



Ref: NSDC/QA&Std/1.1/Skill Tree Consulting P (Ltd)

CURRICULUM “General Duty Assistant Program”

This program is aimed at training candidates for the job of “General Duty Assistant”, in the “Healthcare Sector”. By the end of the program aims at building the following key competencies amongst the learner:

S. No.	Code	Title	Topic / Module	Duration (hrs)		Key Learning
				TH	P	
1.	NA	NA	Orientation to the course	2	-	<ul style="list-style-type: none">• Familiarity with the industry and expectation management• Understanding course curriculum and other details
2.	NA	NA	Introduction to Service industry	2	-	<ul style="list-style-type: none">• Awareness about various aspects of service industry• Understand the difference between various industry types• Introduction to Healthcare Sector
3.	NA	NA	Hospital Structure & Services	2	1	<ul style="list-style-type: none">• Getting familiar with hospital set up and working• To understand different departments and their



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						responsibilities
4	NA	NA	Medical Terminology	10	-	<ul style="list-style-type: none"> • Introduction to medical terminology • Sensitizing trainee towards errors free medical terms
5.	NA	NA	Structure and functions of Human body	6	-	<ul style="list-style-type: none"> • Different types of body parts • Functions of Body parts
6	HSS/ N5101	Assist nurse in bathing patient	Bathing of Patient	5	10	<ul style="list-style-type: none"> • How to perform patient bath on patient condition as per protocols • How to collect and record feedback about the services • How to and whom to inform in case of observing some clinically important activity • Relevant protocol. Sood practices, standards, policies and procedures
7	HSS/ N5102	Assist nurse in grooming the patient	Grooming Of patient	3	7	<ul style="list-style-type: none"> • Importance of Grooming & various functions included under grooming • How to perform and modify grooming tasks based on patients conditions. • Whom to inform in case of



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						<ul style="list-style-type: none"> observing something clinically important. Relevant protocols, good practices, standards, policies & procedures.
8	HSS/ N 5103	Assist patient in dressing up	Dressing up of Patient	3	7	<ul style="list-style-type: none"> To understand standard protocols for undressing and dressing the patient. To know about organization's processes and code for different dresses for patient Using right technique as protocol for clothing & dressing Collect & Record patient's feedback Relevant protocols, good practices, standards, policies & procedures.
9	HSS/ N 5104	Support individuals to eat and drink	Feeding the Patient	3	7	<ul style="list-style-type: none"> Importance of balanced diet Hand Hygiene Feeding using spoon or Ryle's tube. Who to inform in case observing patient problems while feeding. Relevant protocols, good



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						practices, standards, policies & procedures.
10	HSS/ N 5105	Assist patient in maintaining normal elimination	Assisting and helping the patient in normal elimination	5	10	<ul style="list-style-type: none"> • Administer a bed pan • Elimination in case of mobile patient • Use of catheter • Cleaning and wiping patient's after elimination • Who to inform in case observing patient problems while feeding. • Relevant protocols, good practices, standards, policies & procedures.
11	HSS/ N 5106	Transferring patient within the hospital	Transferring the Patient	5	15	<ul style="list-style-type: none"> • Use of Body Mechanics • Use of equipments like wheelchair and stretcher • Handling equipments like catheter while transferring the patient. • Relevant protocols, good practices, standards, policies & procedures.
12	HSS/ N 5107	Communicating	Communicating with	2	3	<ul style="list-style-type: none"> • Effective Communication



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		appropriately with co-workers	co-workers and seniors			<ul style="list-style-type: none"> • Effective listening skills • Body Language • Effectively communicate and coordinate with co-worker
13	HSS/ N 5108	Prevent and control infection	Prevention and Infection control	3	7	<ul style="list-style-type: none"> • Employee Health Policy • Personal hygiene protocols • Stand procedures to prevent infection spread • HIV/Aids • Hand Hygiene
14	HSS/N5114	Transport patient samples, drugs, patient documents and manage changing and transporting laundry/ linen on the floor	Safe administration of patient sample, documents and transporting laundry	2	4	<ul style="list-style-type: none"> • Safe transfer of Patient's Samples & its Importance • Hand hygiene • Cleaning the equipments • Bed Making & its types • Safe transfer of Linen. • Safe Handling of Patient's Documents
15	HSS/ N 5109	Assist nurse in performing Procedures as instructed in the care plan	Assisting Nurse in minor procedures	3	7	<ul style="list-style-type: none"> • To understand different procedure. • Induce Enema • Preparing patient for operation theater
16	HSS/ N 5110	Assist nurse in observing and reporting change in patient condition	Observing patient condition and passing information	3	7	<ul style="list-style-type: none"> • Types of observation • Procedure for recording them



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						<ul style="list-style-type: none"> • Reporting patient's conditions
17	HSS/ N 5113	Clean medical equipment under supervision of nurse	Care of medical equipments	3	7	<ul style="list-style-type: none"> • Handle equipment safely. • Usage of protective clothing & equipments. • Cleaning & maintaining equipments. • Disposing Waste • Relevant protocols, good practices, standards & procedures.
18	HSS/ N 5111	Assist nurse in measuring patient parameters accurately	Measuring vital parameters	3	7	<ul style="list-style-type: none"> • Use different types of scales • Correct method of reading scales • Follow standard procedure while measuring weights • Patient's safety
19	HSS/ N 5112	Respond to patient's call	Respond to Patient's Call	1	2	<ul style="list-style-type: none"> • Procedures & code of conduct to be followed in case of call bell. • Emergency protocols in case of call bell.
20	HSS/ N 5115	Carry out last office (Death care)	Carry out Last office (Death Care)	2	3	<ul style="list-style-type: none"> • Attend to Hygiene needs • Documentation as per organizational policies



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						<ul style="list-style-type: none"> Using equipments and techniques correctly to avoid inconvenience. Follow protocols, good practices, standards & procedures.
21	HSS/ N 9606	Maintain a safe, healthy and secure environment	Health & Safety	5	10	<ul style="list-style-type: none"> Complying with health, safety & security requirement Handling hazardous situation Reporting Hazardous situation
22	HSS/N 9609	Follow biomedical waste disposal protocols	Bio Medical Waste management	5	15	<ul style="list-style-type: none"> Classification of Waste Generated Segregation of Waste Proper collection of waste Disposal of Waste
23	HSS/ N 9603	Act within the limits of your competence and authority	Act within your limits	2	1	<ul style="list-style-type: none"> Relevant legislation standards, policies and procedures To understand medical procedure and functioning of equipments Role & importance of assisting other healthcare professionals Handle work pressure
24	HSS/ N 9604	Work effectively with others	Work effectively with others	2	1	<ul style="list-style-type: none"> Effective Communication Working effectively with team Follow organization's policies &



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						procedures
25	HSS/ N 9605	Manage work to meet requirements	Manage work to meet requirements	2	1	<ul style="list-style-type: none"> Establishing and Managing work Planning & organizing work Time Management
26	HSS/ N 9607	Practice Code of conduct while performing duties	Code of Conduct	4	-	<ul style="list-style-type: none"> Recognizing Guideline and Protocols relevant to field & practice. Following code of conduct Demonstrating best practices
27	HSS/ N 9610	Follow infection control policies and procedures	Infection control policies & procedures	5	15	<ul style="list-style-type: none"> Complying with infection control policies Understanding standard precautions to control infection Identify risk Personal Hygiene Effective hand hygiene Personal proactive equipment Handling sharps Clean environmental surfaces Document & report activity
28	HSS/ N 9611	Monitor and assure quality	Quality Control	2	3	<ul style="list-style-type: none"> Conduct appropriate research & analysis Person responsible for health , safety & security



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- Understand emergency policies
- Identify needs & expectations of patient

Training Summary (in hours)

Theory	Practical	Internship (hrs)	Total Training Duration (hrs)
95	150	120	365