

GENERAL DUTY ASSISTANT 1ST YEAR

INTRODUCTION TO HEALTHCARE SYSTEMS

1. Basic understanding of Healthcare Service Providers(primary, secondary & tertiary)
2. Basic understanding of services offered to patients in a hospital
3. Basic understanding of various departments in the hospital

BROAD FUNCTIONS OF PATIENT CARE ASSISTANT

1. To develop broad understanding of the functions to be performed by PCA
2. Understand the functions to be performed by PCA during admission and discharge of patient
3. To develop understanding of Patient Comforts and Safety
4. To understand the daily care need of patient
5. Understand the Role of PCA while transporting sample /drug of the patient
6. Understand the importance of providing assistance to the patient whenever required
7. Understand the importance of observing patient needs and providing assistance to the patient while admission and discharge
8. Understand the importance of cleaning/sterilization/disinfection of hospital premises and medical equipment's under supervision
9. Understand the need for keeping
10. medical equipment , connections, wiring, tubing in clouding medical gases connectors in good
11. condition and ready for patient use under supervision

INTRODUCTION TO HUMAN BODY-STRUCTURE & FUNCTION

1. Understanding different parts of body
2. Understanding different systems of body
3. Understanding different positions of body

PERSONNEL HYGIENE & PROFESSIONAL BEHAVIOUR

1. To develop understanding of the concept of Healthy Living
2. To develop understanding & procedures of Hand Hygiene
3. To develop techniques of Grooming
4. To be equipped with Techniques of Use of PPE
5. To be vaccinated against common infectious diseases

6. How to maintain
7. peaceful environment
8. Learn General and Specific etiquettes to be observed on duty
9. Describe the importance of conservation of resources in medical facility

GENERAL DUTY ASSISTANT 2nd YEAR

EMERGENCY MEDICAL RESPONSE

1. Describe chain of survival
2. Demonstrate CPR
3. Rescue of a child
4. Demonstrate two rescuer CPR

CONSENT, DOCUMENTATION & RECORDS

1. Understand guidelines for documentation
2. Learn various types of records of importance for Patient Care Assistant
3. Understand use and importance of records and consent taking
4. Understand abbreviations and symbols
5. Enter, transcribe, record, store, or maintain information in written or electronic/magnetic form

PATIENT -BASIC CARE AND NEEDS

1. Understand the difference of care provided to ill patients, terminally ill, physically challenged and
2. handicapped personnel
3. To develop knowledge for measuring height & weight of patient using instruments
4. To develop an understanding to keep a record of Intake & output of patient
5. Understand the importance of bathing and its types
6. Enlist points to observe during bathing which need to be reported
7. Understand need for care to private body parts of patient
8. Understand the need of "after bath care" to the patient
9. To develop understanding for Identifying rashes, abrasions, Dryness, changes in color, pressure areas, temperature, bruise and swelling of skin
10. Identify pressure sores/ bed sores, understand causes for pressure sores (Bed sores)

11. To understand the importance of maintaining oral care, skin and nail care
12. To understand the importance of oral care in case of dentures and unconscious patients

INFECTIONS CONTROL AND PREVENTION

1. Identification of deviation from normal health
2. Explain Hospital borne infections
3. Explain practices to curb the disease
4. Explain different types of Spillages and their management