

COURSE CURRICULUM FOR "DIPLOMA IN NURSING ASSISTANCE"

PART I: LIFE SKILLS

Serial no.	Programme	Duration	Hours	Credits
1.	Students' orientation	1 week	30 hours	1 credit
2.	Life Coping Skills	6 weeks	180 hours	6 credits
3.	Communication skills	4 weeks	120 hours	4 credits
4.	Developmental English	6 weeks	180 hours	6 credits
5.	Basic computer skills	4 weeks	120 hours	4 credits
TOTAL		21 weeks	630 hours	21 credits

PART II: WORK SKILLS

Serial no.	Programme	Duration	Hours	Credits
1.	Career guidance & counselling	1 week	30 hours	1 credit
2.	Work skills	20 weeks	600 hours	20 credits
TOTAL		21 weeks	630 hours	21 credits

PART III: INTERNSHIP AND HANDS ON EXPERIENCE

Serial no.	Programme	Duration	Hours	Credits
1.	Internship	8 weeks	390 hours	13 credits

PART IV: REPARATION FOR EMPLOYMENT AND EVALUATION

Serial no.	Programme	Duration	Hours	Credits
1.	Preparation for job	2 weeks	60 hours	2 credits

TOTAL NUMBER OF CREDITS

Category	Programme	Duration	Hours	Credits
Part 1	Life skills	21 weeks	630 hours	21
Part 2	Work skills	21 weeks	630 hours	21
Part 3	Internship	8 weeks	390 hours	13
Part 4	Preparation for job	2 weeks	60 hours	2
Total		52 weeks	1710 hours	57

1 credit = 30 hours of work

PROGRAMME OF LIFE SKILLS DEVELOPMENT (Common for all the courses)

Duration 21 weeks (630 hours = 21 credits)

PART 1: DEVELOPING PERSONAL SKILLS

Unit 1: Introduction and outline of the programme, meaning and explanation of coping, positive mechanism and negative mechanism of coping.

Unit 2: Restructuring one's own life story, positive and negative messages/ internal and external influences/ human perception/behaviour pattern.

Unit 3: Self- esteem, self-concept, self-acceptance and personality development/ importance of self- esteem/positive self-development/ knowing ones' strengths and weaknesses.

Unit 4: Positive thinking and goal setting/ perception of life/positive thinking/ importance of personal goal setting.

Unit 5: Motivation and self-actualisation/concept of motivation/Maslow's theory/ characteristics of self-actualising people/personal goal setting.

Unit 6: Goal setting/ perception of life/ positive thinking/importance of personal goal setting.

Unit 7: Meaning and attitude to success.

Unit 8: Problem solving/ problem/identifying/accepting/analysing.

Unit 9: Decision making/action and implementation and evaluation.

Unit 10: Time-management/ importance of time/the judicious use of time/plan wisely/think constructively/talk briefly/work efficiently/rest frequently/ play occasionally/ argue tactfully/ act fearlessly/ wait patiently/ judge charitably/mediate deeply/ risk cautiously/ serve willingly/ pray devotedly/ aspire worthy/ yield generously/ read selectively/ balanced life/ more successful/ life effective/ meet our goal/ freedom/ bring happiness/achieve more.

Unit 11: Stress management/ meaning and ill effects of stress/ managing stress

PART II: DEVELOPING COPING MECHANISMS

Unit 12: Coping with human sexuality/human life cycle/ biological changes/ coping with physical change/ one's sexuality/ identity and sexual abuse.

Unit 13: Coping with shyness/

Unit 14: Coping with loneliness

Unit 15: Coping with depression

Unit 16: Coping with fear

Unit 17: Coping with anger and verbal abuse/ physical and verbal abuse/ ways of determining angry responses/ consequences of anger/ inhibiting anger/ aggression/ managing anger and aggression.

Unit 18: Coping with HIV,AIDS/ dealing with alcoholics, drug abusers and victims of HIV, AIDS/ the basic facts of HIV and AIDS/ prevention of AIDS/ myths and misconception regarding Aids/ case studies.

Unit 19: Coping with alcoholism and drug abuse.

Unit 20: Coping with failure/ using rational appraisals to seek a positive course of action/ maintaining pride by applying effort and talent/ finding the right balance between self-handicapping and self-responsibility/ developing self-efficacy by seeking meaningful challenges.

Unit 21: Coping with criticism/ criticism/ beliefs about criticism/ types of criticism/

Unit 22: Coping with conflict

Unit 23: Coping with change

Unit 24: Coping with study/ identifying the study of problems/ coping with study patterns/steps for better studying/ attitude about studying/ note taking/ report writing.

PART III: DEVELOPING FITNESS FOR A JOB

Unit 25: Leadership

Unit 26: Team work

Unit 27: Career guidance

Unit 28: Work environment/ working in a team/ seeking for possibilities/ listening actively/ managing change/ taking initiative/ keeping focussed/staying centred/ remaining objective/seizing opportunity/ gaining perspective/ following through/ setting priorities/being organised.

The plan of the programme: The duration of the programme will be for 6 weeks = 30 hours per week = 180 hours = 6 Credits. Each Unit will be handled for 6 hours. The total number of hours will be 28×6 = 168 hours. Evaluation for 12 hours.

PROGRAMME OF COMMUNICATION SKILLS & INTERPERSONAL RELATIONSHIP

The plan of the programme: The course lasts for 4 weeks with 120 hours. It is a course for 4 credits. 1 credit is 30 hours of work. Each Unit will be handled for 6 hours. The total number of hours will be 17×6 = 102 hours. Evaluation for 18 hours.

Unit 1: Introduction and outline of the programme/ objectives/ areas of communication/ focus of the programme.

Unit 2: The meaning and process of communication/ elements of communication/ types of messages/ types of communication/ speech communication/ different types of verbal communication/ listening skills.

Unit 3: Interpersonal communication/ improving personal relationship/ factors that determines friendship/ meeting people for the first time/ developing friendships/ communicating with feelings/ lack of acceptance/ skills of interpersonal communication/ social skills model/ feedback/ analysing problems and difficulties/ perception/ the importance of feelings/ components of interpersonal skills.

Unit 4: Effective communication/ guidelines for effective communication.

Unit 5: Situational language/ patters/ greetings/ making requests/ offering help/ seeking permission/ asking for advice/ expressing gratitude/ persuading/ complimenting/ congratulating/ expressing sympathy/ complaining/ apologising/ making suggestions/ warning someone/ asking for excuse/ ending a conversation/ asking for information/ asking for someone's opinion/ asking if someone is sure/ asking someone to say something again/ asking whether someone knows/ asking about possibility/ asking about preference/ requesting someone.

Unit 6: Expectations in communication

Unit 7: The art of describing and evaluating behaviour

Unit 8: The art of coding and decoding/ the importance of listening/ coding and decoding effectively/ effective communication.

Unit 9: Communication aids and blocks/ communication aids and to avoid blocks/ builds relationship and strengthens communication/ different types of listening skills.

Unit 10: Group discussion/ guidelines for group discussion/ group work skills/ establishing effective working relationships with others/ presenting yourself to others/ adopting an open attitude/ being sensitive to the needs and feelings of other people/ allowing an equal opportunity for all to contribute/ accept criticism/ working with self-confidence.

Unit 11: Public speaking and just a minute/ aim of public speaking/ manner/ character of public speaking.

Unit 12: Leadership communication/ acknowledging the role of a leader/ adopting an open attitude/ being sensitive to the feelings and needs of other people/ allowing an equal opportunity for all to contribute/ accept criticism/ working with self-confidence/ working to the best of your ability/ leading others.

Unit 13: Team communication/ group participation/ group dynamics/ formal groups/ informal groups/ open groups/ closed groups/ developing a group/ the process of developing groups/ influences of group performance.

Unit 14: Winning at human relations

Unit 15: Interview skills

Unit 16: Presentation skills

Unit 17: Evaluating communication skills

PROGRAMME OF DEVELOPMENT OF ENGLISH KNOWLEDGE

Dynamics of the programme:

1. Reading skills/ reading newspapers, magazines and articles
2. Listening skills
3. Speaking skills/public speaking/ 'just a minute' talk with or without preparation on various topics
4. Writing skills/ dialogue writing/ writing day-night reports/ essay writing on current topics/ paragraph writing/ proverbs and phrases/ letter writing.

Areas to be covered:

1. Basic grammar/sentence/parts of speech/ verbs/tenses / articles/ punctuations
2. Formation of sentences
3. Correction of common mistakes in English
4. Increasing the word power/ synonyms/antonyms/names of fruits, vegetables and animals/names of human body parts/ seasons/ months/ days /methods of using the dictionary
5. Development of story with hints
6. Comprehension
7. Paragraph writing
8. Letter writing
9. Newspaper clippings
10. Precis writing
11. Preparation of bio-data
12. Essay writing

Duration of the programme: 180 hours – 9 hours per week. Each section will be handled for 14 hours, total 12x14=168 hours; 12 hours for evaluation.

PROGRAMME OF BASIC COMPUTER SKILL

Unit 1. Introduction to computer/ characteristics of a computer/types of computers/ computer system/ anatomy of a computer/functional parts/hardware parts.

Unit 2. Computer architecture and organisation

Unit 3. Peripheral devices

Unit 4. Computer software

Unit 5. Disc operating system/displaying files on screen/duplicating files/wildcards/deleting files/directory commands/external commands/batch files/file attributes/troubleshooting DOS errors.

Unit 6. Office automation

Unit 7. MS Word/starting word/a tour of the word screen/ other useful features and commands/copying and moving text/changing paragraph formats/setting tabs/numbering pages/adding borders and shading/using newspaper columns/creating bulleted and numbered lists/adding formatting with styles.

Unit 8. Working with text

Unit 9. Working with tables, graphics and pages

Unit 10. Mail merge

Unit 11. MS Excel/overview of excel/ data entry/ editing data/ formatting workbooks/ rearranging worksheet data/ formulations and functions/ charting and mapping data.

Unit 12. MS Power Point

Unit 13: MS Access

Unit 14. MS Outlook

Unit 15. Internet and e-mail

Unit 16. MS-Windows operating system/ launching Microsoft windows/windows controls and concepts/anatomy of a window/using windows to specify tasks/paintbrush applications/files and file manager/CAD.

PROGRAMME OF WORK SKILLS DEVELOPMENT (21 weeks)

PART 1: FUNDAMENTALS OF NURSING

UNIT 1: Concept of nursing in health and community services/Concept of health/ concept of nursing/ concept of community services/ nursing history/ hospital set up and its functions/ qualities of a health assistant/ major departments/ nursing procedures/ the nurse/ the patient/ the environment/ the equipment/ the health care team members/ patients/ clients.

UNIT 2: Organization of health and nursing services/Principles of organising care in health institutions like clinics, hospitals and schools/ principles of organising care according to the needs of the patients.

UNIT 3: Maintenance of records and reports/Importance of records/ to the physician and the hospital/ types of records and contents/ other special records used in hospitals/ making of records/ nurse's records/ charting/ order of pages of a chart/ principles of record writing and charting/ charting of medicines, injections, treatments etc/ how to begin an admission chart/ graphic sheets/ reporting/types of reports/ types of written records/ the night reports/ care of records/ nurse's responsibilities in keeping records and reports.

UNIT 4: Maintaining health environment/Cleanliness of unit and sick room/ maintenance of equipment and supplies/ disposal of waste and garbage.

Unit 5: Meeting hygiene/Care of skin/ sponge bath/ back care/ care oh hair/ giving a hair wash/ pediculosis treatment/ care of hands, feet and nails/ nail cutting/ care of mouth/ mouth care to the sick.

UNIT 6: Comfort needs/Use of comfort devices and positions/patient's unit set up and care/ bed making/ feeding the sick/ providing bed pan and urinals.

UNIT 7: Observation and examination/Vital signs/ checking weight and height/ history taking and physical examinations/ urine analysis/ collecting specimens for lab test/ preparation for diagnostic procedures/ x-rays and special examination.

UNIT 8: Aseptic practices and procedures/Isolation techniques/ hand washing/ wearing gown and mask/ method of sterilization for various types of equipment and supplies.

UNIT 9: Medications and therapies/Classification of drugs/ administration of oral medicine/ giving IM and IV injections/ hot and cold application/ warm soak/ instillation of drug in ears, eyes, nose/ wound dressing/ specific treatment for boils and ringworm infestations.

UNIT 10: Basic nursing care of patients/Care of patients with respiratory problems/ care of patients with heart disease/ care of patients with alimentary problems/ care of chronically ill patients/ pre-operative and postoperative care of the patient

UNIT 11: First aid introduction/Definitions of first aid/ objectives/principles of casualty screening/ first aid for asphyxia/ first aid for haemorrhage.

UNIT 12: Promoting safety consciousness/Safety in home/ safety in playground/safety in school and institution/industrial safety/first aid in loss of consciousness.

UNIT 13: Injuries to bones and joints/Fracture/ fracture of skull/ fracture of ribs/ fracture of pelvis/ fracture of extremities/ management.

UNIT 14: Poisoning/Definition and symptoms/ first aid in poisons/general first aid rules for poisoning by mouth/ antidotes and special rules/ prevention of poisoning by mouth/ first aid for inhaled poisons and other poisoning.

UNIT 15: First aid in foreign bodies and anaphylactic shock/Stings and bites/ scorpion bites/ dog bite/ snake bite/ first aid for foreign bodies in ear, eye, nose, throat and stomach/ first aid for shock.

UNIT 16: Asphyxia/First aid for fainting/ asphyxia/ effects of excessive heat/ diabetic coma and insulin overdose/ first aid in convulsions and hysteria/ first aid for choking.

UNIT 17: First aid measures/Electrical injuries/ electrical burns/ burns and scalds/ rescue the victim from site of fire.

UNIT 18: Emergency care/Emergency care for cardiac arrest/ Emergency care for cardiac insufficiency/ heart attack/ emergency care for respiratory insufficiency/ asthma.

UNIT 19: Disaster and first aid/Definition of disaster/ types of disaster/ immediate and later role of health assistant/ steps to be taken in a disaster/ relief work in disaster.

UNIT 20: First aid procedures: supplies and equipment/Dressings and bandages/ types of bandages used in first aid/ transport of casualties/ first aid kit.

PART II: BASIC SCIENCES

UNIT 1: Body as an integrated whole/Organization of living things/ cells/tissues/cavities of body and their contents/organs and systems/structure and functions of skin.

UNIT 2: Skeletal system and muscular system/Skeletal system/ structure and function of the skeleton/ types of bones/skeletal tissue/structure of skeletal tissue/the skull. Cranium/the bones of face/the vertebral column/the thorax/bones of upper limbs/bones of lower limbs/ the joints/types of joints/ muscular system/ main groups of muscles and their actions/ health of muscles and joints.

UNIT 3: Circulatory system/The blood/ coagulation of blood/ blood group and Rh factors/the heart and blood vessels/ pulse and blood pressure/ heart sounds/lymphatic system and spleen.

UNIT 4: Respiratory system/ The nose, pharynx and larynx/ the trachea, bronchi and lungs/ the respiration.

UNIT 5: Central nervous system and the special senses/Nervous system/ brain and its functions/spinal cord/cranial nerves/ spinal nerves/special senses/eyes, ears, nose, taste and touch.

UNIT 6: Digestive system/Mouth/pharynx/oesophagus/stomach/intestines/the liver/gall bladder/pancreas.

UNIT 7: Excretory system/Excretory organs/urinary system/ kidneys/ ureters/ bladder/ urethra/ renal functions/ water and salt balance.

UNIT 8: The endocrine system/Endocrine organs/ pituitary gland/ thyroid gland/ parathyroid glands/ thymus gland/ adrenal gland/ islet of Langerhans/ pineal gland

UNIT 9: Reproductive system/Human reproduction/ foetus and placenta/development of genital organs/male reproductive organs/ testes, vas deferens, seminal vesicles, prostate gland, penis/ female reproductive organs/ vulva, vagina, uterus, fallopian tubes, breasts/ menstrual cycle/ ovulation/ pregnancy/ labour.

UNIT 10: Microbiology/Definition/ classification of micro-organisms/ characteristic of bacteria and viruses/ conditions affecting growth of micro-organisms.

UNIT 11: Universal presence of micro-organisms/Identification of micro-organisms/ normal microbial flora of flora/ collection of specimens for bacteriological examination/ pathogenic organisms/ paths of infection.

UNIT 12: Prevention of infection by the destruction of micro-organisms/Methods employed for sterilization/ heat, radiation, filtration/chemicals used as disinfectants, antiseptics and germicides.

UNIT 13: Immunology/Classification of immunity/ innate immunity/ acquired immunity/ cell-mediated immunity/ prevention of infection by immunization/ active immunization/ passive immunization/ vaccinations.

UNIT 14: Food, nutrition and health/ Health and its importance/ community health and personal health/ conditions essential for good health/ components of food/ balanced diet/ food adulteration.

UNIT 15: Nutritional disorders/Protein-energy malnutrition/ anaemia/ goitre/ vitamin deficiency.

UNIT 16: Preparation and preservation of food/Methods of cooking/ effects of cooking/ preservation and storage of food/ adulteration of food/ cultural factors in nutrition/ teaching good nutrition/ kitchen garden.

PART III: MATERNAL AND CHILD HEALTH

UNIT 1. Maternal and Child Health Services/historical review/development of maternity services/ fertilization/ antenatal care/ intra-natal care/ postnatal care/ care of children/ organization of mother and child health services.

UNIT 2. The female pelvis/ the generative organs/ the bony pelvis/ pelvic bones/ pelvic ligaments/ the false pelvis/ the true pelvis/ the pelvic cavity/ the pelvic outlet/ 4 basic types of pelvis/ the pelvic floor/ the vulva/ the perineum/ the vagina/ the uterus: corpus, Cervix, fundus/ position of uterus/ 4 pair ligaments/ uterine blood supply/ uterine nerve supply/ fallopian tubes/ the ovaries/ functions of ovaries/ oestrogen/ progesterone / the pituitary hormones/ hormones in pregnancy.

UNIT 3. The menstrual cycle/the ovum/the placenta/menopause/placental circulation/the foetal sac/the amniotic fluid/ the umbilical cord.

UNIT 4. The foetus / foetal development/changes in the circulation at birth/the foetal skull/bones and sutures/ fontanelles/ regions of the skull/ diameters of skull/ head presentations/ moulding.

UNIT 5. Physiological changes due to pregnancy/ uterus/ ovaries/vagina/ breasts/ skin/ blood/ heart and lungs/ blood pressure/urinary tract/ weight gain/ nutritional requirements in pregnancy.

UNIT 6. The signs and diagnosis of pregnancy/amenorrhoea/ breast changes/ morning sickness/ bladder irritability/ skin changes/ quickening/ Hegar's sign/ Jacquemier's sign/ Oslander's sign/ changes in the uterus/ softening of the cervix/ the uterine souffle / abdominal enlargement/ Braxton Hick's contractions/ internal ballotment/ immunological tests for pregnancy/ hearing the foetal heart sounds/ foetal parts/ foetal movements/ ultrasonic evidence/ radiological evidence/ calculation of date of confinement/ relationship of foetus to the uterus and pelvis: lie, attitude, presentation, position, presenting parts.

UNIT 7. Prenatal care/ the aims of prenatal care/health education/ expectant mother needs counselling/ chromosomes/ the obstetrical aspects: taking the history, social history, family history, medical history/ the obstetrics history: previous history of labours, previous puerperia, previous babies/ history of present pregnancy/ the grande multipara/ the older primi gravida/ method of taking history/ selection of prenatal screening tests.

UNIT 8. Examination of the pregnant woman/ first visit/ height, weight, urine analysis/ examination by doctor/size of uterus/ shape of uterus/ foetal movements/ contour of abdominal wall/ skin changes/ abdominal palpation/ estimating the period

of gestation/ assessing fundal height/ size of the uterus/ fundal palpation/ pelvic palpation/ auscultation/ sonic aid of the Doppler/ future visits.

UNIT 9. Advice to the pregnant woman/ fresh air and sunshine/ exercises and recreation/ travel/ rest and sleep/ suitable clothes/ the bowels/ care of the teeth/ bathing/ marital relations/ warning without frightening/ the minor disorders of pregnancy/ morning sickness/ heart burn/ backache/ varicose veins/ constipation/ itching of skin/ pruritus vulvae/ fainting.

UNIT 10. Abortion, type, treatment/counselling/ectopic pregnancy/signs of tubal pregnancy/ signs of tubal rupture.

UNIT 11. Disorders due to pregnancy/ Hyperemesis gravidarum: signs and symptoms/ management/ drugs/ nursing care/ look for serious signs/ pre-eclampsia/signs/ prophylaxis/ dangers/ management/ administration of sedatives, antihypertensives and anticonvulsants/observation/ serious signs and symptoms/ labour in serious eclampsia/ after-labour care/ eclampsia: signs and symptoms, treatment, admission to hospital, obstetric management, care after delivery, nursing care, protection from injuries, observation/serious signs of eclampsia/essential hypertension: management. Severe cases, induction of labour.

UNIT 12. Normal labour/ the premonitory signs of labour/ lightening/ frequency of micturition/ false pains/ taking up of cervix/ signs of true labour/ duration of labour/ mechanism of labour/ physiological changes during labour: retraction, formation of upper and lower segments, development of retraction ring, taking up of cervix, dilatation of cervix. Show. Formation of the bag of water, rupture of membranes/ physiological changes during the second stage: foetal axis pressure, displacement of the pelvic floor/ the foetus is expelled.

UNIT 13. Normal labour (contd)/ obstetrical nursing during the first stage/ prevention of infection from patient, from midwife, from environment/admission for labour/ consent for operation and anaesthesia/ taking of history of labour/ uterine contractions/ show/ the membranes/ sleep/ rest/ food/ obstetric history/ examination of the woman in labour/ false or true labour/ the uterine contractions/ the cervix/ preparation of the woman in labour/ cleansing the vulva/ general examination: build. Stature. Appearance, 4 hourly temperature, pulse every 15 minute, oedema, urine analysis, blood pressure 4 hourly, 2 hourly if at risk/ vulval examination/ vaginal examination : indications, requirements, findings on vaginal examination.

UNIT 14: The management of second stage normal labour/ signs of second stage: expulsive type of contractions, a trickle of blood, rupture of membranes/ pouting and gaping of anus, tenseness between anus and coccyx, gaping of the vulva, appearance of the presenting part, bulging of the perineum/ duration of second stage/ observation/ position of patient/ methods of delivering the baby/ immediate care of the baby/ care of umbilical cord/ care of eyes/ care of mother for perineal lacerations or episiotomy.

UNIT 15. The third stage of labour/ physiological changes/ mechanism of placental separation/ management of third stage of labour/ asepsis and antisepsis/position of the patient/ examination of the placenta/ the fourth stage of labour – nursing care/ record keeping.

UNIT 16. The normal puerperium/ involution/the lochia/ psychology of post natal women/ management of puerperium/ treatment of third-degree tear of perineum.

UNIT 17. Physiology, management and minor disorders of the new born/initiation of respiration/digestion/temperature regulation/examination of the new born baby: weight, measurements, head, arms and hands, body/special senses/umbilical cord/skin/neurological response in the new born: Moro reflex, rooting response, grasp response, grasp response, traction response, stepping response, grasp response/daily observation of the new born/the stools/daily care/minor disorders: sore buttocks, skin rashes, nail fold injuries, scratches, dehydration fever, physiological jaundice, engorged breasts, pseudo menstruation, constipation, vomiting.

UNIT 18. Obstetric operations/induction of labour/indications of induction/contraindication to induction/puncture of membranes/IV oxytocin/episiotomy: types, local analgesia/ indications of forceps delivery/indications of caesarean section/preoperative preparation/ set-up of OT/midwives' duties/suturing procedures/immediate care of the baby/postoperative care/subsequent pregnancies.

UNIT 19. Child health/factors affecting growth and development/stages of child life and basic needs/teaching mothers about child health needs and priorities/ assessment of growth and development/ agencies for child care and welfare/ school health services and feeding programmes.

UNIT 20. Health of the mother/maternal mortality and morbidity/ assessment of maternal health problems in a community/ socio-economic factors affecting maternal health/ principles of care during maternity cycle/ antenatal care/ health assessment in pregnancy/ minor ailments/management of three stages of labour/postnatal care/health in the

puerperium/health education- diet, exercise, hygiene and family planning/recognizing and managing minor discomforts in the puerperium/recognizing complications needing referral.

UNIT 21. Demography and family welfare/birth control/family planning/national health policy/contraceptive methods/spacing methods/male-female sterilization/ vasectomy/ abortion/ medical termination of pregnancy.

PART IV: COMMUNITY HEALTH

UNIT 1: Introduction to community health/ community, community health, development/ understanding and learning about your communities/differences between hospital staff nurse and community health nurse/ health facilities for the community.

UNIT 2: Primary health centre/primary health care in India/ primary health care level/family health care.

UNIT 3: School health services and the mental illness in the community/ school health service/ role of health assistant in school health programmes/mental illness, prevention and the treatment.

UNIT 4: Health problems and plans/major health problems/ communicable disease problems/ nutritional problems/ environmental sanitation problems/ medical care problems/population explosion problems/ job responsibilities – male and female health assistants.

UNIT 5: Health planning and programme/health planning for major health programmes/ role of health assistant in executing national health plans and programmes.

UNIT 6: Health care delivery system in India/ health services at central level/ health services at state level/health services at district level/rural health services/urban health services.

UNIT 7: Supplementary health services/ National and International health services

UNIT 8: Communicable diseases/ the terminologies of communicable diseases/ general measures of control of infectious diseases/portals of exit: nose/ throat/ faeces/ faeces/ urine/ skin.

UNIT 9: Specific communicable diseases/definition/common communicable diseases/ malaria/filarial/dengue/typhoid fever/cholera/trachoma/worms infestations/rabies.

UNIT 10: Control of communicable diseases/tuberculosis/poliomyelitis/infectious hepatitis/ other gastrointestinal infections/ conjunctivitis/ chicken pox/ mumps/ measles/ pertussis/ diphtheria.

UNIT 11: Immunity and immunization/types of immunity/types of vaccines/national immunization schedule/ immunizations, care and storage of vaccines/expanded programme on immunization/immunization reactions, treatment and prevention/methods of immunizations.

UNIT 12: Community health nursing/environmental sanitation/air pollution/ ventilation/ lighting/ noise.

UNIT 13: Health education aspects for communicable diseases and control of sexually transmitted diseases/ health teaching aspects individual, family and community/control of sexually transmitted diseases/sexually transmitted disease / health teaching.

UNIT 14: Environmental sanitation at village level/disposal of refuse and excreta/types of refuse and health hazards/excreta/methods of refuse disposal/methods of disposal of wet refuse and excreta/sanitary latrine.

UNIT 15: Sanitary and health measures for special situations and safe water supply/ fairs, festivals, camps, religious gatherings/ water supply/ sources of water supply/safe water supply/ sources of contamination/water-borne diseases/safe drinking water/protection of water source, wells/water purification in the home/water purification for towns/use of water in prevention and treatment of illness.

UNIT 16: Health education/ aims of health education/nursing education/ methods of health education

UNIT 17: Introduction to audio-visual aids/ A-V and other teaching aids in health education programmes/ classification of A-V aids/preparation and use of low-cost A-V aids.

UNIT 18: Audio-visual aids/ definition/preparation and use of low cost graphic aids/forms of graphic materials.

UNIT 19: Home nursing/ medications and simple treatment/nurses' responsibility in home/ first aid kit/ health assistants role in injuries and illness/ care of patients with infection in the home and community/ emergencies and disasters.

UNIT 20: Community health nursing/nutrition education and diet therapy/specific disease and dietary modification/ dietary modification in diabetes/ diet counselling/preparation of special diets/ feeding methods/IV feeding/nutrients used in IV feeding.

PRACTICAL PROCEDURES TO BE TAUGHT

1. Auscultation of bowel sounds, heart sounds and breath sounds.
2. Back care and change of posture of bedridden patients.
3. Bandaging – different types
4. Bed pan & urinal to the patient.
5. Checking blood pressure and recording + charting.
6. Cardiac massage.
7. Cardiopulmonary resuscitation.
8. Condom catheter application to male patients.
9. Eye, ear, nose, oral drops application.
10. Flatus tube Application into the rectum.
11. Gastric lavage in poisoning.
12. Gloves and hand cares - how to wear & use
13. Hot/cold compress to body.
14. Identification of common surgical instruments.
15. Injections: intradermal/ subcutaneous/ intramuscular/intravenous/rectal.
16. Rectal enema: soap water/ propreitory.
17. Nasogastric tube insertion and tube feeding.
18. Sitz bath.
19. Sponge bath
20. Steam inhalation.
21. Urinary catheter: Insertion of female/male catheter by aseptic technique.
22. Use of incentive spirometer
23. Weight and height recording of the patient.
24. Wound dressing and dressing of bedsore.
25. Cleaning and bed making
26. Preparing aids for skeletal system
27. Preparing aids for muscular system
28. Checking temperature, pulse and respiration
29. Preparing aids for digestive system
30. Mouth care
31. Eye, ear, nose care
32. Preparing aids for modes of infection
33. Giving psychiatric counselling
34. Collections of specimens
35. Collection of nursing history
36. Dressing of wounds
37. Pediculosis treatment
38. Bed shampoo
39. Preparing aids for immunization schedules
40. Giving rectal suppository
41. Care of hair
42. Use of flatus tube

SCHEME OF EVALUATION OF LIFE SKILLS AND WORK SKILLS PROGRAMME

I. LIFE COPING SKILLS

1. Assignments	4×5=	20 marks
2. Two Tests	2×5 =	10 marks
3. Oral Presentation		10 marks
4. Group Discussion		10 marks
5. Poster Presentation		10 marks
6. Final Examination		40 marks
	TOTAL	100marks

2. COMMUNICATION SKILLS

1. Two Assignments	10×2=	20 marks
2. Two Tests	2×5=	10 marks
3. Group Discussion		10 marks
4. Public speaking	10 marks	
5. Just a Minute		10 marks
6. Final Examination		40 marks
	TOTAL	100 marks

3. DEVELOPMENTAL ENGLISH

1. Ten Letters and Ten Paragraph Writings		10 marks
2. 20 Exercises (newspaper clippings)		10 marks
3. 20 categories (Flowers, Towns etc)		10 marks
4. 200 words from dictionary		10 marks
5. Two Tests		20 marks
6. Final Examination		40 marks
	TOTAL	100 marks

4. BASIC COMPUTER SKILLS

Theory: 1. Assignments		10 marks
2. Seminar		10 marks
3. Six Tests	6×5=	30 marks
4. Final examination		30 marks
Practical: 1. Six Tests	6×10=	60 marks
2. Final Examination		60 marks
	TOTAL	200 marks

5. WORK SKILLS

Internal Assessment:	1. Two Written Tests	2×10=	20 marks
	2. Two Oral Presentations	2×10=	20 marks
	3. Two Group Discussions	2×10=	20 marks
	4. Two Assignments	2×10=	20 marks
	5. Two Quizzes / Objective Tests/ Two Practical Tests/Two Field visits	2×10=	20 marks
		TOTAL	100 marks
Final Assessment:	1. Theory 3 hour Test		40 marks
	2. Practical 3 hour Test		60 marks
		TOTAL	100 marks

EQUIPMENT & TOOLS TO BE PROCURED:

1. Adhesive tape	13. Focus light
2. Airway tube	14. Foley catheter and collecting bag
3. Apron	15. Gauge
4. Artery forceps/straight/curved	16. Gloves and Hand cares
5. Bandage	17. Incentive spirometer
6. Bed pan	18. IV set
7. Blood set	19. Kidney tray
8. Cotton	20. LPG gas cylinder(small)
9. Crepe bandage	21. Male condom catheter
10. Dissecting forceps	22. Measurement jar
11. Endotracheal tube	23. Micropore / primapore/ leukoplast
12. Enema can & tube	24. Nail brush

25. Nasal speculum
26. Ophthalmoscope
27. Otoscope
28. Oxygen cylinder
29. Oxygen mask
30. Plaster of Paris
31. Proctoscope
32. Rectal suppository
33. Nasogastric tube & syringe 50 ml
34. Scissors
35. Spatula
36. Sphygmomanometer
37. Spirit lamp
38. Sponge holding forceps
39. Sputum cup
40. Steam inhaler
41. Stethoscope
42. Swab sticks
43. Syringes and needles
44. Tape measure
45. Thermometers
46. Tongue depressor
47. Tooth extractors
48. Torch Light
49. Tracheostomy tube
50. Tuning fork
51. Urinal pot
52. Urinometer
53. Vaginal speculum
54. Valsellum forceps
55. Weighing machine
56. X-ray view box

7. Gentian violet
8. Glycerine
9. Intravenous fluids
10. Liquid paraffin
11. Potassium permanganate
12. Savlon
13. Rectified spirit
14. Tincture benzoin
15. Vaseline

TEACHING AIDS TO BE PROCURED:

1. Audio-visual aids like computer, dongle, LCD projector, screen
2. Blackboard, duster and chalk
3. Charts of different systems of the body
4. Human skeleton
5. Computer with printer and dongle

BOOKS TO BE PROCURED FOR LIBRARY:

To be decided by the teachers

SOLUTIONS TO BE PROCURED:

1. Benedict solution
2. Betadine lotion/ointment
3. Blue/red litmus
4. Boric acid
5. Carbolic acid
6. Dettol