

Baba Farid University of Health Sciences



Ordinances & Syllabus

**Certificate course in Operation Theatre Attendant
(One year Certificate Course)**

Faridkot -151203

Ordinances

(Certificate Course in Operation Theatre Attendant)

1. Duration of course

There shall be a course leading to Certificate Course in Operation Theatre Attendant under the Faculty of Medical Sciences. The duration of the course shall be 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 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.

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. One Year Certificate Course in Operation Theatre Attendant.

The One Year Certificate Course in Operation Theatre Attendant shall be open to a person who

- a) has been enrolled for a period of 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 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 One Year Certificate Course in Operation Theatre 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 Operation Theatre 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 | Internal Assessment | Total Marks |
|-------------------------|--------------|--------|-----------|---------------------|-------------|
| CCOTA-01/ Paper I | Module - I | 40 | 40 | 20 | 100 |
| CCOTA-02/ Paper-II | Module - II | 40 | 40 | 20 | 100 |
| CCOTA-03 / Paper-III | Module - III | 40 | 40 | 20 | 100 |
| | Total | 120 | 120 | 60 | 300 |

- 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.
- 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 One Year Certificate Course in Operation Theatre Attendant, the candidate shall be awarded the Certificate in Operation Theatre Attendant.

SYLLABUS

Certificate Course in Operation Theatre Attendant

INTRODUCTION

About 150 posts of operation theatre Attendants exist in the state of Punjab. Most of these posts at present are occupied by unqualified personnel. Moreover, there is a large potential for increase in the number of these posts for the following reasons:-

There are several 50 bedded Hospitals in Punjab. All of these have operation theatres but no posts of operation theatre attendant have been provided. These will have to be created at some stage.

A large no. of private nursing homes that have come up, have an important role in providing health care to the people of the state. These nursing homes also need qualified and trained Operation Theatre Attendants.

No facilities exist in the state to meet this demand for trained and qualified personnel. At present PGIMER, Chandigarh is the only institution in the region which is running a diploma course for operation theatre attendants but the output of a trained operation theatre attendant is inadequate. By starting a certificate course in operation theatre attendant in Punjab, a pressing need of the health care delivery system in the state will be satisfied.

This course will be run by the Department of Anaesthesia under the overall control of the Principal/ Head of the Institution. The details are as under:-

OBJECTIVES OF THE COURSE

The Operation Theatre Attendants would be a great help in:

- Assisting the surgeons in preparation of the patients for surgery
- Preparing the operation theatre for surgery
- Assist in preparing instruments in the operation theatres
- Assist in shifting of patients before and after surgery
- Assist in taking pre-operative and post-operative care of the patients

EMPLOYMENT OPPORTUNITIES

A Certified Operation Theater Attendant can take gainful employment in following areas:

- Government hospitals.
- Private multi-specialty hospitals.
- Private nursing homes.

Syllabus

Certificate Course in Operation Theatre Attendant

MODULE 1

Instructions to the Paper Setter

- a. Question paper will be showing subject code, subject name and total marks on the top of the question paper.
- b. Each question paper of individual subject will be carrying 40 (forty) marks.
- c. There will be 8(eight) questions of 5 (five) marks each.
- d. All the questions will be compulsory.

*Syllabus***Certificate Course in Operation Theatre Attendant****MODULE 1****SYLLABUS**

Anatomy: General terminology & introduction to skeletal cardiovascular, Respiratory, Nervous, Gastro-intestinal & Genitourinary systems.

Physiology: Introduction and General considerations of the cardiovascular system, Respiratory, Gastro-intestinal & Genitourinary systems.

Bacteriology: Introduction, classification of bacteria, study of common pathogens and Obtaining & handling of specimens.

Pathology: Obtaining, Preservation, Handling & transport of the various types of specimens including those of blood, body fluids, secretion, CSF, bone marrow & various tissues.

Pharmacology: Pharmacology of disinfecting and antiseptic agent.

Theory lectures covering the following subjects:-

| Subjects | Total Duration |
|-----------------|-----------------------|
| Anatomy | 5 Hours |
| Physiology | 5 Hours |
| Bacteriology | 4 Hours |
| Pathology | 4 Hours |
| Pharmacology | 4 Hours |

Syllabus

CCOTA -02, PAPER II

Certificate Course in Operation Theatre Attendant

MODULE II

Surgery: General surgical techniques, asepsis, disinfection and sterilization, I/v Transfusion, assisting the various types of operations, transport of the Surgical patients, bandaging and application of P.O.P. and splints etc. Identification and uses of surgical instruments used in the various surgical specialties such as General Surgery, Plastic Surgery, Orthopaedics Surgery, urology surgery, Eye & ENT surgery, Paediatrics surgery, Cardiothoracic and Neuro surgery.

Operating Room Management: Asepsis and aseptic techniques, scrubbing and gowning, care and preparation of gloves & lines, names and use of various instruments and their care, handling, storage & sterilization. Study of sterilizers and boilers, trolley setting for various types of operations and cleaning and disinfections of operating rooms as per details below:-

- Moral aspect of duties of operating room technicians.
- Operating room discipline and asepsis.
- Handling, cleaning and sterilization of surgical instruments such as general surgical, Eye & ENT Gynaecological, urology, Neurosurgery, Orthopaedics, Cardiothoracic & Plastic surgical instruments,
- Handling of sterilized equipment
- Endoscopy equipment its storage maintenance and sterilization.
- Indenting procedures and maintenance of stock registers etc.
- Preparation of instrument packs, linen packs, glove packs, gauze, cotton & sponges etc.
- Principles and techniques of sterilization.
- Study of structure, working and maintenance of heat sterilizers.
- Autoclaving of instruments, linen articles, gloves and other rubber equipment.
- Autoclaving of drums and draps packs.
- Checking of sterilization.
- Setting up of instrument trollies for various surgical procedures such as various general surgery, orthopaedics, cardiothoracic surgery, urology, neurosurgery, plastic surgery, paediatrics surgery, obstetrics & gyanecology, Eye & ENT operations.
- Various suture materials, their sterilization use and storage.
- Use, care, disinfection & maintenance of general operating room equipment such as operating table suction and cautery machine and operating lights.
- Cleaning, disinfection, sterilization and preparation of operating rooms.

| Subjects | Total Duration |
|---------------------------|----------------|
| Surgery | 20 Hours |
| Operation Room Management | 60 Hours |

Syllabus**CCOTA -03, PAPER III****Certificate Course in Operation Theatre Attendant****MODULE III**

Details of Syllabus to be covered

Anaesthesia: Various anaesthetic techniques, maintenance & handling of anaesthesia equipment including syringes, needles, drugs, endotracheal equipment, anaesthesia machines, monitoring and resuscitation equipment, cardio-pulmonary resuscitation equipments, oxygen therapy, artificial respiration and care of the unconscious patient.

Nursing: General nursing care.

| Subjects | Total Duration |
|-----------------|-----------------------|
| Anaesthesia | 20Hours |
| Nursing | 8 Hours |

PRACTICAL TRAINING

Practical aspects of the above mentioned subjects will be covered by a rotating training in the following department:

| | | |
|---|---|---|
| Operating Room Training in the various surgical specialties | General Surgery Orthopaedic Surgery Obstetrics and Gynaecology Surgery Eye & ENT Surgery Plastic Surgery Urology Surgery Paediatrics Surgery Cardiothoracic Surgery Neuro surgery | 13 Weeks 2 weeks 2 weeks 2 weeks 2 weeks 1 week 1 week 1 week 1 week 1 week |
| Anaesthesia Department | | 4 weeks |
| Emergency Department | | 2 weeks |
| Central Sterilization Department | | 2 weeks |
| Hospital Laundry | | 1 week |
