

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR ALLIED HEALTHCARE

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack- Anaesthesia Technician

SECTOR: HEALTHCARE

SUB-SECTOR: Allied Healthcare & Paramedics

OCCUPATION: Anaesthesia Technician

REFERENCE ID: HSS/Q2501

ALIGNED TO: NCO-2004/NIL

Anaesthesia Technician: Paramedical professional working in hospital settings and an integral part of the anaesthesia patient care team. Also known as anaesthetic technician.

Brief Job Description: Individuals in this job provide support to anaesthesia providers in the acquisition, preparation and application of the equipment and supplies required for the administration of anaesthesia.

Personal Attributes: The job requires individuals to be capable of a level of selfdirection and supervision which is commensurate with their training. These individuals should be comfortable of working in critical and emergency settings and available to odd hours.

Job Details	Qualifications Pack Code	HSS/Q2501		
	Job Role	Anaesthesia Technician		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Health	Drafted on	12/05/2013
	Sub-sector	Allied Health & Paramedics	Last reviewed on	22/05/2013
	Occupation	Anaesthesia Technician	Next review date	10/12/2016
	NSQC Clearance on	18/05/2016		

Job Role	Anaesthesia Technician
Role Description	Provide support to licensed anaesthesia providers in the acquisition, preparation and application of the equipment and supplies required for the administration of anaesthesia
NSQF level	4
Minimum Educational Qualifications*	Class XII
Maximum Educational Qualifications*	Not Applicable
Training (Suggested but not mandatory)	Relevant professional qualification
Minimum Job Entry Age	18 years
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> 1. HSS/N2501: Assist licensed anaesthesia provider in different care settings 2. HSS/N2502: Prepare and manage anaesthesia room 3. HSS/N2503: Maintenance of Equipment 4. HSS/N2504: Administrative and other Duties 5. HSS/N9603: Act within the limits of one's competence and authority 6. HSS/N9606: Maintain a safe, healthy, and secure working Environment 7. HSS/N9607: Practice Code of conduct while performing duties 8. HSS/N9609: Follow biomedical waste disposal protocols 9. HSS/N9610: Follow infection control policies and procedures

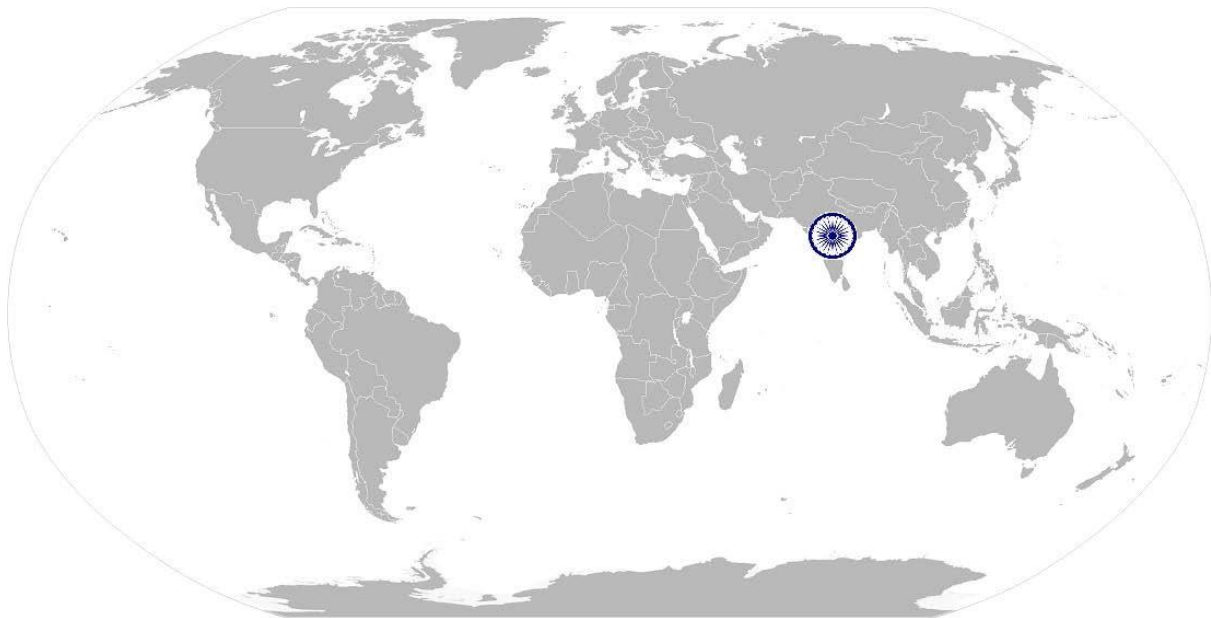
	10. HSS.N9611: Monitor and assure quality
	Optional N.A
Performance Criteria	As described in the relevant OS units

Definitions

Keywords /Terms	Description
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are essential to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Knowledge and Understanding	Knowledge and Understanding are statements that together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Licensed Anaesthesia Provider	A licensed medical practitioner trained in anaesthesia medicine.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
National Occupational Standards (NOS)	NOS are Occupational Standards that apply uniquely in the Indian context.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Organisational Context	Organisational Context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.

Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-functions	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Keywords /Terms	Description
CME	Continuing medical education
ECG	Electrocardiogram
ER	Emergency room
ICU	Intensive care unit
LAP	Licensed anaesthesia provider
MAC	Monitored anaesthesia care
MHRD	Ministry of human resource development
NOS	National Occupational Standard(s)
OB	Obstetrics suite
OR	Operating room
OS	Occupational Standards
PACU	Post anaesthesia care unit
QP	Qualification Pack
RN	Registered nurse
TEE	Transesophageal echocardiogram

National Occupational Standard



Overview

This Occupational Standard describes the knowledge, understanding and skills required of an Anaesthesia Technician to assist licensed anaesthesia provider in acquisition, preparation and application of the equipment and supplies required for the administration of anaesthesia.

HSS/N2501

Assist licensed anaesthesia provider in different care settings

National Occupational Standard

Unit Code	HSS/N2501
Unit Title (Task)	Assist licensed anaesthesia provider in different care settings
Description	This OS unit is about the tasks involved in performing functions across different care settings to assist a licensed anaesthesia provider.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Functioning in different care settings <p>Duties to be performed under direct supervision of licensed anaesthesia practitioner</p> <p>Requisite Knowledge about guidelines, policies and anaesthesia care</p>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Perform duties under the direct supervision of a LAP or a registered nurse(RN)</p> <p>PC2. Demonstrate understanding of different anaesthesia techniques and their preparatory requirements</p> <p>PC3. Work in different care settings including the operating room (OR), obstetrics suite (OB), interventional and/or diagnostic radiology, Post anaesthesia care unit (PACU), intensive care unit (ICU), CATH LAB, emergency room (ER), endoscopy, dental suites, ambulatory surgery suites, animal and research laboratories</p> <p>PC4. Demonstrate practical knowledge in the area of anaesthesia medicine</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The organisational policies and procedures</p> <p>KA2. Safety requirements set by accreditation agencies or statutory bodies</p> <p>KA3. Biologic hazards, infection control, and standard precautions</p> <p>KA4. How to communicate effectively with other care givers</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The sterile techniques and the principals of aseptic practice</p> <p>KB2. The different types and indications for local, monitored anaesthesia care (MAC), regional and general anaesthesia</p> <p>KB3. The basics of anatomy and physiology as it applies to anaesthesia medicine</p> <p>KB4. Basic understanding of all the human systems</p> <p>KB5. The practical knowledge about:</p> <ol style="list-style-type: none"> Patient assessment and evaluation Transport Patient positioning Insertion of intravenous and other invasive lines, Airway management <p>KB6. Assists and anticipates needs of licensed anaesthesia providers in invasive monitor insertion and procedures such as pulmonary artery catheter, central venous access, regional anaesthesia, fibrotic intubation and is familiar with the ASA (Difficult Airway Algorithm)</p>

HSS/N2501

Assist licensed anaesthesia provider in different care settings

	KB7. Anticipates and plans for emergency needs of LAP in obstetrics setting.
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Write in error free medical terms in English language SA2. Maintain clinical records as specified by the licensed anaesthesia provider
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. Read instructions for operating equipment within the care setting SA4. Read instructions and expiry dates of consumables and disposables SA5. Read communication regarding organizational and statutory compliances applicable to anaesthesia medicine SA6. Read instructions and communications provided by the LAP or RN
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know: SA7. At least one local language to communicate with the patient/patient relatives
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Manage a patient and assist a LAP depending upon: <ul style="list-style-type: none"> • The care setting • The type of anaesthesia • The type of procedure being performed
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. Plan patient care regimen depending upon the patient condition, anaesthesia type, type of procedure or as per LAPs instruction SB3. Arrange equipment, accessories, consumables and other resources to prepare for any contingencies that may arise before, during or after the procedure
	Customer Centricity
	The user/individual on the job needs to know and understand: SB4. How to uphold and protect the rights of the patient and maintain confidentiality SB5. Limitations of the role and practice area and seek instructions from LAP or RN as required
	Problem Solving
	The user/individual on the job needs to be able to: SB6. Manage operation and troubleshooting of anaesthesia delivery systems and ancillary devices
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. Relate their technical knowledge with the care setting and patient condition to understand priorities and promptly assist the LAP in delivering patient care

HSS/N2501

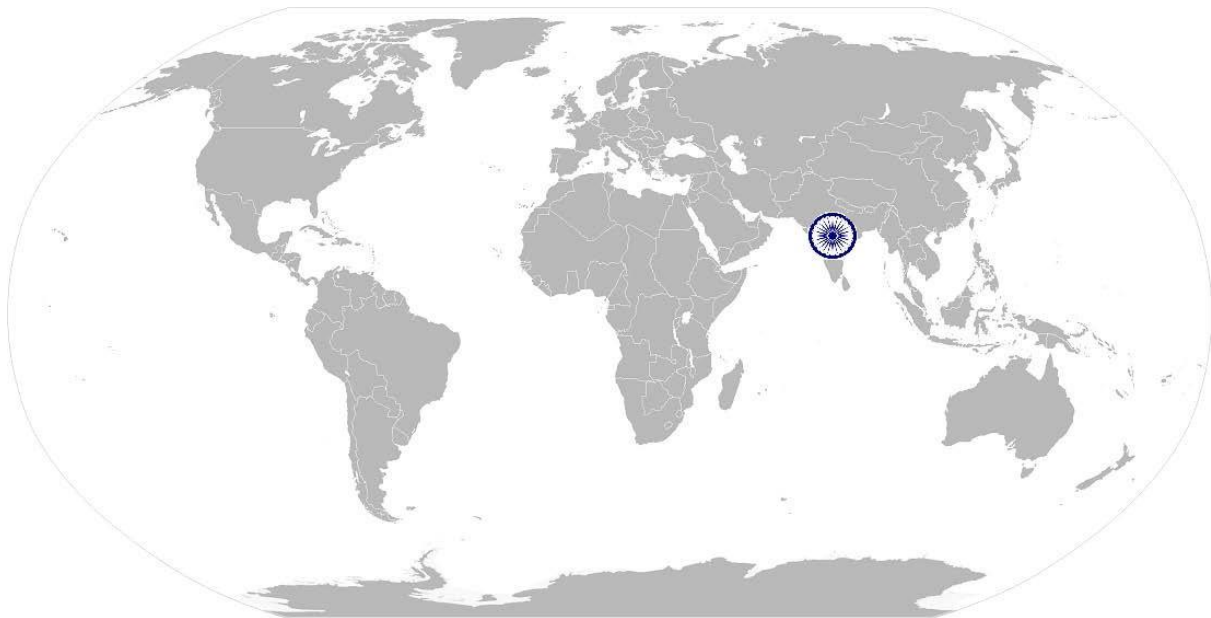
Assist licensed anaesthesia provider in different care settings

	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB8. Apply, analyse, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

NOS Version Control

NOS Code	HSS/N2501		
Credits (NSQF)	TBD	Version number	1.0
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	24/07/13
Occupation	Anaesthesia Technician	Next review date	24/12/16

National Occupational Standard



Overview

This Occupational Standard describes the knowledge, understanding and skills required of an Anaesthesia Technician for preparation of patient, management of equipment and anaesthesia delivery systems before, during and after Anaesthesia.

HSS/N2502

Prepare and manage anaesthesia room

National Occupational Standard

Unit Code	HSS/N2502
Unit Title (Task)	Prepare and manage anaesthesia room
Description	This OS unit is about functions to be performed relating to preparation and management of patient and anaesthesia room before, during and after anaesthesia
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Monitoring of the patient before, during and after anaesthesia Patient preparation for anaesthesia Asepsis and infection control procedures Inventory and supply management for anaesthesia room Managing hazards
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Understand medical terminologies related to anaesthesia care</p> <p>PC2. Demonstrate knowledge and best practices of basic patient care</p> <p>PC3. Perform clinical duties in complex medical situations</p> <p>PC4. Demonstrate knowledge about infection control and personal protective devices</p> <p>PC5. Operate anaesthesia delivery system and associated equipment</p> <p>PC6. Manage supplies and inventories</p> <p>PC7. Understand the limitations of the role and practice area</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Organisational/ hospital policies and best practices</p> <p>KA2. Safety requirements set by accreditation agencies or statutory bodies</p> <p>KA3. Biologic hazards, infection control, and standard precautions</p> <p>KA4. How to communicate effectively with other care givers</p> <p>KA5. Various anaesthesia room equipment & supply requirements and indenting Procedures</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The Sterile technique and the principals of aseptic practice</p> <p>KB2. The different type and indications for administration of local, monitored anaesthesia care (MAC), regional and general anaesthesia</p> <p>KB3. The anatomy and physiology as it applies to anaesthesia medicine</p> <p>KB4. A working knowledge of all human systems</p> <p>KB5. The practical knowledge about:</p> <ol style="list-style-type: none"> Patient assessments and evaluation Transport Patient positioning Insertion of intravenous and other invasive lines Airway management <p>KB6. Inventory and stock management best practices and basic concepts</p> <p>KB7. Common equipment functioning errors and maintenance</p>

HSS/N2502

Prepare and manage anaesthesia room


Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Write error free medical terms in English language SA2. Maintain clinical records as specified by the licensed anaesthesia provider SA3. Maintain records related to supplies and consumables with expiry dates SA4. Maintain Material Safety Data Sheets (MSDS) for hazardous material
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA5. Read instructions for operating equipment within the care setting SA6. Read instructions and expiry date of consumables and disposables SA7. Read organisational and statutory compliances applicable to anaesthesia Medicine
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA8. Speak in clear and technical language so as to communicate information promptly to other care givers within the team SA9. Use anaesthesia related medical terms during communication SA10. Speak at least one local language to be able to communicate with the patient/patient relatives
	B. Professional Skills
	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Manage patient and assist a LAP depending upon: a. The care setting b. The type of anaesthesia c. The type of procedure being performed SB2. Manage inventories and supplies to avoid stock outs
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB3. Plan and aid in preparation of patient for major invasive monitoring and/ or complex cases including but not limited to placement of BP cuff, ECG leads, Pulse Oximeter, positioning, draping and prepping SB4. Plan and set operating Room/ anaesthesia room for cases according to restrictions/ best practices like preparation of laryngoscope and intubation equipment, IV solution and tubing set-up and set up of IV warming devices SB5. Plan and maintain departmental supply stock consistent with departmental demand SB6. Plan for anaesthesia equipment and supplies
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB7. Uphold and protect the rights of the patient and maintain confidentiality SB8. Understand limitations of the role and practice area and seek instructions from LAP or RN as required SB9. Prepare and manage anaesthesia room as per the specific requirement of patient's medical/clinical condition
	Problem Solving

HSS/N2502

Prepare and manage anaesthesia room

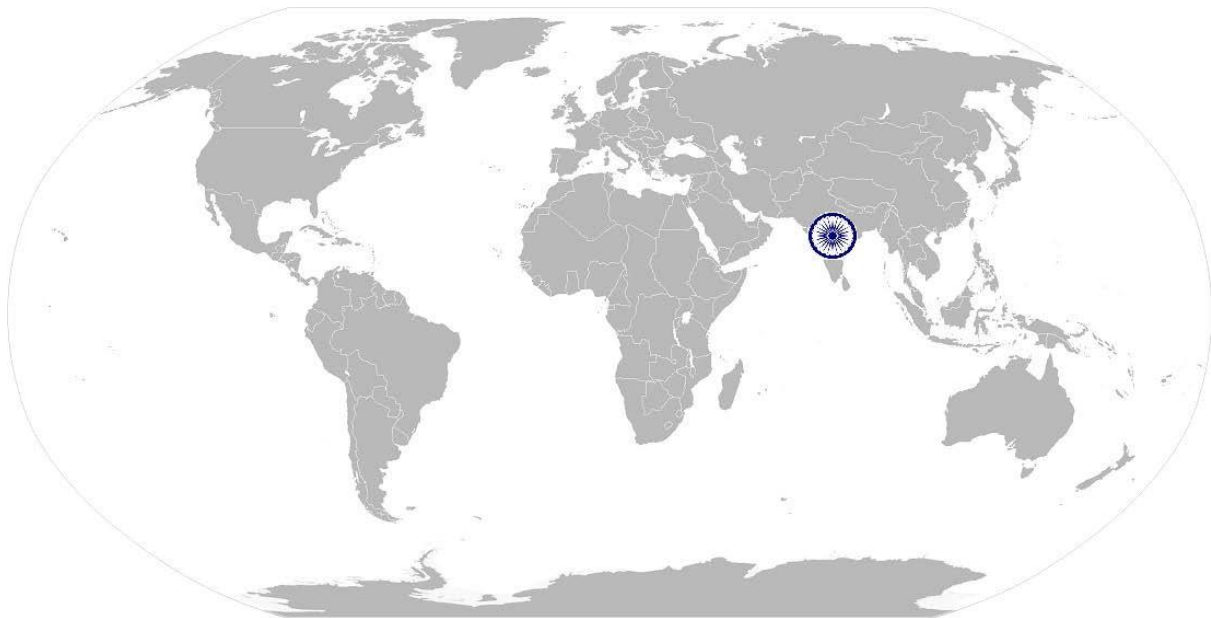
	The user/individual on the job needs to know and understand how to: SB10. Manage operation and troubleshooting of anaesthesia delivery systems and ancillary devices SB11. Contribute towards making suggestions to reduce/control costs associated with anaesthesia procedures
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB12. Relate their technical knowledge with the care settings and patient condition to understand priorities and promptly assist the LAP in delivering patient care
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB13. Apply, analyse, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

NOS Version Control



NOS Code	HSS/N2502		
Credits (NSQF)	TBD	Version number	1.0
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	24/07/13
Occupation	Anaesthesia Technician	Next review date	24/12/16

National Occupational Standard



Overview

This Occupational Standard describes the knowledge, understanding and skills required of an Anaesthesia Technician for maintenance and operating anaesthesia equipment and accessories including anaesthesia delivery system, monitors and other accessories.

HSS/N2503

Maintenance of equipment

National Occupational Standard

Unit Code	HSS/N2503
Unit Title (Task)	Maintenance of equipment
Description	This OS unit is about maintenance and operating anaesthesia equipment and accessories.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Structure, function and care of all components of anaesthesia delivery systems <p>First level maintenance of Anaesthesia equipment</p> <p>Maintenance and function of ancillary equipment and anaesthesia equipment</p>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Perform first level maintenance of anaesthesia equipment and ancillary equipment</p> <p>PC2. Understand the function and structure of anaesthesia delivery system in different settings</p> <p>PC3. Understand the usage protocols for different anaesthesia gases</p> <p>PC4. Perform storage and safe handling of bulk and cylinder gases</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Organisational/ hospital policies and safe handling practices</p> <p>KA2. The safety requirements set by accreditation agencies or statutory bodies</p> <p>KA3. Biologic hazards, infection control, and standard precautions</p> <p>KA4. Maintenance protocols- preventive and breakdown</p> <p>KA5. Anaesthesia equipment specifications and spare part fittings</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Different type of anaesthesia gases, indication for their use and equipment involved</p> <p>KB2. Principles and processes of performing equipment maintenance</p> <p>KB3. Practical knowledge about corrective action in case of equipment breakdown</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write in English language with error free writing of medical terms</p> <p>SA2. Maintain preventive and breakdown maintenance records of anaesthesia equipment</p> <p>SA3. Maintain records of spare parts and accessories of anaesthesia equipment System</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Read instructions about maintenance of equipment as specified by the vendor</p>

HSS/N2503

Maintenance of equipment

	<p>SA5. Read instructions for replacement of certain components of the anaesthesia system</p> <p>SA6. Read organisational and statutory compliances applicable to anaesthesia medicine</p>
	<p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. Speak in English language clearly so as to communicate information promptly to other care givers within the team</p> <p>SA8. Error free pronounce anaesthesia related medical terms</p>
B. Professional Skills	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Identify equipment related issues and inform appropriate authorities about the possible complications</p> <p>SB2. Contribute towards decisions regarding replacement of equipment and spare parts based on experience</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand:</p> <p>SB3. How to maintain availability of functioning equipment in operating rooms and other care setting.</p> <p>SB4. The requirement of regular maintenance checks for anaesthesia delivery system equipment, scavenger system, gas analyser, ECG, pulse oximeter and rapid infusion devices prior to procedure</p> <p>SB5. How to prepare and perform check list validation of key equipment including auto-transfusion, Stat lab, ACT, Waste Gas Survey, laser safety, Bronchoscope cleaning and sterilization and transfusion administration</p> <p>SB6. How to prepare and assemble specialized equipment such as humidification units, fiber optic endoscopic equipment, rapid infusion devices/blood warmers, patient warming devices, neuromuscular devices, infusion pumps and syringes, balloon pump initial setups and TEE setup</p> <p>SB7. How to prepare and assemble transducer lines and equipment necessary for invasive pressure monitoring as necessary or requested. Has a working knowledge of hemodynamics and can perform cardiac calculations</p> <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. Uphold and protect the rights of the patient and maintain confidentiality</p> <p>SB9. Prepare and maintain anaesthesia room equipment as per the specific requirements of patient's medical/clinical condition</p> <p>SB10. Make rational decisions with focus on patient care and quality</p> <p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. Manage operation and troubleshooting of anaesthesia delivery systems and ancillary devices</p> <p>SB12. Contribute towards making suggestions to reduce/control costs associated with anaesthesia procedures</p> <p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB13. Relate their technical knowledge with the care setting and patient condition</p>

HSS/N2503

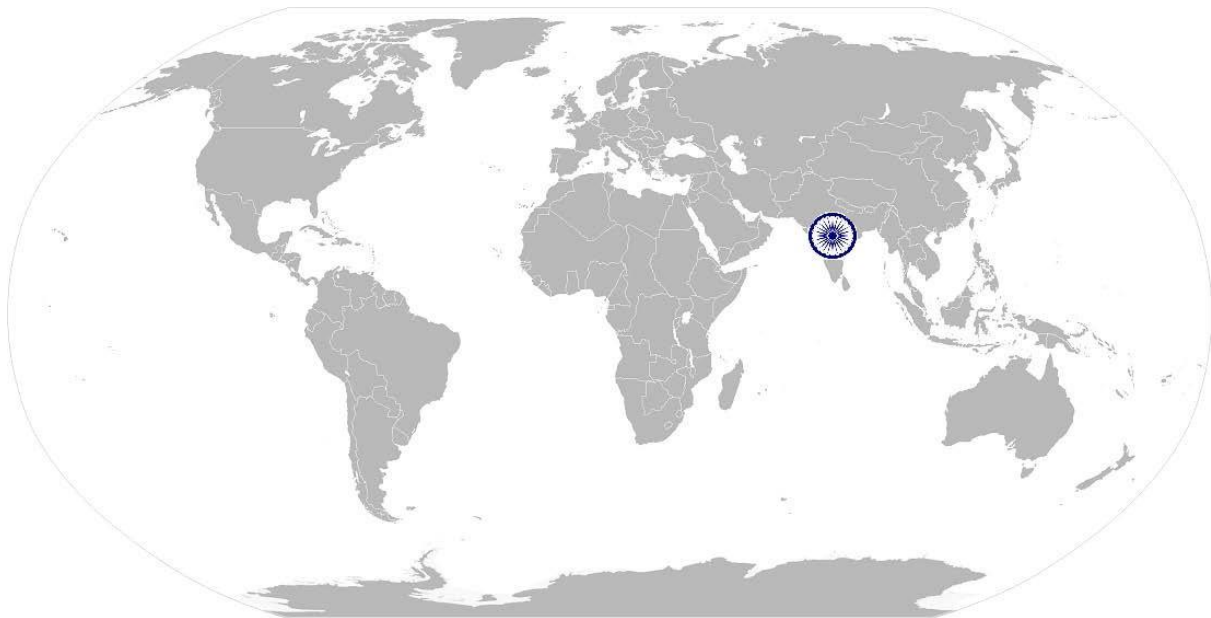
Maintenance of equipment

	to understand priorities and promptly assist the LAP in delivering patient care SB14. Recommend on replacements based on a lifecycle approach rather than a problem solving approach
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB15. Apply, analyse, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

NOS Version Control

NOS Code	HSS/N2503		
Credits (NSQF)	TBD	Version number	1.0
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	24/07/13
Occupation	Anaesthesia Technician	Next review date	24/12/16

National Occupational Standard



Overview

This Occupational Standard describes the knowledge and understanding required of an Anaesthesia Technician with reference to performing various administrative functions, contributing to staff training and development and participating in quality improvement and risk management activities..

HSS/N2504

Administrative and Other duties

National Occupational Standard

Unit Code	HSS/N2504
Unit Title (Task)	Administrative and Other duties
Description	This OS unit is about the administrative and additional duties of an Anaesthesia technician which include contributing to improving quality, performance and education of self and other staff members within the anaesthesia team.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Administrative duties including staff scheduling Participating in quality improvement and risk management activities Participating and contributing to CME activities
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
	<p>To be competent, the user/individual on the job must be:</p> <p>PC1. Able to perform basic administrative functions</p> <p>PC2. Able to understand quality improvement process and associated practices including accreditation norms</p> <p>PC3. Aware of training requirements and contribute to knowledge of the team</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Organisational job description</p> <p>KA2. Quality requirements as per accreditation and certification norms applicable to the organisation</p> <p>KA3. Hospital policy regarding educational and CME requirements</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Quality improvement processes</p> <p>KB2. Risk management activities</p> <p>KB3. Basic management principles and practices</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write in English language</p> <p>SA2. Prepare staff schedules depending upon the demand, training schedules, staff leave requests etc.</p> <p>SA3. Maintain supporting documentation and quality control documentation</p> <p>SA4. Maintain an authorized user list as per organisation policy</p> <p>SA5. Maintain documents and material to certify and train other staff</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. Read instructions related to quality and risk management practices applicable</p> <p>SA7. Read instructions regarding development of training material for other staff</p> <p>SA8. Read requests regarding scheduling from other staff members</p>

HSS/N2504

Administrative and Other duties

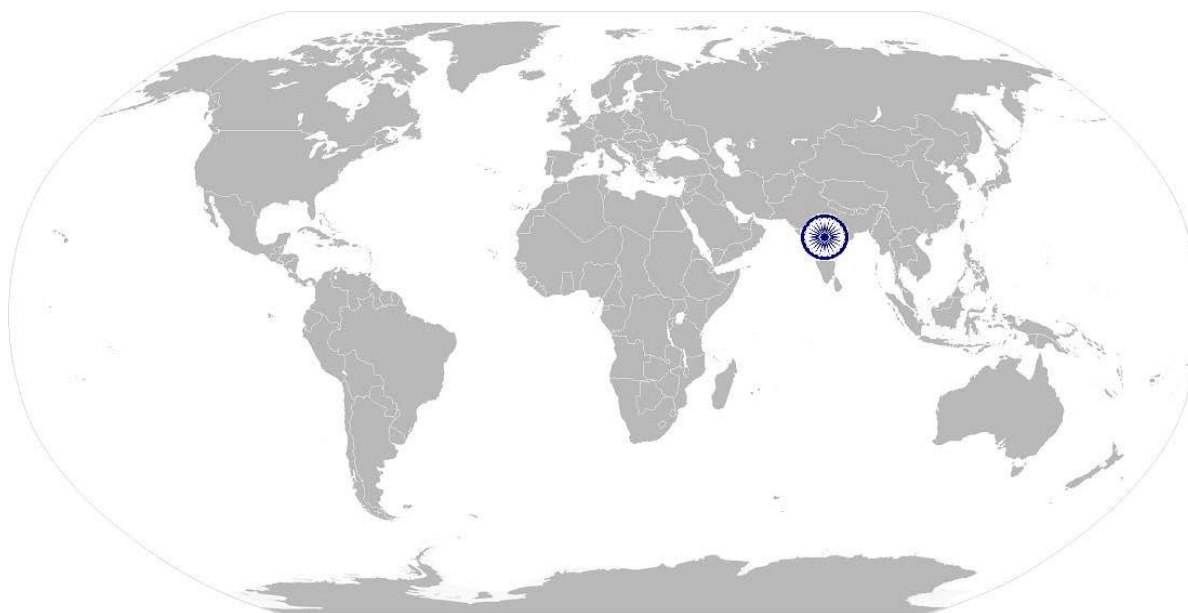
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA9. Speak in clear and error free language to be able to communicate information promptly to other care givers within the team</p> <p>SA10. Provide training through effective oral communication</p> <p>SA11. Understand staff needs and modify schedules accordingly</p> <p>SA12. Understand instructions given by quality control officer regarding specific quality management protocols for anaesthesia related functions</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Take decisions regarding scheduling of staff to ensure continuity of services</p> <p>SB2. Identify and decide training needs for the staff and self</p> <p>SB3. Take decisions regarding delegation of responsibilities if applicable</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. Prepare weekly schedule for staff to ensure continued availability</p> <p>SB5. Plan for contingencies related to sick leaves or absenteeism</p> <p>SB6. Plan and design training calendar for staff to update their education related to anaesthesia</p> <p>SB7. Plan and prepare documentations related to accreditation and quality control requirements from time to time</p>
	Customer Centricity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. Uphold and protect the rights of the patient and maintain confidentiality</p> <p>SB9. Ensure that best practices are followed to improve patient health outcomes and quality of service</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. Address to staff storages during peak demand seasons to ensure uninterrupted services</p> <p>SB11. Address to quality improvement related challenges and take corrective actions</p> <p>SB12. Identify training related issue within the team and resolve them promptly</p>
	Analytical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB13. Relate their technical knowledge regarding people management and quality control to improve overall management of anaesthesia services</p> <p>SB14. Anticipate demand and supply mismatch in advance and take corrective action</p>
	Critical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB15. Apply, analyse, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action</p>

HSS/N2504

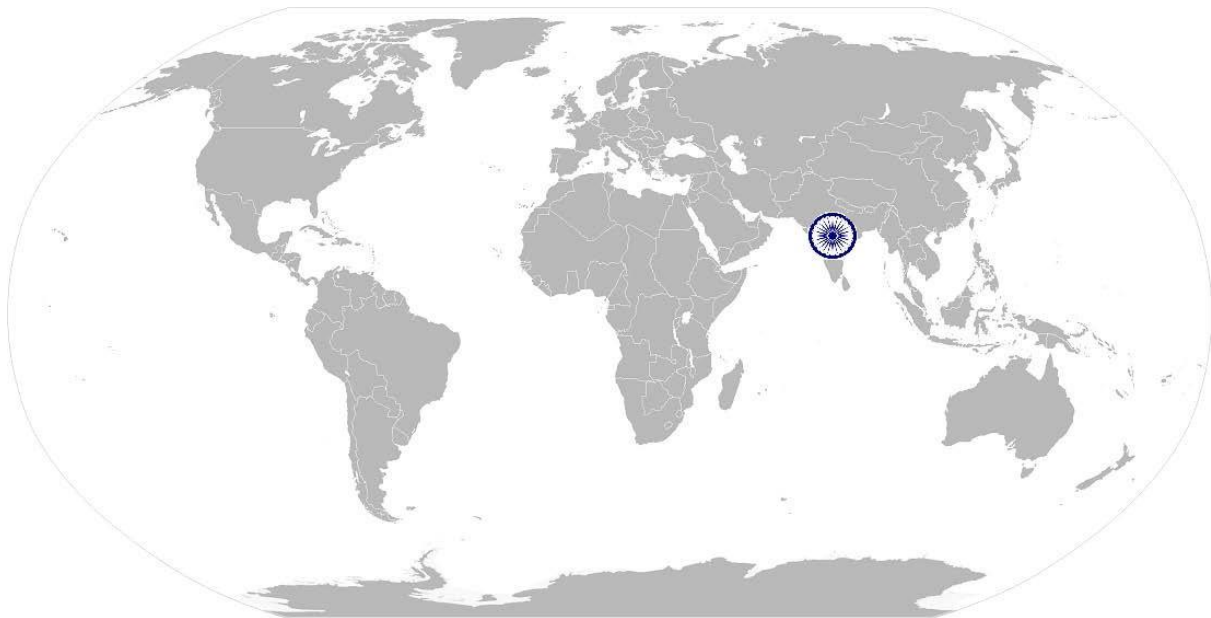
Administrative and Other duties

NOS Version Control

NOS Code	HSS/N2504		
Credits (NSQF)	TBD	Version number	1.0
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	24/07/13
Occupation	Anaesthesia Technician	Next review date	24/12/16



National Occupational Standard



Overview

This Occupational Standard describes the knowledge, understanding, skills required of an Allied Health Professional to recognise the boundaries of the role and responsibilities and working within the level of competence in accordance with legislation, protocols and guidelines.

HSS/N9603

Act within the limits of one's competence and authority

National Occupational Standard

Unit Code	HSS/N9603
Unit Title (Task)	Act within the limits of one's competence and authority
Description	<p>This OS unit is about recognizing the boundaries of the role and responsibilities and working within the level of competence in accordance with legislation, protocols and guidelines</p> <p>This is applicable to all Allied Health Professionals working in an organised, regulated environment</p>
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Acting within the limit of one's competence and authority; <ul style="list-style-type: none"> Knowing one's job role Knowing one's job responsibility Recognizing the job role and responsibilities of co workers <p>Reference: 'This National Occupational Standard is from the UK Skills for Health suite [SFHGEN63, Act within the limits of your competence and authority] It has been tailored to apply to healthcare in India and has been reproduced with their Permission'.</p>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Adhere to legislation, protocols and guidelines relevant to one's role and field of practice</p> <p>PC2. Work within organisational systems and requirements as appropriate to one's role</p> <p>PC3. Recognise the boundary of one's role and responsibility and seek supervision when situations are beyond one's competence and authority</p> <p>PC4. Maintain competence within one's role and field of practice</p> <p>PC5. Use relevant research based protocols and guidelines as evidence to inform one's practice</p> <p>PC6. Promote and demonstrate good practice as an individual and as a team member at all times</p> <p>PC7. Identify and manage potential and actual risks to the quality and safety of practice</p> <p>PC8. Evaluate and reflect on the quality of one's work and make continuing improvements</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The relevant legislation, standards, policies, and procedures followed in the organization</p> <p>KA2. The medical procedures and functioning of required medical equipment</p> <p>KA3. Role and importance of assisting other healthcare providers in delivering care</p>

HSS/N9603

Act within the limits of one's competence and authority

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The boundaries of one's role and responsibilities and other team members</p> <p>KB2. The reasons for working within the limits of one's competence and authority</p> <p>KB3. The importance of personally promoting and demonstrating good practice</p> <p>KB4. The legislation, protocols and guidelines effecting one's work</p> <p>KB5. The organisational systems and requirements relevant to one's role</p> <p>KB6. The sources of information that can be accessed to maintain an awareness of research and developments in one's area of work</p> <p>KB7. The difference between direct and indirect supervision and autonomous practice, and which combination is most applicable in different circumstances</p> <p>KB8. The risks to quality and safety arising from:</p> <ul style="list-style-type: none"> ○ Working outside the boundaries of competence and authority ○ Not keeping up to date with best practice ○ Poor communication ○ Insufficient support ○ Lack of resources <p>KB9. The importance of individual or team compliance with legislation, protocols, and guidelines and organisational systems and requirements</p> <p>KB10. How to Report and minimise risks</p> <p>KB11. The principle of meeting the organisation's needs, and how this should enable one to recognise one's own limitations and when one should seek support from others</p> <p>KB12. The processes by which improvements to protocols/guidelines and organisational systems/requirements should be reported</p> <p>KB13. The procedure for accessing training, learning and development needs for oneself and/or others within one's organisation</p> <p>KB14. The actions that can be taken to ensure a current, clear and accurate understanding of roles and responsibilities is maintained, and how this affects the way one work as an individual or part of a team</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Document reports, task lists, and schedules</p> <p>SA2. Prepare status and progress reports</p> <p>SA3. Record daily activities</p> <p>SA4. Update other co-workers</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read about changes in legislations and organizational policies</p> <p>SA6. Keep updated with the latest knowledge</p>
Oral Communication (Listening and Speaking skills)	

HSS/N9603

Act within the limits of one's competence and authority

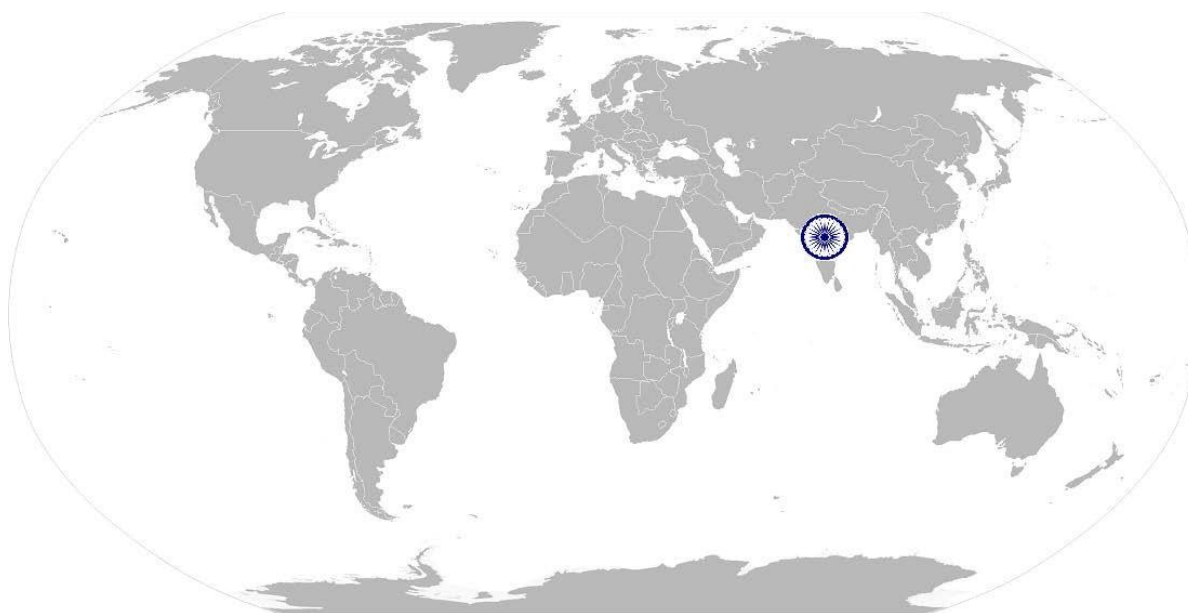
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. Discuss task lists, schedules, and work-loads with co-workers</p> <p>SA8. Give clear instructions to patients and co-workers</p> <p>SA9. Keep patient informed about progress</p> <p>SA10. Avoid using jargon, slang or acronyms when communicating with a patient</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Make decisions pertaining to the concerned area of work in relation to job role</p>
	Plan and Organize
	Not applicable
	Customer Centricity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Communicate effectively with patients and their family, physicians, and other members of the health care team</p> <p>SB3. Be responsive and listen empathetically to establish rapport in a way that promotes openness on issues of concern</p> <p>SB4. Be sensitive to potential cultural differences</p> <p>SB5. Maintain patient confidentiality</p> <p>SB6. Respect the rights of the patient(s)</p>
	Problem Solving
	Not applicable
	Analytical Thinking
	Not applicable
	Critical Thinking
	Not applicable

HSS/N9603

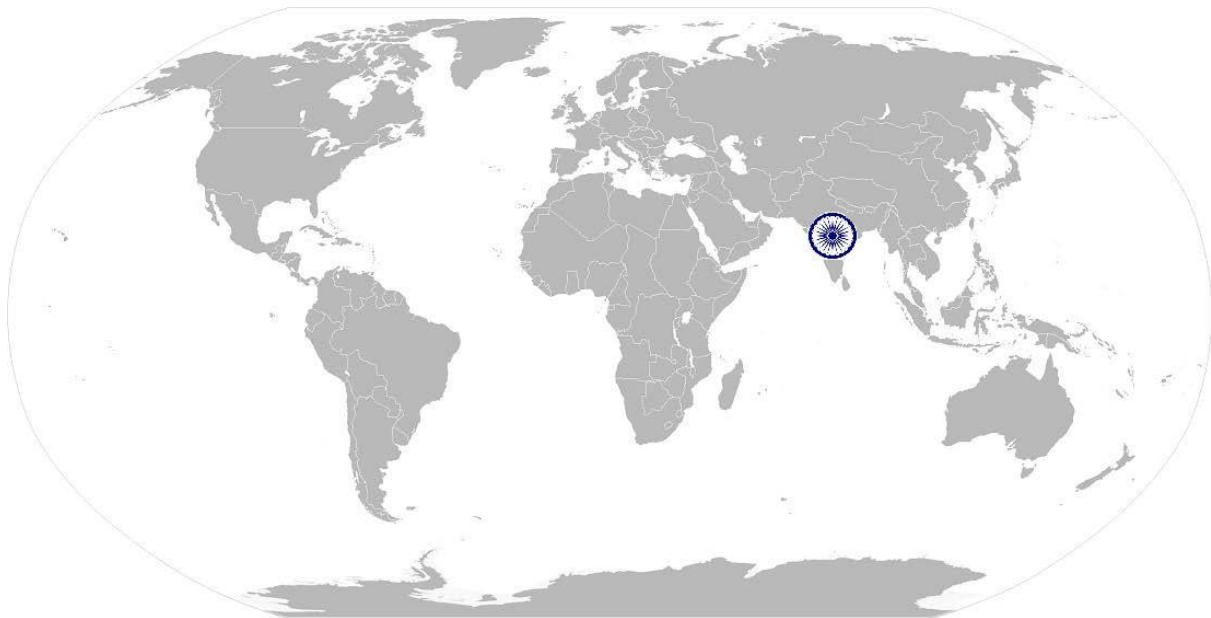
Act within the limits of one's competence and authority

NOS Version Control

NOS Code	HSS/N9603		
Credits (NSQF)	TBD	Version number	1.0
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	24/07/13
Occupation		Next review date	24/12/16



National Occupational Standard



Overview

This Occupational Standard describes the knowledge, understanding, skills required of an Allied Health Professional to monitor the working environment, and making sure it meets health, safety and security requirements.

HSS/N9606

Maintain a safe, healthy, and secure working environment

National Occupational Standard

Unit Code	HSS/N9606
Unit Title (Task)	Maintain a safe, healthy, and secure working environment
Description	<p>This OS unit is about monitoring the working environment and ensuring a safe, healthy, secure and effective working conditions</p> <p>This OS unit applies to all Allied Health professionals working within an organised workplace</p>
Scope	<p>This unit covers the following:</p> <ul style="list-style-type: none"> Complying the health, safety and security requirements and procedures for Workplace Handling any hazardous situation with safely, competently and within the limits of authority Reporting any hazardous situation and breach in procedures to ensure a safe, healthy, secure working environment
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC1. Identify individual responsibilities in relation to maintaining workplace health safety and security requirements</p> <p>PC2. Comply with health, safety and security procedures for the workplace</p> <p>PC3. Report any identified breaches in health, safety, and security procedures to the designated person</p> <p>PC4. Identify potential hazards and breaches of safe work practices</p> <p>PC5. Correct any hazards that individual can deal with safely, competently and within the limits of authority</p> <p>PC6. 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</p> <p>PC7. Follow the organisation's emergency procedures promptly, calmly, and efficiently</p> <p>PC8. Identify and recommend opportunities for improving health, safety, and security to the designated person</p> <p>PC9. Complete any health and safety records legibly and accurately</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>To be competent, the user/ individual on the job needs to know and understand:</p> <p>KA1. The importance of health, safety, and security in the workplace</p> <p>KA2. The basic requirements of the health and safety and other legislations and regulations that apply to the workplace</p> <p>KA3. The person(s) responsible for maintaining healthy, safe, and secure workplace</p> <p>KA4. The relevant up-to-date information on health, safety, and security that applies to the workplace</p> <p>KA5. How to report the hazard</p> <p>KA6. The responsibilities of individual to maintain safe, healthy and secure workplace</p>

HSS/N9606

Maintain a safe, healthy, and secure working environment

B. Technical Knowledge	<p>To be competent, the user / individual on the job needs to know and understand:</p> <p>KB1. Requirements of health, safety and security in workplace</p> <p>KB2. How to create safety records and maintaining them</p> <p>KB3. The importance of being alert to health, safety, and security hazards in the work environment</p> <p>KB4. The common health, safety, and security hazards that affect people working in an administrative role</p> <p>KB5. How to identify health, safety, and security hazards</p> <p>KB6. The importance of warning others about hazards and how to do so until the hazard is dealt with</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>To be competent, the user/ individual on the job needs to know and understand how to:</p> <p>SA1. Report and record incidents</p>
	Reading Skills
	<p>To be competent, the user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read and understand company policies and procedures</p>
	Oral Communication (Listening and Speaking skills)
	<p>To be competent, the user/ individual on the job needs to know and understand how to:</p> <p>SA3. Clearly report hazards and incidents with the appropriate level of urgency</p>
B. Professional Skills	Decision Making
	<p>To be competent, the user/ individual on the job needs to know and understand how to:</p> <p>SB1. Make decisions pertaining to the area of work</p>
	Plan and Organize
	<p>To be competent, the user / individual on the job needs to know and understand how to:</p> <p>SB2. Plan for safety of the work environment</p>
	Customer Centricity
	<p>To be competent, the user / individual on the job needs to know and understand:</p> <p>SB3. Communicate effectively with patients and their family, physicians, and other members of the health care team</p> <p>SB4. Be capable of being responsive, listen empathetically to establish rapport in a way that promotes openness on issues of concern</p>
	Problem Solving
	<p>To be competent, the user/ individual on the job needs to know and understand how to:</p> <p>SB8. Identify hazards, evaluate possible solutions and suggest effective solutions</p>

HSS/N9606

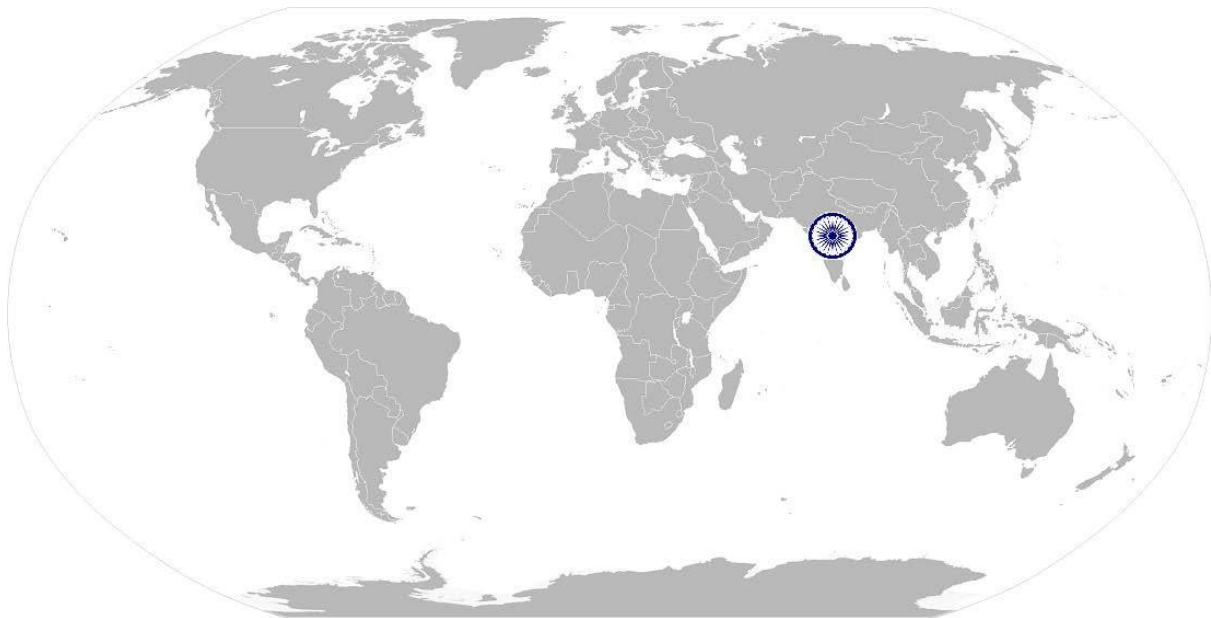
Maintain a safe, healthy, and secure working environment

	Analytical Thinking
	To be competent, the user needs to know and understand how to: SB9. Analyse the seriousness of hazards
	Critical Thinking
	To be competent, the user needs to know and understand how to: SB10. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

NOS Version Control

NOS Code	HSS/N9606		
Credits (NSQF)	TBD	Version number	1.0
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	24/07/13
Occupation		Next review date	24/12/16

National Occupational Standard



Overview

This Occupational Standard describes the knowledge, understanding and skills required of an Allied Health professional to practice code of conduct setup by the healthcare provider.

HSS/N9607

Practice code of conduct while performing duties

National Occupational Standard

Unit Code	HSS/N9607
Unit Title (Task)	Practice code of conduct while performing duties
Description	<p>This OS unit is about following the rules, regulations and the code of conduct setup by the healthcare provider. The Allied health professional must adhere to the protocols and guidelines relevant to the field and practice.</p> <p>This OS unit applies to all Allied health professionals working in an organized environment and to whom specific regulations and codes of conduct apply.</p>
Scope	<p>This unit covers the following:</p> <ul style="list-style-type: none"> Recognizing the guidelines and protocols relevant to the field and practice <p>Following the code of conduct as described by the healthcare provider</p> <p>Demonstrating best practices while on the field</p>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Adhere to protocols and guidelines relevant to the role and field of practice</p> <p>PC2. Work within organisational systems and requirements as appropriate to the role</p> <p>PC3. Recognise the boundary of the role and responsibility and seek supervision when situations are beyond the competence and authority</p> <p>PC4. Maintain competence within the role and field of practice</p> <p>PC5. Use protocols and guidelines relevant to the field of practice</p> <p>PC6. Promote and demonstrate good practice as an individual and as a team member at all times</p> <p>PC7. Identify and manage potential and actual risks to the quality and patient safety</p> <p>PC8. Maintain personal hygiene and contribute actively to the healthcare ecosystem</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>To be competent, the user/ individual on the job needs to know and understand:</p> <p>KA1. Relevant legislation, standards, policies, and procedures followed in the hospital</p> <p>KA2. How to engage and interact with other providers in order to deliver quality and maintain continued care</p> <p>KA3. Personal hygiene measures and handling techniques</p>
B. Technical Knowledge	<p>To be competent, the user / individual on the job needs to know and understand:</p> <p>KB1. The limitations and scope of the role and responsibilities along with an understanding of roles and responsibilities of others</p> <p>KB2. The importance of working within the limits of one's competence and authority</p> <p>KB3. The detrimental effects of non-compliance</p> <p>KB4. The importance of personal hygiene</p> <p>KB5. The importance of intercommunication skills</p> <p>KB6. The legislation, protocols and guidelines related to the role</p> <p>KB7. The organisational systems and requirements relevant to the role</p> <p>KB8. The sources of information and literature to maintain a constant access to upcoming research and changes in the field</p> <p>KB9. The difference between direct and indirect supervision and autonomous</p>

HSS/N9607

Practice code of conduct while performing duties

	<p>practice, and which combination is most applicable in different circumstances</p> <p>KB10. Implications to quality and safety arising from:</p> <ul style="list-style-type: none"> Working outside the boundaries of competence and authority not keeping up to date with best practice poor communication insufficient support lack of resources <p>KB11. The organizational structure and the various processes related to reporting and monitoring</p> <p>KB12. The procedure for accessing training, learning and development needs</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>To be competent, the user/ individual on the job needs to know and understand how to:</p> <p>SA1. Document reports, task lists, and schedules with co-workers</p> <p>SA2. Prepare status and progress reports related to patient care</p> <p>SA3. Update the physician and the other co-workers</p>
	Reading Skills
	<p>To be competent, the user/ individual on the job needs to know and understand how to:</p> <p>SA4. Read about procedures, regulations and guidelines related to the organization and the profession</p> <p>SA5. Keep updated with the latest knowledge by reading internal communications and legal framework changes related to roles and responsibilities</p>
	Oral Communication (Listening and Speaking skills)
	<p>To be competent, the user/ individual on the job needs to know and understand how to:</p> <p>SA6. Interact with patients</p> <p>SA7. Give clear instructions to patients, patients relatives and other healthcare providers</p> <p>SA8. Avoid using jargon, slang or acronyms, while communicating with a patient</p>
	B. Professional Skills
	Decision Making
	<p>To be competent, the user/ individual on the job needs to know and understand how to:</p> <p>SB1. Make decisions based on applicable regulations and codes of conduct when possible conflicts arise</p> <p>SB2. Act decisively by balancing protocols and work at hand</p>
	Plan and Organize
	Not applicable
	Customer Centricity
	<p>To be competent, the user / individual on the job needs to know and understand how to:</p> <p>SB3. Communicate effectively with patients and their family, physicians, and other members of the health care team</p> <p>SB4. Maintain patient confidentiality</p>

HSS/N9607

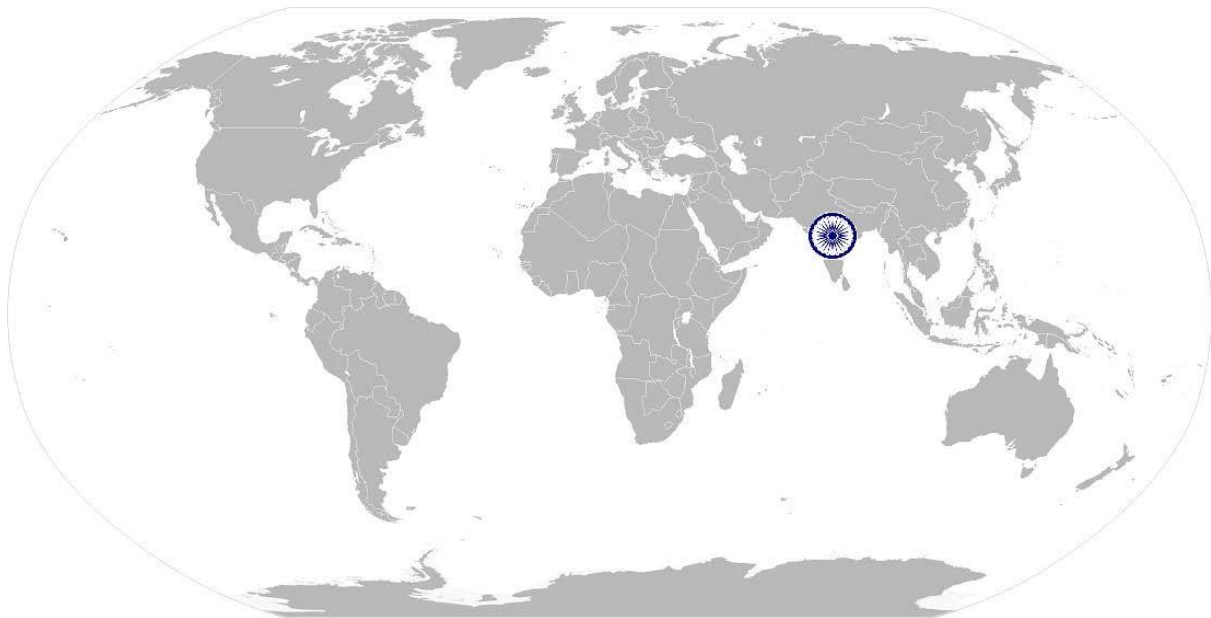
Practice code of conduct while performing duties

	SB5. Respect the rights of the patient(s)
	SB6. Respond patients' queries and concerns
	SB7. Maintain personal hygiene to enhance patient safety
	Problem Solving
	Not applicable
	Analytical Thinking
	Not applicable
	Critical Thinking
	Not applicable

NOS Version Control

NOS Code	HSS/N9607		
Credits (NSQF)	TBD	Version number	1.0
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	24/07/13
Occupation		Next review date	24/12/16

National Occupational Standard



Overview

This Occupational Standard describes the knowledge, understanding and skills required of an Allied Health professional to manage biomedical waste

HSS/N9609

Follow biomedical waste disposal protocols

National Occupational Standard

Unit Code	HSS/N9609
Unit Title (Task)	Follow biomedical waste disposal protocols
Description	This OS unit is about the safe handling and management of health care waste. This unit applies to all Allied Health professionals.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Classification of the Waste Generated, Segregation of Biomedical Waste ,Proper collection and storage of Waste <p>Reference : 'The content of this National Occupational Standard is drawn from the UK Skills for Health NOS [SFHCHS212 Disposal of clinical and non-clinical waste within healthcare and SFHCHS213 Implement an audit trail for managing waste within healthcare]'</p>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Follow the appropriate procedures, policies and protocols for the method of collection and containment level according to the waste type</p> <p>PC2. 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</p> <p>PC3. Segregate the waste material from work areas in line with current legislation and organisational requirements</p> <p>PC4. Segregation should happen at source with proper containment, by using different color coded bins for different categories of waste</p> <p>PC5. Check the accuracy of the labelling that identifies the type and content of waste</p> <p>PC6. Confirm suitability of containers for any required course of action appropriate to the type of waste disposal</p> <p>PC7. Check the waste has undergone the required processes to make it safe for transport and disposal</p> <p>PC8. Transport the waste to the disposal site, taking into consideration its associated risks</p> <p>PC9. Report and deal with spillages and contamination in accordance with current legislation and procedures</p> <p>PC10. Maintain full, accurate and legible records of information and store in correct location in line with current legislation, guidelines, local policies and protocols</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Basic requirements of the health and safety and other legislations and regulations that apply to the organization</p> <p>KA2. Person(s) responsible for health, safety, and security in the organization</p> <p>KA3. Relevant up-to-date information on health, safety, and security that applies to the organization</p> <p>KA4. Organization's emergency procedures and responsibilities for handling</p>

HSS/N9609

Follow biomedical waste disposal protocols

its processes)	hazardous situations
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. How to categorise waste according to national, local and organisational guidelines</p> <p>KB2. The appropriate approved disposal routes for waste</p> <p>KB3. The appropriate containment or dismantling requirements for waste and how to make the waste safe for disposal</p> <p>KB4. The importance to adhere to the organisational and national waste management principles and procedures</p> <p>KB5. The hazards and risks associated with the disposal and the importance of risk assessments and how to provide these</p> <p>KB6. The personal protective equipment required to manage the different types of waste generated by different work activities</p> <p>KB7. The importance of working in a safe manner when carrying out procedures for biomedical waste management in line with local and national policies and legislation</p> <p>KB8. The required actions and reporting procedures for any accidents, spillages and contamination involving waste</p> <p>KB9. The requirements of the relevant external agencies involved in the transport and receipt of your waste</p> <p>KB10. The importance of segregating different types of waste and how to do this</p> <p>KB11. The safe methods of storage and maintaining security of waste and the permitted accumulation times</p> <p>KB12. The methods for transporting and monitoring waste disposal and the appropriateness of each method to a given scenario</p> <p>KB13. How to report any problems or delays in waste collection and whereto seek advice and guidance</p> <p>KB14. The importance of the organisation monitoring and obtaining an assessment of the impact the waste has on the environment</p> <p>KB15. The current national legislation, guidelines, local policies and protocols which affect work practice</p> <p>KB16. The policies and guidance that clarify your scope of practice, accountabilities and the working relationship between yourself and others</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Report and record incidents
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. Read and understand company policies and procedures for managing biomedical waste
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. Report hazards and incidents clearly with the appropriate level of urgency
B. Professional Skills	Decision Making

HSS/N9609

Follow biomedical waste disposal protocols

	The user/individual on the job needs to know and understand how to: SB1. Make decisions pertaining to the area of work SB2. Exhibit commitment to the organization and exert effort and perseverance
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB3. Organize files and documents SB4. Plan for safety of the work environment SB5. Recommend and implement plan of action
	Customer Centricity
	The user/individual on the job needs to know and understand: SB6. How to make exceptional effort to keep the environment and work place clean
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB7. Identify hazards and suggest effective solutions to identified problems of waste management
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB8. Analyse the seriousness of hazards and proper waste management
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB9. Evaluate opportunities to improve health, safety and security SB10. Show understanding and empathy for others

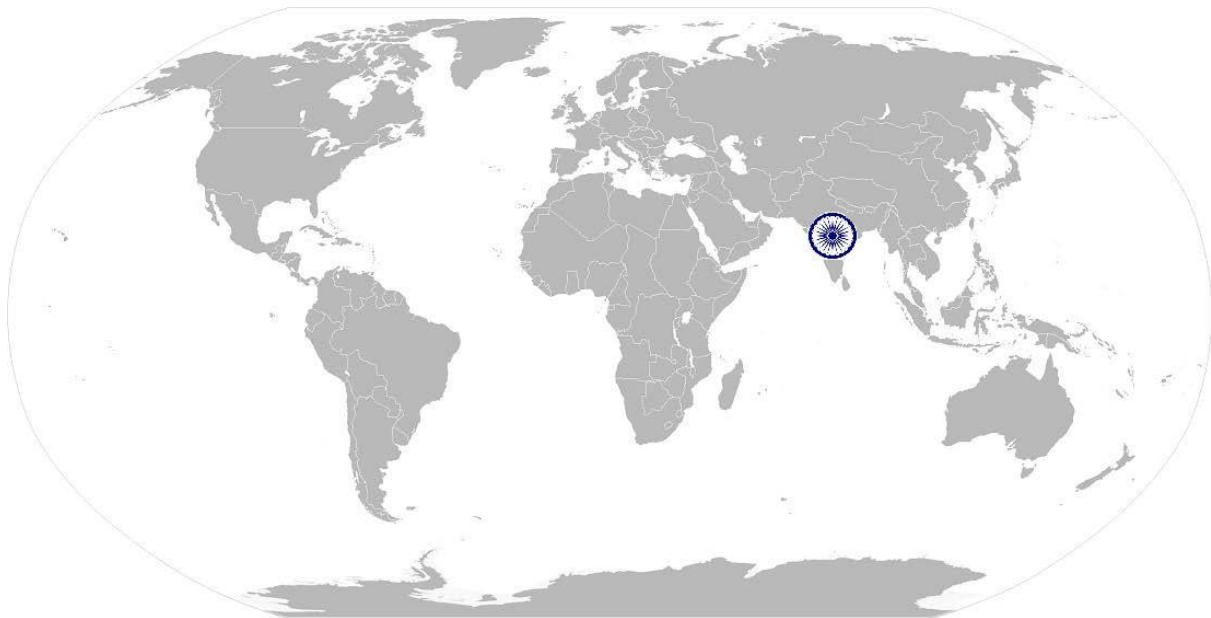
NOS Version Control

NOS Code	HSS/N9609		
Credits (NSQF)	TBD	Version number	1.0
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	24/07/13
Occupation		Next review date	24/12/16

HSS/N9610

Follow infection control policies and procedures

National Occupational Standard



Overview

This Occupational Standard describes the knowledge, understanding, skills required of an Allied Health professional to comply with infection control policies and procedures

HSS/N9610

Follow infection control policies and procedures

National Occupational Standard

Unit Code	HSS/N9610
Unit Title (Task)	Follow infection control policies and procedures
Description	<p>This OS unit is about complying with infection control policies and procedures. It is applicable to workers who are responsible for workplace procedures to maintain Infection control.</p> <p>This unit applies to all Allied Health professionals.</p>
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Complying with an effective infection control protocols that ensures the safety of the patient (or end-user of health-related products/services) <p>Maintaining personal protection and preventing the transmission of infections from person to person</p>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Perform the standard precautions to prevent the spread of infection in accordance with organisation requirements</p> <p>PC2. Perform the additional precautions when standard precautions alone may not be sufficient to prevent transmission of infection</p> <p>PC3. Minimise contamination of materials, equipment and instruments by aerosols and splatter</p> <p>PC4. Identify infection risks and implement an appropriate response within own role and responsibility</p> <p>PC5. Document and report activities and tasks that put patients and/or other workers at risk</p> <p>PC6. Respond appropriately to situations that pose an infection risk in accordance with the policies and procedures of the organization</p> <p>PC7. Follow procedures for risk control and risk containment for specific risks</p> <p>PC8. Follow protocols for care following exposure to blood or other body fluids as required</p> <p>PC9. Place appropriate signs when and where appropriate</p> <p>PC10. Remove spills in accordance with the policies and procedures of the organization</p> <p>PC11. Maintain hand hygiene by washing hands before and after patient contact and/or after any activity likely to cause contamination</p> <p>PC12. Follow hand washing procedures</p> <p>PC13. Implement hand care procedures</p> <p>PC14. Cover cuts and abrasions with water-proof dressings and change as necessary</p> <p>PC15. Wear personal protective clothing and equipment that complies with Indian Standards, and is appropriate for the intended use</p> <p>PC16. Change protective clothing and gowns/aprons daily, more frequently if soiled and where appropriate, after each patient contact</p> <p>PC17. Demarcate and maintain clean and contaminated zones in all aspects of health care work</p> <p>PC18. Confine records, materials and medicaments to a well-designated clean zone</p>

HSS/N9610

Follow infection control policies and procedures

	<p>PC19. Confine contaminated instruments and equipment to a well-designated contaminated zone</p> <p>PC20. Wear appropriate personal protective clothing and equipment in accordance with occupational health and safety policies and procedures when handling waste</p> <p>PC21. Separate waste at the point where it has been generated and dispose of into waste containers that are colour coded and identified</p> <p>PC22. Store clinical or related waste in an area that is accessible only to authorised persons</p> <p>PC23. Handle, package, label, store, transport and dispose of waste appropriately to minimise potential for contact with the waste and to reduce the risk to the environment from accidental release</p> <p>PC24. Dispose of waste safely in accordance with policies and procedures of the organisation and legislative requirements</p> <p>PC25. Wear personal protective clothing and equipment during cleaning procedures</p> <p>PC26. Remove all dust, dirt and physical debris from work surfaces</p> <p>PC27. Clean all work surfaces with a neutral detergent and warm water solution before and after each session or when visibly soiled</p> <p>PC28. Decontaminate equipment requiring special processing in accordance with quality management systems to ensure full compliance with cleaning, disinfection and sterilisation protocols</p> <p>PC29. Dry all work surfaces before and after use</p> <p>PC30. Replace surface covers where applicable</p> <p>PC31. Maintain and store cleaning equipment</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The organization's infection control policies and procedures</p> <p>KA2. Organization requirements relating to immunization, where applicable</p> <p>KA3. Standard precautions</p> <p>KA4. Good personal hygiene practice including hand care</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Additional precautions</p> <p>KB2. Aspects of infectious diseases including:</p> <ul style="list-style-type: none"> - opportunistic organisms - pathogens <p>KB3. Basic microbiology including:</p> <ul style="list-style-type: none"> - bacteria and bacterial spores - fungi - viruses legislation <p>KB8. The required actions and reporting procedures for any accidents, spillages and contamination involving waste</p> <p>KB9. The requirements of the relevant external agencies involved in the transport and receipt of your waste</p> <p>KB10. The importance of segregating different types of waste and how to do this</p>

HSS/N9610

Follow infection control policies and procedures

	<p>KB4. How to clean and sterile techniques</p> <p>KB5. The path of disease transmission:</p> <ul style="list-style-type: none"> - paths of transmission including direct contact and penetrating injuries - risk of acquisition - sources of infecting microorganisms including persons who are carriers, in the incubation phase of the disease or those who are acutely ill <p>KB6. Effective hand hygiene:</p> <ul style="list-style-type: none"> - procedures for routine hand wash - procedures for surgical hand wash - when hands must be washed <p>KB7. Good personal hygiene practice including hand care</p> <p>KB8. Identification and management of infectious risks in the workplace</p> <p>KB9. How to use personal protective equipment such as:</p> <ul style="list-style-type: none"> - guidelines for glove use - guidelines for wearing gowns and waterproof aprons - guidelines for wearing masks as required - guidelines for wearing protective glasses <p>KB10. Susceptible hosts including persons who are immune suppressed, have chronic diseases such as diabetes and the very young or very old</p> <p>KB11. Surface cleaning:</p> <ul style="list-style-type: none"> - cleaning procedures at the start and end of the day - managing a blood or body fluid spill - routine surface cleaning <p>KB12. Sharps handling and disposal techniques</p> <p>KB13. The following:</p> <ul style="list-style-type: none"> - Follow infection control guidelines - Identify and respond to infection risks - Maintain personal hygiene - Use personal protective equipment - Limit contamination - Handle, package, label, store transport and dispose of clinical and other waste - Clean environmental surfaces
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Consistently apply hand washing, personal hygiene and personal protection protocols</p> <p>SA2. Consistently apply clean and sterile techniques</p> <p>SA3. Consistently apply protocols to limit contamination</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Follow instructions as specified in the protocols</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Listen patiently</p> <p>SA6. Provide feedback (verbal and non-verbal) to encourage smooth flow of</p>

HSS/N9610

Follow infection control policies and procedures

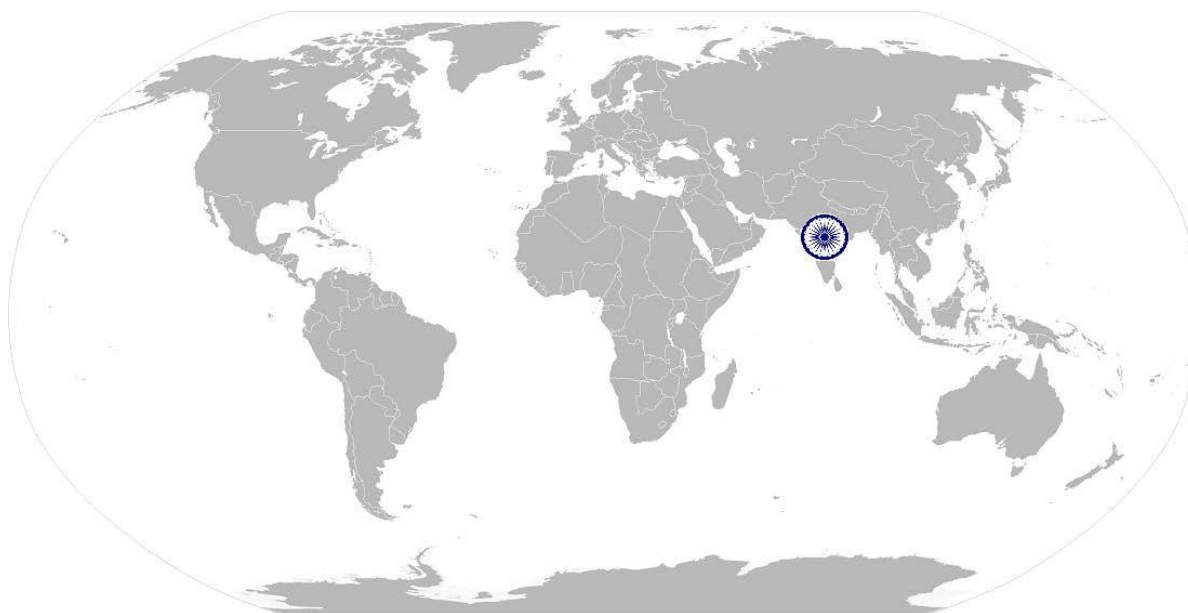
	information
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Take into account opportunities to address waste minimization, environmental responsibility and sustainable practice issues SB2. Apply additional precautions when standard precautions are not sufficient
	Plan and Organize
	The user/individual on the job needs to: SB3. Consistently ensure instruments used for invasive procedures are sterile at time of use (where appropriate) SB4. Consistently follow the procedure for washing and drying hands SB5. Consistently limit contamination SB6. Consistently maintain clean surfaces and manage blood and body fluid spills
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB7. Be a good listener and be sensitive to patient SB8. Avoid unwanted and unnecessary communication with patients SB9. Maintain eye contact and non-verbal communication
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB10. Communicate only facts and not opinions SB11. Give feedback when required
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB12. Coordinate required processes effectively
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB13. Apply, analyse, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to belief and action SB14. Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues

HSS/N9610

Follow infection control policies and procedures

NOS Version Control

NOS Code	HSS/N9610		
Credits (NSQF)	TBD	Version number	1.0
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	24/07/13
Occupation		Next review date	24/12/16



National Occupational Standard



Overview

This Occupational Standard describes the knowledge, understanding, skills required of an Allied Health professional to monitor and assure quality

HSS/N9611

Monitor and assure quality

National Occupational Standard

Unit Code	HSS/N9611
Unit Title (Task)	Monitor and assure quality
Description	This OS unit is about Assuring quality in all procedures. This unit applies to all Allied Health professionals.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Monitor treatment process/outcomes , Identify problems in treatment process/outcomes , Solve treatment process/outcome problems , Attend class/read publications to continue industry education , Identify needs and expectations of patient/health care professionals
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Conduct appropriate research and analysis</p> <p>PC2. Evaluate potential solutions thoroughly</p> <p>PC3. Participate in education programs which include current techniques, technology and trends pertaining to the dental industry</p> <p>PC4. Read Dental hygiene, dental and medical publications related to quality consistently and thoroughly</p> <p>PC5. Report any identified breaches in health, safety, and security procedures to the designated person</p> <p>PC6. Identify and correct any hazards that he/she can deal with safely, competently and within the limits of his/her authority</p> <p>PC7. Promptly and accurately report any hazards that he/she is not allowed to deal with to the relevant person and warn other people who may be affected</p> <p>PC8. Follow the organisation's emergency procedures promptly, calmly, and efficiently</p> <p>PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person</p> <p>PC10. Complete any health and safety records legibly and accurately</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Basic requirements of the health and safety and other legislations and regulations that apply to the organisation</p> <p>KA2. Person(s) responsible for health, safety, and security in the organisation</p> <p>KA3. Relevant up-to-date information on health, safety, and security that applies to the organisation</p> <p>KA4. Organisation's emergency procedures and responsibilities for handling hazardous situations</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand how to:</p> <p>KB1. Evaluate treatment goals, process and outcomes</p> <p>KB2. Identify problems/deficiencies in dental hygiene treatment goals, processes and outcomes</p> <p>KB3. Accurately identify problems in dental hygiene care</p> <p>KB4. Conduct research</p> <p>KB5. Select and implement proper hygiene interventions</p> <p>KB6. Obtain informed consent</p> <p>KB7. Conduct an honest self-evaluation to identify personal and professional</p>

HSS/N9611

Monitor and assure quality

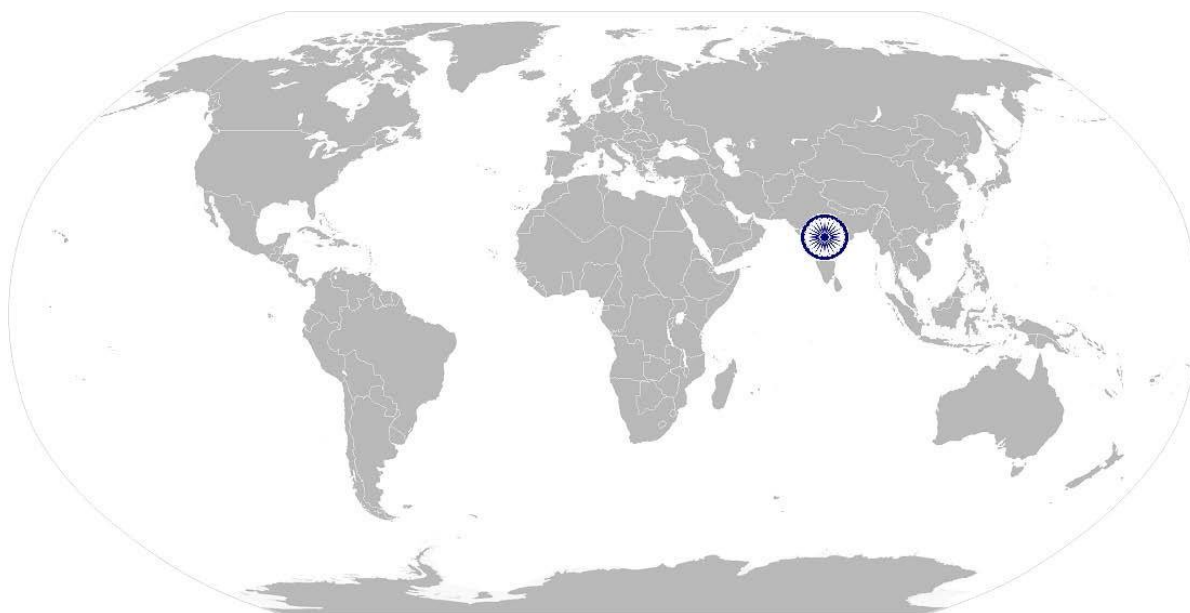
	<p>strengths and weaknesses</p> <p>KB8. Access and interpret medical, and scientific literature</p> <p>KB9. Apply human needs/motivational theory</p> <p>KB10. Provide thorough and efficient individualised care</p> <p>KB11. Employ methods to measure satisfaction</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Report and record incidents
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. Read and understand company policies and procedures
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. Report hazards and incidents clearly with the appropriate level of urgency
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Make decisions pertaining to the area of work SB2. Exhibit commitment to the organisation and exert effort and perseverance
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB3. Organise files and documents SB4. Plan for safety of the work environment SB1. Recommend and implement plan of action
	Customer Centricity
	The user/individual on the job needs to know and understand: SB2. How to make exceptional effort to meet patient needs and resolve conflict to patient satisfaction
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB3. Identify hazards and suggest effective solutions to identified problems
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB4. Analyse the seriousness of hazards
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB5. Evaluate opportunities to improve health, safety and security SB6. Show understanding and empathy for others

HSS/N9611

Monitor and assure quality

NOS Version Control

NOS Code	HSS/N9611		
Credits (NSQF)	TBD	Version number	1.0
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	24/07/13
Occupation		Next review date	24/12/16



CRITERIA FOR ASSESSMENT OF TRAINEES	
Job Role	Anaesthesia Technician
Qualification Pack	HSS/Q2501
Sector Skill Council	Healthcare Sector Skill Council
Guidelines for Assessment <ol style="list-style-type: none"> 1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC 2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC 3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below) 4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria 5. To pass the Qualification Pack, every trainee should score as per assessment grid. 6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack 	

Skills Practical and Viva (80% weightage)	
	Marks Allotted
Grand Total-1 (Subject Domain)	400
Grand Total-2 (Soft Skills and Communication)	100
Grand Total-(Skills Practical and Viva)	500
Passing Marks (80% of Max. Marks)	400
Theory (20% weightage)	
	Marks Allotted
Grand Total-1 (Subject Domain)	80
Grand Total-2 (Soft Skills and Communication)	20
Grand Total-(Theory)	100
Passing Marks (50% of Max. Marks)	50
Grand Total-(Skills Practical and Viva + Theory)	600

Overall Result			Criteria is to pass in both theory and practical individually. If fail in any one of them, then candidate is fail		
Detailed Break Up of Marks			Skills Practical & Viva		
Subject Domain			Pick any 2 NOS each of 200 marks totalling 400		
Assessable Outcomes	Assessment Criteria for the Assessable Outcomes	Total Marks (400)	Out Of	Marks Allocation	
				Viva	Skills Practical
1.HSS/ N 2501: Assist licensed anaesthesia provider in different care settings	PC1. Perform duties under the direct supervision of a LAP or a registered nurse (RN)	200	20	10	10
	PC2. Demonstrate understanding of different anaesthesia techniques and their preparatory requirements		60	30	30
	PC3. Work in different care settings including the operating room (OR), obstetrics suite (OB), interventional and/or diagnostic radiology, Post anaesthesia care unit (PACU), intensive care unit (ICU), CATH LAB, emergency room (ER), endoscopy, dental suites, ambulatory surgery suites, animal and research laboratories		60	30	30
	PC4. Demonstrate practical knowledge in the area of anaesthesia medicine		60	10	50
	Total		200	80	120
2.HSS/ N 2502: Prepare and manage anaesthesia room	PC1. Understand medical terminologies related to anaesthesia care	200	10	8	2
	PC2. Demonstrate knowledge and best practices of basic patient care		20	5	15
	PC3. Perform clinical duties in complex medical situations		20	5	15
	PC4. Demonstrate knowledge about infection control and personal protective devices		50	10	40
	PC5. Operate anaesthesia delivery system and associated equipment		50	10	40
	PC6. Manage supplies and inventories		40	10	30
	PC7. Understand the limitations of the role and practice area		10	5	5
	Total		200	53	147
3.HSS/ N 2503: Maintenance of	PC1. Perform first level maintenance of anaesthesia equipment and ancillary equipment	200	60	10	50

equipment	PC2. Understand the function and structure of anaesthesia delivery system in different settings		40	30	10
	PC3. Understand the usage protocols for different anaesthesia gases		40	20	20
	PC4. Perform storage and safe handling of bulk and cylinder gases		60	10	50
	Total		200	70	130
4.HSS/ N 2504: Administrative and Other duties	PC1. Able to perform basic administrative functions	200	65	25	50
	PC2. Able to understand quality improvement process and associated practices including accreditation norms		70	20	50
	PC3. Aware of training requirements and contribute to knowledge of the team		65	25	40
	Total		200	70	140
5. HSS/ N 9610 (Follow infection control policies and procedures)	PC1. Perform the standard precautions to prevent the spread of infection in accordance with organisation requirements	200	5	0	5
	PC2. Perform the additional precautions when standard precautions alone may not be sufficient to prevent transmission of infection		5	0	5
	PC3. Minimise contamination of materials, equipment and instruments by aerosols and splatter		5	5	0
	PC4. Identify infection risks and implement an appropriate response within own role and responsibility		20	10	10
	PC5. Document and report activities and tasks that put patients and/or other workers at risk		5	0	5
	PC6. Respond appropriately to situations that pose an infection risk in accordance with the policies and procedures of the organization		5	0	5
	PC7. Follow procedures for risk control and risk containment for specific risks		10	0	10
	PC8. Follow protocols for care following exposure to blood or other body fluids as required		10	0	10
	PC9. Place appropriate signs when and where appropriate		20	10	10
	PC10. Remove spills in accordance with the policies and procedures of the organization		5	0	5
	PC11. Maintain hand hygiene by washing hands before and after patient contact and/or after any activity likely to cause contamination		5	0	5
	PC12. Follow hand washing procedures		5	0	5
	PC13. Implement hand care procedures		5	0	5
	PC14. Cover cuts and abrasions with water-proof dressings and change as necessary		5	5	0

	PC15. Wear personal protective clothing and equipment that complies with Indian Standards, and is appropriate for the intended use	5	0	5
	PC16. Change protective clothing and gowns/aprons daily, more frequently if soiled and where appropriate, after each patient contact	5	0	5
	PC17. Demarcate and maintain clean and contaminated zones in all aspects of health care work	20	10	10
	PC18. Confine records, materials and medicaments to a well-designated clean zone			
	PC19. Confine contaminated instruments and equipment to a well-designated contaminated zone			
	PC20. Wear appropriate personal protective clothing and equipment in accordance with occupational health and safety policies and procedures when handling waste	5	0	5
	PC21. Separate waste at the point where it has been generated and dispose of into waste containers that are colour coded and identified	5	0	5
	PC22. Store clinical or related waste in an area that is accessible only to authorised persons	5	5	0
	PC23. Handle, package, label, store, transport and dispose of waste appropriately to minimise potential for contact with the waste and to reduce the risk to the environment from accidental release	5	0	5
	PC24. Dispose of waste safely in accordance with policies and procedures of the organisation and legislative requirements	5	5	0
	PC25. Wear personal protective clothing and equipment during cleaning procedures	5	0	5
	PC26. Remove all dust, dirt and physical debris from work surfaces	5	0	5
	PC27. Clean all work surfaces with a neutral detergent and warm water solution before and after each session or when visibly soiled	5	0	5
	PC28. Decontaminate equipment requiring special processing in accordance with quality management systems to ensure full compliance with cleaning, disinfection and sterilisation protocols	5	0	5
	PC29. Dry all work surfaces before and after use	5	0	5
	PC30. Replace surface covers where applicable	5	0	5
	PC31. Maintain and store cleaning equipment	5	5	0
	Total	200	55	145
Grand Total-1 (Subject Domain)		400		

Soft Skills and Communication		Pick one field from both parts each carrying 50 marks totaling 100			
Assessable Outcomes	Assessment Criteria for the Assessable Outcomes	Total Marks (100)	Out Of	Marks Allocation	
				Viva	Observation/ Role Play
Part 1 (Pick one field randomly carrying 50 marks)					
1. Attitude					
HSS/ N 9603 (Act within the limits of one’s competence and authority)	PC1. Adhere to legislation, protocols and guidelines relevant to one’s role and field of practice	50	4	0	4
	PC2. Work within organisational systems and requirements as appropriate to one’s role		4	0	4
	PC3. Recognise the boundary of one’s role and responsibility and seek supervision when situations are beyond one’s competence and authority		14	6	8
	PC4. Maintain competence within one’s role and field of practice		4	0	4
	PC5. Use relevant research based protocols and guidelines as evidence to inform one’s practice		6	2	4
	PC6. Promote and demonstrate good practice as an individual and as a team member at all times		6	2	4
	PC7. Identify and manage potential and actual risks to the quality and safety of practice		6	2	4
	PC8. Evaluate and reflect on the quality of one’s work and make continuing improvements		6	2	4
			50	14	36
2. Ethics					
HSS/ N 9607 (Practice Code of conduct while performing duties)	PC1. Adhere to protocols and guidelines relevant to the role and field of practice	50	8	2	6
	PC2. Work within organisational systems and requirements as appropriate to the role		8	2	6
	PC3. Recognise the boundary of the role and responsibility and seek supervision when situations are beyond the competence and authority		8	2	6
	PC4. Maintain competence within the role and field of practice		2	0	2
	PC5. Use protocols and guidelines relevant to the field of practice		10	4	6
	PC6. Promote and demonstrate good practice as an individual and as a team member at all times		2	0	2
	PC7. Identify and manage potential and actual risks to the quality and patient safety		2	0	2

	PC8. Maintain personal hygiene and contribute actively to the healthcare ecosystem		10	4	6
			50	14	36
Part 2 (Pick one field as per NOS marked carrying 50 marks)					
1. Safety management					
HSS/ N 9606 (Maintain a safe, healthy, and secure working environment)	PC1. Identify individual responsibilities in relation to maintaining workplace health safety and security requirements	50	6	2	4
	PC2. Comply with health, safety and security procedures for the workplace		4	0	4
	PC3. Report any identified breaches in health, safety, and security procedures to the designated person		4	3	1
	PC4. Identify potential hazards and breaches of safe work practices		6	4	2
	PC5. Correct any hazards that individual can deal with safely, competently and within the limits of authority		6	4	2
	PC6. 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		6	4	2
	PC7. Follow the organisation's emergency procedures promptly, calmly, and efficiently		6	2	4
	PC8. Identify and recommend opportunities for improving health, safety, and security to the designated person		6	4	2
	PC9. Complete any health and safety records legibly and accurately		6	2	4
			50	25	25
2. Waste Management					
HSS/ N 9609 (Follow biomedical waste disposal protocols)	PC1. Follow the appropriate procedures, policies and protocols for the method of collection and containment level according to the waste type	50	6	2	4
	PC2. 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		8	4	4
	PC3. Segregate the waste material from work areas in line with current legislation and organisational requirements		4	0	4
	PC4. Segregation should happen at source with proper containment, by using different colour coded bins for different categories of waste		8	4	4
	PC5. Check the accuracy of the labelling that identifies the type and content of waste		4	2	2

	PC6. Confirm suitability of containers for any required course of action appropriate to the type of waste disposal		4	4	0
	PC7. Check the waste has undergone the required processes to make it safe for transport and disposal		4	4	0
	PC8. Transport the waste to the disposal site, taking into consideration its associated risks		4	4	0
	PC9. Report and deal with spillages and contamination in accordance with current legislation and procedures		4	4	0
	PC10. Maintain full, accurate and legible records of information and store in correct location in line with current legislation, guidelines, local policies and protocols		4	4	0
			50	32	18
3. Quality Assurance					
HSS/ N 9611: Monitor and assure quality	PC1. Conduct appropriate research and analysis	50	6	2	4
	PC2. Evaluate potential solutions thoroughly		8	4	4
	PC3. Participate in education programs which include current techniques, technology and trends pertaining to the dental industry		4	0	4
	PC4. Read Dental hygiene, dental and medical publications related to quality consistently and thoroughly		8	4	4
	PC5. Report any identified breaches in health, safety, and security procedures to the designated person		4	2	2
	PC6. Identify and correct any hazards that he/she can deal with safely, competently and within the limits of his/her authority		4	4	0
	PC7. Promptly and accurately report any hazards that he/she is not allowed to deal with to the relevant person and warn other people who may be affected		4	4	0
	PC8. Follow the organisation’s emergency procedures promptly, calmly, and efficiently		4	4	0
	PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person		4	4	0
	PC10. Complete any health and safety records legibly and accurately		4	4	0
			50	32	18
Detailed Break Up of Marks		Theory			
Subject Domain		Pick each NOS Compulsorily totaling 80			

Assessable Outcomes	Assessment Criteria for the Assessable Outcomes	Total Marks (80)	Marks Allocation
			Theory
1.HSS/ N 2501: Assist licensed anaesthesia provider in different care settings	PC1. Perform duties under the direct supervision of a LAP or a registered nurse (RN)	20	20
	PC2. Demonstrate understanding of different anaesthesia techniques and their preparatory requirements		
	PC3. Work in different care settings including the operating room (OR), obstetrics suite (OB), interventional and/or diagnostic radiology, Post anaesthesia care unit (PACU), intensive care unit (ICU), CATH LAB, emergency room (ER), endoscopy, dental suites, ambulatory surgery suites, animal and research laboratories		
	PC4. Demonstrate practical knowledge in the area of anaesthesia medicine		
	Total		20
2.HSS/ N 2502: Prepare and manage anaesthesia room	PC1. Understand medical terminologies related to anaesthesia care	20	20
	PC2. Demonstrate knowledge and best practices of basic patient care		
	PC3. Perform clinical duties in complex medical situations		
	PC4. Demonstrate knowledge about infection control and personal protective devices		
	PC5. Operate anaesthesia delivery system and associated equipment		
	PC6. Manage supplies and inventories		
	PC7. Understand the limitations of the role and practice area		
	Total		20
3.HSS/ N 2503: Maintenance of equipment	PC1. Perform first level maintenance of anaesthesia equipment and ancillary equipment	20	20
	PC2. Understand the function and structure of anaesthesia delivery system in different settings		
	PC3. Understand the usage protocols for different anaesthesia gases		
	PC4. Perform storage and safe handling of bulk and cylinder gases		
	Total		20
4.HSS/ N 2504: Administrative and	PC1. Able to perform basic administrative functions	12	12

Other duties	PC2. Able to understand quality improvement process and associated practices including accreditation norms		
	PC3. Aware of training requirements and contribute to knowledge of the team		
	Total		12
5. HSS/ N 9610 (Follow infection control policies and procedures)	PC1. Perform the standard precautions to prevent the spread of infection in accordance with organisation requirements	8	8
	PC2. Perform the additional precautions when standard precautions alone may not be sufficient to prevent transmission of infection		
	PC3. Minimise contamination of materials, equipment and instruments by aerosols and splatter		
	PC4. Identify infection risks and implement an appropriate response within own role and responsibility		
	PC5. Document and report activities and tasks that put patients and/or other workers at risk		
	PC6. Respond appropriately to situations that pose an infection risk in accordance with the policies and procedures of the organization		
	PC7. Follow procedures for risk control and risk containment for specific risks		
	PC8. Follow protocols for care following exposure to blood or other body fluids as required		
	PC9. Place appropriate signs when and where appropriate		
	PC10. Remove spills in accordance with the policies and procedures of the organization		
	PC11. Maintain hand hygiene by washing hands before and after patient contact and/or after any activity likely to cause contamination		
	PC12. Follow hand washing procedures		
	PC13. Implement hand care procedures		
	PC14. Cover cuts and abrasions with water-proof dressings and change as necessary		
	PC15. Wear personal protective clothing and equipment that complies with Indian Standards, and is appropriate for the intended use		
	PC16. Change protective clothing and gowns/aprons daily, more frequently if soiled and where appropriate, after each patient contact		
	PC17. Demarcate and maintain clean and contaminated zones in all aspects of health care work		
	PC18. Confine records, materials and medicaments to a well-designated clean zone		

	PC19. Confine contaminated instruments and equipment to a well-designated contaminated zone		
	PC20. Wear appropriate personal protective clothing and equipment in accordance with occupational health and safety policies and procedures when handling waste		
	PC21. Separate waste at the point where it has been generated and dispose of into waste containers that are colour coded and identified		
	PC22. Store clinical or related waste in an area that is accessible only to authorised persons		
	PC23. Handle, package, label, store, transport and dispose of waste appropriately to minimise potential for contact with the waste and to reduce the risk to the environment from accidental release		
	PC24. Dispose of waste safely in accordance with policies and procedures of the organisation and legislative requirements		
	PC25. Wear personal protective clothing and equipment during cleaning procedures		
	PC26. Remove all dust, dirt and physical debris from work surfaces		
	PC27. Clean all work surfaces with a neutral detergent and warm water solution before and after each session or when visibly soiled		
	PC28. Decontaminate equipment requiring special processing in accordance with quality management systems to ensure full compliance with cleaning, disinfection and sterilisation protocols		
	PC29. Dry all work surfaces before and after use		
	PC30. Replace surface covers where applicable		
	PC31. Maintain and store cleaning equipment		
Total		8	
Soft Skills and Communication		Select BOTH PARTS each carrying 10 marks totaling 20	
Assessable Outcomes	Assessment Criteria for the Assessable Outcomes	Total Marks (20)	Marks Allocation
			Theory
Part 1			
1. Attitude			
HSS/ N 9603 (Act within the limits of one’s competence and authority)	PC1. Adhere to legislation, protocols and guidelines relevant to one’s role and field of practice	6	6
	PC2. Work within organisational systems and requirements as appropriate to one’s role		

	PC3. Recognise the boundary of one's role and responsibility and seek supervision when situations are beyond one's competence and authority		
	PC4. Maintain competence within one's role and field of practice		
	PC5. Use relevant research based protocols and guidelines as evidence to inform one's practice		
	PC6. Promote and demonstrate good practice as an individual and as a team member at all times		
	PC7. Identify and manage potential and actual risks to the quality and safety of practice		
	PC8. Evaluate and reflect on the quality of one's work and make continuing improvements		
			6
2. Ethics			
HSS/ N 9607 (Practice Code of conduct while performing duties)	PC1. Adhere to protocols and guidelines relevant to the role and field of practice		
	PC2. Work within organisational systems and requirements as appropriate to the role		
	PC3. Recognise the boundary of the role and responsibility and seek supervision when situations are beyond the competence and authority		
	PC4. Maintain competence within the role and field of practice	4	4
	PC5. Use protocols and guidelines relevant to the field of practice		
	PC6. Promote and demonstrate good practice as an individual and as a team member at all times		
	PC7. Identify and manage potential and actual risks to the quality and patient safety		
	PC8. Maintain personal hygiene and contribute actively to the healthcare ecosystem		
			4
Part 1 Total		10	10
Part 2			
1. Safety management			
HSS/ N 9606 (Maintain a safe, healthy, and secure working environment)	PC1. Identify individual responsibilities in relation to maintaining workplace health safety and security requirements		
	PC2. Comply with health, safety and security procedures for the workplace	4	4
	PC3. Report any identified breaches in health, safety, and security procedures to the designated person		

	PC4. Identify potential hazards and breaches of safe work practices		
	PC5. Correct any hazards that individual can deal with safely, competently and within the limits of authority		
	PC6. 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		
	PC7. Follow the organisation’s emergency procedures promptly, calmly, and efficiently		
	PC8. Identify and recommend opportunities for improving health, safety, and security to the designated person		
	PC9. Complete any health and safety records legibly and accurately		
2. Waste Management			
HSS/ N 9609 (Follow biomedical waste disposal protocols)	PC1. Follow the appropriate procedures, policies and protocols for the method of collection and containment level according to the waste type	4	4
	PC2. 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		
	PC3. Segregate the waste material from work areas in line with current legislation and organisational requirements		
	PC4. Segregation should happen at source with proper containment, by using different colour coded bins for different categories of waste		
	PC5. Check the accuracy of the labelling that identifies the type and content of waste		
	PC6. Confirm suitability of containers for any required course of action appropriate to the type of waste disposal		
	PC7. Check the waste has undergone the required processes to make it safe for transport and disposal		
	PC8. Transport the waste to the disposal site, taking into consideration its associated risks		
	PC9. Report and deal with spillages and contamination in accordance with current legislation and procedures		
	PC10. Maintain full, accurate and legible records of information and store in correct location in line with current legislation, guidelines, local policies and protocols		
3. Quality Assurance			
HSS/ N 9611: Monitor and assure	PC1. Conduct appropriate research and analysis	2	2
	PC2. Evaluate potential solutions thoroughly		

quality	PC3. Participate in education programs which include current techniques, technology and trends pertaining to the dental industry		
	PC4. Read Dental hygiene, dental and medical publications related to quality consistently and thoroughly		
	PC5. Report any identified breaches in health, safety, and security procedures to the designated person		
	PC6. Identify and correct any hazards that he/she can deal with safely, competently and within the limits of his/her authority		
	PC7. Promptly and accurately report any hazards that he/she is not allowed to deal with to the relevant person and warn other people who may be affected		
	PC8. Follow the organisation's emergency procedures promptly, calmly, and efficiently		
	PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person		
	PC10. Complete any health and safety records legibly and accurately		
			2
Part 2 Total		10	10