



**COURSE NAME:** General Duty Assistant

**NSQF LEVEL:** 4

**REFERENCE ID:** HSS/ Q 5101

**ALIGNED TO:** NCO-2004/3231.3

**Brief Job Description:**

Individual on the job provides patient care and help maintain a suitable environment. Some of the key responsibilities of the General Duty Assistant are to provide patient's daily care, patient's comfort, patient's safety and patient's health needs.

**Personal Attributes:**

This job requires the individual to work in collaboration with Doctors and Nurses and other healthcare providers and deliver the healthcare services as suggested by them. The individual should be result oriented. The individual should also be able to demonstrate basic patient care skills, communication skills and ethical behaviour. The individual should be willing to work in wards or clinics in shifts.

## Module 1

- Objectives of the Course
- Introduction to Healthcare Industry
- Different Departments in a Hospital
- Tools and Equipment
- Job role of a General Duty Assistant
- Compassion and Patient centricity

Assessment for Module 1

## Module 2

- Introduction to Human Body Structure and Functions
- Personnel Hygiene and Professional Behaviour
- Biomedical Waste Management
- Emergency Medical Responses
- Body Mechanics

Assessment for Module 2



## Module 3

- Positioning/ Transferring/ Mobility of Patients
- Consent/ Documentation and Records
- Observing and Reporting
- Patient's Rights and Environment
- Patient's Basic Care Needs
- Elimination
- Bed Making
- Fall Prevention

Assessment for Module 3

## Module 4

- Mortuary Management
- Special Procedures
- Sanitation, Safety and First Aid
- Infections Control and Prevention
- Institutional Emergencies – Fire, Safety and Security

Assessment for Module 4



## Module 5

- Emergencies in Healthcare and Response to Patient Call
- IT Skills
- Soft Skills And Communication Skills
- Employability and Entrepreneurship Skills

Assessment for Module 5

Interaction with Subject Matter Expert

Certification