

CBSE | DEPARTMENT OF SKILL EDUCATION CURRICULUM FOR SESSION 2021-2022 HEALTH CARE (SUBJECT CODE - 813)

**JOB ROLE : GENERAL DUTY ASSISTANT
SECTOR – HEALTH CARE
Class – XI & XII**

COURSE OVERVIEW:

This is the basic course in Health Care where students will get the exposure to work in Hospital. The subject gives them a vast and wide insight of the traditional and contemporary aspects in Health care. The input of basic fundamentals, coupled with the practical knowledge will be given to the students to help them in understanding of basic duties of General Duty Assistant.

OBJECTIVES OF THE COURSE:

In this course, Followings are the main objectives of this course.

- To train paramedical staff for providing quality service to the society.
- To understand the effective communication, identification of hazards and their management.
- To understand the rules and regulations to be followed by a General Duty Assistant in a hospital.
- To understand the clinical duties that include taking and recording vital parameters, medical histories, preparing patients for examination and dispensing medical prescription.

SALIENT FEATURES:

- To train paramedical staff for providing quality service to the society.
- To understand the effective communication, identification of hazards and their management.
- To understand the rules and regulations to be followed by a General Duty Assistant in a hospital.
- To understand the clinical duties that includes taking and recording vital parameters, medical histories, preparing patients for examination and dispensing medical prescription.
- To understand administrative duties that include scheduling appointments, maintaining a rapport between patients and hospital administration

LIST OF EQUIPMENT AND MATERIALS:

The list given below is suggestive and an exhaustive list should be prepared by the skill teacher. Only basic tools, equipment and accessories should be procured by the Institution so that the routine tasks can be performed by the students regularly for practice and acquiring adequate practical experience.

Material Required for Health Care /Medical room containing the following: -

- Sphygmomanometer
- Thermometer
- Wall Mounted Stadiometers

- Weighing scale
- Hospital bed with pillow
- Side Table or tray
- Bedside small stool
- Hospital Stretchers
- Blanket
- First Aid box
- Sanitizers
- Wheel Chair
- Nebulizer
- Mattresses
- Small Wastebasket or a bucket lined with a plastic garbage bag
- Clock
- Good source of light
- Large bottle for water
- Clipboard with paper and a pen for writing in the daily log
- Bell or noisemaker to call for assistance
- Cotton balls
- Rubbing alcohol
- Measuring cup capable for holding 250 ml
- Aprons for GDA
- Latex household cleaning gloves for GDA
- Disposable vinyl gloves
- N95 respiratory masks for use when sick person is coughing or sneezing
- Medicines like Ibuprofen for reducing fever, sore throat and muscle aches
- ORS to prevent dehydration
- Good ventilation

CAREER OPPORTUNITIES:

This basic course of Health Care will teach the students to learn how to analyze customer demand and promote good care to patients in hospital. This course will allow students to work in many different areas of paramedical departments. While all teach health care concept, this course is tailored for particular objective in order to most effectively prepare the students for their paramedic career, which can range from Paramedical staff to nurse and GDA

VERTICAL MOBILITY:

This course will assist the participating students to further update their career by vertically moving either to B.Sc. Nursing and health care oriented applied undergraduate courses of different university.

CURRICULUM:

This course is a planned sequence of instructions consisting of Units meant for developing employability and Skills competencies of students of Class XI and XII opting for Skills subject along with other subjects.

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CLASS – XI

Total Marks: 100 (Theory-60 + Practical-40)

	TERM	UNITS	NO. OF HOURS for Theory and Practical 260	MAX. MARKS for Theory and Practical
Part A		Employability Skills		
	TERM I	Unit 1 : Communication Skills-III	13	05
		Unit 2 : Self-Management Skills-III	07	
		Unit 3 : ICT Skills-III	13	
	TERM II	Unit 4 : Entrepreneurial Skills-III	10	05
		Unit 5 : Green Skills-III	07	
		Total	50	10
Part B		Subject Specific Skills		
	TERM I	Unit 1: Hospital management System	30	10
		Unit 2: Role of General Duty Assistant For Outpatient Care	30	10
		Unit 3: Role of General Duty Assistant For Inpatient Care	15	05
	TERM II	Unit 3: Role of General Duty Assistant For Inpatient Care	15	05
		Unit 4: First Aid	25	10
		Unit 5: Maintaining safe, Healthy and Secure Environment	20	10
		Total	130	50
Part C		Practical Work		
		Project		10
		Viva		05
		Practical File		10
		Demonstration of skill competency via Lab Activities	80	15
			Total	80
		GRAND TOTAL	260	100

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

PRACTICAL GUIDELINES FOR CLASS XI

Assessment of performance:

The two internal examiners, assigned for the conduct and assessment of Practical Examinations each in **Senior Secondary School Curriculum (Under NSQF)**. Question for the viva examinations should be conducted by two internal examiners. Question to be more of General nature, project work or the curriculum. Investigatory Project especially those that show considerable amount of effort and originality, on the part of the student, should get suitable high marks, while project of a routine or stereotyped nature should only receive MEDIOCRE marks.

Procedure for Record of Marks in the Practical answer-books:

The examiner will indicate separately marks of practical examination on the title page of the answer-books under the following heads:-

Viva based on Project -05 marks

The teacher conducting the final practical examination may ask verbal questions related to the project, if any, done by the student. Alternatively, if no project has been assigned to the students, viva may be based on questions of practical nature from the field of subject as per the Curriculum

Project & Practical File -20 Marks

Students to make a power point presentation / assignment / practical file / report. Instructor shall assign them any outlet to study the elements in retailing.

Suggested list of Practical –

1. The students will assume them as GDA and they will prepare a report based on the services provided in Hospital by them. **(Unit 1: Hospital management System)**
2. Students will prepare flash cards about different laboratories that are associated with hospital and present their views about the activities of those laboratories. **(Unit 1: Hospital management System)**
3. The students will draw the steps of hand washing with the description of each step and paste it on the board to create awareness in school. **(Unit 1: Hospital management System)**
4. The students will prepare chart with activities for demonstrating grooming habits. **(Unit 1: Hospital management System)**
5. As a receptionist the students will perform duties on the entrance of medical room for certain period of time and they will report about the advantages and limitations of their duties as receptionist. **(Unit 2: Role of General Duty Assistant for Outpatient Care)**
6. The students will prepare catalogue of various types of thermometer and Blood Pressure apparatus and identify their functions. **(Unit 2: Role of General Duty Assistant for Outpatient Care)**
7. The students will measure the vital signs (Blood Pressure, Pulse Rate, Respiration Rate, Temperature) of volunteers in school. **(Unit 2: Role of General Duty Assistant for Outpatient Care)**

8. The students will measure the Height, Weight and BMI of volunteers in school. **(Unit 2: Role of General Duty Assistant for Outpatient Care)**
9. The students will transport the volunteers as patients from any place of school to medical room by using different types of stretchers (Farley Stretcher, trolley bed) or wheel chair and report the process of carrying stretcher in their file. **(Unit 3: Role of General Duty Assistant for Inpatient Care)**
10. The students will prepare and practice to fill Patient admission form by themselves for the volunteers who are coming in Medical room. **(Unit 3: Role of General Duty Assistant for Inpatient Care)**
11. As a GDA the students will prepare daily care plan for infant or elderly person or any other diseased person. **(Unit 3: Role of General Duty Assistant for Inpatient Care)**
12. The students will practice bed making in medical room with the help of volunteers as patients and they will position the volunteers in comfortable style on bed. **(Unit 3: Role of General Duty Assistant for Inpatient Care)**
13. The students will find out the steps taken by administration to provide First Aid in case of an emergency in School. **(Unit 4: First Aid)**
14. The students will use their own First aid kit with all equipment and materials and use that on dummy. **(Unit 4: First Aid)**
15. The students will practice Cardio Pulmonary Resuscitation procedure on dummy. **(Unit 4: First Aid)**
16. The students will decorate the board about the prevention of hazards at workplace to create awareness in school on World Day for Safety and Health at Work. **(Unit 5: Maintaining safe, Healthy and Secure Environment)**
17. The students will prepare report about Patient care environment safety measures in medical room. **(Unit 5: Maintaining safe, Healthy and Secure Environment)**
18. The students will present their views by preparing charts on promoting a safe working environment in school. **(Unit 5: Maintaining safe, Healthy and Secure Environment)**

Demonstration of skill competency in Lab Activities -15 marks

Guidelines for Project Preparation:

The final project work should encompass chapters on:

- a) Introduction,
- b) Identification of core and advance issues,
- c) Learning and understanding and
- d) Observation during the project period.

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CLASS XII

Total Marks: 100 (Theory-60 + Practical-40)

	TERM	UNITS	NO. OF HOURS for Theory and Practical 260	MAX. MARKS for Theory and Practical 100
Part A		Employability Skills		
	TERM I	Unit 1 : Communication Skills-IV	13	05
		Unit 2 : Self-Management Skills-IV	07	
		Unit 3 : ICT Skills-IV	13	
	TERM II	Unit 4 : Entrepreneurial Skills-IV	10	05
		Unit 5 : Green Skills-IV	07	
		Total	50	10
Part B		Subject Specific Skills		
	TERM I	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
	TERM II	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		10
		Demonstration of skill competency via Lab Activities	80	15
			Total	80
		GRAND TOTAL	260	100

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

PRACTICAL GUIDELINES FOR CLASS XII

Assessment of performance:

The two internal examiners, assigned for the conduct and assessment of Practical Examinations each in **Senior Secondary School Curriculum (Under NSQF)**. Question for the viva examinations should be conducted by two examiners (one internal and one external). Question to be more of General nature, project work or the curriculum. Investigatory Project especially those that show considerable amount of effort and originality, on the part of the student, should get suitable high marks, while project of a routine or stereotyped nature should only receive MEDIOCRE marks.

Procedure for Record of Marks in the Practical answer-books:

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The teacher conducting the final practical examination may ask verbal questions related to the project, if any, done by the student. Alternatively, if no project has been assigned to the students, viva may be based on questions of practical nature from the field of subject as per the Curriculum

Practical & Practical File -20 Marks

Students to make a power point presentation / assignment / practical file / report. Instructor shall assign them any outlet to study the elements in retailing.

Suggested list of Practical –

1. As a GDA the students will prepare and maintain the medical record of the sick students who are coming to medical room to avail the service in school. **(Unit 1: Medical record/ Documentation)**
2. The students will prepare medical form (containing personal details and past medical history) for sick students who will come to Medical room of school for getting help. **(Unit 1: Medical record/ Documentation)**
3. The students will decorate the board about the elderly care in school to create awareness about the Myths and Facts of elderly people on International Day for Older Persons. **(Unit 2: Role of General Duty Assistant in Elderly Care and Child Care)**
4. Students will present their views about different needs of elderly people by preparing charts and flash cards. **(Unit 2: Role of General Duty Assistant in Elderly Care and Child Care)**
5. The students will arrange 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. **(Unit 2: Role of General Duty Assistant in Elderly Care and Child Care)**
6. The students will measure the vital signs (Heart Rate, Respiration Rate, Blood Pressure and Temperature) of all age group students in school to prepare a data. **(Unit 2: Role of General Duty Assistant in Elderly Care and Child Care)**

7. The students will decorate the board about the basic needs of Adolescents and dealing with the problems related to the adolescent stage to create awareness among students and teachers on Children's Day to celebrate it. **(Unit 2: Role of General Duty Assistant in Elderly Care and Child Care)**
8. The students will arrange different color coded disposal bags for Medical Room to segregate the waste material in proper way. **(Unit 3: Bio waste Management)**
9. Students will prepare charts to explain the roles of different hospital staff in management of Hospital waste. **(Unit 3: Bio waste Management)**
10. The students will present their views about the duties of staff of Operation Theatre in Hospital by preparing charts and flash cards. **(Unit 4: Operation Theatre)**
11. The students will decorate one empty room of school for one day as different zones of Operation theatre by preparing diagram and models of equipment and they will act as staff of operation theatre. This activity will be done in groups and other students of school can get chance to visualize the demonstration of Operation Theatre. **(Unit 4: Operation Theatre)**
12. The students will prepare diet chart for the patients of post-operative care. **(Unit 4: Operation Theatre)**
13. The students will arrange seminar in school to create awareness about four phases of Disaster Management in school for students. **(Unit 5: Role of General Duty Assistant in Disaster Management and Emergency response)**
14. The students will prepare charts to explain about Role and Responsibilities of Emergency Response team during Disaster Management. **(Unit 5: Role of General Duty Assistant in Disaster Management and Emergency response)**
15. The students will decorate board about Benefit of Drills in School in any emergency situation to create awareness among students. **(Unit 5: Role of General Duty Assistant in Disaster Management and Emergency response)**
16. The students will express their views about their goal setting of career in front of other students so that all can get different ideas to make their future goals. **(Unit 5: Self-Management and career scope)**
17. The students will prepare a time log book or to do list to maintain it and evaluate it at end of week. **(Unit 5: Self-Management and career scope)**
18. The students will recollect the problem they are facing in their life and they will solve them in confidential way in groups. **(Unit 5: Self-Management and career scope)**

Demonstration of skill competency in Lab Activities -15 marks

Guidelines for Project Preparation:

The final project work should encompass chapters on:

- a. Introduction,
- b. Identification of core and advance issues,
- c. Learning and understanding and
- d. Observation during the project period.