



# SYLLABUS AND CURRICULUM OF CERTIFICATE IN GENERAL DUTY ASSISTANT COURSE

## **CERTIFICATE IN GENERAL DUTY ASSISTANT (GDA)**

The Certificate in General Duty Assistant (GDA) is a Allied Healthcare Certificate course designed to prepare students to assist doctors, nurses, and other healthcare professionals in hospitals and healthcare facilities.

A General Duty Assistant (GDA) plays an important role in providing basic patient care, maintaining hygiene, assisting in medical procedures, and supporting hospital operations.

### **Course Overview**

- **Full Form:** Certificate In General Duty Assistant (GDA)
- **Duration:** 1 Year + 3 Months (Internship)
- **Eligibility:**
  - 10<sup>TH</sup> pass
  - Minimum 45-50% marks

### **Career Opportunities after C D R**

- Hospitals
- Clinics
- Nursing homes
- Rehabilitation centers
- Dialysis centers
- Old age homes
- Home healthcare services



## SEMESTER - I

PAPER CODE	SUBJECT NAME	THEORY HOURS	PRACTICAL HOURS	THEORY MARKS	PRACTICAL MARKS
GDA101	BASIC HUMAN ANATOMY & PHYSIOLOGY & BODY MECHANICS	45 Min	1 Hrs.	50	50
GDA102	INTRODUCTION TO HEALTH CARE SYSTEM & HOSPITALS	45 Min	1 Hrs.	50	50
GDA103	BLS, EMERGENCY FIRST AID AND CPR	45 Min	1 Hrs.	50	50
GDA104	PATIENT CARE SKILL & DAILY ASSISTANT	45 Min	1 Hrs.	50	50

## **BASIC HUMAN ANATOMY & PHYSIOLOGY & BODY MECHANICS**

### Theory

#### UNIT 1 - INTRODUCTION TO ANATOMY & PHYSIOLOGY

- Definition of Anatomy
- Definition of Physiology
- Importance of anatomy & physiology for GDA
- Levels of organization of the body
  - Cell
  - Tissue
  - Organ
  - System
    - Anatomical terminologies
  - Anterior/posterior
  - Medial/lateral
  - Proximal/distal
  - Superior/inferior
    - Planes of the body
  - Sagittal
  - Coronal



- Transverse
  - Body cavities
- Cranial
- Thoracic
- Abdominal
- Pelvic

## **UNIT 2 – CELL & TISSUES**

### **A. Cell**

- Structure of the cell
- Cell membrane, cytoplasm, nucleus
- Cell organelles
  - Mitochondria
  - Ribosomes
  - Golgi apparatus
  - Endoplasmic reticulum
    - Cell functions
    - Cell division – Mitosis & Meiosis (basic)

### **B. Tissues**

- Definition
- Types of tissues
  - Epithelial tissue
  - Connective tissue
  - Muscle tissue
  - Nervous tissue

## **UNIT 3 – SKELETAL SYSTEM**

- Functions of skeletal system
- Types of bones
- Structure of long bone
- Axial & Appendicular skeleton
- Major bones:
  - Skull
  - Vertebral column
  - Ribs
  - Upper limb bones
  - Lower limb bones
    - Joints



- Types: Fibrous, Cartilaginous, Synovial
- Movements of joints

#### **UNIT 4 – MUSCULAR SYSTEM**

- Types of muscles
  - Skeletal
  - Smooth
  - Cardiac
    - Structure of skeletal muscle
    - Muscle contraction (basic idea)
    - Major muscle groups
    - Importance of muscles in patient movement & body mechanics

#### **UNIT 5 – CARDIOVASCULAR SYSTEM**

- Structure of heart
- Chambers of heart
- Valves of heart
- Flow of blood through heart
- Blood vessels – arteries, veins, capillaries
- Pulse
- Blood pressure
- Cardiac cycle (basic)
- Importance in ICU & patient monitoring

#### **UNIT 6 – RESPIRATORY SYSTEM**

- Organs
  - Nose
  - Pharynx
  - Larynx
  - Trachea
  - Bronchi
  - Lungs
    - Mechanism of breathing
    - Gas exchange
    - Respiratory rate
    - Oxygen saturation (SpO<sub>2</sub> – importance in ICU)

#### **UNIT 7 – DIGESTIVE SYSTEM**

- Organs of the digestive system
- Functions of each organ



- Process of digestion
- Absorption of nutrients
- Common digestive problems (constipation, diarrhea, acidity – GDA relevance)

### **UNIT 8 – URINARY SYSTEM**

- Kidneys
- Ureters
- Urinary bladder
- Urethra
- Formation of urine
- Normal urine output
- Intake-output chart maintenance (practical for GDA)

### **UNIT 9 – NERVOUS SYSTEM**

- Central nervous system (CNS)
- Peripheral nervous system (PNS)
- Neurons – structure and types
- Brain – cerebrum, cerebellum, brainstem
- Spinal cord
- Reflex action
- GCS (Glasgow Coma Scale) basics – GDA relevance

### **UNIT 10 – ENDOCRINE SYSTEM**

- Hormones – definition & importance
- Major endocrine glands
  - Pituitary
  - Thyroid
  - Parathyroid
  - Adrenal
  - Pancreas
    - Diabetes basic knowledge (GDA-level)

### **UNIT 11 – REPRODUCTIVE SYSTEM**

#### **Male Reproductive System**

- Testes
- Vas deferens
- Prostate
- Penis

#### **Female Reproductive System**



- Ovaries
- Fallopian tubes
- Uterus
- Vagina

### **Physiology**

- Menstrual cycle (basic)
- Pregnancy basics

### **UNIT 12 – BLOOD & IMMUNE SYSTEM**

- Composition of blood
- RBC, WBC, Platelets – functions
- Hemoglobin
- Blood groups – ABO, Rh factor
- Immunity – basic
- Vaccination
- Universal precautions

### **UNIT 13 – SKIN & SENSE ORGANS**

#### **Skin**

- Structure of skin
- Functions
- Pressure ulcers & prevention (GDA skill)

#### **Sense Organs**

- Eye – structure & function
- Ear – structure & function
- Nose, Tongue, Skin receptors

### **UNIT 14 – BODY MECHANICS**

- Definition and importance
- Principles of good body mechanics
- Proper posture
- Correct ways of lifting, bending, pushing & pulling
- Safe transfer techniques
  - Bed to wheelchair
  - Wheelchair to bed
  - Use of gait belt
    - Turning & positioning of bedridden patients



- Log rolling technique
- Preventing back injury in healthcare workers

## **UNIT 15 – BASIC PATIENT CARE SKILLS**

- Measuring vital signs
  - Pulse
  - Temperature
  - BP
  - Respiration
  - SpO<sub>2</sub>
    - Bed making
    - Patient bath – bed bath & assisted bath
    - Oral care
    - Nail and hair care
    - Feeding patients (normal & tube-feeding basics)
    - Catheter care (basic)
    - Specimen collection – urine, stool, sputum
    - Infection control practices

### **Practical**

#### **➤ BASIC PATIENT ASSESSMENT**

- ✓ Checking vital signs
  - Pulse measurement (radial, carotid)
  - Blood pressure measurement (manual & digital)
  - Respiratory rate measurement
  - Temperature measurement (oral, axillary)
  - Oxygen saturation (SpO<sub>2</sub>) using pulse oximeter

#### **➤ PATIENT POSITIONING & BODY MECHANICS**

- ✓ Principles of body mechanics
- ✓ Correct posture for lifting, bending, pushing & pulling
- ✓ Proper use of gait belt
  - ✓ Patient positioning techniques:
    - Supine
    - Prone
    - Fowler's
    - Semi-Fowler's
    - Left lateral



- Right lateral
- Trendelenburg
  
- ✓ Log rolling technique
- ✓ Turning of bedridden patient
- ✓ Prevention of bed sores (pressure point care)

➤ **PATIENT TRANSFER TECHNIQUES**

- ✓ Bed to wheelchair transfer
- ✓ Wheelchair to bed transfer
- ✓ Shifting patient from stretcher to bed
- ✓ Shifting patient with/without transfer board
- ✓ Assisting ambulatory patients
- ✓ Use of walkers, canes, wheelchairs

➤ **BASIC NURSING CARE**

- ✓ Bed making
  - Open bed
  - Closed bed
  - Occupied bed
  
- ✓ Personal hygiene & grooming
  - Bed bath procedure
  - Perineal care
  - Oral care
  - Nail & hair care
  - Shampooing bedridden patient
  
- ✓ Feeding assistance
  - Assisted feeding
  - Feeding tube care basics (GDA-level observation only)
  
- ✓ Pressure ulcer prevention care

➤ **INFECTION CONTROL PRACTICALS**

- ✓ Hand hygiene – WHO 7 steps practical
- ✓ Donning & doffing of PPE
- ✓ Gloves, mask, gown use
- ✓ Handling sharp objects
- ✓ Needle-stick injury protocol



- ✓ Biomedical waste segregation (colour coding)
- ✓ Cleaning & disinfection of patient area

➤ **BASIC FIRST AID & EMERGENCY RESPONSE**

- ✓ CPR (Hands-only CPR demonstration)
- ✓ Basic wound dressing
- ✓ Management of bleeding (pressure application)
- ✓ Splinting basics
- ✓ Choking management (Heimlich maneuver – demonstration)
- ✓ Emergency positioning of patient

➤ **AIRWAY & RESPIRATORY SUPPORT BASICS**

- ✓ Suctioning assistance
  - Oral suction
  - Airway suction observation (GDA role)
    - ✓ Airway adjunct handling (observation only)
      - Oropharyngeal airway
      - Nasopharyngeal airway
- ✓ Oxygen therapy assistance
  - Nasal cannula
  - Simple face mask
  - Non-rebreathing mask
    - ✓ Nebulization setup & assistance

➤ **MONITORING & DOCUMENTATION**

- ✓ ECG lead placement (basic demonstration)
- ✓ Recognizing abnormal vs normal readings (pulse, BP, SpO<sub>2</sub>)
- ✓ Fluid balance chart
- ✓ Patient intake-output documentation
- ✓ Recording vital signs in patient file

➤ **SPECIMEN COLLECTION**

- ✓ Urine sample collection (clean catch)
- ✓ Stool sample collection
- ✓ Sputum collection



- ✓ Transportation & labeling of samples
- ✓ Blood sample collection observation (GDA is observer only)

➤ **ASSISTING IN PROCEDURES**

- ✓ IV line preparation assistance
- ✓ Catheter care (perineal cleaning, hygiene)
- ✓ Enema assistance
- ✓ Dressings assistance
- ✓ Ryle's tube feeding assistance (GDA limits maintained)
- ✓ Post-operative patient care assistance

➤ **ENVIRONMENTAL SAFETY & PATIENT COMFORT**

- ✓ Bed height adjustment
- ✓ Side-rail use
- ✓ Fall prevention techniques
- ✓ Maintaining clean & safe patient environment
- ✓ Use of restraints (observation; ethical & safety precautions)

➤ **COMMUNICATION & PATIENT HANDLING SKILLS**

- ✓ Effective communication with patients
- ✓ Empathy & patient comfort skills
- ✓ Speaking with patients having pain, fear, or confusion
- ✓ Reporting abnormalities to nurse/doctor
- ✓ Handover techniques during shift change

➤ **PRACTICAL RELATED TO ANATOMY-PHYSIOLOGY**

- ✓ Identifying major bones on models/charts
- ✓ Identifying major organs on models/charts
- ✓ Identifying pulse points
- ✓ Checking capillary refill time (CRT)
- ✓ Identifying pressure points for bed sore prevention
- ✓ Recognizing signs of dehydration & fluid overload

➤ **FIRE SAFETY & DISASTER MANAGEMENT**

- ✓ Fire extinguisher use (PASS method)
- ✓ Evacuation drill
- ✓ Shifting patients safely during emergency
- ✓ Disaster code identification (Code Red, Blue, Yellow, Pink)



## **INTRODUCTION TO HEALTH CARE SYSTEM & HOSPITALS**

### **Theory**

#### **UNIT 1 – INTRODUCTION TO HEALTH & HEALTHCARE**

- Concept of health
- Dimensions of health (Physical, Mental, Social, Emotional)
- Determinants of health
- Disease: definition, types, causes
- Health indicators (IMR, MMR, morbidity, mortality)
- Prevention of diseases – Levels of prevention
  - Primordial
  - Primary
  - Secondary
  - Tertiary

#### **UNIT 2 – HEALTHCARE SYSTEM IN INDIA**

- Structure of healthcare system
  - Primary level
  - Secondary level
  - Tertiary level
- Public health system
  - Sub-centre (SC)
  - Primary Health Centre (PHC)
  - Community Health Centre (CHC)
  - District Hospital
  - Government Medical College Hospital
- Private healthcare system
- Difference between public & private healthcare

#### **UNIT 3 – HOSPITAL: ORGANIZATION & FUNCTIONING**

- Definition of hospital
- Classification of hospitals



- Based on ownership: Govt, Private, Trust
  - Based on care: Primary, Secondary, Tertiary
  - Based on specialization: General, Multi-specialty, Specialty hospitals
- Hospital departments
    - OPD
    - IPD
    - ICU
    - Emergency
    - Operation Theatre (OT)
    - Radiology
    - Laboratory
    - Pharmacy
    - Physiotherapy
    - CSSD
    - Blood bank
    - Dietary department
    - Biomedical engineering

#### **UNIT 4 – HOSPITAL ADMINISTRATION & STAFF ROLES**

- Organizational structure of hospital
- Roles & responsibilities:
  - Medical Superintendent
  - Doctors
  - Nurses
  - GDA/Patient Care Assistant
  - Ward boys
  - Housekeeping
  - Pharmacist
  - Lab technician
  - Radiology technician
  - Security staff
  - Dietician
  - Physiotherapist
- Code of conduct for healthcare workers
- Personal hygiene & grooming for hospital staff

#### **UNIT 5 – PATIENT ADMISSION, TRANSFER & DISCHARGE**

- Admission procedures
- Types of admissions:



- Emergency
  - Routine
  - Transfer-in
- Transfer of patient
    - Intra-hospital transfer
    - ICU transfer
    - OT transfer
  - Discharge process
  - Death & medico-legal case (MLC) basics (GDA-level)

### **UNIT 6 – PATIENT RIGHTS & ETHICS**

- Patient Rights (as per NABH)
- Patient responsibilities
- Ethical behaviour in hospital
- Maintaining privacy & dignity
- Informed consent (basic concept)
- Confidentiality & data protection
- Professional boundaries with patients

### **UNIT 7 – COMMUNICATION IN HOSPITAL SETTING**

- Types of communication (verbal, non-verbal)
- Effective communication skills
- Communication with special patients
  - Hearing impaired
  - Visually impaired
  - Elderly patients
  - Children
- Handling angry & anxious patients
- Professional behaviour with attendants
- Shift handover & reporting skills

### **UNIT 8 – BASIC HOSPITAL RECORDS & DOCUMENTATION**

- Importance of hospital records
- Types of documents:
  - Admission papers
  - Consent forms
  - Lab requisition forms



- Vital signs chart
  - I/O chart
  - Nursing notes
  - Discharge summary (reading basics)
- Medical abbreviations (common)

### **UNIT 9 – INFECTION CONTROL SYSTEM IN HOSPITALS**

- Chain of infection
- Standard precautions
- Hand hygiene – WHO 7 steps
- Use of PPE
- Cleaning, disinfection & sterilization
- Biomedical waste management (colour coding)
- Isolation precautions (contact, droplet, airborne)
- Needle-stick injury protocol
- Hospital-acquired infections (HAIs) basics

### **UNIT 10 – HOSPITAL SAFETY PRACTICES**

- Fire safety: PASS method
- Ambulance services & emergency response
- Disaster management (Code Red, Blue, Pink etc.)
- Prevention of patient falls
- Safe environment maintenance
- Equipment safety & maintenance (GDA role)
- Handling gas cylinders (Oxygen)

### **UNIT 11 – BASICS OF FIRST AID**

- First aid principles
- Management of bleeding
- Bandaging & dressing
- Burns basic care
- Fracture immobilization
- Choking (Heimlich manoeuvre)
- CPR – hands-only
- Poisoning basics (observation & reporting)

### **UNIT 12 – NURSING ASSISTANCE IN HOSPITAL**

- Bed making (open, closed, occupied)
- Patient hygiene & grooming
- Feeding assistance
- Mobility assistance



- Positioning of patients
- Prevention of bedsores
- Intake-output charting
- Vital sign monitoring
- Assisting in procedures

### **UNIT 13 – HUMAN VALUES & PROFESSIONAL BEHAVIOUR**

- Empathy & compassion
- Respect & dignity
- Teamwork in healthcare
- Time management
- Stress management for healthcare workers
- Attitude & behaviour in hospital

### **UNIT 14 – LEGAL ASPECTS IN HEALTHCARE**

- Basic medico-legal terms
- MLC cases – overview
- Consent types
- Patient identification rules
- Reporting of incidents
- Do's & don'ts for GDA in legal cases

### **UNIT 15 – QUALITY & NABH BASICS**

- Concept of quality healthcare
- NABH introduction
- Patient safety goals
- Error prevention
- Near-miss reporting
- Role of GDA in NABH compliance

## **Practical**

### **➤ Hospital Orientation**

- Visit to different departments of the hospital
- Identification of hospital areas:
  - OPD (Out Patient Department)
  - IPD (In Patient Department)
  - Emergency Department
  - ICU
  - Operation Theatre
  - Laboratory



- Pharmacy
- Radiology Department
- Wards and Nursing Station
- Understanding the basic layout and flow of patients in a hospital

➤ **Identification of Hospital Departments**

- Practical identification of major hospital departments
- Understanding the basic function of each department:
  - Medical Department
  - Surgical Department
  - Pediatric Department
  - Obstetrics & Gynecology Department
  - Diagnostic Departments
- Role of support services:
  - Laundry
  - CSSD (Central Sterile Supply Department)
  - Dietary/Kitchen
  - Housekeeping

➤ **Understanding Hospital Staff Roles**

- Observation of roles and duties of different healthcare professionals:
  - Doctors
  - Nurses
  - General Duty Assistants (GDA)
  - Ward Boys / Nursing Assistants
  - Lab Technicians
  - Pharmacists
  - Administrative Staff
- Learning proper communication with hospital staff

➤ **Patient Admission and Discharge Process**

- Observing patient admission procedures
- Basic documentation involved in admission
- Understanding discharge procedures and documentation
- Assisting in guiding patients and relatives

➤ **Patient Transport and Movement**

- Safe transport of patients within hospital
- Use of:
  - Wheelchair
  - Stretcher
  - Patient trolley



- Assisting patients during movement between departments
- **Basic Hospital Safety Practices**
  - Identification of emergency exits and fire safety equipment
  - Understanding infection control practices
  - Use of Personal Protective Equipment (PPE):
    - Gloves
    - Mask
    - Apron
  - Maintaining cleanliness in patient care areas
- **Hospital Record and Documentation**
  - Identification of common hospital records:
    - Patient file
    - Admission register
    - Bed occupancy register
    - Nursing records
  - Basic understanding of maintaining confidentiality of patient records
- **Patient Interaction and Assistance**
  - Assisting patients in locating hospital departments
  - Helping patients in basic needs within hospital wards
  - Observing patient care etiquette and respectful behavior
- **Infection Control Practices**
  - Demonstration of proper handwashing technique
  - Safe disposal of biomedical waste
  - Identification of biomedical waste color-coded bins

## **BLS, EMERGENCY FIRST AID AND CPR**

### **Theory**

#### **UNIT 1 – INTRODUCTION TO BASIC LIFE SUPPORT (BLS)**

##### **1. Definition & Importance**

- Definition of BLS
- Importance of BLS in the Healthcare System
- Survival chain concept



## **2. Components of BLS**

- Early recognition
- Early CPR
- Early defibrillation
- Advanced care arrival

## **3. Legal & Ethical Considerations**

- Consent in emergency
- Good Samaritan Law
- Duty to act
- Safety of rescuer & victim

## **UNIT 2 – PATIENT ASSESSMENT IN EMERGENCY**

### **1. Scene Assessment**

- Scene safety
- Environmental hazards
- Personal safety

### **2. Primary Survey (ABCDE)**

- **A – Airway:** Patency, obstruction
- **B – Breathing:** Rate, quality
- **C – Circulation:** Pulse, bleeding
- **D – Disability:** AVPU scale
- **E – Exposure:** Full body check

### **3. Secondary Survey**

- Vital signs (BP, PR, RR, Temp, SpO<sub>2</sub>)
- Head-to-toe examination
- History taking (SAMPLE, OPQRST)

## **UNIT 3 – BASIC FIRST AID MANAGEMENT**

### **1. Wounds & Bleeding**

- Types of wounds
- Pressure application
- Use of bandages & dressings
- Control of severe bleeding
- Tourniquet basics



## **2. Shock Management**

- Definition & causes
- Identifying signs of shock
- Positioning (shock position)
- Maintaining temperature

## **3. Burns First Aid**

- 1st, 2nd, 3rd degree burns
- Cooling the burn
- Dressing application
- Electrical & chemical burn care

## **4. Fractures, Sprains & Strains**

- Identifying fractures
- Splinting techniques
- Immobilization
- Handling suspected spinal injury

## **5. Poisoning & Bites**

- Types of poisoning
- First aid for ingestion, inhalation, skin exposure
- Snake bite, insect bite management

## **UNIT 4 – AIRWAY MANAGEMENT BASICS**

### **1. Types of Airway Obstruction**

- Partial vs complete
- Foreign body obstruction

### **2. Airway Opening Techniques**

- Head tilt–chin lift
- Jaw thrust
- Recovery position

### **3. Choking First Aid**

- Adult choking – Heimlich maneuver
- Infant choking – back blows & chest thrusts



## **UNIT 5 – CARDIOPULMONARY RESUSCITATION (CPR)**

### **1. Introduction to CPR**

- Definition of cardiac arrest
- Importance of high-quality CPR

### **2. Adult CPR**

- Compression techniques
- Depth, rate & recoil
- Ratio (30:2)
- Hands-only CPR

### **3. Child & Infant CPR**

- Differences from adult CPR
- 1-rescuer & 2-rescuer technique
- Special considerations

### **4. Rescue Breathing**

- Mouth-to-mouth
- Mouth-to-mask ventilation
- Bag-valve-mask basics

## **UNIT 6 – AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

### **1. Introduction to AED**

- Function of AED
- Indications & contraindications

### **2. AED Use in CPR**

- Turning on AED
- Pad placement
- Rhythm analysis
- Shock delivery
- CPR-AED cycle

## **UNIT 7 – EMERGENCY FIRST AID FOR COMMON CONDITIONS**

### **1. Heart Attack**

- Symptoms



- First aid
- Aspirin use (as per protocol)

## **2. Stroke**

- FAST assessment
- Positioning
- Immediate care

## **3. Asthma Attack**

- Identifying breathing difficulty
- Inhaler assistance
- Nebulization basics (if trained)

## **4. Seizures**

- Safety precautions
- Positioning
- Post-seizure care

## **5. Diabetic Emergencies**

- Hypoglycemia signs
- Glucose administration
- Unconscious diabetic patient care

## **UNIT 8 – EMERGENCY TRANSPORTATION & HANDOVER**

### **1. Patient Moving Techniques**

- Log roll
- Stretcher transfer
- Carrying unconscious patient

### **2. Ambulance Protocols**

- Emergency codes
- Transport safety
- Maintaining airway & breathing during transfer

### **3. Emergency Handover Report**

- SBAR format (Situation, Background, Assessment, Recommendation)
- Vitals documentation
- Events chronology



## **UNIT 9 – INFECTION CONTROL DURING BLS**

### **1. Personal Protective Equipment (PPE)**

- Gloves, mask, eye protection

### **2. Safe Disposal of Bio-waste**

- Handling contaminated material
- Post-resuscitation waste disposal

### **3. Post-exposure Measures**

- Hand hygiene
- Needle-stick injury protocol

## **Practical**

### **➤ PATIENT ASSESSMENT SKILLS**

#### **1. Scene & Victim Assessment**

- Scene safety checking
- Identification of hazards
- Checking responsiveness (tap & shout)
- Calling for help (Activation of EMS)

#### **2. Primary Survey (ABCDE)**

- Airway check
- Breathing assessment
- Circulation assessment
- AVPU scale
- Exposure & head-to-toe check

#### **3. Secondary Survey**

- Vital signs measurement
  - Pulse
  - Blood pressure
  - Respiration rate
  - Temperature
  - SpO<sub>2</sub>
- SAMPLE history taking
- OPQRST pain assessment



➤ **AIRWAY MANAGEMENT PRACTICALS**

**1. Manual Airway Techniques**

- Head tilt–chin lift
- Jaw thrust (for suspected trauma)

**2. Airway Adjuncts Handling**

- Oropharyngeal airway (OPA) insertion (mannequin)
- Nasopharyngeal airway (NPA) insertion (demo)

**3. Choking Management Drill**

- Adult choking – Heimlich maneuver
- Conscious child choking – abdominal thrusts
- Infant choking – back blows & chest thrusts
- Unconscious choking – CPR with airway check

➤ **CPR PRACTICAL TRAINING**

**1. Adult CPR (Mannequin)**

- Chest compression technique
- Compression rate, depth & recoil
- 30:2 cycle practice
- Hands-only CPR practice
- Switching compressors (team CPR)

**2. Child CPR**

- One-hand compression technique
- 30:2 ratio
- Two-rescuer technique (15:2)

**3. Infant CPR**

- 2-finger technique
- Airway head positioning for infants
- 30:2 & 15:2 cycle

**4. Rescue Breathing**

- Mouth-to-mask technique
- Bag-valve-mask ventilation (BVM demonstration)
- Checking chest rise



➤ **AED (AUTOMATED EXTERNAL DEFIBRILLATOR) PRACTICAL**

**1. AED Components & Handling**

- Turning AED on/off
- Pad placement for adult & child
- Safe distance during shock (“Clear!”)

**2. CPR + AED Integrated Scenario**

- AED analysis during CPR
- Following AED prompts
- Shock delivery simulation
- Post-shock CPR

➤ **FIRST AID PRACTICAL SKILLS**

**1. Wounds & Bleeding**

- Cleaning minor wounds
- Dressing & bandaging
- Pressure bandage technique
- Use of triangular bandage
- Applying tourniquet (demo)

**2. Fractures & Splinting**

- Upper limb splinting
- Lower limb splinting
- Spinal precautions
- Cervical collar application

**3. Burns Management**

- Cooling a burn
- Application of sterile dressing
- Electrocution first aid (demo)

**4. Shock Management**

- Shock position
- Warming techniques
- Monitoring vitals

**5. Poisoning & Bites**



- Activated charcoal demonstration (theory-practical link)
- Snake bite immobilization
- Sting/bite first aid

➤ **EMERGENCY CONDITIONS PRACTICALS**

**1. Heart Attack Simulation**

- Assessment
- Assisting patient in comfortable position
- Preparing for transport

**2. Stroke (FAST Assessment)**

- Face droop check
- Arm weakness test
- Speech test

**3. Asthma Attack**

- Helping patient use inhaler/spacer
- Nebulizer preparation

**4. Seizure First Aid**

- Clearing area
- Side-lying position after seizure
- Monitoring vitals

**5. Diabetic Emergency**

- Checking blood glucose (demo)
- Administering oral glucose gel

➤ **PATIENT MOVING & TRANSPORT**

**1. Safe Lifting Techniques**

- Body mechanics
- 2-person & 4-person lifting

**2. Patient Transfer Skills**

- Bed to stretcher
- Log roll (spinal injury)
- Recovery position placement



### 3. Ambulance Transfer

- Loading patient into ambulance
- Securing patient
- Maintaining airway during transfer

#### ➤ **INFECTION CONTROL PRACTICALS**

#### 1. PPE Usage

- Donning & doffing gloves
- Mask (3-layer, N95)
- Face shield
- Gown/apron

#### 2. Hand Hygiene Demonstration

- WHO 7-step handwashing
- Hand rub application

#### 3. Biomedical Waste Handling

- Segregation into color-coded bins
- Handling contaminated waste post-CPR

#### ➤ **EMERGENCY SIMULATION DRILLS**

- Unconscious patient scenario
- Road accident victim
- Cardiac arrest in ward
- Choking in cafeteria
- Seizure in OPD
- Infant choking at home
- Stroke in elderly patient

## **PATIENT CARE SKILL & DAILY ASSISTANT**

### Theory

#### **UNIT 1 – INTRODUCTION TO PATIENT CARE**

- Definition of patient care
- Role & responsibilities of a General Duty Assistant
- Hospital departments: OPD, IPD, ICU, Emergency
- Patient rights & dignity



- Professional behavior, etiquette & empathy
- Communication skills with patients & relatives
- Maintaining privacy & confidentiality

## **UNIT 2 – ADMISSION, TRANSFER & DISCHARGE**

### **1. Admission Procedures**

- Preparing patient room/bed
- Greeting & identifying the patient
- Filling admission forms
- Taking baseline vitals
- Labeling of patient belongings

### **2. Transfer Procedures**

- Bed → stretcher transfer
- Intra-hospital patient transfer
- ICU transfer basics
- Wheelchair transfer

### **3. Discharge Procedures**

- Patient education
- Handing over belongings
- Discharge documentation assistance

## **UNIT 3 – PATIENT HYGIENE & PERSONAL CARE**

### **1. Personal Hygiene**

- Oral care
- Hair care
- Hand & foot care
- Nail trimming precautions

### **2. Bathing**

- Bed bath
- Sponge bath
- Tub bath (assisted)
- Perineal care (male & female)

### **3. Skin Care**

- Prevention of pressure sores



- Back care
- Position changing every 2 hours

#### **UNIT 4 – VITAL SIGNS & BASIC CLINICAL SKILLS**

- Measurement of pulse
- Measurement of blood pressure (manual & digital)
- Respiration rate
- Temperature (oral, axillary)
- Oxygen saturation (pulse oximeter)
- Height & weight measurement
- BMI calculation
- Pain assessment using pain scales

#### **UNIT 5 – FEEDING & NUTRITION SUPPORT**

##### **1. Feeding Assistance**

- Feeding a conscious patient
- Feeding an unconscious patient (Ryle's tube feeding – observation only)
- Assisting during meals
- Maintaining food hygiene

##### **2. Hydration**

- Encouraging oral fluids
- Intake-output chart maintenance

##### **3. Special Diets**

- Soft diet
- Diabetic diet
- High-protein diet (ICU patients)

#### **UNIT 6 – MOBILITY, POSITIONING & BODY MECHANICS**

##### **1. Patient Positioning**

- Supine
- Prone
- Lateral
- Fowler's & semi-Fowler's
- Trendelenburg
- Log rolling (spinal care)

##### **2. Mobility Assistance**



- Helping patient walk
- Use of walker, cane/crutches (basic)
- Prevention of falls

### **3. Safe Body Mechanics**

- Proper lifting techniques
- Ergonomics for GDA
- Back care during patient handling

## **UNIT 7 – ELIMINATION NEEDS & CARE**

### **1. Urinary Elimination**

- Bedpan & urinal handling
- Perineal hygiene
- Catheter care (observation + assistance)

### **2. Bowel Elimination**

- Bedpan use
- Enema (assisting the nurse)
- Observing stool characteristics

### **3. Ostomy Care (Basic)**

- Observation of colostomy/ileostomy bag
- Emptying & cleaning (assisting)

## **UNIT 8 – CARE OF UNCONSCIOUS PATIENT**

- Positioning of unconscious patient
- Oral care of unconscious patient
- Eye care
- Maintaining airway (basic)
- Prevention of bed sores
- Monitoring vitals

## **UNIT 9 – MEDICATION ASSISTANCE (BASIC)**

- Assisting with oral medications
- Understanding prescription chart
- Medication safety – “Five Rights”
- Assisting with nebulization
- Assisting in IV/IM procedures (observation only)
- Monitoring for side effects & reporting



## **UNIT 10 – INFECTION CONTROL PRACTICES**

- Hand hygiene (WHO 7 steps)
- PPE use
- Mask, gloves, apron use
- Disinfection of patient area
- Biomedical waste segregation
- Standard precautions for all patients

## **UNIT 11 – BASIC EMERGENCY RESPONSE**

- Recognizing signs of emergency
- Calling emergency code
- Patient positioning during emergency
- Basic first aid
- CPR (observation during duty)
- Handling patient collapse

## **UNIT 12 – CARE OF SPECIAL PATIENTS**

- Elderly care
- Pediatric patient handling
- Post-operative patient care
- Orthopedic patient care (traction basics)
- Terminally ill patient care (palliative basics)

## **UNIT 13 – CLEANING, STERILIZATION & EQUIPMENT HANDLING**

- Cleaning & disinfecting patient beds
- Linen changing (occupied & unoccupied bed)
- Handling medical equipment (BP apparatus, thermometer, glucometer, oxygen cylinder)
- Trolley setup for procedures
- Maintaining patient room cleanliness

## **Practical**

### **➤ HOSPITAL COMMUNICATION & PATIENT HANDLING**

- Proper greeting & identification of patient
- Introducing self & maintaining professional behaviour
- Effective communication with patient & relatives
- Maintaining privacy while doing care
- Use of call-bell & safety measures
- Hand hygiene (WHO 7-step method)



➤ **BED MAKING & UNIT PREPARATION**

- Unoccupied bed making
- Occupied bed making (with patient)
- Preparing patient unit for admission
- Cleaning & disinfecting patient area
- Setting up bedside table, water, spittoon
- Linen collection & disposal

➤ **ADMISSION, TRANSFER & DISCHARGE SUPPORT**

- Preparing room for new patient
- Taking baseline vitals during admission
- Safe patient transfer:
  - Bed to stretcher
  - Stretcher to bed
  - Wheelchair transfer
- Supporting discharge process
- Handing over belongings to patient/family

➤ **VITAL SIGNS MEASUREMENT**

- Measuring pulse
- Measuring blood pressure (manual & digital)
- Measuring respiratory rate
- Measuring temperature (oral, axillary)
- Using pulse oximeter
- Recording height, weight & BMI
- Filling vital signs chart

➤ **PERSONAL HYGIENE & BATHING**

- Oral care (conscious patient)
- Oral care (unconscious patient)
- Bed bath & sponge bath
- Hair wash (bedside)
- Perineal care (male & female)
- Nail care (safety precautions)
- Skin care & back care (massage, pressure point care)

➤ **FEEDING & NUTRITION ASSISTANCE**

**Practical Skills**

- Feeding a conscious patient
- Feeding an unconscious patient (under supervision)



- Positioning patient during & after feeding
- Maintaining intake–output chart
- Assisting in Ryle’s tube feeding (observation only)
- Helping in special diet management (diabetic/soft diet)

➤ **MOBILITY, POSITIONING & BODY MECHANICS**

- Patient positioning:
  - Supine, prone, lateral
  - Fowler’s, semi-Fowler’s
  - Trendelenburg
- Turning patient every 2 hours (pressure sore prevention)
- Log rolling technique
- Helping patient walk (ambulation)
- Use of wheelchair, walker, cane
- Safe lifting techniques for caregiver
- Transferring patient from bed → chair → bed

➤ **ELIMINATION NEEDS & CARE**

- Bedpan & urinal assistance
- Perineal hygiene after elimination
- Diaper changing (adult)
- Catheter care (basic cleaning, observation)
- Enema assistance
- Colostomy/ileostomy bag emptying
- Maintaining elimination chart

➤ **CARE OF UNCONSCIOUS PATIENT**

- Positioning unconscious patient
- Oral hygiene for unconscious patient
- Eye care & ear care
- Performing back care
- Preventing pressure sores
- Monitoring vitals closely
- Suctioning assistance (under supervision)

➤ **MEDICATION ASSISTANCE (BASIC)**

- Assisting in oral medication
- Understanding drug chart
- Checking expiry & correct drug
- Nebulization assistance
- Oxygen therapy support (mask, nasal cannula)
- IV/IM procedure support (only assisting)



- Monitoring for side effects & reporting
- **INFECTION CONTROL PRACTICES**
  - Handwashing (WHO technique)
  - Donning & doffing PPE
  - Use of gloves, masks, apron
  - Cleaning & disinfection of patient area
  - Biomedical waste segregation
  - Handling of soiled linen
  - Safe disposal of sharps (observer role)
- **BASIC EMERGENCY RESPONSE**
  - Identifying emergency signs
  - Calling for help/emergency code
  - Placing patient in recovery position
  - Assisting in CPR (under supervision)
  - First aid for bleeding, burns, fractures
  - Assisting during patient collapse
  - Managing airway positioning
- **SPECIAL PATIENT CARE**
  - Elderly patient care (geriatric care)
  - Pediatric patient handling (basic)
  - Post-operative patient assistance
  - Orthopedic traction assistance
  - Care of bedridden patients
  - Palliative/terminal care assistance
- **CLEANING, DISINFECTION & EQUIPMENT HANDLING**
  - Cleaning & disinfecting thermometers, BP cuff, stethoscope
  - Handling oxygen cylinders safely
  - Glucometer use (under supervision)
  - Preparing trolley for procedures
  - Sterile technique for basic tasks
  - Room cleaning & linen management



## SEMESTER - II

PAPER CODE	SUBJECT NAME	THEORY HOURS	PRACTICAL HOURS	THEORY MARKS	PRACTICAL MARKS
GDA101	INTRODUCTION & ROLE OF A GENERAL DUTY ASSISTANT	45 Min	1 Hrs.	50	50
GDA102	GENERAL HEALTH, HYGIENE & INFECTION CONTROL	45 Min	1 Hrs.	50	50
GDA103	CRITICAL CARE SUPPORT & DIALYSIS ASSISTANT	45 Min	1 Hrs.	50	50
GDA104	MORTUARY MANAGEMENT & EQUIPMENT MAINTENANCE	45 Min	1 Hrs.	50	50

## INTRODUCTION & ROLE OF A GENERAL DUTY ASSISTANT

### THEORY

#### UNIT 1. Introduction to Healthcare System

- Definition of healthcare and health services
- Structure of healthcare delivery system
- Levels of healthcare services:
  - Primary healthcare
  - Secondary healthcare
  - Tertiary healthcare
- Types of healthcare institutions:
  - Hospitals
  - Clinics
  - Primary Health Centres (PHC)
  - Community Health Centres (CHC)
  - Nursing homes
- Role of healthcare workers in hospitals



## **UNIT 2. Introduction to General Duty Assistant (GDA)**

- Definition of **General Duty Assistant**
- Importance of GDA in healthcare system
- Scope of work of GDA in hospital and community settings
- Qualities and skills required for a good GDA:
  - Communication skills
  - Compassion and empathy
  - Responsibility
  - Discipline
  - Teamwork

## **UNIT 3. Roles and Responsibilities of a GDA**

- Assisting nurses and doctors in patient care
- Maintaining cleanliness and hygiene in patient areas
- Assisting patients in daily activities (ADL):
  - Bathing
  - Dressing
  - Feeding
  - Toileting
- Helping patients with mobility and transportation
- Monitoring and reporting patient conditions
- Assisting during admission and discharge of patients
- Maintaining patient comfort and safety

## **UNIT 4. Professional Ethics and Behavior**

- Meaning of professional ethics in healthcare
- Patient rights and dignity
- Confidentiality of patient information
- Respectful behavior with patients and relatives
- Ethical responsibilities of healthcare workers
- Professional conduct and discipline in hospital

## **UNIT 5. Communication Skills in Healthcare**

- Definition and importance of communication
- Types of communication:
  - Verbal communication
  - Non-verbal communication
  - Written communication
- Communication with patients and relatives
- Communication with healthcare team members
- Barriers to communication and methods to overcome them



## **UNIT 6. Teamwork in Healthcare**

- Importance of teamwork in hospital settings
- Members of healthcare team:
  - Doctors
  - Nurses
  - Pharmacists
  - Laboratory technicians
  - Physiotherapists
  - Ward attendants / GDAs
- Coordination between healthcare professionals
- Role of GDA in supporting the healthcare team

## **UNIT 7. Safety and Infection Control**

- Importance of infection control in hospitals
- Basic concepts of infection and contamination
- Methods of preventing infection:
  - Hand hygiene
  - Personal protective equipment (PPE)
  - Cleaning and disinfection
- Waste management and biomedical waste disposal
- Safety precautions while handling patients

## **UNIT 8. Patient Care and Comfort**

- Importance of patient comfort
- Basic needs of patients:
  - Physical needs
  - Emotional needs
  - Psychological needs
- Maintaining patient dignity and privacy
- Observing and reporting patient changes

## **UNIT 9. Hospital Environment and Ward Management**

- Layout of hospital and wards
- Maintaining cleanliness in hospital environment
- Bed making and ward maintenance
- Proper handling of hospital equipment
- Reporting damaged or missing equipment

## **UNIT 10. Personal Hygiene and Grooming**

- Importance of personal hygiene for healthcare workers



- Proper uniform and dress code
- Hand washing techniques
- Nail care and hair care
- Prevention of hospital-acquired infections

## **PRACTICAL**

### ➤ **Orientation to Hospital Environment**

- Visit to different hospital departments:
  - OPD (Out Patient Department)
  - Emergency Department
  - Wards
  - ICU
  - Laboratory
  - Pharmacy
- Understanding hospital layout and patient care areas
- Identifying roles of different healthcare workers

### ➤ **Identification of Duties of a GDA**

- Observation of GDA duties in hospital wards
- Assisting nursing staff in routine ward activities
- Understanding daily work schedule of a GDA
- Maintaining discipline and professional behavior

### ➤ **Demonstration of Communication Skills**

- Greeting and receiving patients
- Communicating politely with patients and relatives
- Communicating with nurses and doctors
- Practicing verbal and non-verbal communication

### ➤ **Personal Hygiene and Grooming**

- Proper hand washing technique (step-by-step demonstration)
- Wearing hospital uniform properly
- Maintaining personal cleanliness and hygiene
- Use of gloves, masks, and basic PPE

### ➤ **Assisting in Basic Patient Care**

- Assisting patients in:
  - Sitting and standing
  - Walking



- Moving from bed to wheelchair
- Helping patients during feeding
- Assisting with patient comfort measures

#### ➤ **Bed Making Practice**

- Open bed preparation
- Closed bed preparation
- Occupied bed making
- Maintaining bed cleanliness and comfort for patients

#### ➤ **Maintaining Clean Hospital Environment**

- Cleaning patient surroundings
- Proper arrangement of patient beds and equipment
- Handling linen and hospital materials safely
- Following hygiene protocols in ward areas

#### ➤ **Patient Safety Measures**

- Safe patient handling techniques
- Preventing falls and injuries
- Safe transportation of patients using:
  - Wheelchair
  - Stretcher
- Basic ward safety practices

#### ➤ **Infection Prevention Practices**

- Proper hand hygiene practice
- Safe disposal of waste in different color-coded bins
- Maintaining cleanliness of patient environment
- Following infection control guidelines in hospital

## **GENERAL HEALTH, HYGIENE & INFECTION CONTROL**

### **THEORY**

#### **UNIT 1. Introduction to Health**

- Definition of health
- Dimensions of health:
  - Physical health
  - Mental health



- Social health
- Importance of maintaining good health
- Factors affecting health:
  - Environment
  - Lifestyle
  - Nutrition
  - Heredity
  - Socioeconomic conditions

### **UNIT 2. Personal Hygiene**

- Definition and importance of personal hygiene
- Daily hygiene practices:
  - Bathing
  - Hand washing
  - Oral hygiene
  - Hair and nail care
- Clean clothing and grooming
- Importance of personal hygiene for healthcare workers
- Prevention of disease through hygiene

### **UNIT 3. Environmental Hygiene**

- Definition and importance of environmental hygiene
- Cleanliness in hospitals and homes
- Safe drinking water
- Proper sanitation and waste disposal
- Ventilation and lighting in living areas
- Control of insects and pests

### **UNIT 4. Nutrition and Health**

- Definition of nutrition
- Importance of balanced diet
- Basic nutrients:
  - Carbohydrates
  - Proteins
  - Fats
  - Vitamins
  - Minerals
  - Water
- Malnutrition and its effects on health
- Importance of proper diet for patients



## **UNIT 5. Introduction to Infection**

- Definition of infection
- Types of microorganisms:
  - Bacteria
  - Viruses
  - Fungi
  - Parasites
- Sources of infection
- Modes of transmission:
  - Direct contact
  - Indirect contact
  - Airborne transmission
  - Food and water transmission

## **UNIT 6. Chain of Infection**

- Components of chain of infection:
  - Infectious agent
  - Reservoir
  - Portal of exit
  - Mode of transmission
  - Portal of entry
  - Susceptible host
- Methods to break the chain of infection

## **UNIT 7. Infection Control in Healthcare Settings**

- Importance of infection control in hospitals
- Role of healthcare workers in preventing infections
- Standard precautions in patient care
- Isolation precautions for infectious diseases

## **UNIT 8. Hand Hygiene**

- Importance of hand hygiene
- When to wash hands
- Proper hand washing technique
- Use of alcohol-based hand sanitizers

## **UNIT 9. Personal Protective Equipment (PPE)**

- Definition and importance of PPE
- Types of PPE:
  - Gloves



- Masks
- Gowns
- Caps
- Face shields
- Correct method of wearing and removing PPE

### **UNIT 10. Cleaning, Disinfection and Sterilization**

- Definitions:
  - Cleaning
  - Disinfection
  - Sterilization
- Methods of disinfection
- Importance of sterilization in healthcare
- Care of medical equipment

### **UNIT 11. Biomedical Waste Management**

- Definition of biomedical waste
- Sources of biomedical waste in hospitals
- Color-coded waste segregation system
- Safe disposal of biomedical waste
- Role of GDA in waste management

### **UNIT 12. Prevention of Hospital-Acquired Infections**

- Meaning of hospital-acquired infections (HAI)
- Common hospital infections
- Measures to prevent infections in hospitals
- Importance of cleanliness and hygiene in patient care

## **PRACTICAL**

### **➤ Demonstration of Personal Hygiene Practices**

- Daily hygiene practices for healthcare workers
- Proper bathing and grooming habits
- Maintaining clean clothing and uniform
- Nail care and hair care
- Importance of personal cleanliness in healthcare settings

### **➤ Hand Hygiene Practice**

- Demonstration of correct hand washing technique
- Steps of hand washing with soap and water



- Use of alcohol-based hand sanitizer
- Situations when hand washing is required:
  - Before patient contact
  - After patient contact
  - After handling contaminated materials

#### ➤ **Use of Personal Protective Equipment (PPE)**

- Identification of PPE items:
  - Gloves
  - Masks
  - Gowns
  - Caps
  - Face shields
- Correct method of wearing PPE (Donning)
- Correct method of removing PPE (Doffing)
- Safe disposal of used PPE

#### ➤ **Environmental Hygiene Practices**

- Cleaning patient surroundings
- Maintaining cleanliness in hospital wards
- Safe handling of hospital linen
- Proper ventilation and lighting in patient areas

#### ➤ **Cleaning and Disinfection**

- Demonstration of cleaning procedures for hospital surfaces
- Use of disinfectants for cleaning equipment and surfaces
- Safe handling of cleaning materials
- Maintenance of cleanliness in patient care areas

#### ➤ **Biomedical Waste Segregation**

- Identification of biomedical waste categories
- Demonstration of color-coded waste bins:
  - Yellow
  - Red
  - Blue
  - Black / White (as per guidelines)
- Proper disposal of medical waste
- Safety precautions during waste handling



➤ **Infection Prevention Practices**

- Maintaining infection control during patient care
- Safe handling of contaminated materials
- Preventing cross infection in hospital wards
- Use of protective measures during patient care

➤ **Observation and Reporting**

- Identifying unhygienic conditions in patient areas
- Reporting infection risks to nursing staff
- Maintaining cleanliness records if required
- Ensuring safe patient environment

## **CRITICAL CARE SUPPORT & DIALYSIS ASSISTANT**

### **THEORY**

#### **UNIT 1. Introduction to Critical Care**

- Definition of critical care
- Importance of critical care units in hospitals
- Types of critical care units:
  - Intensive Care Unit (ICU)
  - Coronary Care Unit (CCU)
  - Neonatal Intensive Care Unit (NICU)
  - Emergency Department
- Role of healthcare workers in critical care settings

#### **UNIT 2. Role of a GDA in Critical Care Units**

- Assisting nurses and doctors in ICU
- Maintaining cleanliness and hygiene in ICU
- Helping in patient comfort and positioning
- Assisting in patient transportation
- Observing and reporting patient conditions
- Maintaining patient safety

#### **UNIT 3. Basic Life Support (BLS)**

- Definition of Basic Life Support
- Importance of early response in emergencies
- Basic steps of BLS:
  - Checking responsiveness



- Calling for help
- Airway management
- Breathing support
- Chest compressions
- Introduction to CPR (Cardiopulmonary Resuscitation)

#### **UNIT 4. Monitoring of Critically Ill Patients**

- Importance of patient monitoring in ICU
- Basic vital signs monitoring:
  - Body temperature
  - Pulse rate
  - Respiratory rate
  - Blood pressure
  - Oxygen saturation
- Reporting abnormal findings to healthcare staff

#### **UNIT 5. Introduction to Oxygen Therapy**

- Importance of oxygen therapy
- Types of oxygen delivery devices:
  - Nasal cannula
  - Oxygen mask
  - Venturi mask
  - Oxygen cylinders
- Safety precautions during oxygen use

#### **UNIT 6. Introduction to Medical Equipment in Critical Care**

- Common ICU equipment:
  - Cardiac monitor
  - Ventilator
  - Defibrillator
  - Suction machine
  - Infusion pumps
- Basic functions of equipment
- Role of GDA in assisting with equipment handling

#### **UNIT 7. Infection Control in Critical Care**

- Importance of infection control in ICU
- Preventing hospital-acquired infections
- Hand hygiene and PPE use
- Cleaning and disinfection of equipment and surroundings



## **UNIT 8. Patient Care in Critical Conditions**

- Maintaining patient comfort
- Positioning of critically ill patients
- Prevention of pressure sores
- Assisting in feeding and hygiene care
- Supporting emotional needs of patients and families

## **UNIT 9. Introduction to Dialysis**

- Definition of dialysis
- Importance of dialysis in kidney failure
- Basic function of kidneys
- Types of dialysis:
  - Hemodialysis
  - Peritoneal dialysis

## **UNIT 10. Dialysis Unit and Equipment**

- Structure of dialysis unit
- Basic components of dialysis machine
- Dialyzer and tubing system
- Water purification system
- Importance of sterile environment in dialysis unit

## **UNIT 11. Role of Dialysis Assistant / GDA**

- Preparing dialysis area and equipment
- Assisting dialysis technician and nurses
- Helping patients before and after dialysis
- Maintaining hygiene and infection control
- Monitoring patient comfort during dialysis

## **UNIT 12. Safety and Emergency Measures**

- Handling emergencies in ICU or dialysis unit
- Identifying patient distress signs
- Reporting emergencies to medical staff
- Safety precautions for equipment and oxygen systems

## **PRACTICAL**

### **➤ Orientation to Critical Care Units**



- Visit to ICU (Intensive Care Unit)
- Identification of ICU layout and patient care areas
- Understanding functions of different ICU departments
- Observing duties of nurses and healthcare staff in ICU

#### ➤ **Identification of ICU Equipment**

- Demonstration and identification of basic ICU equipment:
  - Cardiac monitor
  - Ventilator
  - Defibrillator
  - Suction machine
  - Infusion pump
  - Oxygen cylinder and flow meter
- Understanding basic functions and safety precautions

#### ➤ **Basic Life Support Practice**

- Demonstration of basic steps of **CPR (Cardiopulmonary Resuscitation)**
- Checking responsiveness of patient
- Opening airway and checking breathing
- Assisting in emergency response procedures

#### ➤ **Monitoring of Vital Signs**

- Practice of measuring basic vital signs:
  - Body temperature
  - Pulse rate
  - Respiratory rate
  - Blood pressure
  - Oxygen saturation (SpO<sub>2</sub>)
- Recording and reporting abnormal findings

#### ➤ **Oxygen Therapy Assistance**

- Identification of oxygen delivery devices:
  - Nasal cannula
  - Oxygen mask
  - Venturi mask
- Assisting nurses during oxygen therapy
- Safe handling of oxygen cylinders

#### ➤ **Patient Positioning and Comfort**

- Correct positioning of critically ill patients



- Assisting in turning and repositioning patients
- Preventing pressure sores
- Providing comfort and hygiene care to patients

#### ➤ **Infection Control Practices in ICU**

- Hand hygiene demonstration
- Use of Personal Protective Equipment (PPE)
- Cleaning and disinfecting patient surroundings
- Safe handling of contaminated materials

#### ➤ **Dialysis Unit Orientation**

- Visit to dialysis unit
- Identification of dialysis room setup
- Understanding dialysis procedure environment
- Observing dialysis technicians and nurses at work

#### ➤ **Identification of Dialysis Equipment**

- Demonstration of dialysis equipment:
  - Dialysis machine
  - Dialyzer (Artificial kidney)
  - Tubing system
  - Water purification system
- Learning basic safety precautions in dialysis unit

#### ➤ **Assisting in Dialysis Patient Care**

- Preparing patient before dialysis procedure
- Assisting patients during dialysis
- Monitoring patient comfort
- Helping patients after completion of dialysis

#### ➤ **Patient Transportation**

- Safe transfer of patients using:
  - Wheelchair
  - Stretcher
- Following safety precautions during transportation

## **MORTUARY MANAGEMENT & EQUIPMENT MAINTENANCE**

### **THEORY**



## **UNIT 1. Introduction to Mortuary Services**

- Definition of mortuary
- Importance of mortuary services in hospitals
- Role of mortuary department in healthcare system
- Ethical and respectful handling of dead bodies
- Cultural and religious sensitivity in death care

## **UNIT 2. Structure and Layout of Mortuary**

- Basic layout of a hospital mortuary
- Different sections of mortuary:
  - Body receiving area
  - Cold storage area
  - Postmortem room
  - Waiting area for relatives
- Importance of hygiene and sanitation in mortuary

## **UNIT 3. Roles and Responsibilities of a GDA in Mortuary**

- Assisting mortuary staff in handling dead bodies
- Maintaining cleanliness and hygiene in mortuary
- Assisting during postmortem procedures
- Handling and transporting bodies respectfully
- Maintaining records and documentation

## **UNIT 4. Dead Body Handling and Transportation**

- Safe handling of dead bodies
- Use of body bags and identification tags
- Transportation of bodies using stretcher or trolley
- Procedures for receiving and handing over bodies to relatives
- Maintaining dignity and respect for deceased persons

## **UNIT 5. Postmortem (Autopsy) Assistance**

- Definition and purpose of postmortem examination
- Types of postmortem:
  - Medico-legal postmortem
  - Clinical postmortem
- Role of GDA in assisting during autopsy
- Safety precautions during postmortem procedures



## **UNIT 6. Infection Control in Mortuary**

- Risk of infection from dead bodies
- Use of Personal Protective Equipment (PPE)
- Proper cleaning and disinfection of mortuary areas
- Safe disposal of biological waste
- Prevention of cross infection

## **UNIT 7. Mortuary Equipment**

- Identification and functions of mortuary equipment:
  - Mortuary refrigerator (cold chamber)
  - Autopsy table
  - Body trolley
  - Stretchers
  - Dissection instruments
- Basic care and maintenance of mortuary equipment

## **UNIT 8. Documentation and Legal Aspects**

- Importance of proper documentation in mortuary
- Identification and labeling of dead bodies
- Death certificates and related records
- Medico-legal cases and reporting procedures
- Confidentiality and legal responsibilities

## **UNIT 9. Equipment Maintenance in Hospital**

- Importance of proper maintenance of hospital equipment
- Types of medical equipment used in hospitals
- Basic cleaning and care of equipment
- Reporting damaged or malfunctioning equipment

## **UNIT 10. Safety Measures in Equipment Handling**

- Safe handling of hospital instruments and machines
- Electrical safety precautions
- Preventing accidents in hospital settings
- Proper storage of equipment after use

## **UNIT 11. Biomedical Waste Management**

- Types of biomedical waste generated in mortuary
- Color-coded waste segregation system
- Safe disposal of body tissues and contaminated materials



- Role of GDA in waste management

## **UNIT 12. Professional Ethics and Behavior**

- Maintaining dignity and respect for the deceased
- Proper behavior with relatives of the deceased
- Confidentiality and professionalism
- Emotional sensitivity and compassion in mortuary work

## **PRACTICAL**

### **➤ Orientation to Mortuary Department**

- Visit to hospital mortuary
- Identification of different sections:
  - Body receiving area
  - Cold storage room
  - Postmortem room
  - Waiting area for relatives
- Understanding the workflow of mortuary services

### **➤ Identification of Mortuary Equipment**

- Demonstration and identification of mortuary equipment:
  - Mortuary refrigerator (cold chamber)
  - Autopsy table
  - Body trolley
  - Stretcher
  - Dissection instruments
- Understanding basic functions and safety precautions

### **➤ Handling of Dead Bodies**

- Demonstration of respectful handling of dead bodies
- Use of body bags and identification tags
- Safe lifting and shifting techniques
- Maintaining dignity and respect for the deceased

### **➤ Transportation of Dead Bodies**

- Practice of transporting bodies using:
  - Stretchers
  - Body trolleys
- Following safety precautions during transportation
- Proper receiving and handing over procedures



➤ **Infection Control Practices in Mortuary**

- Use of Personal Protective Equipment (PPE):
  - Gloves
  - Masks
  - Gowns
  - Face shields
- Hand hygiene practices
- Safe handling of contaminated materials

➤ **Cleaning and Disinfection of Mortuary Area**

- Cleaning mortuary floors and surfaces
- Disinfection of autopsy tables and equipment
- Maintaining hygiene and sanitation in mortuary

➤ **Biomedical Waste Management**

- Identification of biomedical waste generated in mortuary
- Segregation of waste using color-coded bins
- Safe disposal of contaminated materials and tissues

➤ **Equipment Maintenance**

- Basic cleaning of mortuary equipment
- Proper storage of instruments after use
- Checking equipment condition regularly
- Reporting damaged or malfunctioning equipment

**LIST OF HOLIDAYS**

<b>TOTAL DAY IN 1 YEAR</b>	<b>365/366</b>
<b>SUNDAY</b>	<b>52 DAYS</b>
<b>SUMMER VACATION</b>	<b>10 DAYS</b>
<b>WINTER VACATION</b>	<b>10 DAYS</b>
<b>GAZETTED HOLIDAYS</b>	<b>23 DAYS</b>
<b>OTHER HOLIDAYS</b>	<b>20 DAYS</b>
<b>TOTAL HOLIDAYS</b>	<b>115 DAYS</b>
<b>TOTAL WORKING DAYS</b>	<b>365-115=250</b>



## **TOTAL HOURS**

<b>THEORY CLASS PER DAY</b>	<b>3 HOURS</b>
<b>PRACTICAL CLASS PER DAY</b>	<b>4 HOURS</b>
<b>TOTAL HOURS PER DAY</b>	<b>7 HOURS</b>
<b>TOTAL HOURS IN 1 YEAR</b>	<b>250*7=1750</b>
<b>TOTAL HOURS IN 6 MONTHS</b>	<b>875 HOURS</b>



**Chairman**

**Paramedical Education & Training Council**