



# Participant Handbook

Sector  
**Health**

Sub-Sector  
**Allied Health &  
Paramedics**

Occupation  
**Home Health Aide**



Reference ID: **HSS/ Q 5102, Version 1.0**  
NSQF level: 4

## Home Health Aide

**Published by:**

All Rights Reserved,  
First Edition, March 2016

Printed in India at

**Copyright © 2016**

Healthcare Sector Skill Council

520- 521, 5th floor, DLF Tower A, Jasola District Center, New Delhi - 110025,India

Tel: 011-41017346,40505850

Email: info@healthcare-ssc.in

Website: www.healthcare-ssc.in

**Disclaimer**

The information contained herein has been obtained from sources reliable to Healthcare Sector Skill Council . Healthcare Sector Skill Council disclaims all warranties to the accuracy, completeness or adequacy of such information. Healthcare Sector Skill Council shall have no liability for errors, omissions, or inadequacies, in the information contained herein, or for interpretations thereof. Every effort has been made to trace the owners of the copyright material included in the book. The publishers would be grateful for any omissions brought to their notice for acknowledgements in future editions of the book. No entity in Healthcare Sector Skill Council shall be responsible for any loss whatsoever, sustained by any person who relies on this material. The material in this publication is copyrighted. No parts of this publication may be reproduced, stored or distributed in any form or by any means either on paper or electronic media, unless authorized by the Healthcare Sector Skill Council.





**Shri Narendra Modi**  
Prime Minister of India

“ Skilling is building a better India. If we have to move India towards development then Skill Development should be our mission. ”



## Certificate

### COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

HEALTHCARE SECTOR SKILL COUNCIL

for

### SKILLING CONTENT : PARTICIPANT HANDBOOK

Complying to National Occupational Standards of

Job Role/ Qualification Pack: "Home Health Aide " QP No. "HSS/ Q 5102 , NSQF Level 4"

Date of Issuance:

Valid up to\*: April 10<sup>th</sup>, 2018

\*Valid up to the next review date of the Qualification Pack or the

†Valid up to† date mentioned above (whichever is earlier)

Authorised Signatory  
( Healthcare Sector Skill Council)

## Acknowledgment

Healthcare Sector Skill Council (HSSC) acknowledges the contribution of all the individuals and organizations who have contributed to the preparation of this book.

We would like to thank Dr Naresh Trehan, Chairman, HSSC for his constant guidance and support.

We would also like to acknowledge the efforts of HSSC Governing Council and members of HSSC Content Approval Committee; Dr A K Agrawal, Dr Alexander Thomas and HSSC team who guided preparation of the book.

Sincere appreciation is extended to our industry partners, all experts for providing technical inputs and reviewing the individual modules. The efforts of Team Talento is specially appreciated for supporting the development of the book.

The preparation of this book would not have been possible without the strong support of Healthcare Industry and their valuable feedback.

HSSC dedicates this book to youth of the country who desire to learn specialized skills, an invaluable asset for making a career in the Healthcare Sector and wish to be part of the most Nobel profession of saving life.

*For Healthcare Sector Skill Council*

**Dr Shubnum Singh**

(Chairperson, HSSC Content Approval Committee)

*For Healthcare Sector Skill Council*

**Mr. Ashish Jain**

(Chief Executive Officer)

## About this book

This Participant Handbook is designed to enable training for the specific qualification Pack(QP). Each National Occupational (NOS) is covered across Unit/s.

Key Learning Objectives for the specific NOS mark the beginning of the Unit/s for that NOS.

- Assist patient in bathing
- Assist patient in grooming
- Assist individual in dressing-up
- Support patient to eat and drink
- Assist individual in maintaining normal elimination
- Prevent and control infection in the home setting
- Communicate with geriatric/paralytic/ immobile patient and their carers
- Enable geriatric/paralytic/ immobile patient to cope with changes to their health and well-being
- Implement interventions with geriatric/paralytic/immobile patient at risk of falls
- Act within the limits of your competence and authority
- Work effectively with others
- Manage work to meet requirements
- Maintain a safe, healthy and secure environment
- Practice Code of conduct while performing duties
- Follow biomedical waste disposal protocols

Symbols used in the book have been listed below.

## Symbols Used



Key Learning  
Outcomes



Steps



Time



Tips



Notes



Unit  
Objectives



Exercise



Skills Practical



OJT

## Table of Content

S. No.	Modules and Units	Page No.
<b>1.</b>	<b>Introduction to the Program</b>	<b>1</b>
	Unit 1.1 - Objectives of the Program	3
	Unit 1.2 - Introduction to the Healthcare Industry	5
	Unit 1.3 - Functions of the Home Health Aide	8
	Unit 1.4 - Tools and Equipment	13
<b>2.</b>	<b>Introduction to Human Body</b>	<b>25</b>
	Unit 2.1 - Structure & Function of Human Body	27
	Unit 2.2 - Medical Terminologies	46
<b>3.</b>	<b>Body Mechanics &amp; its Application in Patient Movement (HSS/ N 5123)</b>	<b>51</b>
	Unit 3.1 - Body Mechanics	53
	Unit 3.2 - Positioning	57
	Unit 3.3 - Transferring	61
	Unit 3.4 - Mobility	69
<b>4.</b>	<b>Primary Medical Care</b>	<b>73</b>
	Unit 4.1 - Primary Medical Care	75
	Unit 4.2 - Immunization	78
<b>5.</b>	<b>Personnel Hygiene and Hygiene Standards (HSS/ N 9606)</b>	<b>83</b>
	Unit 5.1 - Personnel Hygiene	85
<b>6.</b>	<b>Patient Centricity (HSS/ N 9607, HSS/ N 9603, HSS/ N 5124)</b>	<b>97</b>
	Unit 6.1 - Patient's Rights & Environment	99
	Unit 6.2 - Professional Behaviour in Home Care Settings	102
	Unit 6.3 - Patient Safety	106
	Unit 6.4 - Fall Prevention	110
<b>7.</b>	<b>Infection Control &amp; Prevention (HSS/ N 5121)</b>	<b>113</b>
	Unit 7.1 - Infection Control & Prevention	115
	Unit 7.2 - Handling & Cleaning of Equipments	124
<b>8.</b>	<b>Patient Basic Needs &amp; Care</b>	<b>131</b>
	<b>(HSS/ N 5116, HSS/ N 5117, HSS/ N 5118, HSS/ N 5119, HSS/ N 5120)</b>	
	Unit 8.1 - Bathing & Skin Care	133
	Unit 8.2 - Dressing	148
	Unit 8.3 - Grooming	150
	Unit 8.4 - Nutrition & Hydration	157
	Unit 8.5 - Elimination	162
	Unit 8.6 - Bed Making	169



## Table of Content

S. No.	Modules and Units	Page No.
9.	<b>Special procedures (HSS/ N 5119, HSS/ N 5120)</b>	<b>175</b>
	Unit 9.1 - Measurements	177
	Unit 9.2 - Special Procedures	182
10.	<b>Role of Home Health Aide in Special Care (HSS/ N 5122, HSS/ N 5123)</b>	<b>195</b>
	Unit 10.1 - Care of Geriatric Patients	197
	Unit 10.2 - Care of Paralytic Patients	200
	Unit 10.3 - Care of Immobile Patients	204
	Unit 10.4 - Care of other special Patients	207
11.	<b>Recording &amp; Reporting</b> <b>(HSS/ N 5116, HSS/ N 5117, HSS/ N 5118, HSS/ N 5119, HSS/ N 5120, HSS/ N 5122)</b>	<b>211</b>
	Unit 11.1 - Observing & Reporting	213
	Unit 11.2 - Consent, Documentation & Records	215
12.	<b>Biomedical Waste Management (HSS/ N 9609)</b>	<b>219</b>
	Unit 12.1 - Biomedical Waste Management	221
13.	<b>Emergency Handling (HSS/ N 9606)</b>	<b>231</b>
	Unit 13.1 - Emergency Medical Response	233
	Unit 13.2 - First Aid	246
14.	<b>Soft Skills And Communication Skills</b> <b>(HSS/ N 9603, HSS/ N 9604, HSS/ N 9605, HSS/ N 9607)</b>	<b>253</b>
	Unit 14.1 - Soft Skills And Communication Skills	255
15	<b>IT Skills</b>	<b>265</b>
	Unit 15.1 - Introduction to Computer	267
	Unit 15.2 - MS Word	275
	Unit 15.3 - MS Excel	281
	Unit 15.4 - Internet Concepts	291
16.	<b>Employability &amp; Entrepreneurship Skills</b>	<b>293</b>
	Unit 16.1 – Personal Strengths & Value Systems	297
	Unit 16.2 – Digital Literacy: A Recap	314
	Unit 16.3 – Money Matters	319
	Unit 16.4 – Preparing for Employment & Self Employment	328
	Unit 16.5 – Understanding Entrepreneurship	337
	Unit 16.6 – Preparing to be an Entrepreneur	356







**For more information, please contact us:**

**Ms Seemonti Sarkar**

Ph : 011-41017446,41017346,40505850 Ext : 113

Email : [seemonti.sarkar@healthcare-ssc.in](mailto:seemonti.sarkar@healthcare-ssc.in)

**or you may contact HSSC office at:**

520- 521, 5th floor, DLF Tower A, Jasola District Center New Delhi - 110025, India

Tel: 011-41017346,40505850,41017446

Email: [info@healthcare-ssc.in](mailto:info@healthcare-ssc.in)

Website: [www.healthcare-ssc.in](http://www.healthcare-ssc.in)

