

Baba Farid University of Health Sciences



Ordinances & Syllabus

**Certificate Course in Hospital and Home Based Care
Attendant
(One Year Certificate Course)**

Faridkot -151203

Ordinances
(Certificate Course in Hospital and Home Based Care Attendant)

1. Duration of course

There shall be a course leading to Certificate Course in Hospital and Home Based Care Attendant under the Faculty of Medical Sciences. The duration of the course shall be 1 (one) year.

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 10th Examination with Science or any recognized examination as equivalent thereto shall be eligible to join the Certificate Course in Hospital and Home Based Care Attendant.

OR

- b) 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:

- 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.
- 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.
- 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 One Year Certificate Course in Hospital and Home Based Care Attendant

The One Year Certificate Course in Hospital and Home Based Care Attendant shall be open to a person who

- a has been enrolled for one year 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 weightage 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**
 - i) House Examinations - 80%
 - ii) Attendance (above 90%) - 10%
 - iii) 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 One Year Certificate Course in Hospital and Home Based Care Attendant Examination shall be held in Nov/Dec and the supplementary within six months of the Final Examination.
- d) The One Year Certificate Course in Hospital and Home Based 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	
CCHHBCA-01/ Paper I	Module - I	80	20	100	80	20	100	200
CCHHBCA-02/ Paper II	Module - II	80	20	100	80	20	100	200

- 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 and 50% in practical including Internal Assessment in each subject separately.
- ii The candidate who will absent himself/herself from the examination will be deemed to have been failed in that subject.
- iii A candidate who passes in one subject shall be exempted from appearing in this 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 : A candidate obtaining 80% or more marks

with Distinction

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 One Year Certificate in Hospital and Home Based Care Attendant, the candidate shall be awarded the Certificate in Hospital and Home Based Care Attendant.

SYLLABUS

Certificate Course in Hospital & Home Based Care Attendant

INTRODUCTION

The Certificate Course of Hospital Care Attendant has been designed with the overall aim to create a manpower suitable for assisting health care workers in various set ups. A hospital care attendant under the supervision of a registered nurse would be able to provide basic nursing care, perform simple procedures and also attend to the psychological, social and spiritual needs of the patients. They have maximum contact with the patient and therefore should be equipped with the knowledge to assist in patient care and maintaining a safe working environment.

The course of Hospital & Home Based Care Attendant will provide the basic training required to perform patient care task in any setting. This course provides understanding of patient need, comfort and procedures required to be carried out as a part of patient treatment.

OBJECTIVES OF THE COURSE:

Upon successful completion of this course, the students will be able to:

- Acquaint with fundamental principles and practice of nursing.
- Provide first aid treatment and emergency care
- Understand basic human anatomy and physiology
- Perform basic nursing procedures
- Describe the role of therapeutic diet
- Perform assistance in CPR
- Provide care in emergency and disaster
- Appreciate the ethical and legal issues related to patient care.
- Take precautionary measure towards infection control
- Collect and transport patient samples
- Measure and record vitals
- Assist in providing pre/post operative care
- Transport patient safely
- Maintain and clean equipments used in health care setup
- Provide feedback to nursing staff through observation
- 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 member

Classes will be conducted 6 days a week, 5 hours per day. Total class room training: 308 hours and demonstration: 223 hours. Saturday will be used for evaluation of demonstration of procedures learned so far. Class room Training: 26 weeks, 5 hours/ day

EMPLOYMENT OPPORTUNITIES:

A certified Hospital & home based care attendant can get gainful employment in the following:

- Hospitals
- Nursing Homes
- Old age homes
- Home Care

Syllabus

Certificate Course in Hospital & Home Based Care Attendant

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

CCHHBCA -01, PAPER I

Certificate Course in Hospital & Home Based Care Attendant

MODULE – I

S. No.	Units	Class Hours	Practical Hours
1.	Health team & Facilities	7 hours	0 hours
2.	Ethical Behavior and Patient Right and Responsibilities	15 hours	5 hours
3.	Effective communication	10 hours	5 hours
4.	Safe work Environment	20 hours	5 hours
5.	Infection control	30 hours	15 hours
6.	Bio Medical Waste Management	10 hours	10 hours
7.	Sample collection	10 hours	10 hours
8.	Equipments	15 hours	20 hours
9.	Anatomy	30 hours	15 hours
10.	Measure and Record Vital Signs	11 hours	15 hours
11.	Patient care procedure	30 hours	40 hours
12.	Pre and Post operative care	15 hours	15 hours
13.	Body Mechanics	15 hours	10 hours
14.	Emergency aid	25 hours	25 hours
15.	Nutrition	10 hours	10 hours
16.	End of Life Care	10 hours	5 hours
17.	Introduction to Home Based Care	5 hours	0 hours
18.	First Aid at Home	10 Hours	10 hours
19.	Care of special groups e.g. care of mother, child, elderly etc.	5 hours	2 hours
20.	Introduction to Health Conditions/ Problems Related to brain (Nervous System)	5 hours	2 hours
21.	Introduction to Health Conditions / Problems Related to Digestive Organs	5 hours	2 hours
22.	Introduction to Health Conditions / problems Related to Heart & Respiratory System	5 hours	2 hours
23.	Introduction to Health Condition/ Problems Related to Bones, Joints, muscles and other conditions	5 hours	2 hours
	TOTAL	303 hours	223 Hours

Syllabus
CCHHBCA -02, PAPER II

Certificate Course in Hospital & Home Based Care Attendant

MODULE II

S. No.	Clinical Area	Hours	Weeks
1.	General ward	144	3
2.	Emergency	144	3
3.	Surgery	144	3
4.	I.C.U	144	3
5.	O.T.	144	3
6.	C.S.S.D	144	3
7.	Pharmacy/ Store	144	3
8.	Community Posting	144	3
9.	Community/Nutrition Lab	48	1
	Total	1200	25

Clinical Training: 25 weeks, 8 hours/ day

SYLLABUS

CCHHBCA -01, PAPER I

Certificate Course in Hospital & Home Based Care Attendant

MODULE – I

UNIT 1 Health Team Facilities

Health care team , Members of health care team, Functions of Health care team, Interpersonal relationship between health team workers, role and responsibilities of health team workers regarding patient care.

UNIT 2 Ethical behavior and Patient's rights and responsibilities

Ethics , Principles of ethics, Qualities and responsibilities of a professional health care worker, Legal rights of patients, Work ethics between health worker and patient, Work ethics between health worker and people or society, Work ethics between health workers and co-workers.

UNIT 3 Effective Communication

Communication, Communication Process, Medium of Communication, Purposes , Types of Communication, Barriers of Communication, Effective Communication, Methods of effective communication, Methods to overcome barriers of communication.

UNIT 4 Safe Work Environment

Concept of health and illness, Factors predisposing to illness, Environmental factors related to health , common hazards /accidents at work environment , causes and prevention of accidents in work environment.

UNIT 5 Infection control

Types of Infection: Non pathogenic, Pathogenic, Commensal, sources , Primary infection, Secondary infection, re infection, severe infection, Chronic infection, Clinical , Subclinical infection, Latent Infection, Opportunistic Infection, Nosocomial infection, Modes of infection- direct ,sexual, indirect.
Modes of spread: endogenous, exogenous. Disinfection and sterilization, disinfecting agents, methods of prevention of infection, handwashing.

UNIT 6 Biomedical Waste Management

Biomedical waste and its types , Universal precautions, Categories of Biomedical Waste, Colour coding of waste bags , Management of biomedical waste: incineration, autoclaving, microwaving, chemical treatment of waste.

UNIT 7 Collection of samples

Containers for sample collection, Care of sample containers, Methods of sample collection from different body parts, laboratories for different samples. Colour coding for different vials .

UNIT 8 Equipments

Related to blood pressure, related to wards, related to IV therapy, personal protective equipments, for sterile procedures, used during physical examination.

UNIT 9 Anatomy

- **Structure of cell**, epithelial tissue, muscular tissue, nervous tissue.
- **Blood**. Composition and function of blood, haemopoiesis, blood coagulation. Blood groups, body fluid.
- **Digestive systems**. Parts of gastrointestinal tract and associated glands, Digestion of food in mouth, stomach & small intestines. Absorption of food, function of liver function tests.
- **Respiratory System**. Parts of Respiratory System, Function of lungs, mechanism of breathing and exchange of gases in the lungs, regulation of respiration
- **Cardiovascular Systems** :Circulation System, Structure of heart, names and position of main blood vessels, Circulation of blood. function of heart and blood vessels, Control of heart rate, pulse, regulation of blood pressure, blood volume.
- **Endocrine System**. Various endocrine glands. Thyroid. Parathyroid. Adrenal glands pituitary Pancreas. Thymus and sex glands, Functions of various endocrine glands and hormones secreted by them.
- **Skin and sense organs**. Eye, Ear, Nose. physiology of vision, hearing & olfaction, Taste Buds..
- **Skeletal System**, Structure of bones, types of bones, Bones of cranium, face vertebral column, upper and lower limbs, fracture of bones, various movements of joints.
- **Muscular System**, Structure and types of muscles in human body, important muscles and their group action.
- **Urinary System**. Parts of Urinary System, Structure & function of kidney and urinary bladder. Mechanism of urine formation. disorders of kidney.
- **Reproductive System**. Male & female Reproductive organs, Physiology & female reproductive organs.

UNIT 10 Measure and record vital signs

- Temperature, pulse, respiration, blood pressure.

UNIT 11 Patient care procedures:

Hygiene and Care of the Patient

- Administering a Therapeutic Bath
- Assisting a Bed Bath
- Administering a Towel Bath
- Assisting a Patient to Take a Tub Bath
- Administering Tepid Sponge Bath
- Care of the Hands and Feet
- Caring for the Eyes, Ears, and Nose
- Care of the Patient with an Indwelling Catheter
- Administering the Backrub
- Oral Hygiene
- Routine Mouth Care
- Care of Dentures
- Special Mouth Care
- Care of Patient's Hair
- Urinal and Bedpan Assistance
- Apply Heat
- Apply Cold

Positioning the Patient

- Body Posture and Body Mechanics
- Positioning the Patient
- Moving and Lifting Activities
- Techniques for Moving Bed Patients
- Range of Motion
- Arms Carry Lift from Floor to Bed Level
- Position Support Devices
- Bed Cradle
- Prevention of Pressure Sores

Caring for the Patient's Environment

- Cleaning a Patient Unit
- General Principles of Bed making
- Making the Ambulatory Patient's Bed
- Making the Patient-Occupied Bed

Specimen Collection

- [Collecting a Midstream Urine Specimen](#)
- [Collecting a Twenty-Four Hour Urine Specimen](#)
- [Determining Presence of Occult Blood in Stool](#)
- [Collecting a Stool](#)
- [Collecting Sputum](#)

UNIT 12 Pre-operative and post operative care:

- Pre operative care:
 - I. Preoperative assessment
 - II. Preoperative preparation
 - III. Preoperative medication.
- Post operative care:
 1. Post operative note and orders
 2. Post operative management
 3. Prevention of complications
 4. Discharge note

UNIT 13 Emergency aids

Introduction to emergency aids, emergency aids advantages and disadvantages, first aid kit and its advantages

- Care of patient in emergency condition
- Triage
- Injuries, wounds, and haemorrhage
- Types of injuries
- Management of injuries
- Types of wounds
- Management of wounds
- Haemorrhage
- Causes of haemorrhage
- Management of haemorrhage
- Angina
- Types of angina
- Assessment & management of angina
- Accidents and emergencies in children
- Accidents & emergencies in children
- Accidents & emergencies according to different age groups (newborn, toddler, under 5)
- Management of emergencies in childhood
- Emergency in elderly
- Age related changes in elderly
- Assessment of age related changes
- Management of emergencies related to old age
- Emergencies related to respiratory system

- Status asthmaticus
- Foreign body aspiration

UNIT 14 Body mechanics

Introduction to body mechanics, harmful effects of bad body mechanics, advantages of good body mechanics, principles of body mechanics, guidelines to body mechanics.

UNIT 15 Nutrition

Introduction to nutrition, factors affecting nutrition, principles of nutrition in illnesses, types of nutrition used in hospital, guidelines about nutrition in hospital.

UNIT 16 End of life care

Assessment of dying patient, sign and symptoms of dying patient and changes or effects on body, care of dead body

UNIT 17 Introduction to Home Based Care

- Definition of home based care– Background – Definition of community based care – Rationale of Home based care – Goal and objective of Home based care - -Principles of Home based care and community based care – Advantage of Home based care –Challenge of Home based care – Contents of Home based care kit.

UNIT 18 First Aid at Home

- What is first aid – aims of first aid – General guidelines and First aid kit contents.
- When to call for an emergency medical services, Headache – causes – first aid, Stomach pain - treatment, Gastroenteritis – common causes – treatment, Fever – treatment, Fainting - common causes – How to recognize – treatment, Heat exhaustion- sign of heat exhaustion – what to do, Heat stroke – What to do, Heat cramps – what to do, Frost bite – symptoms – Treatment, Bleeding – internal - external, Wound – dressing, Nose bleed - causes – recognition – first aid, Burns - classification – treatment, Snake bite – symptom of poisonous snake bite - first aid for

Snake bite, Hyperglycemia (High blood sugar) - first aid for hyperglycemia, Hypoglycemia(low blood sugar) - first aid, Head / Body injury - first aid.

UNIT 19 Care of special groups e.g. care of mother, child, elderly etc.

- Elderly – Problems of Elderly – Care of Elderly People
- Mother – Care of Antenatal Women and Postnatal
- Child – Minor Disorder of New Born - Immunization

UNIT 20 Introduction to Health Conditions/ Problems Related to brain (Nervous System)

- Headache – Occasional Headache – Sign and Symptom & Treatment
- Persistent Headache - Sign and Symptom & Treatment
- Severe Headache - Sign and Symptom & Treatment
- Convulsion – Major Epilepsy – Minor Epilepsy - Sign and Symptom & Treatment
- Meningitis - Sign and Symptom & Treatment
- Paralysis – Strokes - Sign and Symptom & Treatment
- Unconsciousness – Causes - Sign and Symptom & Treatment
- Head Injury – Define – Scalp Injury – Skull Injury - Sign and Symptom & Treatment
- Dementia – Care of the Patient – Agitation – Treatment

UNIT 21 Introduction to Health Conditions / Problems Related to Digestive Organs

- Constipation – Causes – Symptoms - Treatment & Prevention
- Piles – Symptoms - Treatment
- Liver Diseases - Sign and Symptom & Treatment

➤ Peptic Ulcer – Causes - Signs and Symptom & Treatment

➤ Diarrhea – Causes – Symptoms – Treatment & Precaution

➤ Renal Colic - Signs & Symptom – Treatment

UNIT 22

Introduction to Health Conditions / problems Related to Heart & Respiratory System

➤ Shock – Causes - Signs & Symptom – Treatment

➤ High Blood Pressure – Causes - Signs & Symptom – Treatment

➤ Chest Pain – Causes – Angina Pectoris – Causes & Treatment

➤ Coronary Thrombosis or Myocardial Infarction - Signs & Symptom – Treatment
Nose Bleeding - Signs & Treatment

➤ Sore Throat – Cold – Sign & Treatment

➤ Persistent Cough - Signs & Treatment

➤ Tuberculosis – Investigations - Signs & Symptoms – Treatment & Precaution

➤ Asthma – Sign – Treatment

UNIT 23

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

➤ Joint Pain – Causes of Joint Pain - Signs & Symptoms – Treatment

Swelling of Joints - Signs & Symptoms – Treatment

➤ Sprain - Signs & Symptoms – Treatment & Care of Sprain

➤ Dislocation – Causes - Signs & Symptoms – Treatment

➤ Fracture – Causes – Types - Signs & Symptoms – Treatment

➤ Toothache – Causes - Signs & Symptoms – Treatment & Prevention

Certificate Course in Hospital & Home-Based Health Care Attendent - (Practical classes 20 Hrs)

CCHHBCA-2 (PRACTICAL)

Skills related to Home Based Care

- History Taking skills
- Housekeeping skills
- Skills Related to Personal Hygiene
- Measurement of Vital Signs - TPR
- Measurement of Blood Pressure
- Giving Positions with Use of Comfort Devices
- Helping the Patient in Physiotherapy
- Skills in Giving Medicines
- Preventing of Bed Sore
- Skills related to collection and testing of samples at home.
- Skills Related to the Nutritional Needs
- Skills Related to the Elimination Needs
- Skills in Giving Inhalation
- Skills in Dressing and Suction
- Skills Related to Hot and Cold Application
- Assist the Patient in Ambulation
- Education to the Patient Help seeking
- Education related to MCH (Mother & Child Health), and elderly patient
- Handling of agitated patients

Skills related to Hospital Care

- Colour coding of biomedical waste bags
- Categorization of biomedical waste bags
- Categorization of waste
- Autoclaving
- Venous assess for taking sample
- Technique of sample collection
- Equipments for sample collection

- Storage of sample
- Sample vials
- Blood pressure monitoring
- Care of ward equipments
- Personal protection equipments procedure
- Sterile techniques
- Body mechanics while transferring a patient from wheelchair to bed and vice-e-versa
- Body mechanics while transferring patient from trolley to bed and vice-e-versa
- Emergency tray setting
- Vital signs monitoring
- Bandaging and its types
- Chest physiotherapy
- Nebulization
- Assisting in catheterization
- Oxygenation
- Care of dying patient
- Care of dead body
- Preparation of diet for patient with
 - Fever
 - Diabetes
 - High blood pressure
 - Weaning diet
 - Elderly