

CBSE | DEPARTMENT OF SKILL EDUCATION CURRICULUM FOR SESSION 2020-2021

HEALTH CARE (SUBJECT CODE 813)

JOB ROLE: General Duty Assistant

RATIONALIZED CURRICULUM FOR CLASS XII FOR SESSION- 2020-21 Total Marks: 100 (Theory-60 + Practical-40)

	UNITS	NO. OF HOURS for Theory and Practical 220	MAX. MARKS for Theory and Practical 100
Part A	Employability Skills		
	Unit 1 : Communication Skills-IV	13	10
	Unit 2 : Self-Management Skills-IV	07	
	Unit 3 : ICT Skills-IV	13	
	Unit 4 : Entrepreneurial Skills-IV	10	
	Unit 5 : Green Skills-IV	07	
	Total	50	10
Part B	Subject Specific Skills		
	Unit 1: Medical record/ Documentation	10	05
	Unit 2: Role of General Duty Assistant in Elderly Care and Child Care	30	10
	Unit 3: Bio waste Management	20	10
	Unit 4: Operation Theatre	20	05
	Unit 5: Role of General Duty Assistant in Disaster Management and Emergency response	20	10
	Unit 6: Self Management and Career Scope	20	10
		Total	120
Part C	Practical Work		
	Project		10
	Viva		05
	Practical File		15
	Demonstration of skill competency via Lab Activities	60	10
		Total	115
	GRAND TOTAL	200	100

DETAILED CURRICULUM/TOPICS:

Part-A: EMPLOYABILITY SKILLS

S. No.	Units	Duration in Hours
1.	Unit 1: Communication Skills-IV	13
2.	Unit 2: Self-management Skills-IV	07
3.	Unit 3: Information and Communication Technology Skills-IV	13
4.	Unit 4: Entrepreneurial Skills-IV	10
5.	Unit 5: Green Skills-IV	07
	TOTAL DURATION	50

NOTE: For Detailed Curriculum/ Topics to be covered under Part A: Employability Skills can be downloaded from CBSE website.

Part-B – SUBJECT SPECIFIC SKILLS

S. No.	Units	Duration in Hours
1.	Unit 1: Medical record/ Documentation	10
2.	Unit 2: Role of General Duty Assistant in Elderly Care and Child Care	30
3.	Unit 3: Bio waste Management	20
4.	Unit 4: Operation Theatre	20
5.	Unit 5: Role of General Duty Assistant in Disaster Management and Emergency response	20
6.	Unit 6: Self Management and Career Scope	20
	TOTAL DURATION	120

UNIT	SUB-UNIT	SESSION/ ACTIVITY/ PRACTICAL
1. Medical record/ Documentation	1.1 Preparing medical record	Session: Understanding about <ul style="list-style-type: none"> • Purpose of Documentation • Patient Documentation
	1.2 Principles of documentation	Session: Understanding the basic principle of Documentation.
	1.3 Content of medical documentation	Session: Understanding the classification of hospitals <ul style="list-style-type: none"> • Content of documentation. • Type of entries.
		Activity: Prepare the chart on different types of entries of Patient.
1.4 Maintaining record	Session: Understanding about <ul style="list-style-type: none"> • Source oriented medical record. • Problem oriented medical record. • Documentation format. • Maintenance of record. • Types of records. • Role of GDA in maintaining record. Activity : <ul style="list-style-type: none"> • Preparing and maintaining of the medical record of the sick students who are coming to medical room. • Preparing medical form (containing personal details and past medical history) for sick students who will come to Medical room. 	
2. Role of General Duty Assistant in Elderly Care and Child Care	2.1 Introduction to care of elderly	Session: Understanding about <ul style="list-style-type: none"> • Thinking about Elderly people • Myths and Fact about Aging.
		Activity: Decorating the board about the elderly care in school to create awareness about the Myths and Facts of elderly people.
	2.2 Age related changes in people	Session: Understanding about the physical changes that take place with age.
	2.3 Basic needs of elderly	Practical/Demonstration: Presenting the views about different needs of elderly people by preparing charts and flash cards.
	2.4 Taking care of common problems of elderly	Session: Understanding about common problems of elderly people.
Activity: Arranging seminars to discuss about the ways of taking care of elderly people in school to encourage the young students to take care of elderly people who are living around us.		
2.5 Caring for infants and children	Session: Understanding about <ul style="list-style-type: none"> • Growth and development of Children • Keeping child safe • Taking care of nutrition in Children • Common disorders in adolescence 	

***Note:- To be assessed in practical only. No question shall be asked from this portion in Theory Exams.**

UNIT	SUB-UNIT	SESSION/ ACTIVITY/ PRACTICAL
		Activity: <ul style="list-style-type: none"> Measuring the vital signs (Heart Rate, Respiration Rate, Blood Pressure and Temperature). Decorating the board about the basic needs of Adolescents and dealing with the problems related to the adolescent stage to create awareness.
3. Bio waste Management	3.1 Introduction to bio-medical waste management	Session: Understanding about <ul style="list-style-type: none"> Sources of biomedical waste Disposal of waste
	3.2 Sources and disposal of bio-medical waste	Session: Understanding about <ul style="list-style-type: none"> Transportation of biomedical wastes.
	3.3 Segregation and transportation of bio medical waste	Session: Understanding the role of Hospital staff in waste management. Activity: Prepare chart to explain the roles of different hospital staff in management of Hospital waste.
	3.4 Role of hospital staff in bio-medical waste management	Session: <ul style="list-style-type: none"> Stating the difference between antiseptic, sterilization and disinfectant. Differentiating between the physical agents and chemical agents used in disinfection and sterilization.
4. Operation Theatre	4.1 Zones and areas in operation theatre complex	Session: Understanding about the aims of planning of operation theatre (OT) and the zones and areas in Operation Theatre complex.
	4.2 Organization of operation theatre (to)	Session: Understanding about <ul style="list-style-type: none"> The range of equipment of operation theatre (O.T.) The staff associated with an operation theatre Practical: Presentation of the views about the duties of staff of Operation Theatre in Hospital by preparing charts and flash cards.
	4.3 Preparation of patient for operation*	Session: <ul style="list-style-type: none"> The role of GDA in the preoperative preparation of the patient. *
	4.4 post-operative care	Session: Understanding about the care rendered by General Duty Assistant (GDA) in the post-operative phase. Activity: Preparation diet chart for the patients of post-operative care.

***Note:- To be assessed in practical only. No question shall be asked from this portion in Theory Exams.**

UNIT	SUB-UNIT	SESSION/ ACTIVITY/ PRACTICAL
5. Role of General Duty Assistant in Disaster Management and Emergency response	5.1 Disaster management and emergency response	Session: Understanding about <ul style="list-style-type: none"> • Goals, cycle and phases of disaster management. • National Disaster Management Act, 2005
	5.2 Role and responsibility of emergency response team	Activity: Preparation of charts to explain about Role and Responsibilities of Emergency Response team during Disaster Management.
	5.3 Response team fighting fire*	Session: Understanding about <ul style="list-style-type: none"> • The classification and causes of fire.* • Dealing with Fire Emergencies* • Methods and Techniques of Extinguishing Fire* • Prevention and Procedures* Practical: Decoration board about Benefit of Drills in School in any emergency situation.
6. Self-Management and Career Scope	6.1 Goal setting strategies	Session: Understanding about the steps of setting a goal and various learning approaches in higher education.
	6.2 Self-management	Session: Understanding about <ul style="list-style-type: none"> • Personal Development • Self-management as an Employee
	6.3 Time management	Activity: Preparation a time log book or to do list to maintain it and evaluate it at end of week.
	6.4 Critical thinking	Activity: Recollecting the problem that is faced and solving them in confidential way.
	6.5 Stress management	Session: Understanding about <ul style="list-style-type: none"> • Stressors • Illness due to Stress • Stress Management Skills

***Note:- To be assessed in practical only. No question shall be asked from this portion in Theory Exams.**