84.Health Care General Duty Assistant**  
**Std : X (Level II)**  
**Activity /Practical**

Periods70

Sr.No	Topic	Activity /Practical	Periods
1	Hospital Structure and Functions	<ol style="list-style-type: none"> <li>1. Visit nearby Hospital and study the roles and functions of the various departments ,professionals and supportive staff of the hospital</li> <li>2. Prepare the chart depicting the roles and the functions of departments/Professionals /supporting staff</li> <li>3. Visit nearby hospital and study the roles and function of the various supporting departments in hospital</li> <li>4. Prepare a chart showing the chain of commands in various departments</li> <li>5. Internet search on hospitals and classify them on the basis of bed strength, specialty, and level of medical Care</li> <li>6. Visit a nearby hospital and study the role of general duty assistant in providing services</li> <li>7. Draw a diagram depicting the roles and function of GDA</li> <li>8. Visit a hospital and enlist qualities of Good general Duty Assistant</li> </ol>	
2	Introduction to the care plan and care of patients	<ol style="list-style-type: none"> <li>1. Visit a nearby hospital and study the care plan prepared for the patient care</li> <li>2. Prepare a care plan for an elderly patient</li> <li>3. Visit a Hospital and observe the type of diets being served to different patients</li> <li>4. Observe the procedure adopted by the general duty assistance /Nurses in feeding patients</li> <li>5. Prepare a diet chart for feeding a patient</li> <li>6. Visit a nearby hospital and observe the procedures and recording being done for vital signs</li> <li>7. Visit a nearby hospital and learn the steps for making bed</li> <li>8. Visit a nearby hospital and learn the various positions in which patients are placed on bed</li> </ol>	
3	Sterilization and disinfection	<ol style="list-style-type: none"> <li>1. Visit a nearby hospital and discuss with the Medical Professional about the common causes of diseases</li> <li>2. Visit a hospital and discuss with the doctor about the common human diseases, their source of infection and causal agents</li> <li>3. Visit a nearby hospital and study the activities performed by various health professional in prevention of microorganism or hospital acquired</li> </ol>	

		infection 4. Visit a nearby hospital and study the various method of sterilization and disinfection	
4	Basic First Aid and Emergency Medical Relief	1. Visit a hospital the study the first aid practices 2. Prepare First Aid box 3. Perform activities for measuring and controlling temperature 4. Practice First Aid on a dummy with the help of a first aider	
5.	Human Body : Structures, Functions and Nutrition	1. Visit a Biological lab, research laboratory and study the anatomy and physiology of human body 2. Preparing the balanced diet	
6	Public Relations in Hospital	1. Visit a nearby hospital and study the activities in reception area and the tasks being performed by a receptionist 2. Visit a nearby hospital and study the measure and minor emergency and non emergency services provided by the hospital 3. Visit a nearby hospital and study the use of Computer in maintaining files and record in a hospital 4. Visit a nearby hospital and study health professionals handling the patients relative in emergency situation	

The list given below is suggestive and an exhaustive list should be prepared by the teacher. Only basic tools, equipment and accessories should be procured by the Institution so that the routine tasks can be performed by the students regularly for practice and acquiring adequate practical experience.

1. Airway Mannequin
2. Ambu Bag with Mask (Adult)
3. Artery Forceps
4. Auto loading Stretcher made of aluminum alloy
5. Back Rest
6. Bath Tub
7. Beds
8. Bed Pan
9. Bed Sheet, Blanket, Pillow with Pillow Cover
10. Bed Side Locker
11. Birthing Simulator
12. Call bell
13. CPR Mannequin
14. Crutch
15. Cupboard
16. Dissecting Forceps
17. Doctors Table
18. Electronic BP Monitoring Machine
19. Enamel Basin
20. Foot Step
21. Full Body Mannequin - Basic
22. Gown
23. ICU Bed with mattress
24. IV Stand
25. Male Multi Venous Intravenous Arm
26. Malleable Splint set of Large Medium and Small
27. Measuring Glass
28. Nail Cutter
29. Oral care Set
30. Oxygen Cylinder with Connector, Key, Face Mask and tubing
31. Patient Examination Table
32. Patient remote bell
33. Pocket Mask
34. Rubber Sheet (2 x 2 meters)
35. Sand Bag
36. Scissor
37. Scoop Stretcher
38. Simulation Equipment - Mannequins
39. Spine Board
40. Spoon
41. Steel Basin 1 Set (3 Large, 3 Medium, 3 Small )
42. Steel Bowl
43. Steel Glass
44. Steel Jug

45. Steel Plate
46. Steel Tray 1 set (2 Large, 2 Medium and 3 small)
47. Sterilizer
48. Stethoscope
49. Stop Watch
50. Suction Apparatus
51. Syringe Destroyer and Needle Burner
52. Thermometer
53. Towel
54. Urinal Set (1 Male + 1 Female )
55. Walker
56. Weighing Machine
57. Wheel Chair
58. Wound care Model Anatomical

Qualification, competencies and other requirements for Graduate Teacher (Private Security Services) on contractual basis are as follows:

**S.No. Qualification Minimum Competencies Age Limit**

**1. Vocational Teacher**

B.Sc. Nursing & Midwifery (4 years)  
or 3 ½ years Diploma in GNM with  
one year experience

Effective communication skills (oral and written)

Basic computing skills

Technical competencies

18-37 years (as on Jan. 01 (year)

Age relaxation to be provided as per Govt. rules.

**2. Healthcare Assistant**

10+2 vocational course in Medical lab Technician, or 10+2 with science followed by certification/Diploma in MLT.

Technical competencies

Basic computing skills

Should demonstrate skills and maintain lab

18-37 years (as on Jan. 01 (year)

Age relaxation to be provided as per Govt. rules.