

Diploma in Health Care

Diploma in Healthcare

1 Year Diploma Course

Community College

Aryabhata Knowledge University, Patna

Document History - Versions			
Sl.No	Description	Version	Date
1	Diploma in Healthcare	1.0	07.11.14
2	Diploma in Healthcare	2.0	14.11.14

Course Focus:

The course provides skills to the students that enable them to provide patient care. The course focuses on skilling the students in patient's daily care, patient's comfort, patient's safety and patient's health needs.

The Job Requirements:

1. **Collaborative Effort:** The general duty assistant or the nursing assistant must collaborate with doctors and nurses and deliver the health services as suggested by them
2. **Demonstrable Skills:**
 - a. Basic Patient Care
 - b. Effective Communication
 - c. Ethical Behaviour

Objectives of the Course:

Terminal Objective:

The terminal objective of the course is to develop the skills required in patient care to make the students employable in healthcare organizations.

The specific objectives are:

- Efficiently support the doctors and nurses in providing patient care
- Effectively communicate with Doctors and nursing team
- Effectively communicate with patients
- Demonstrate techniques to maintain the personal hygiene needs of a patient
- Demonstrate the ability to perform clinical observations of vital signs of patients
- Demonstrate aseptic procedures and techniques to prevent the spread of microorganisms

Curriculum:

Name of Papers

Vocational Theory Papers

- Infection Control
- Patient Hygiene and Movement
- Clinical Observation
- Documentation and Records
- Food & Nutrition
- Code of Conduct

Vocational Practical Papers

- Practical Paper 1 (based on Infection Control, Patient Hygiene and Movement and Clinical Observation)
- Practical Paper 2 (based on Documentation and Records, Food & Nutrition and Code of Conduct)

General Papers

- Life Skills
- Communication Skills

Additional Papers

- Internship 1
- Internship 2
- Self-Learning/ ELearning/GD/Seminars
- Study Trip/Library/ELearning

Semester-wise Break up:

Semester	Paper No.	Paper Name	Credits
1	1	Infection Control	3
	2	Patient Hygiene and Movement	3
	3	Clinical Observation	3
	4	Communication Skills	3
	5	Practical Paper 1	6
	6	Self-Learning/ ELearning/GD/Seminars	4
	7	Internship 1	8
2	8	Documentation and Records	3
	9	Food & Nutrition	3
	10	Code of Conduct	3
	11	Life Skills	3
	12	Practical Paper 2	6
	13	Study Trip/Library/ELearning	4
	14	Internship 2	8
Total			60

Theory Syllabus:

Paper Name	Topics Covered	Key Outcomes	Credits
Infection Control	Hand washing	Knowledge about infection control techniques, policies and procedures. Process to clean medical equipment	2.5
	Gloving		
	Gowning		
	Biomedical Waste		
	Hand scrubbing		
	Cleaning and Maintaining Medical Equipment		0.5
Patient Hygiene and Movement	Making Unoccupied Bed	Techniques to ensure patient hygiene (Bathing, grooming and toilet usage)	2.5
	Making Occupied Bed		
	Care Of Eyes, Nose, Ears		
	Care Of Perineal Area		
	Oral Care		
	Care Of Skin And Back		
	Care Of Nails And Feet		
	Care Of Hair		
	Bed Bath		
	Assisted Bath		
	Assisting Patient To Dress		
	Bed Sore Management		
	Assisted Toileting		
	Care Of Dead Body		
	Patient Mobilization Stretcher		
	Assisting Patients To Walk (includes comfort devices)		
	Patient Positioning		
Clinical Observation	Vitals Blood Pressure	Techniques to calibrate scales Taking correct readings Reporting unusual findings	3
	Vitals Temperature		
	Vitals Respiration		
	Vitals Pulse		
	Vitals Height And Weight		
Documentation and Records	Patient Monitoring & Reporting	Ways to Observe, document and communicate the changes in patient (color changes on skin, urine and stool)	3
Food & Nutrition	Assisted Feeding	Methods to verify diet Correct ways to feed the patient and cleaning them after meal	3
	Tubal Feeding		
	Patient Nutrition		
Code of Conduct	Effective Communication with the Doctors and Nursing Team		2

	Effective Communication with the Patients	Effective communication skills in the work place (with patients, doctors and nursing team)	1
	Using the correct combination of verbal and non-verbal communication		
	Compliance	Recognising the guidelines and protocols relevant to the field and practice Following the code of conduct as described by the healthcare provider. Demonstrating best practices while on the field.	1
	Following legislation, protocols and guidelines related to the role		
	The organisational structure and the various processes related to reporting and monitoring		

Practical Syllabus:

Paper Name	Topics Covered	Credits
Practical Paper 1	Infection Control Techniques: - Procedure for Hand washing - Procedure for wearing Personal Protective Equipment (Gloves and Gowns)	6
	Procedure to dispose biomedical waste	
	Process to clean medical equipment	
	Techniques to ensure patient hygiene - Bathing - Grooming - Toilet usage	
	Usage of Wheelchair and Stretchers	
	Steps to Measure Vital Signs: - Temperature - Respiration - Pulse - Body Measurements	
	Case Studies	
	Patient Visits in a Clinical Setting	
	Patient Monitoring Reports	
Practical Paper 2	Procedure for Assisted Feeding	6
	Effective Communication with Patients	
	Case Studies	
	Role Plays	
	Patient Visits in a Clinical Setting	

General Papers Syllabus:

Paper Name	Topics Covered	Key Outcomes	Credits
Communication	Communication: What is it?	Basics of Communication Guidelines for effective communication Skills for improving speaking skills in a work environment Importance of reading in communication Skills for improving written communication skills in a work environment Skills to communicate between team members during a discussion	3
	Purpose of Communication		
	Elements of Communication		
	Communication Types: Verbal and Non Verbal		
	Principles of Communication		
	Effective Communication		
	Guidelines for Effective Communication		
	Barriers in Effective Communication		
	Listening Skills: - Listening and Understanding - Traits of a good or bad Listener		
	Speaking Skills		
	Definition		
	Components: - Punctuation - Articulation		
	Public Speaking		
	Knowing What You Want To Say		
	Speaking to Team mates		
	Telephone etiquette		
	Reading Skills		
	Definition of Reading		
	Levels of Reading		
	Requirements of Reading		
	Techniques of Reading		
	Writing Skills		
	Writing and Expressing		
	Sentences and Phrases		
	Parts of Speech		
	Use of Articles		
	Constructing Meaningful Sentences		
	Writing Emails		
Team Communication			
Group Participation			
Formal and Informal Groups			
Open and Closed Groups			
Influences on group performance			
Guidelines for group discussion			
Adopting an Open Attitude			
Presentation Skills			
Making Effective Presentations			

	Analyzing audience and locale	Skills to improve presentation skills in the work environment	
	Organizing content and preparing an outline		
	Additional Topics for Sales Associates	Additional Skills required by salespersons in a retail store	
	Following instructions accurately.		
	Using gestures or simple words to communicate where language barriers exist.		
	Using questioning to minimise misunderstandings.		
	Displaying courteous and helpful behaviour at all times.		

Paper Name	Topics Covered	Key Outcomes	Credits
Life Skills	Self-Awareness: - Recognition of Self-character - Self-confidence - Self-worth - Self-esteem - Self-development - Self-assessment	Skills for self-awareness	3
	Empathy and Its Importance: - Importance of relationship - Understanding ourselves and others - Effective communication for good relationship - Presentation of thoughts and ideas - Tackling issues and need fulfilment - Learning and respecting value system	Understanding the importance of empathy and its use in a work environment	
	Manners: - Importance of Good manners - Greetings - Introducing people - Talking etiquette	Awareness and importance of good manners	
	Decision Making: - Analyzing Information - Constructive Decision Making - Action for Decision Making	Skills to take decisions in a work environment	
	Problem Solving: - Identifying Problems - Analysing - Prioritizing - Solving Problem	Steps to solve work related problems	
	Creative Thinking: - Generating new ideas - Flexible Perspective	Understanding the concept of creative thinking	

	Work Ethics : - Punctuality - Dependability - Efficiency - Discipline	Importance of work ethics
	Stress and Time Management: - Recognizing the sources of Stress - Effects of Stress - Managing Stress - Importance of Time Management	Skills to manage stress. Steps for effective time management
	Coping with Emotions: - Influence of Emotion on Behaviour - Self-motivation and Self-satisfaction - Coping with Anger - Coping with Fear	Understanding the importance of coping with emotions in work environment

Topic Mapping with QP-NOS General Duty Assistant

Paper Name	Topics Covered	NOS Mapping
Infection Control	Hand washing	HSS/ N 5108: Prevent and control infection HSS/ N 9609: Follow biomedical waste disposal protocols HSS/ N 9610: Follow infection control policies and procedures HSS/ N 5113: Clean medical equipment under supervision of nurse
	Gloving	
	Gowning	
	Biomedical Waste	
	Hand scrubbing	
	Cleaning and Maintaining Medical Equipment	
Patient Hygiene and Movement	Making Unoccupied Bed	HSS/ N 5101: Assist nurse in bathing patient HSS/ N 5102: Assist nurse in grooming the patient HSS/ N 5115: Carry out last office (death care) HSS/ N 5103: Assist patient in dressing-up HSS/ N 5105: Assist patient in maintaining normal elimination
	Making Occupied Bed	
	Care Of Eyes, Nose, Ears	
	Care Of Perineal Area	
	Oral Care	
	Care Of Skin And Back	
	Care Of Nails And Feet	
	Care Of Hair	
	Bed Bath	
	Assisted Bath	
	Assisting Patient To Dress	
	Bed Sore Management	
	Assisted Toileting	
	Care Of Dead Body	
	Patient Mobilization Wheelchair	HSS/ N 5106: Transferring patient within the hospital
	Patient Mobilization Stretcher	
Assisting Patients To Walk (includes comfort devices)		
Patient Positioning		
Clinical Observation	Vitals Blood Pressure	HSS/ N 5111: Assist nurse in measuring patient parameters accurately
	Vitals Temperature	
	Vitals Respiration	
	Vitals Pulse	
	Vitals Height And Weight	
Documentation and Records	Patient Monitoring & Reporting	HSS/ N 5110: Assist nurse in observing and reporting change in patient condition
Food & Nutrition	Assisted Feeding	HSS/ N 5104: Support individuals to eat and drink
	Tubal Feeding	
	Patient Nutrition	
Code of Conduct	Effective Communication with the Doctors and Nursing Team	HSS/ N 5107: Communicating appropriately with co-workers HSS/ N 9604: Work effectively with others
	Effective Communication with the Patients	

Using the correct combination of verbal and non-verbal communication	HSS/ N 9607: Practice Code of conduct while performing duties HSS/ N 9606: Maintain a safe, healthy and secure environment
Using language familiar to the listener	
Giving facts and avoid opinions unless asked for	
Compliance	
Following legislation, protocols and guidelines related to the role	
The organisational structure and the various processes related to reporting and monitoring	

