

Baba Farid University of Health Sciences



Ordinances & Syllabus

**Certificate Course in Home-based Care Helper
(Six Months' Certificate Course)**

Faridkot -151203

Ordinances

(Certificate Course in Home-Based Care Helper)

1. Duration of course

There shall be a course leading to Certificate Course in Home-Based Care Helper under the Faculty of Medical Sciences. The duration of the course shall be Six Months.

2. Eligibility

- a) A person who attains the age of 17 years or more as on 31st of December of the year of admission and has passed the Matriculation with Science Examination or any recognized examination as equivalent thereto shall be eligible to join the Certificate Course in Home-Based Health Care Helper.

OR

- a) Any other examination recognized by the Board of Management of this University as an equivalent course / examination thereto, from time to time.

3. Medium of Instructions:

The medium of instruction during the course and examinations shall be English/Punjabi.

4. Examination Schedule:

- 4.1 The examination shall be held twice a year in the months of May/June and November/December or on such other dates as may be decided by the Board of Management on the recommendation of Faculty of Medical Sciences and Academic Council.
- 4.2 Normally, the University shall conduct not more than two examinations in a year, for any subject, with an interval of not less than four and not more than six months between the two examinations.
- 4.3 The last date by which examination forms and fee must reach the Registrar shall be as follows :-

Examinations	without late fee	with late fee of Rs.200/-	with late fee of Rs.500/-	with late fee of Rs.1500/-
May/June	March 1	March 15	March 31	April 15
Nov./Dec.	Sept. 15	Sept. 30	Oct. 15	Oct. 31

Note: Vice-Chancellor may permit acceptance of examination form and fee ten days before the commencement of examination with a late fee of Rs.2000/-. The fee structure is revisable by the University from time to time.

5. Six Months' Certificate Course in Home-Based Care Helper

The Six Months Certificate Course in Home-Based Care Helper shall be open to a person who

- a) has been enrolled for a period of six months preceding the examination in affiliated Colleges/Institutions to this University.
- b) has submitted his/her name to the Controller of Examination/Registrar by the Principal of the College/Institutions with the following certificates:-
 - i) of having attended separately in theory and practical/clinical not less than 75% percent of the lectures delivered and practicals conducted in each of the subjects prescribed for the examination provided that deficiency in the number of lectures delivered and practicals conducted may be condoned by the Principal to the extent of 10% of the lectures delivered.
 - ii) of having secured at least 50% marks of the total marks fixed for internal assessment in each subject, separately, in order to be eligible to appear in all University examinations.
 - iii) of good moral character.

Note: 1) Internal Assessment shall be submitted to the University at least two weeks before the commencement of theory examinations or within one week from the issuance of Roll Numbers by the University. All the colleges shall adopt uniform criteria for Internal Assessment as follows:-

- a) Attendance above 90% to be acknowledged with 10% extra weight-age for Internal Assessment.
- b) At least two tests to be held in each year in addition to the pre-final (send up) examination. The Internal Assessment should be the average of all awards of these tests taken together.
- c) **Criteria for calculation of Internal Assessment**

1. House Examinations	- 80%
2. Attendance (above 90%)	- 10%
3. Subject assessment (candidate's conduct and extra curricular participation)	- 10%
- d) Additional mandatory requirement for Internal Assessment to be observed by all colleges.
 - i) All test marks obtained by candidates will be displayed on Notice Boards of respective departments as and when they are awarded.
 - ii) All computations of Internal Assessment of the entire class made by the HOD of the department shall be displayed on the notice board of the department showing individual test marks, advantage of all tests, attendance advantage and subjective assessment and the total Internal Assessment thus

derived for at least one week before sending the awards to the Principal's office.

- iii) Professor Incharge/HOD preparing Internal Assessment shall certify that the detailed assessment of the entire class has been displayed on the department Notice Board for at least one week prior to its being submitted for onward transmission to the University and that adequate opportunity has been given to all the students to file any objections and that the same have been addressed satisfactory.
 - iv) The Principal forwarding the Internal Assessment to the University shall countersign the above referred certificate of the HOD/Professor Incharge preparing the Internal Assessment.
 - e) The re-appear/fail students will be re-assessed every time for the purpose of Internal Assessment.
2. If a candidate fulfils the condition laid down in clause 5 above for one or more subject (s) he/ she may be allowed to take the examination in such subject (s) in which he/ she fulfils the requirements.
 3. Every candidate before appearing in First Year Examination must have cleared House Examination securing at least 50 percent marks in both theory as well as practical separately.
- c) The Six Months' Certificate Course in Home-Based Health Care Attendant Examination shall be held in Nov/Dec and the supplementary within six months of the Final Examination.
 - d) The Six Months' Certificate Course in Home-Based Health Care Attendant examination shall be held in the following subjects and candidate shall be required to pass all the subjects:-

Subject Code / Paper	Subject	Theory			Practical			Grand Total
		Marks	Int. Assessment	Total	Marks	Int. Assessment	Total	
CCHBHCA-01/ Paper I	Basics of Home Based Care	80	20	100				100
CCHBHCA-02/ Paper II	Health Conditions / Problems Requiring Home Based Care	80	20	100				100
CCHBHCA-03/ Paper III	Components of Basic Care – I	80	20	100				100
CCHBHCA-04/ Paper IV	Components of Basic Care – II	80	20	100				100
CCHBHCA-05/ Paper V	Skills related to home based care Practical Manual – I	-	-	-	80	20	100	100
CCHBHCA-06/ Paper VI	Skills related to home based care Practical Manual – II	-	-	-	80	20	100	100

- i) Each theory paper shall be of three hours duration.
- ii) The minimum number of marks to pass the examination shall be 50% in theory including Internal Assessment and 50% in practical including Internal Assessment in each subject separately.
- iii) The candidate who will absent himself/herself from the examination will be deemed to have been failed in that subject.
- iv) A candidate who passes in one or more subjects shall be exempted from appearing in these subject at a subsequent examination, but the candidate must pass the examination in a maximum of three (1+2) +1 (mercy chance on the discretion of Vice-Chancellor), failing which he/she will not be allowed to continue his studies.

7. Grace Marks:

There shall be grace marks up to 5 (five) be given to the best advantage of the students irrespective of Theory or Practical examinations.

8. Appointment of Examiners:

- i) There shall be two examiners –one internal and one external.
- ii) Internal Examiner shall be appointed by annual rotation from amongst the Professor & Head /Professors/Associate Professors and Assistant Professors with at least three years teaching experience. In case of non-availability of Professors/Associate Professors/Assistant Professor in the department the teacher working in another Medical College affiliate to this University, who fulfils the minimum requirements to be an examiner may be appointed as Internal Examiner.
- iii) The examiners shall be appointed by the University from the teachers working in the Medical Colleges affiliated to it, preferably from the colleges where this course is being run, on the recommendations of the Board of Studies in Medical Sciences and Faculty of Medical Sciences.

9. Paper setting and moderation of Question Papers:

The University may get each paper set from External Examiner only. The moderation of question papers may be got done under the directions of the Vice-Chancellor, if necessary.

10. Evaluation of Answer Books:

The answer books shall be got evaluated by putting fictitious roll numbers thereon or spot evaluation (table marking) or any other method under the directions of the Vice-Chancellor.

11. Minimum pass marks:

A candidate shall be declared successful who has obtained a minimum of 50% in theory and 50% in practical including Internal Assessment separately.

A successful candidate on the basis of theory and practical marks taken together shall be classified as under: -

Second Class : A candidate obtaining 50% or more marks but less than 60% marks
First Class : A candidate obtaining 60% or more marks
First Class with Distinction : A candidate obtaining 80% or more marks

12. Declaration of Result:

The Registrar/Controller of Examinations shall publish the result after the examination. The candidates shall be issued Detailed Marks Certificate through their Principals of colleges.

13. Award of Certificate:

On successfully passing the Six Months' Certificate Course in Home-Based Health Care Attendant, the candidate shall be awarded the Certificate in Hospital Care Attendant.

SYLLABUS

INTRODUCTION

Long-term care is an integral part of health and social systems. It includes activities undertaken for people requiring care by informal caregivers (family, friends, and neighbours); by formal caregivers, including professionals and auxiliaries (health, social, and other workers), and by traditional caregivers and volunteers. The goal of long-term care is to ensure that an individual who is not fully capable of long-term self-care can maintain the best possible quality of life, with the greatest possible degree of independence, autonomy, participation, personal fulfillment, and human dignity. Appropriate long-term care therefore includes respect for that individual's values, preferences, and needs; it may be home-based or institutional.

The next 20 years will see dramatic changes in the health needs of the world's populations. Non-communicable diseases will become the leading cause of disability, although HIV/AIDS, tuberculosis, and malaria will continue to be major causes of morbidity (and death). With increase of up to 300% in the older population of many developing countries and the continuing — though less dramatic — increase in the numbers of elderly people in developed countries, there will be marked and universal growth in the need for long-term care.

There is an increasing need of home based care due to epidemiological transition of diseases.

Also, in developed countries, there is a shift from hospital-based care to home and community care for economic reasons. Public health services, and especially hospital services, in developing countries are of poor quality, primarily because of diminishing resources, and most of the population cannot afford private health care. Cost considerations thus tend to shift the burden of both acute and long-term care to the family.

In very poor countries, health centres are overworked, staffs are not paid for months, drugs and equipment are often unavailable, patients' expectations of service quality are not met, etc.

Most common ailments are, therefore, treated in the home and most people die at home. In all countries, families have always been, and remain, the major providers of long term care. However, families cannot shoulder the increasingly heavy burden of care alone. Because of a wide range of social, economic, demographic and epidemiological factors (e.g. migration, changing rural and urban social environments, poverty, ageing, or health problems affecting family members themselves), family resources are decreasing.

In all WHO regions there is great interest in, and rapidly growing need for, homecare. WHO, in collaboration with Member States, therefore, proposes to develop policies and programmes to address the growing need for home-based care. In partnerships with Member States, other United Nations Agencies, Non-Governmental Organizations (NGOs), Academia, and other sectors, WHO is also committed to developing standards for effective home care based on research and experience in countries, regardless of patterns of development.

Beneficiary groups include:

- Individuals who are chronically ill, whether with communicable diseases such as Tuberculosis or with Non-Communicable conditions such as cardiovascular diseases and cancer;
- Individuals with disabilities, regardless of etiology, including developmental disabilities and disabilities caused by poliomyelitis and other diseases;
- People with HIV/AIDS;
- People disabled by accidental injuries, e.g. victims of traffic accidents;
- People with sensory limitations;
- Mentally ill individuals, including those suffering from depression and dementia;
- Substance-dependent individuals;
- Victims of natural and other disasters;
- Perhaps most importantly, informal caregivers for any of the above, such as family, friends, and neighbours.

OBJECTIVES OF THE COURSE

- To prepare a work force in the country with the skills required to look after anyone and people suffering from all illnesses (sickness).
- To provide care to people at home setting after discharge from hospital.
- To help the family members and patients to cope with the stress of care to their long term ailing relatives.
- To provide quality of life for the patient and the family members.

EMPLOYMENT OPPORTUNITIES

A certified Home Based Health Care Attendant can take gainful employment in following:

- At residential places
- Old Age Homes

SYLLABUS**Certificate Course in Home -Based Care Helper****INSTRUCTIONS TO PAPER SETTER**

Note: The question paper covering the entire course shall be divided into two sections. Each section to be attempted in a separate answer book and to be evaluated by separate examiners.

Section A:

This will consist of eight short answer questions with answer to each question up to five lines in length. All questions will be compulsory. Each question will carry 5 marks total weight age being 40 marks.

Section B:

This will consist of eight short answer questions with answer to each question up to five lines in length. All questions will be compulsory. Each question will carry 5 marks total weight age being 40 marks.

SYLLABUS

**Certificate Course in Home-Based Care Helper
CCHBHCA -01, PAPER I
Basics of Home Based Care Helper**

Block 1: Basics of Home Based Care

Unit 1: Introduction to Home Based Care

Unit 2: Communication and Interpersonal Relationship

Unit 3: Infection prevention and Control

Unit 4: First Aid at Home

Unit 5: Care of special groups e.g. care of mother, child, elderly etc.

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**Certificate Course in Home-Based Care Helper
CCHBHCA -02, PAPER II
Health Conditions/Problems requiring Home Based Care**

Block 2: Health Conditions / Problems Requiring Home Based Care

Unit 1: Introduction to Human Body Systems

Unit 2: Introduction to Health Conditions/ Problems Related to brain (Nervous System)

Unit 3: Introduction to Health Conditions / Problems Related to Digestive and Urinary Organs

Unit 4: Introduction to Health Conditions Related to Heart, Blood vessels and Lungs

Unit 5: Introduction to Health Condition/ Problems Related to Bones, Joints, muscles and other conditions

SYLLABUS

**Certificate Course in Home-Based Care Helper
CCHBHCA -03, PAPER III
Health Conditions/Problems requiring Home Based Care**

Block 3: Components of Basic Care – I

- Unit 1: Hygienic Measure
- Unit 2: Comfort and Safety Measures
- Unit 3: Administration of Medicine
- Unit 4: Dietary Management

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Certificate Course in Home-Based Care Helper
CCHBHCA -04, PAPER IV
Health Conditions/Problems requiring Home Based Care

Block 4: Components of Basic Care – II

Unit 1: Supportive Care

Unit 2: Care of Dying Person

Unit 3: Monitoring and Follow Up

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CCHBHCA -05, PAPER V

PRACTICAL

Skills related to Home Based Care - I

Practical Manual – I

- Skill 1: History Taking skills
- Skill 2: Housekeeping skills
- Skill 3: Skills Related to Personal Hygiene
- Skill 4: Measurement of Vital Signs - TPR
- Skill 5: Measurement of Blood Pressure
- Skill 6: Giving Positions with Use of Comfort Devices
- Skill 7: Helping the Patient in Physiotherapy
- Skill 8: Skills in Giving Medicines

**Certificate Course in Home-Based Care Helper
CCHBHCA -06, PAPER VI**

**PRACTICAL
Skills related to Home Based Care - II**

Practical Manual – II

- Skill 9: Skills related to collection and testing of samples at home.
- Skill 10: Skills Related to the Nutritional Needs
- Skill 11: Skills Related to the Elimination Needs
- Skill 12: Skills in Giving Inhalation
- Skill 13: Skills in Dressing and Suction
- Skill 14: Skills Related to Hot and Cold Application
- Skill 15: Assist the Patient in Ambulation
- Skill 16: Education to the Patient
- Skill 17: Help seeking
- Skill 18: Education related to MCH (Mother & Child Health), and elderly patient
