

Model Curriculum

General Duty Assistant

SECTOR: Healthcare

SUB-SECTOR: Allied Health and Paramedics

OCCUPATION: General Duty Assistant

REF ID: HSS/Q5101, v2.0

NSQF LEVEL: 4



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

HEALTHCARE SECTOR SKILL COUNCIL

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: '**General Duty Assistant**' QP No. '**HSS/Q 5101, v2.0 NSQF Level 4**'

Date of Issuance: **December 16th, 2019**

Valid up to: **December 16th, 2024**

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



Authorised Signatory
(Healthcare Sector Skill Council)

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General Duty Assistant

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “General Duty Assistant”, in the “Healthcare” Sector/Industry and aims at building the following key competencies amongst the learner

| | | | |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------|
| Program Name | General Duty Assistant | | |
| Qualification Pack Name and Reference ID. ID | HSS/Q5101, version 2.0 | | |
| Version No. | 1.0 | Version Update Date | 07/01/2021 |
| Pre-requisites to Training | 10 th Pass | | |
| Training Outcomes | <p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Explain the role and responsibilities of a GDA • Maintain proper body mechanics while handling the patient • Ensure patient safety while carrying out procedures • Prepare patient unit • Assist the healthcare team for basic patient care like dressing, grooming • Assist in maintaining nutrition and hydration and elimination needs • Transfer patient samples and documents within the hospital • Assist hospital staff in carrying out end of life care • Apply infection control measures and dispose biomedical waste according to the standard protocols • Promote safety and apply usage of personal protective equipment | | |

After completing this programme, participants **not expected to do/must not do:**

surgical dressing, hot or cold applications, vital signs measurement, oxygen administration, catheterization, medicine administration, Ryle’s tube insertion and feeding, tracheostomy care, gastrostomy care, handling patient on ventilator handle, patient in emergency and critical care, any task beyond their scope of work unless requested by a supervising staff from the healthcare team

This course encompasses 8 out of 8 National Occupational Standards (NOS) of “General Duty Assistant” Qualifications Pack issued by “Healthcare Sector Skill Council”.

| Sr. No. | Module | Key Learning Outcomes | Equipment Required |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1 | <p>Orientation to healthcare facilities</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 05:00</p> <p>Corresponding NOS Code HSS/N5133</p> | <ul style="list-style-type: none"> • Discuss in brief the healthcare delivery system • Discuss about the various services offered to patients in a hospital setting • Explain various departments and their functions in the hospital • Explain the standard hierarchy of healthcare professionals in a healthcare facility • Differentiate between the IPD and the OPD | |
| 2 | <p>Broad functions of General Duty Assistant</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 05:00</p> <p>Corresponding NOS Code Bridge Module</p> | <ul style="list-style-type: none"> • Explain the functions to be performed by a GDA • Explain the ways of maintaining the personal hygiene needs of a patient • Discuss various devices that ensure patient comfort and safety • Explain the role of GDA while transferring samples / medicines /documents of the patient • Explain the process of cleaning/sterilizing /disinfecting of medical and surgical equipment, linen, patient unit, etc. | |

| Sr. No. | Module | Key Learning Outcomes | Equipment Required |
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| 3 | <p>Introduction to human anatomy and physiology</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 05:00</p> <p>Corresponding NOS Code HSS/N5105</p> | <ul style="list-style-type: none"> Explain the organisation of body cells, tissues, organs, organ systems, membranes and glands in the human body. Describe cell and various types of tissues. Describe different types of organ systems. Discuss different types of body fluids, secretions and excretions. Identify different parts of the body using charts and models. Explain the structure and functioning of human body systems using charts and models. Discuss various working models depicting functioning of human body systems. | 3D models of human body and accessory organs, model human skeletal system, organ specimen. |
| 4 | <p>Ergonomics and body mechanics at healthcare setting</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 05:00</p> <p>Corresponding NOS Code HSS/N5134</p> | <ul style="list-style-type: none"> Explain the kinetics of joints and movements Discuss mechanisms that affect movements in the human body Explain the general principles of body movements List the principles of proper body mechanics to carry out patient activities for proper ergonomics Explain the significance of maintaining proper joint mobility | Manikins, crutches, canes, walker, wheelchair, stretcher |
| 5 | <p>Routine in-patient activities</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code HSS/N5135</p> | <ul style="list-style-type: none"> Discuss the procedures and codes in answering a call bell Discuss common reasons of a patient call Enumerate patient complaints such as dizziness, vertigo, etc. Discuss various complaints that need immediate reporting and action Discuss changes in patients' overall condition that are critical to be reported Describe how to assist the medical staff in measurement of patient | Weighing machine/scale, inch tape, inventory registers/checklist, heightometer |

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| | | <p>parameters such as height and weight</p> <ul style="list-style-type: none"> • List various equipment/ scales for measuring patient parameters such as digital/ manual weighing machines, heightometers, measuring tape etc. • Explain various colour changes observed in skin and their significance • Explain difference in colour, consistency and volume of urine and faeces • Discuss the significance of keeping record of intake and output of the patient • Explain the process of decontamination of commonly used basic patient care equipment • Explain the process of changing and transporting laundry/ linen on the floor • Discuss the process of reporting the incidences of spillage • Explain spill management | |
| 6 | <p>Positioning/transferring /mobility of patients</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Codes HSS/N5134</p> | <ul style="list-style-type: none"> • Describe the importance of positioning of the patient during treatment and recovery phase such positioning in lithotomy, Fowler's or Sim's position • Explain various types of positions and postures to be maintained ideal for various procedures • Describe various kinds of means available for transferring patients • Describe precautions to be taken while transferring patient • Discuss the importance of physical movements for patient wellbeing. • Describe usage of modes used for mobility and their maintenance • Describe precautions to be taken while patient is walking or using assisted devices • Explain the process and precautions to be taken care while transferring the patient from bed to stretcher | <p>Manikins, crutches, canes, walker, wheelchair, stretcher, patient bed</p> |

| Sr. No. | Module | Key Learning Outcomes | Equipment Required |
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| | | <ul style="list-style-type: none"> Explain the process and precautions to be taken care while transferring the patient from bed to wheelchair Explain the process and precautions to be taken care while transferring the patient from wheelchair to bed Explain the process and precautions to be taken care while transferring the patient from stretcher to bed Determine patient's medical condition before implementing any mobility | |
| 7 | <p>Observing, reporting and documentation</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 05:00</p> <p>Corresponding NOS Code HSS/N5135</p> | <ul style="list-style-type: none"> List various signs and symptoms that show deviation in the normal condition of the patient Explain the process of reporting the changes in patients' overall condition Describe the scope of practice for GDA in observing and reporting Explain use and importance of records and reports Explain various types of records of importance for GDA Explain essential components of various records and the method of their documentation and retrieval Explain abbreviations and symbols | Sample formats of reports and hospital documents |
| 8 | <p>Bathing, grooming and dressing up a patient</p> <p>Theory Duration (hh:mm) 25:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Codes HSS/N5133</p> | <ul style="list-style-type: none"> Explain the difference in care provided to routine patients, terminally ill and differently abled patients Explain the importance of bathing and its types such as Sitz bath etc. Enumerate points to observe during bathing which need to be reported Identify the need of after bath care to the patient List various changes to be observed and while providing bath and skin care List early signs of pressure sores/ bed sores Explain the causes of pressure sores (bed sores) List various most comfortable and appropriate lying/ sitting positions, positioning of pillows etc. for bed-ridden patients to avoid bed sores | Manikin, charts, oral care tray, air mattress, bed linen, intake output charts, bath basins, bathing tray, hair care tray, shampoo, soap, spirit, oil, toothpaste, toothbrush, skin care tray, nail care tray wheelchair, trolley, bed sore dressing kit |

| Sr. No. | Module | Key Learning Outcomes | Equipment Required |
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| | | <ul style="list-style-type: none"> • Explain the importance of maintaining oral care, skin and nail care • Explain oral care in patients with dentures • Describe oral care in unconscious patients under supervision • List the steps of nail care under supervision • Discuss the procedure of performing hair care • Explain the proper technique of dressing up a patient | |
| 9 | <p>Nutrition and hydration</p> <p>Theory Duration (hh:mm) 25:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Codes HSS/N5104</p> | <ul style="list-style-type: none"> • Explain the concept of nutrition • Explain the significance of proper dietary intake • Explain the various components of food such as carbohydrates, fats, proteins etc. • Enumerate various electrolytes crucial for patients • Discuss appropriate diet for various medical conditions such as low salt intake in hypertensive patient. • Differentiate between various types of diets such as solid diet, semi solid diets and liquid diet etc. • List various the precautions to be taken while feeding the patient • List various signs of discomfort while feeding the patient • Discuss the signs of choking • Explain the process of reporting an event of choking or aspiration to a senior healthcare professional immediately • Discuss the principles of hygiene while assisting patient in feeding and drinking • Explain the importance of intake and output record • Discuss the process of recording the dietary intakes after feeding | Diet charts, syringe, bowl, manikin, utensils for feeding, glass, waste paper bag, tray. |
| 10 | <p>Elimination needs</p> <p>Theory Duration (hh:mm) 25:00</p> | <ul style="list-style-type: none"> • Discuss the importance of various methods of caring during elimination needs • Differentiate care plan activities in patient with urine and bowel | Wheelchair, bedpan, urinal, bed linen, urinary catheter, adult and paediatric diapers, |

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| | <p>Practical Duration (hh:mm) 15:00</p> <p>Corresponding NOS Codes HSS/N5105</p> | <p>incontinence and in patients with urinary catheter.</p> <ul style="list-style-type: none"> • Discuss the principles of hygiene and sanitation while assisting patient in elimination needs • List the importance of colour and texture change of urine and stool • Explain the usage of various equipment used in elimination needs such as adult diapers, bedpan, urinal etc. • Explain the process of safely assisting a mobile patient to the toilet | manikin, mackintosh/ rubber sheet |
| 11 | <p>Bed making</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 15:00</p> <p>Corresponding NOS Codes HSS/N5135</p> | <ul style="list-style-type: none"> • Explain various types of linen used in hospital • Explain the process of collecting clean linen as per hospital policies for bed making • Discuss various methods of preparing beds for patients • Explain the significance of timely changing of linen • Explain the preparation of various beds according to patient needs and conditions • Describe the method of preparing room for patient admission • Describe the process of disinfecting bed equipment after patient gets discharged • Describe the process of segregating soiled linen separately for disinfection and successive usage | Hospital bed, bed linen, blanket, pillow, counterpane, mackintosh, top sheet |
| 12 | <p>Preventing patient injury</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Codes HSS/N5134</p> | <ul style="list-style-type: none"> • Enumerate various situations and risk factors that catalyse patient fall and injury • Describe techniques for preventing patient injury during transfer and positioning patient in bed • Describe care to be taken to avoid fall in high risk patients such as patient with altered sensorium, epileptic patients, etc. • Describe the measures to be taken in the event of fall • Describe key points to check that the patient transfer equipment is in working condition | manikin, hospital bed with side rails, restrains, assistive devices |

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| 13 | <p>Last offices (death care)</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 15:00</p> <p>Corresponding NOS Code HSS/N5115</p> | <ul style="list-style-type: none"> • Discuss in brief the signs of death • Discuss various cultural and religious sensitivities attached to death • Explain the deceased body packing • Explain the procedure of handing over the valuable items that the deceased might be wearing • Describe the process of deceased body identification details as per the hospital policies | <p>Manikin, bed sheet, identification band/label, personal care tray, patient dress, bandages, cotton, adhesive tape</p> |
| 14 | <p>Sanitation, safety and First Aid</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 05:00</p> <p>Corresponding NOS Codes HSS/N9617</p> | <ul style="list-style-type: none"> • Explain the basics of first aid. • Identify precautions to take for personal safety. • Perform basic life support (BLS) as and when required. • Identify the hospital emergency codes. • Apply standard procedures to be followed in case of institutional emergencies. • Explain the use of protective devices such as restraints and safety devices. | <p>CPR Nursing Manikin, Ambu Bag with Mask, Flashlight</p> |
| 15 | <p>Infection control and prevention</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code HSS/N9618</p> | <ul style="list-style-type: none"> • Describe the importance of infection control and prevention and guiding others about it in accordance with healthcare team • Identify the factors which influence the outcome of an exposure to infection • List strategies for preventing transmission of pathogenic organisms • Explain the steps of spill management • Explain the hand hygiene and infection control practices • Enumerate various nosocomial infections • Explain the importance of incident reporting • Develop techniques of self-grooming and maintenance • Explain the concept of immunization to reduce the health risks for self and patients. | <p>Current guidelines on hand washing and hand rub techniques, Spill kit, PPE such as gown, gloves, head cap</p> |

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| | | <ul style="list-style-type: none"> Explain the concept of healthy living. Explain the procedures of hand hygiene to prevent cross infection including effective hand washing to include; social and clinical techniques Explain the techniques of proper usage of PPE Explain the importance of PPE Explain various vaccinations against common infectious diseases | |
| 16 | <p>Bio Medical Waste management</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 05:00</p> <p>Corresponding NOS Code HSS/N9618</p> | <ul style="list-style-type: none"> Explain the importance of proper and safe disposal of bio-medical waste and treatment Explain the categories of bio-medical waste Discuss about disposal of bio-medical waste – colour coding, types of containers, transportation of waste, etc. Explain standards for bio-medical waste disposal Discuss means of bio-medical waste treatment | Different colour bins, hospital protocols for colour coding bins |
| 17 | <p>Basic computer knowledge</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 05:00</p> <p>Corresponding NOS Code Bridge Module</p> | <ul style="list-style-type: none"> Discuss the application of computers Differentiate between the hardware and software Differentiate between the input and output devices. | Computer with internet facility and latest MS office |
| 18 | <p>Soft skills and communication</p> <p>Theory duration (hh:mm) 05:00</p> | <ul style="list-style-type: none"> Explain the significance of effective communication Explain the use of effective communication with patients and family without using jargons and colloquial terms Discuss the principles of effective communication skills with | Case studies and modules of soft skills, scenario-based learning modules |

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| | <p>Practical Duration (hh:mm) 05:00</p> <p>Corresponding NOS Code Bridge Module</p> | <p>colleagues using appropriate terminology in communication</p> <ul style="list-style-type: none"> • Discuss the principles of basic reading and writing skills • Discuss the principles of goal setting and time management • Describe the principles of team building and teamwork • Explain the significance of thinking, reasoning and communicating with others • Explain the principles of problem solving and decision-making skills • Describe the need for customer service and service excellence in medical service • Explain work ethics in hospital set up • Discuss the process of objection handling. • Discuss planning and organization of work. | |
| | <p>Total Duration</p> <p>Theory Duration (hh:mm) 240: 00</p> <p>Practical Duration (hh:mm) 180: 00</p> <p>Total mandatory OJT Duration (hh:mm) 570:00</p> | <p>Classroom equipped with following arrangements:</p> <p>3D models of human body and accessory organs, model human skeletal system, organ specimen, manikins, crutches, canes, walker, wheelchair, stretcher, weighing machine/scale, inch tape, inventory registers/checklist, heightometer, patient bed, Sample formats of reports and hospital documents, charts, oral care tray, air mattress, bed linen, intake output charts, bath basins, bathing tray, hair care tray, shampoo, soap, spirit, oil, toothpaste, toothbrush, skin care tray, nail care tray wheelchair, trolley, bedsore dressing kit, diet charts, syringe, bowl, manikin, utensils for feeding, glass, waste paper bag, tray, bedpan, urinal, bed linen, urinary catheter, adult and paediatric diapers, manikin, mackintosh/ rubber sheet, manikin, hospital bed with side rails, restrains, assistive devices, bed sheet, identification band/ label, personal care tray, patient dress, bandages, cotton, adhesive tape, CPR Nursing Manikin, Ambu Bag with Mask, flashlight, current</p> | |

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| | | <p>guidelines on hand washing and hand rub techniques, spill kit, PPE such as gown, gloves, head cap, different colour bins, hospital protocols for colour coding bins, computer with internet facility and latest MS office, case studies and modules of soft skills, scenario-based learning modules, pan, commode chair, linen, hospital bed, patient dress, oral care tray, nail care tray, perineal care tray, personal care tray, hair care tray, first aid kit, bandages, adhesive tape, identification band, plate, spoon, bowl, glass, kidney tray, hand sanitizer, soap, sink, paper towel, Foleys catheter, diaper, diaper sheet.</p> <p>Interactive lectures and discussion</p> <ul style="list-style-type: none"> • Brain Storming • Charts and Models • Activity • Video presentation <p>Skill lab equipped with following arrangements:</p> <ul style="list-style-type: none"> • Unique equipment as Enumerated at the last • Demonstration of various functions in practical lab and OJT • Case study • Role play | |

- Grand Total Course Duration 990:00 Hours (240:00 Hours duration for Classroom, 180:00 Hours Skill Lab Training and 570:00 Hours of mandatory OJT)
- 570 Hours of mandatory OJT/Internship/Clinical or Laboratory Training)
(This syllabus/ curriculum has been approved by SSC: Healthcare Sector Skill Council)

Trainer Prerequisites for Job role: “General Duty Assistant” mapped to Qualification Pack: “HSS/Q5101, v2.0”

| Sr. No. | Area | Details |
|---------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Description | To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “HSS/Q5101”. |
| 2 | Personal Attributes | Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field |
| 3 | Minimum Educational Qualifications | <ul style="list-style-type: none"> • Medical Graduate Or • B.Sc. (Nursing)/ Post Basic B.Sc. Nursing Or • GNM (General Nursing Midwifery) |
| 4a | Domain Certification | Certified for Job Role: “General Duty Assistant” mapped to QP: “HSS/Q5101”, version 2.0 with scoring of minimum 80%. |
| 4b | Platform Certification | Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q2601” with scoring of minimum 80%. |
| 5 | Experience | <ul style="list-style-type: none"> • Medical Graduate with 2 years’ experience, with 1 year sector specific and 1 year teaching experience Or • B.Sc. (Nursing)/ Post Basic B.Sc. Nursing with 2 years’ experience, with 1 year sector specific and 1 year teaching experience Or • GNM (General Nursing Midwifery) with 3 years’ experience, with 2 year sector specific and 1 year teaching experience |

Assessment Criteria

For the Assessment Criteria, please refer to the QP PDF.