



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்
Tamil Nadu Open University, Chennai
சென்னை – 15

தொடர் கல்விக்கானப் பள்ளி
School of Continuing Education

பொது சுகாதார உதவியாளர் தொழிற்கல்வி
மேல் பட்டயம்
Advanced Vocational Diploma in General Duty
Assistant (AVDGD)

(From Academic Year 2020-21 onwards)

பாடத்திட்ட அறிக்கை மற்றும் விரிவான பாடத்திட்டம்
Programme Project Report and Syllabus

Board of Studies [BOS] of School of Continuing Education

| 1. Director of School-Chairman | | |
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| (1) | Dr. P. Thiyagarajan | Professor & Director School of Continuing Education Tamil Nadu Open University, Chennai |
| 2. Internal Faculty Members | | |
| (1) | Er. R. Meenambigai | Assistant Professor School of Continuing Education Tamil Nadu Open University, Chennai |
| (2) | Dr. I. Ambeth | Assistant Professor & Regional Director i/c Madurai Regional Centre, Tamil Nadu Open University, Madurai |
| 3. Outside Experts | | |
| (1) | Dr. K. Devan | Professor & Centre Head Centre for Adult and Continuing Education, Pondicherry University, R.V. Nagar, Puducherry |
| (2) | Dr. V.P. Matheswaran | Professor & Head Department of Adult & Continuing Education, University of Madras, Chepauk, Chennai |
| (3) | Dr. S. Jayalakshmi | Assistant Professor, DDU-KAUSHAL Kendra, Bharathidasan University, Tiruchirappalli |
| 4. Industrialist | | |
| (1) | Mr.S.Vendan | Managing Director, Vendan Visual Effects, Thirvanmiyur, Chennai |
| (2) | Mrs.C.Rohini Chandrasekaran | Consultant, Fair Labour Associations, Tirupur, Tamil Nadu |
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| 6. Students on Roll | | |
| (1) | Ms.N.Saranya | Student, Nano Nagle Community College, Chennai |
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Vice-Chancellor Foreword

My dear Learners, Vanakkam, I deem it a great privilege to extend a hearty welcome to you to the Vocational Diploma Programme being offered by the Tamil Nadu Open University (TNOU). I also appreciate your keen interest of know about the curriculum of the Programme, in which you shall gain an enthralling experience, and pleasurable and beneficial learning. With passing a specific act in the Tamil Nadu Legislative Assembly (TNLA) in 2002, the TNOU came into existence as a State Open University (SOU). It has been offering the socially relevant academic Programmes in diverse disciplines with due approval of the University Grants Commission (UGC) and the Distance Education Bureau (DEB), New Delhi since its inception.

This Vocational Diploma Programme is one among the approved Programmes. The Board of Studies, a statutory academic body of the University, consisting of the versatile scholars, eminent teachers including both internal and external, well acclaimed industrialists, outstanding alumni, and prospective learners as members, has designed the robust curriculum of this Programme.

The curriculum is overhauled to be more suitable to the socio-economic and scientific needs in the modern era based on the emerging trends in the discipline of State and National as well as International level and accordingly, modified to our local context. Moreover, the whole syllabi of this Programme have special focuses on promoting the learners to the modern learning environment. With a Credit System, this Programme is offered in non-semester pattern. The Self-Learning Materials that are the mainstay of pedagogy in the Open and Distance Learning (ODL) have been developed incorporating both the traditional and the modern learning tools, like web-resources, multi-media contents, text books and reference books with a view to providing ample opportunities for sharpening your knowledge in the discipline.

At this juncture, I wish to place on record my deepest appreciations and congratulations to the Chairperson and the Members of the Board of Studies concerned for having framed the curriculum of high standard. I would also like to acknowledge the Director, the Programme Coordinator and the members of staff of the respective School of Studies for their irrevocable contributions towards designing the curriculum of this Programme.

Last but not least, I register my profuse appreciation to the Director (i/c), Curriculum Development Centre (CDC), TNOU, who have compiled this comprehensive Programme Project Report (PPR) that includes the regulations and syllabi of the Programme, and also facilitated the designing in the form of e-book as well as printed book. I am immensely hopeful that your learning at TNOU shall be stupendous, gratifying, and prosperous. Wish you all success in your future endeavours!

Vice-Chancellor

Advanced Vocational Diploma in General Duty Assistant (VADGD)

Programme Project Report (PPR) **(From Academic Year-2020-21 onwards)**

1. Programme's Mission and Objectives

The main Objectives of the Vocational Advanced Diploma in General Duty Assistant Programme is to train the learners for the job of a Patient Care Assistant and in the Allied Health and Paramedics as well as in the "Healthcare" Sector/Industry and also building the key competencies amongst the learner.

2. Relevance of the Programme with HEI's Mission and Goals

Tamil Nadu Open University one of Mission and Goal is to encourage Skill Development to empower the human resource through Participatory Education System and accordingly the Vocational Advanced Diploma in General Duty Assistant Programme has been developed. The Programme is being offered under Flexible Skill Training mode.

3. Instructional Design

The Curriculum and the Syllabi are designed by covering all the aspect of Health Care Assistant under modular Method. The duration of the Programme is Two Year and it will be offered both English and Tamil Medium. Faculties working in the Community Colleges will handle the classes for the Vocational Advanced Diploma in General Duty Assistant Programme. The Programme will be delivered through Community Colleges of Tamil Nadu Open University which is having required faculties and support staff. The Credits systems suggested as per UGC-ODL Regulations-2020 has been followed. Accordingly 64 Credits have been assigned for the Vocational Advanced Diploma in General Duty Assistant. Print, Audio and Video materials also developed for the Programme.

4. Procedure for Admissions, Curriculum Transaction and Evaluation

The admission for the Vocational Advanced Diploma in General Duty Assistant Programme will be carried out through on-line by Tamil Nadu Open University and the Counselling and Practical classes will be conducted through Constituent Community College and Community Colleges of Tamil Nadu Open University. The hands on training will be provided in the Hospitals. The evaluation will be carried by Tamil Nadu Open University consists of Continuous Internal Assessment through Assignment and External Assessment through Term End Examination.

(i).Eligibility: Candidates who have passed in the 10th Standard Examinations or its equivalent per Tamil Nadu State Government Order (Ms).No-163 dated 22-05-2008.

(ii).Fee Structure: Rs.7,200/- per Year and other Charges.

(iii).Age: 15 Years and above

(iv).Duration of Programme: 2 Year and Maximum of 5 Years

(v).Examination System: Examination to the Vocational Advanced Diploma in General Duty Assistant Programme is designed to maintain quality of standard. Theory will be conducted by the University in the identified Examination Centres. For the Assignment students may be permitted to write with the help of books/materials for each Course, which will be evaluated by the Evaluators appointed by the University.

(a) Theory Examinations: The Theory Examinations shall be of three hours duration to each Course and conducted at the end of the year. The candidates who failing in any Course(s) will be permitted to reappear for each failed Course(s) in the subsequent examinations.

(b) Practical Examinations: The practical examinations (if any) shall be of three hours duration to each practical and conducted at the end of each year. The candidates who failing in any practical(s) will be permitted to reappear for each failed practical(s) in the subsequent examinations.

(c).Assignments: The Scheme of Evaluation Includes the Continuous Internal Assessment (Assignment for 25 Marks and attendance for 5 Marks based on percentage of Attendance i.e. 50-60% 1 Mark, 60-70% 2-Marks, 70-80% 3-Marks, 80-90% 4-Marks and Above 90 5-Mraks) and Term End Examination.

(vi). Question Pattern for Theory Examinations

Max. Marks: 70

Time: 3 hours

PART - A ($3 \times 3 = 9$ marks)

Answer any THREE questions out of FIVE questions in 50 words

[All questions carry equal marks]

1. From Block - I
2. From Block - II
3. From Block - III
4. From Block - IV

PART - B ($3 \times 7 = 21$ marks)

Answer any THREE questions out of FIVE questions in 150 words

All questions carry equal marks

1. From Block - I
2. From Block - II
3. From Block - III
4. From Block - IV

PART - C ($4 \times 10 = 40$ marks)

Answer any FOUR questions out of SEVEN questions in 400 words

[All questions carry equal marks]

- 1.From Block - I
- 2.From Block - II
- 3.From Block - III
- 4.From Block - IV

(vii). Passing Minimum

(a).For Theory Examination

The Candidate shall be declared to have passed the examination if the candidate secures not less than 25 marks in the Term End Examinations (TEE) in each theory paper and secures not less than 10 marks in the Continuous Internal Assessment (CIA) and overall aggregated marks is 40 marks in both external and internal taken together.

For the Core Courses such as Communication Skills and Life Coping Skills, the passing minimum is 35 percent in the internal and external/ theory examination taken together for successful completion of each course

| Continuous Internal Assessment (CIA) | | Term End Examination (TEE) | | Overall Aggregated Marks | Maximum Marks |
|--------------------------------------|-------------------|----------------------------|-------------------|--------------------------|---------------|
| Minimum Pass Mark | Maximum Pass Mark | Minimum Pass Mark | Maximum Pass Mark | CIA + TEE | |
| 10 | 30 | 25 | 70 | 40 | 100 |

(b).For Practical Examination

The candidate shall be declared to have passed the examination if the candidate secures not less than 40 marks out of 100 marks in the University examination and the practical record notebook taken together is required to Pass the examination. There is no passing minimum for record notebook. However submission of record notebook/ Field visit/ Industrial Visit report is a must.

Note: *In case, if a learner failed to secure 40 per cent of aggregate marks, he/she may re-appear in term end examination or re-do the assignments for securing passing minimum.*

(c).Classification of Successful Candidate: Candidates who pass all the Courses and who secure 60 per cent and above in the aggregate of marks will be placed in the First Class. Those securing 50 per cent and above but below 60 per cent in the aggregate will be placed in the Second Class. Those securing 40 per cent and above but below 50 per cent in the aggregate will be placed in the Third Class.

(d). Pattern of Question Paper for Practical Examinations

Each set of question paper should contain questions from the syllabus and the candidate has to choose one by lot.

(e).Awarding of Marks for Practical examinations.

Total Marks: 100 (Practical 70 Marks + Record 30 Marks)

(f). Project(if any)- Choose a Specialized Field Required to be attached.

- i) Project
- ii) Industrial Training
- iii) Case Study etc.

The work will be based upon the study of field based report.

5. Delivery of Programme

Advanced Vocational Diploma Programme in General Duty Assistant will be offered through Community College/ Constituent Community Colleges. The Assistant Professors/Associate Professors/ Professors of relevant faculty employed in Colleges/Universities/Higher Educational Institutions and Industrial Expert are eligible to handle Academic Counselling in TNOU for Diploma Programmes.

6. Financial Assistance

Scholarships for SC/ST category are available as per the norms of the State Government of Tamil Nadu. Complete Admission fee waiver for the Physically Challenged/ Differently abled persons.

7. Policy of Programme Delivery

The Academic Calendar for the Programme will be available for the learners to track down the chronological events/ happenings. The Counselling schedule will be uploaded in the TNOU website and the same will be intimated to the students through SMS.

8. Requirement of the laboratory support and Library Resources

Lab Facilities are made available in Industries, Constituent Community Colleges and Community Colleges of Tamil Nadu Open University as per requirement as given in the National Skill Development Corporation(NSDC), Qualification Pack(QP). Practical Manual developed by the Tamil Nadu Open University will be supplied to the Students apart from Self Learning Materials. Library Books are available at the Headquarters, Regional Centres and Constituent Community Colleges and Community Colleges of TNOU.

9. Ranking

The University Rank shall be offered for the toppers (First Rankers) in the University Examination having passed their examinations in the first appearance within the prescribed duration of the respective programme. Absence from an examination shall not be taken as an attempt.

The top scorers in the University Rank Examination would be declared as University Rank Holders, irrespective of their grades/marks in their respective University Term End Examinations.

Rank Certificate will be issued for a Programme as follows

- a) There is no Rank if the learner strength of concerned programme is below Fifty.
- b) The learners strength of the programme concerned will be indicated in the Rank Certificate.
- c) The first Rank holder (gold medallist) will be eligible to get the rank certificate in the university convocation ceremony.

10. Cancellation of Admission

Admission is liable to be cancelled at any stage on the following grounds.

- A candidate admitted to a programme provisionally without verifying and ascertaining his / her eligibility for admission and found ineligible later through scrutiny of the filled-in admission form.
- Suppression of facts, furnishing incomplete, wrong or false information in filled-in Admission Form.
- Misconduct, Indiscipline and Violation of University Norms, Rules & Regulations.

11. Refund

If found ineligible later on, admission will be cancelled and claim for refund of such fees will be considered by the University after deduction of service charges, as applicable from time to time as per prevailing norms of the University.

12. Cost Estimate of the Programme and the Provisions

The cost estimate for development, delivery and maintenance of the Advanced Vocational Diploma Programme in General Duty Assistant Programme is provided in the following Table.

| S.No | Details | Amount in (Rs.) |
|------|---|-----------------|
| 1 | Programme Development, Delivery and Maintenance (Expenditure) | 8,56,618 |
| 2 | Programme Fee Charged for 1 Year (Income) | 7700 |
| 3 | Examination Fee Charged for 1 Year (Income) | 1125 |
| 4 | Examination Expenses Per Student for 1 Year (Expenditure) | 900 |

13. Quality Assurance Mechanism and Expected Programme Outcomes

Tamil Nadu Open University, Centre for Internal Quality Assurance (CIQA) will monitor the delivering aspect of Constituent Community Colleges and community Colleges of TNOU for maintaining quality. Feedback will be collected from the Learners and success story if any will also be shared with learners. After completion of Advanced Vocational Diploma Programme in General Duty Assistant Programme, Learner will acquire the Core Skills, Generic Skills and Professional Skills components and will be employed in the health Industry.

14. Legal Issues

Any issue of conflict shall be cleared through mutual representation from both the sides, and in case of conflict of issues still persist, they shall be settled in the Court of Law under the Jurisdiction of Chennai.

15. Programme Structure of Advanced Vocational Diploma in General Duty Assistant

| S.No | Course Code | Course Title | Credits | Marks Distribution | | |
|--------------------|-------------|--|-----------|--------------------|------------|------------|
| | | | | Internal | External | Total |
| First Year | | | | | | |
| 1 | AVDGD-11X | Basic Sciences and Fundamentals of Nursing | 4 | 30 | 70 | 100 |
| 2 | AVDGD-12X | Community Health Nursing | 4 | 30 | 70 | 100 |
| 3 | AVDGD-13X | Maternal and Child Health | 4 | 30 | 70 | 100 |
| 4 | AVDGD-P1X | Practical-1 | 4 | 30 | 70 | 100 |
| 5 | AVDGD-P2X | Practical-2 | 4 | 30 | 70 | 100 |
| 6 | LCS-1X | Life Coping Skills | 6 | 30 | 70 | 100 |
| 7 | CNS-1X | Communication Skills | 6 | 30 | 70 | 100 |
| Total | | | 32 | 210 | 490 | 700 |
| Second Year | | | | | | |
| 1 | AVDGD-21X | Advanced Basic Sciences | 4 | 30 | 70 | 100 |
| 2 | AVDGD-22X | First Aid and Emergency Care | 4 | 30 | 70 | 100 |
| 3 | AVDGD-23X | Advanced Community Health Nursing | 4 | 30 | 70 | 100 |
| 4 | AVDGD-24X | Child Health Nursing | 4 | 30 | 70 | 100 |
| 5 | AVDGD-25X | Patient care and Management | 4 | 30 | 70 | 100 |
| 6 | AVDGD-P3X | Practical-3 | 6 | 30 | 70 | 100 |
| 7 | AVDGD-P4X | Practical-4 | 6 | 30 | 70 | 100 |
| Total | | | 32 | 210 | 490 | 700 |

*CIA-Continuous Internal Assessment (Internal): TEE-Term End Exam (External)



Tamil Nadu Open University

School of Continuing Education

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Name of the Programme– Vocational Advanced Diploma in General Duty Assistant - Syllabus (Flexible Skill Training Mode)

| | | |
|----------------------|----------|---|
| Course Title | : | Basic Sciences and Fundamentals of Nursing |
| Course Code | : | AVDGD-11X |
| Course Credit | : | 4 |

Course Objectives

While studying the **Fundamentals of Nursing**, the student shall be able to:

- Describe the concept of Nursing, Community Services and Health
 - Summarize the different types of records and files to be maintained
 - Identify the various hospital equipments and it working
 - Gain knowledge about care of patients and doing examinations
-

Course Outcomes

After completion of the **Course Fundamentals of Nursing**, the student will be able to:

- Identify the various equipments related to nursing
 - Describe the components and working of supplies and equipments
 - Understand the procedure for caring of patients
-

Block-1: Anatomy and Physiology

Unit-1: The Body as an Integrated Whole

Organization of Living Things - Properties of Cell Living Processes - Structure and functions of the Skin

Unit-2: The Erect and Moving Body

Skeletal System - Axial Skeleton - Appendicular Skeleton - Joints - Muscular System

Unit-3: Integration and Control of Body

Nervous System - Brain and its functions - Spinal Nerves - Cranial Nerves - Hearing and the Ear - The Sense of Sight Vision - Sensation of Task

Unit-4: Maintaining the Metabolism of the Body

Circulatory System - Anatomy and Physiology of Respiratory System - Digestive System - Anatomy of Stomach -Juxta Glomerular Apparatus (JCA) - Endocrine System

Unit-5: Human Reproduction

Parental Development - The Male Reproductive Tract - Female Reproductive Tract - Menstrual Cycle

Block-2: Nutrition

Unit-6: Introduction to the study of Nutrition

Definition of Nutrition - Health and Nutrition - Classification and functions of foods - Carbohydrates - Lipids - Proteins - Vitamins - Minerals 245

Unit-7: Nutritive Values

Cereals - Pulses - Vegetables - Fruits - Milk & Milk products - Flesh foods - Fats and oils

Unit-8: Balanced Diet

Factors to be considered in planning of Meals and Dim - Selection of foods - Cultural factors - Nutritional requirements for special groups - Nutritional requirements for vulnerable groups - Improving Maternal and child nutrition - Modified Diets

Unit-9: Preservation of Food

Effects of cooking on nutrients - Methods of cooking - Principles of cooking - Preservation and Principles of food - Food hygiene and general house hold methods

Unit-10: Food Adulteration Practice

Malnutrition - Protein Calorie Malnutrition - Food Adulteration Practice - Cultural Factors in Nutrition

Block-3: Nursing- Maintenance of Equipments and Records

Unit-11: Concept of Nursing as a Health and Community Services

Concept of Health - Concept of Nursing - Community Services - Health Problems - Responsibilities of Health Workers - Ethics and Behaviour of Health Workers - Concept of Health Team

Unit-12: Organisation of Health and Nursing Services

Principles of Organizing Care - Principles of Organizing Care According to Degree of "Wellness or Illness" - Principles of Organizing Care According to Need of the Patient - Principles of Organizing Care According to Patient Groups

Unit-13: Maintenance of Supplies and Equipments

Maintenance of Supplies and Equipments - Aids in keeping an adequate supply on hand - Frequently of Ordering - Health Oriented Facilities - Disease Oriented Facilities - Economy in the use of supplies and Equipment - Economy in the use of linen breakage or during linen - Delegation of responsibility for the handling of types supplies and equipments - Reporting

Unit-14: Records and Reports-Records – Reports - Use of Diary by Health Worker - Understanding the Referral System.

Block-4: Health, Hygiene and Examinations

Unit-15 : Maintaining Healthy Environment

Disinfection - Washing and Dusting - Sterilizing - Safety Factors in the Environment - Provision for Clean Equipment and Supplies - Cleanliness of the Unit - Disposal of Waste and Garbage

Unit-16: Meeting Hygienic and Comfort Needs

Care of Skin-Bathing a Patient - Bed bath/Sponge Bath - Partial bath - Care of Hair-Giving a Hair Wash - Treatment for Pediculosis - Care of Hands, Feet & Nails - Care of Eyes (Eye Wash) - Nutrition - Mouth Care - Changing Position of Patient - Use of Comfort and Improvised Devices - Making a Comfortable Bed in home and Hospital

Unit-17: Observation and Examinations

Vital Signs - Checking Weight and Height - History Taking (Health and Sick Individual) - Physical Examination of Child - Assisting Doctor with Medical and Special Examinations - Urine Analysis - Collection of Specimen of Urine - Collection of Specimen for the Laboratory Tests - Diagnostic Procedures

Block-5: Nursing Procedures and Care of Patients

Unit-18: Aseptic Practices and Procedures

Medical and Surgical Asepsis - Isolation Techniques - Hand Washing - Wearing Gown and Mask - Disinfection and Sterilization of Contaminated Equipment - Disposal of Contaminated Waste or Refuse - Cleaning the Sick Room - Surgical Asepsis

Unit-19: Nursing Procedures and Techniques

Classification and Drugs - Oral Medications - Types of Drugs - Surgical Asepsis - Routes of Administration of Drugs - Preparation of Equipment for Injection - Selection of Needle - Intra muscular Injection - Intra dermal Injection - Hot Applications - Cold Applications - Fomentation - Warm Soaks - Dressing - Instillation of Eye, Ear and Nasal - Throat Irrigations - Painting of Throat - Treatment for Scabies and Impetigo - Treatment for Conjunctivitis

Unit-20: Basic of Nursing Care of Patients

Care of Patients with Respiratory Problems - Care of Patients with Heart Disease, Cardiac Symptoms - Care of Patient with Elimination Problems - Care of Patient with Fever, Chills - Care of Chronically Ill Patient - Pre Operative Care of Patient



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Name of the Programme– Vocational Advanced Diploma in General Duty Assistant - Syllabus (Flexible Skill Training Mode)

| | | |
|----------------------|----------|---------------------------------|
| Course Title | : | Community Health Nursing |
| Course Code | : | AVDGD-12X |
| Course Credit | : | 4 |

Course Objectives

While studying the **Community Health Nursing**, the student shall be able to:

- Describe the Community health facilities
 - Summarize the different health care plan and managing it
 - Gain knowledge about midwifery and delivery at home
 - Illustrate the various post-partum care to be done
 - Explain about the communicable diseases and the immunization schemes
-

Course Outcomes

After completion of the **Course Community Health Nursing**, the student will be able to:

- Identify and understand the community organization structure
 - State the components of family health care
 - Demonstrate the execute the home delivery
 - Elucidate the immunization schedule of family members
-

Block-1: Community Health and Family Healthcare

Unit-1: Introduction to Community Health

Introduction to Community Health - Understanding the Community Characteristics - Local Community Organizations Structure and Functions - Community Health Facilities

Unit-2: Family Health Care

The Family as Integral Unit of the Health Services - Working with Families in Relation to Healthful Environment in the Home, Family Life - Immunization for Family Members - Maternal and Child Health Care - Prevention and Control of Communicable Diseases

Block-2: Midwifery

Unit-3: Domicillary Midwifery

Contacting and Case Finding Techniques of Antenatal Mothers - Utilizing Opportunities for Incidental Teaching in the Homes Adopting Antenatal Care Situation - Establishing a Good Relationship with Mother and Family Members - Risk Factors for Home Delivery - Mother Attending Regular Antenatal Clinic (or) Not - Arranging Antenatal Equipments and Supplies, Antenatal Bag - Linen for Baby - Establishing Procedure for Contacting Female Health Worker When Labour Begins

Unit-4: Conducting a Delivery in the Home

Preparing and Arranging Bag Contents - When Labour Begins - Preparation for Delivery - Management of Labour - Immediate Care of the Newborn - Emergency during Labour and Delivery

Unit-5: Post Partum Care

Organising Postnatal Care - Post Natal Bag Content - Care of Equipment - Observation during Puerperium - Normal Changes (Puerperium) - Identifying Complications and Abnormalities of the Postnatal Period - Postnatal Visits - Care of Postnatal Abnormalities - Records to be Maintained in Postnatal Period

Block-3: Health Services

Unit-6: School Health Services

Initiation of a School Health Programme - Prevention of Communicable Disease - Healthful School Environment - Health Sanitation - Health and Population Education - School Health Records - First Aid and Emergency Care - Treatment of Minor Ailments - Role of Health Worker in School Health Programme - Serving as a Liaison between School, The Home and the Community

Unit-7: Health Problems and Plans

Health Problems - Health Problems and Quality of Life Health Worker's Role

Block-4: Diseases and Immunization

Unit-8: Communicable Diseases

Terminology - Prevalence of Communicable Diseases - Dynamics of Disease Transmission - General Measures for Prevention and Control of Communicable Diseases - Role of Health Workers, Family, Community, Individuals and Public Health Authority in Specific Measures - Vector Control

Unit-9: Immunity and Immunization

Immunity and Immunization - National Immunization Schedule - Types of Vaccine - Hazards of Immunization - Precaution to be taken - Methods of Carrying out Immunization - Techniques of Vaccination

Block-5: Care and Treatment of Patients

Unit-10: Care and Treatment of Patient with Infection

Recognition of Signs and Symptoms of Infection - Common Signs and Symptoms of Infection - Principles of Care and Treatment - Observation of Patient - Measures for Prevention: Spread of Infection - Home Care Of Sick Patient, Individual Articles For Hygienic Care, Food and Fluids

Unit-11: Prevention and Control of Specific Communicable Diseases and Infections

Malaria - Filaria - Dengue Fever - Typhoid Fever - Cholera - Trachoma - Worm Infestations - Rabies - Tuberculosis - Poliomyelitis - Infectious Hepatitis - Other Gastro Intestinal Infections - Small Pox - Chicken Pox (Varicella) - Mumps - Measles (Rubeola) - Pertussis (Whooping Cough) - Diphtheria



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Name of the Programme– Vocational Advanced Diploma in General Duty Assistant - Syllabus (Flexible Skill Training Mode)

| | | |
|----------------------|----------|----------------------------------|
| Course Title | : | Maternal and Child Health |
| Course Code | : | AVDGD-13X |
| Course Credit | : | 4 |

Course Objectives

While studying the **Maternal and Child Health**, the student shall be able to:

- Describe the Organization of MCH Care Services
 - Summarize about the female reproductive system
 - Gain knowledge about Maternity cycle and pregnancy
 - Explain about Labour and its complications
-

Course Outcomes

After completion of the **Course Maternal and Child Health**, the student will be able to:

- Identify and understand the Maternal Child Health services in clinic and in home
 - State the principles of care during Maternity cycle
 - Demonstrate the execute the labour
 - Elucidate the complications involved in labour
-

Block-1: Maternal Health Care

Unit-1: Organisation of Maternal Health Care

History and Development of Maternal Health Services in India - Organisation of MCH Care Services - Rural and Urban Services - Maternal Child Health Services in the Clinics - Maternal Child Health Services in the Home - Maternal Child Health Services in the Health Centres - Maternal Child Health Services in the Hospitals Working with dais integration of Nutrition - Equipment and Supplies and replenishing supplies for Home Visits / Clinic - Responsibilities of Health Workers in Maternal Health Services - Records and Reports

Unit-2: Female Reproductive System

Female Pelvis - Difference between Male and Female Pelvis - Female Reproductive Organs - External and Internal organ - The Menstrual Cycle - Safe Period Method - Conception and Fertilization

Block-2: Care during Maternity Cycle

Unit-3: Growth and Development of Foetus

Growth and Development of Foetus - Placental abnormalities - Umbilical cord abnormalities - Foetal Skull - Diameters - Moulding - Sutures and Fontanelers - Foetal circulation

Unit-4: Principles of Care during Maternity Cycle

Preconceptional - Antenatal Care - Intranatal Care - Postnatal Care

Block-3: Health Factors and Pregnancy

Unit-5: Maternal Health Factors

Cultural Practices - Social and Economic Factors - Nutrition and Food Stuffs - Literacy/Maternal Education - Brutal Habits and Customs(Beliefs) - Maternal Mortality and Morbidity - Health Statistics - Role of Community Health Nurse

Unit-6: Pregnancy

Physiological Changes during Pregnancy - Diagnosis of Pregnancy - Minor disorder of Pregnancy - Antenatal Care - Importance of Antenatal Care - General Examination - Detecting signs and Symptoms of Complication, Oedema - Early Identification of High Risk Cases - Antenatal advice regarding Diet, Rest, Breast Care Diet - Preparation for Home Delivery - Education for Adoption of Family Planning Methods after Delivery

Block-4: Labour and its Complications

Unit-7: Complications of Pregnancy

Vaginal Bleeding Early Pregnancy - Hyperemesis Gravidarum - Abortion - Medical Termination of Pregnancy - Taxemias of Pregnancy - Ectopic Pregnancy - Nutritional Problems - Pregnancies with Uterine Abnormalities - Disease Complicating Pregnancy

Unit-8: Labour

Labour - The Mechanism of Normal Labour - Signs and Symptoms of Labour - Care during First, Second and Third state of Labour - Complications with Obstructed Labour - Immediate Care of Normal Newborn - Resuscitation of Newborn - Examination of Newborn

Unit-9: Complication of Labour

Abnormal Presentation - Deep Traverse Arrest - Face Presentation - Brow Presentation - Shoulder Presentation - Cord Prolepses

Block-5: Obstetrics

Unit-10: Normal Puerperium

Observation of Normal Changes in the Postpartum Period - Postnatal Examination - Recognizing Signs and Symptoms of Complications in the Postpartum Period - Postnatal Advice regarding Diet - Importance of Breast Feeding - Hygiene of Hands and Breast - Danger Signs - Activation & Exercise

Unit-11 : Abnormal Puerperium

Retention of Urine - Catherization - Venous Thrombosis - Thrombophlebitis - Puerperal Sepsis - Injuries - Breast Abscess - Cracked Nipple - Depression - Melancholia

Unit-12: Obstetrics Operation

Obstetric Operation - Admission of Patient Pre-operative Care - Medical and Surgical Techniques for Induction of Labour - Artificial Rupture of Membrane - Episiotomy - Low and Mid cavity Forceps - Vacuum Extraction - Trial Labour - Caesarean Section - Destructive Operations - Decapitation and Embryotomy

Unit-13: Drugs in Obstetrics

Drugs in Obstetrics Introduction - Sedatives - Narcotics - Hormonal Drugs - Analgesics



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**Name of the Programme– Vocational Advanced Diploma in General Duty
Assistant- Syllabus (Flexible Skill Training Mode)**

**Course Title : Basic Science and Fundamentals of Nursing
(Practical)**

Course Code : AVDGD- P1X

Course Credit : 4

- Introduction to Basic Human Anatomy
- Tissues of the Body
- The Integumentary and Facial Systems
- The Skeletal System
- The Muscular System
- The Digestive System
- The Respiratory System and Breathing
- The Urogenital Systems
- The Cardiovascular and Lymphatic Systems
- Introduction of Nursing
- Hospital Admission, Discharge and Transfer of the Patient
- Carbolization, Beds and Bed Making
- Vital Signs
- Administrations of Medicine
- Hot and Cold Application
- Maintaining Personal Hygiene
- Bed-making, open, occupiers, post operation bed
- Admission and discharge of patients
- Sponge bath
- Hair wash
- Pediculosis treatment
- Mouth care
- Feeding the sick patient



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Name of the Programme– Vocational Advanced Diploma in General Duty Assistant- Syllabus (Flexible Skill Training Mode)

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|----------------------|----------|--|
| Course Title | : | Maternal and Child Health (Practical) |
| Course Code | : | AVDGD- P2X |
| Course Credit | : | 4 |

- Examinations and Diagnostic Test
- Pre & Post Operative Care
- Elimination Needs
- Basic Information about First Aid
- Handling & Transportation
- Immobilizations and Bandages
- TPR checking and recording, oral axilla, rectal
- Checking weight, height, BP
- Testing urine sugar, Albumin
- Assisting for rectal & vaginal examination
- Collection of specimens – urine, stool, sputum, discharges
- General Observation Signs and Symptoms of Pregnancy
- Antenatal Care
- Intranatal Care
- Postnatal Care
- Hand washing, handling sterile equipments
- Surgical dressing
- Pre-operative preparations
- Post operative care



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Name of the Programme– Vocational Advanced Diploma in General Duty Assistant - Syllabus (Flexible Skill Training Mode)

| | | |
|----------------------|----------|--------------------------------|
| Course Title | : | Advanced Basic Sciences |
| Course Code | : | AVDGD-21X |
| Course Credit | : | 4 |

Course Objectives

While studying the **Advanced Basic Sciences**, the student shall be able to:

- Describe the classification of micro organisms
 - Explain the mode of infection and immunity
 - Describe about the social processes, problems and rural community
 - Elaborate about the factor influencing human behaviour, conflicts and frustration, motivation and effective relationship
-

Course Outcomes

After completion of the **Course Advanced Basic Sciences**, the student will be able to:

- Elaborate about antigen, anti body reactions and vaccines
 - Explain about identification and destruction of micro organism
 - Understands about the importance of emotions and the control
 - Explain about the factors affecting living and family welfare services
-

Block-1: Microbiology

Unit-1: Introduction about Micro Organisms

Classification of Microorganisms - Characteristic of Bacteria, Viruses - Factors affecting the growth of Bacteria yeast, mold

Unit-2: Universal presence of Micro Organisms

Microorganisms in the Soil, Environment - Normal Microbial Flora of the Human Body - Microorganisms in Water, Food and Milk

Unit-3: Sources and Mode of Infection-Hypersensitivity

Sources and mode of infection - Mode of transmission of Infection - Factors predisposing to Microbial Pathogenicity - Immunity - Hypersensitivity - Antigen and antibody reactions - Vaccines

Unit-4: Pathogenic Organisms

Pathogenic organisms transmitted from Respiratory Tract - Pathogenic organisms transmitted from Alimentary Tract - Pathogenic organisms transmitted through food - Food borne infections and food poisoning - Blood borne pathogenic organisms - Collection of specimens for bacteriological examination

Unit-5: Identification and destruction of Micro Organisms

Identification of Bacteria - Health Workers Responsibilities - Methods of Identification - Laboratory Techniques - Use of the Microscope - Physical and Chemical Method of Sterilization

Block-2: Sociology

Unit-6: Groups

Primary and Secondary groups - Informal and formal groups - Structure - Activities of groups - Organisation of groups - Urban and Rural Administrative Pattern of Localbodies - Crowd - The Publics

Unit-7: Social Process

Social Processes - Cooperation - Competition - Conflicts - Assimilation - Socialization

Unit-8: Social Controls

Social Control - Law - Folkways - Mores - Social Problem and anti-social problem - Beggary - Crime - Alcoholism - Prostitution

Unit-9: Social Stratification

Caste System - Class - Social Mobility - Status

Unit-10: Marriage and Family

Forms of Marriage - Family - Modern Family - Joint Family - Nuclear Family - Factors affecting Living - Family Welfare Services

Unit-11: The Community

Rural Community - Urban Community

Block-3: Psychology

Unit-12: Factors influencing Human Behaviour

Heredity / Genetic Endowment - Environment - Attitudes - Value systems - Drives - Urges - Personality - Self-concept - Body-mind relationship

Unit-13: Life Stages and Behavioural Patterns

Behavioural patterns in Childhood - Behavioural patterns in Adolescence - Behavioural patterns in Adulthood - Behavioural patterns in old age

Unit-14: Emotions and Behaviour

Meaning of Emotions - Definition - Characteristics of Emotions - Importance of Emotions - Emotion- Expression - Control of Emotions - Health Specific Emotions - Positive and negative Emotions - Emotion and illness - Behavioural aspects of Emotions

Unit-15: Defence Mechanisms

Defence Mechanism and behavioural purpose of defence mechanisms - Common defence mechanism adjustment - Conflict - Frustration

Unit-16: Social Behaviour and Interpersonal Relations

Acceptance of the individual - Individual differences appreciation, recognition, and approval in social relations - Group standard - Social conformity - Behavioural adaptation maintaining effective relationship

Unit-17: Learning Motivation and Change in Behaviour

Motivation - Attitudes - Habits - Learning



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Name of the Programme– Vocational Advanced Diploma in General Duty Assistant - Syllabus (Flexible Skill Training Mode)

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|----------------------|----------|-------------------------------------|
| Course Title | : | First Aid and Emergency Care |
| Course Code | : | VDGD-22X |
| Course Credit | : | 4 |

Course Objectives

While studying the **First Aid and Emergency Care**, the student shall be able to:

- Describe the scope of the First Aid
 - Explain about the Principles of Emergency care
 - Detailed about the various first-aid procedures for Fracture, Bleeding and Poisoning
 - Understand about disaster management and the principles of preserving life and health
-

Course Outcomes

After completion of the **Course First Aid and Emergency Care** , the student will be able to:

- Assist in the immunisation process
 - Manage the emergency care by quickly assessing the condition of the patient
 - Carry out the safe transportation of patient
 - Demonstrate the golden rules of First-aid
-

Block-1: Basics of First Aid and Safety

Unit-1: First Aid

Objectives of First Aid - Scope of the First Aid - Principles of Emergency Care - Management of Emergency Care - Casualty Screening - Functions of the major Organs and Systems - First Aid Treatment for Asphyxia - First Aid Management for Hemorrhage or Bleeding - First Aid Treatment for Fractures

Unit-2: Promoting Safety Consciousness

Factors Affecting a Person's actability to Protect Himself - Common Safety Problems - Prevention of Accidents of a Mechanical Nature - Prevention of Accidents Involving Chemicals - Prevention of Injuries from Accidents and other Thermal Injuries - Health Assistants Responsibility in the event of Fire - Industrial Safety -

Safety in the Home - Safety in the Playground - Safety in the Streets - Safety in the School and Institutions - Safety Programs

Block-2: First Aid Procedures

Unit-3: Injuries to Bone Joints

Definitions of Skeleton, Bone, Ligament, Tendon, Cartilage and Joints - Crush Injuries - Skull Injuries - First Aid measures for injuries to lower extremities - Rib Injuries - Injuries to pelvis - First Aid measures for spinal injuries - Multiple fractures - First Aid measures for injuries to upper extremities.

Unit-4: Wound and Haemorrhage

Wound - Hemorrhage

Unit-5: Poisoning, Bites and Stings

Poisoning - Drugs - Metal poisonings - Mercury - Organic chemical poisoning - Organophosphorous compounds - Naphthalene - Cyanide - Strychnos nux vomica - Alcohol poisoning - Food poisoning - Bites and stings - First aid in foreign bodies - Splinters

Block-3: First Aid Measures and Equipments

Unit-6: Asphyxia

Asphyxia - First Aid for Heat Stroke - First Aid for Drowning - First Aid for Strangulation - First Aid for Choking - Artificial Respiration - Loss of Consciousness or Unconscious Patient

Unit-7: First Aid Procedures Supplies and Equipments

Application of Bandages – Slings – Dressings – Splints - Handling and Transportation - Lifting a Casualty on a Wheel Chair - Blanket Lift - Manual Lifts - First Aid Kit

Unit-8: First Aid Measures

Electrical Injuries - Electrical Burns - Burns and Scalds - Burns in Mouth and Throat - Chemical Burns. (By Acid and Alkalis) - Chemical Burns in the Eye

Block-4: Emergency Care

Unit-9: Emergency Care

Disaster - Types of Disaster - Aspect of Disaster Relief - Principles of Preserving Life and Health - Safe Disposal of Waste - Health Protection measure including Immunization

Unit-10 : Emergency Management

Medical Surgical Emergencies- Nursing role in Emergencies condition-Nursing management of Patient with abnormal cell growth- Classification of cancer detection-

Prevention treatment modalities chemo- therapies radiation late effect of chemotherapy radiation- Re-habitation of Cancer Patients

Unit-11: ICU and Nursing Management

ICU – Nursing Management with Cardio vascular circulatory and Haematological disorder- Management of patients in ICU and CCU -Blood Bank Functioning- Hospital Transmission Committee Blood donor

Unit-12: Emergency disaster Nursing

Natural Calamities- Man made disaster-Community resources available in such Calamities-Nurses role in disaster Management



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Name of the Programme– Vocational Advanced Diploma in General Duty Assistant - Syllabus (Flexible Skill Training Mode)

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|----------------------|----------|--|
| Course Title | : | Advanced Community Health Nursing |
| Course Code | : | AVDGD-23X |
| Course Credit | : | 4 |

Course Objectives

While studying the **Advanced Community Health Nursing**, the student shall be able to:

- Describe the care of patients
- Summarize about the environmental factors
- Gain knowledge about Health education
- Explain about Nutrition education

Course Outcomes

After completion of the **Course Advanced Community Health Nursing**, the student will be able to:

- Identify and understand the signs and symptoms of infection
- State the environmental sanitation and its impact
- Demonstrate the execute the sanitary and health measures

Block-1: Environmental Sanitation

Unit-1: Environmental Health and Sanitation

Definition - Environmental Sanitation in Rural Semi Urban, Urban Areas - Water Supply - Source of Water Supply - Protection of Water - Impurities of Water - Purification of Water - Disposal of Refuse - Sewage Disposal - Methods - Foods and Milk Sanitation

Unit-2: Environmental Sanitation Aspects of Communicable Diseases and Communicable Diseases Control

Malaria - Health Teaching Aspects in Individual Family and Community - Small Pox – Tuberculosis - Venereal Diseases

Unit-3: Environmental Sanitation at Village Level

Basic Sanitation Need at Village Towns and Semi Us Level - Safe Water Supply - Sanitary Disposal of Excreta, Waste and Refuse - Insects and Rodents Control - Housing - Food Sanitation - Communicable Diseases Control

Block-2: Disinfection and Pharmacology

Unit-4: Disinfection and Disinfectant

Disinfection - Mode of Action of Chemical Agents - Chemical Agents in Use - Heavy Metal Ions - Detergents - Sterilization and Disinfection - Radiation - Ultrasonic and Sonic Vibration - Testing of Disinfectants

Unit-5: Sanitary and Health Measures

Sanitary and Health Measures for Special Situation Fairs and Festivals - General Sanitation - Emergencies and Disasters

Unit-6: Basic Medicine and Pharmacology

Home Nursing - Medications and Simple Treatment - Nurses Responsibility in Home - First Aid for the Home Equipment and Supplies for Home Care - Basic Medicine and Pharmacology - Health Workers Role in Injuries and Illness

Block-3: Health Education

Unit-7: Health Education

Aims of Health Education - Scope of Health Education - Concept of Learning - Factors of Effective Learning - Nursing Education - Planning Health Education Activities

Unit-8: Introduction to A.V.Aids

Visual Aids in Health Education Proper - Classification of A.V.Aids - Graphic Aids - Dimensional Aids - Activity Aids - Projected Aids - Printed Aids - Limitation of A.V.Aids - Sources of A.V.Aids - Free Material and Inexpensive Materials - Role/Functions of A.V.Aids

Unit-9: Audio-Visual Aids

Audio Visual Aids - Three Dimensional Aids - Leaflet - Pamphlets - Flashcards - Bulletin Board - Charts - Block Boards - Slide Projector

Block-4: Nutrition Education

Unit-10: Introduction to Nutrition Education

Factors to be considered in Nutrition - Principle of Nutrition Education - Assembly Nutritional Educational Needs of the Community

Unit-11: Nutrition Education for Maternal and Child Health.

Maternal Nutrition - Child Nutrition - Artificial Feeding - Nutrition for Pre-Schoolers - Programme Implemented in India

Unit-12: Nutrition Education: Methods and Media

Nutrition Education - Methods and Media - Supplementary Feeding Programmes - Nutrition Education and Family Health - Applied Nutrition Programme - Adulteration of Food - Methods of Cooking

Unit-13: Nutrition Education and Diet Therapy

Nutrition Education and Diet Therapy - Specific Diseased Dietary Modification -
Dietary Modification in diabetes - Diet Counselling - Diet in Cardiovascular Disease

Block-5: Health Care System**Unit-14: Health Planning and Programmes**

Health Planning and Programmes - Major Health Programmes - Role of Health
Worker in Executing National Health Plans and Programmes - Health Workers
Responsibility at Village Levels - Cooperation and Coordinating with Members
Summary

Unit-15: Health Care Delivery System in India

Health Care Delivery System in India - Urban Health Services - Organisation of
Health Services - Supplemental Health Services - Indigenous Medical Practitioners -
Voluntary Health Agencies - International Health Agencies - Community
Developmental Programme - Community Development and the Five-Year Plans



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Name of the Programme– Vocational Advanced Diploma in General Duty Assistant - Syllabus (Flexible Skill Training Mode)

Course Title : **Child Health Nursing**
Course Code : **AVDGD-24X**
Course Credit : **4**

Course Objectives

While studying the **Child Health Nursing**, the student shall be able to:

- Describe the Organization of MCH Care Services
 - Elaborate about basic family welfare services
 - Explain about the growth and development of child
 - Elaborate the nutritional requirements of the child
-

Course Outcomes

After completion of the **Course Child Health Nursing**, the student will be able to:

- Gain knowledge about observation and assessment of new born
 - State the stages of child life
 - Explain about infant feeding and vaccination procedures
 - Able to organise Family welfare work
-

Block-1: Child Development

Unit-1: The New Born

The Newborn Observation and Assessment - Immediate care of New born - Diseases of the New born

Unit-2: Growth and Development of the Child

Growth and Development of a Child - Stages of Child Life - Basic Human Needs - Teaching Mothers about Needs and Priorities of Developmental Tasks - Assessment of Growth and Development - Milestone of Psychomotor Development - Examination of the Child

Block-2: Nutrition and Protection of Child Health

Unit-3: Nutritional Requirements

Infant Feeding - Breast Feeding - Artificial Feeding - Milk-Types and Modifications - Selection of Bottles and Teats for Bottle Feeding - Supplementary Feeding - Weaning - Preschool Children Feeding - Assessing Nutritional Value Improving Diet - Preschool Children and School Children to Prevent Deficiency Diseases

Unit-4: Protection of Child's Health

Immunization Schedule - Prevention and Treatment of Common Diseases and Aliments - Malnutrition - Prevention of Accidents at Home on the Roads, in Schools - First Aid Measures - School Feeding Programme

Block-3: Health Workers

Unit-5: Training of Community Level Health Workers

Training of DAIS - Role of DAIS - Good and Harmful practices of DAIS - Community Health Workers - Supervision of DAIS and Other Health Workers - Establishment of good with DAIS - Involvement of DAIS in Family Planning Programme

Unit-6: Maintaining Records and Statistics

Maintenance of Records - Responsibility in Keeping Records - Maternal Mortality Rate (MMR) - Comparison with States - World Scenario

Block-4: Family Welfare Programmes

Unit-7: Concept of Family Welfare Services

Importance of Family Planning - Importance of Family Welfare - Health and Socio-Economic Factors - Mortality Rates of Vulnerable Groups - Population Dynamics - Physiology of Contraception - Aspects of Family Health and Welfare Services

Unit-8: National Family Welfare Programmes

National Family Welfare Programmes - Goals and policies - Organisational Set up of National Family Welfare Programme - Role of voluntary Organisations in Providing Family Welfare Services - Coordinating Efforts to Provide Effective Services - Role of Health Workers and other Members in a Health

Unit-9: Organising Family Welfare Work

Surveying the Community for Eligible Couples - Target Couples - Case Finding - Small Family Norm - Benefits of Small Family Norm - Helping People to Accept and Adopt Family Planning Method - Imparting Family Planning Facts - Communicating with Individuals and Groups - Face to Face Communications - Mass Media Approach - Holdings Meetings - Individual Counselling - Records and Reports - Supervision of dais and other Community Level Health Workers

Unit-10: Family Planning Methods

Contraceptive Methods - Intra-Uterine Devices - Hormonal Contraceptives - Abortions - The Medical Termination of Pregnancy Act - Safe Period(or)Rhythm Period - Natural Family Planning Methods - Terminal Methods(or) Sterilization



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Name of the Programme– Vocational Advanced Diploma in General Duty Assistant - Syllabus (Flexible Skill Training Mode)

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|----------------------|----------|------------------------------------|
| Course Title | : | Patient Care and Management |
| Course Code | : | AVDGD-25X |
| Course Credit | : | 4 |

Course Objectives

While studying the **Patient Care and Management**, the student shall be able to:

- Describe about care plan of patient
 - Demonstrate about the clinical investigation process
 - Manage the patients in pain
 - Explain pre and post operative Management
-

Course Outcomes

After completion of the **Course Patient Care and Management**, the student will be able to:

- Conduct the physical examination of patients
 - Explain the process of recovery of patients from anaesthesia
 - Able to assist the patient for dialysis
 - Demonstrate about advanced Nursing procedures
-

Block-1:Advanced Nursing Procedures

Unit-1:Nursing process & Care plan

Unit-2:Physical Examination Health Assessment

Unit-3 Nursing Assessment- General Clinical investigation

Block-2: Patients Management

Unit-4: Management of Patient in pain - concept assessment - types - location

Unit-5: Nursing Management.

Unit-6: Analgesic drugs - therapeutic approaches to pain

Unit-7: Patients recovery from Anaesthesia

Unit-8: Pre-and post-operative management - fluid and electrolytic in balanced therapeutic Management

Block-3: Management of Patient with Respiratory Disorder

Unit-9: Nursing Management of patient with impaired Respiratory Function

Unit-10: Assessment of respiratory function

Unit-11: Respiratory intensive care

Unit-12 Disorder of upper and lower-chest-respiratory tract

Unit-13: Gastro intestinal disorder

Block-4: Management of Patient with Metabolic and Renal Disorder

Unit-14: Management of patient with metabolic and endocrine disorders

Unit-15: Management of patient with renal disorder - Renal failure - dialysis



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**Name of the Programme– Vocational Advanced Diploma in General Duty
Assistant- Syllabus (Flexible Skill Training Mode)**

Course Title : **Community Health Nursing (Practical)**
Course Code : **AVDGD- P3X**
Course Credit : **6**

- Community Health nursing, Primary health care and centres
- Bag Techniques
- Immunity and Immunization
- The Duties of a Nurse
- Practical Training in the Clinical and Field
- Family Planning
- Home visit, visit to PHC, sub-centre
- Family planning education
- Antenatal Examination
- Assisting with conducting delivery
- Assisting with IVCD insertion MTP & D & C



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Name of the Programme– Vocational Advanced Diploma in General Duty Assistant- Syllabus (Flexible Skill Training Mode)

Course Title : **First Aid and Emergency Care (Practical)**
Course Code : **AVDGD- P4X**
Course Credit : **6**

- General Instrument used in Nursing
- Use of roller bandage
- Use of slings
- Artificial respiration
- Cardiac compression
- Oral medication
- Help for IV injection
- IM injection
- Subcutaneous injection
- Intradermal injection
- Oxygen therapy
- Tube feeding
- Vaginal douche
- Giving enema, Rectal suppositories
- Hot water bag
- Hot soak, sitzbath
- Cold compress, ice cap
- Steam inhalations
- Instilling eye, ear drops



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**Life Coping Skills (LCS-1X) and Communication Skills (CNS-1X)-
Core Course for all Vocational Diploma Programmes**

Life Coping Skills and Communication Skills have been included to help the students to understand the meaning of life and to understand the meaning of relationship and how we communicate in every day life.

Examination System: Examination to Life Coping Skills and Communication Skills are designed to maintain quality of standard. Theory will be conducted by the University in the identified Examination Centres. For the Assignment students may be permitted to write with the help of books/materials for each Course, which will be evaluated by the Evaluators appointed by the University.

Assignment (Internal): Assignment carries 30 marks, consists of descriptive type of questions for each Course (3 X 10 = 30 Marks). Learners are expected to write 10-15 pages for each assignment. Submission of Assignment is compulsory.

Theory Examination (External): Students shall normally be allowed to appear for Theory Examination by completing Practical and Assignment. The Term-End Examination shall carry Section- A, Section- B and Section- C

| | | |
|--------------|---|----------------------|
| Section-A | Three out of Five Short Answer Questions [Each 3- Marks] | 3 X 3 = 9 Marks |
| Section-B | Three out of Five Long Answer Questions [Each 7- Marks] | 3 X 7 = 21 Marks |
| Section-C | Four out of Seven Essay questions of which one will be Multiple Choice Question [Each 10-marks] | 4 X 10 = 40 Marks |
| Total | | 70 Marks |

Passing Minimum: The passing minimum is 35 percent in the internal and external/theory examination taken together for successful completion of each course.



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Name of the Course – Life Coping Skills - Syllabus (Flexible Skill Training Mode)

Course Title : **Life Coping Skills**
Course Code : **LCS-1X**
Course Credit : **6**

(1).Life Coping Skills : The main objectives of the Life Coping skills is to understand the meaning of life and its challenges, provide skills and knowledge needed to cope with life’s problems and challenges, develop a positive attitude, train to be successful and useful citizens through positive thinking, cope with criticism, failure, anger, loneliness, physical and verbal abuse, improve self-esteem, manage time and stress, develop one’s personality to its full potential, help the students to become team players, develop personal skills and to provide skill problems solving and decision making.

Block- 1-Self Skills

Unit-1: Self Skill – I

Meaning and Process of Coping- Restructuring the Life Story - External and Internal Influences in One's Life - Messages: Positive and Negative - Life Illustrations - Self Esteem - Self Concept - Self Acceptance - Self Actualisation- Personality Development

Unit-2: Self Skill – II

Positive Thinking - Goal Setting - Problem Solving - Decision Making

Block- 2: Social and Leadership Skills

Unit-3: Social Skills

Social Skills- Motivation- De-motivating Factor- Meaning and Attitude to Success- Time Management -The Management of Time is the Management of Life - How to gain an extra mile every day- Tips for Time Management - Stress Management

Unit-4: Leadership Skills

Emergence of a Leader -Characteristics of Leadership -Various kinds of Leaders - What should Leader do- The Moulding of a Leader - Characteristics of a Successful Leader- Team Work - What is it like work in a Team- What is Team Learning

Unit-5: Coping Skills – I

What is Shyness- How to Overcome Shyness- Tips to Overcome Shyness - Coping with Loneliness-Finding Ways to Change the Feelings of Loneliness-Overcoming Loneliness - Tips to Overcome Loneliness- Coping with Depression - Coping with Fear- Coping with Anger and Verbal Abuse -Verbal Abuse- Coping with Failure - Coping with Criticism

Unit-6: Coping Skills – II

Coping with HIV – AIDS- Coping with Alcoholism - Tobacco and Smoking - Coping with Substance Abuse

Block -4: Managerial and Entrepreneur Skills

Unit-7: Managerial Skills

Coping with Conflict- Conflict can be Constructive or Destructive- Constructive Nature of Conflicts- What are the Strategies for Managing Conflicts- Tactics of Conflict Management- Coping with Change- Twelve Steps to Implement Change

Unit-8: Entrepreneur Skills

Career Guidance - Career Planning- Preparation for Employment- Looking for Opportunities - Preparation for the Interview - Work Environment - Thriving in Today's Work Environment .



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Name of the Course – Communication Skills - Syllabus (Flexible Skill Training Mode)

Course Title : **Communication Skills**
Course Code : **CNS-1X**
Course Credit : **6**

(2).Communication Skills: The main objectives of the Communication Skills is to introduce to the students the process and kinds of communication, train the students to code and decode communication effectively, explain the various interpersonal skills required to interact with others and make the students understand the meaning of relationship and how we communicate in every day life.

Block -1: Communication

Unit-1: Introduction to Communication

Communication concept- Process of Communication- Elements of Communication- Types of Messages- Types of Communication- Speech- Different Types of Verbal Communication-Effective Communication-Interpersonal Communication- Communication as Skilled Behaviour-Social Skills Model- Social Skills Model to Interpersonal Communication-Implications of the Approach-Components of Interpersonal Skills-Characteristics of a Good Conversation-Hints for Inter-Personal Relation-Ship

Unit-2: Effective Communication

Definition of Effective Communication- Common Forms of Communication- The Positive Value of Good Communication- Guidelines for Effective Communication- Review Questions- Three Principles of Communication- Communication Strategies

Block- 2:Situational and Behavioural Communication

Unit-3: Situational Language

Greeting and Introducing- Inviting Someone and Making Requests- Offering Help and Seeking Permission- Asking for Advice and Expressing Gratitude-Asking whether Someone Remembers- Persuading, Complimenting and Congratulating- Expressing Sympathy- Complaining and Apologising- Making Suggestions and Warning Someone- Asking for Excuse and Ending a Conversation- Asking for Information and Someone's Opinion- Asking if someone is sure and to Say Something

Again- Checking that you have understood- Asking whether someone knows- Asking About Possibility and Preference- Requesting Someone- Asking if someone Agrees- Asking if someone is Obligated to do something- Some Useful Expressions- Different Models of Situational Conversations

Unit-4: Behavioural Communication

Effective Criticism Made Easy: Basic Rules for Delivering-Negative Feedback to Others- Before Delivering to Negative Feedback- While Delivering Negative Feedback- After Delivering Negative Feedback

Block -3: Types and Modes of Communication

Unit-5: Modes of Communication

Group Discussion- Importance of Group Testing- Factors that Contribute to Group-Worthiness- Guidelines for Group Discussion- Factors that Matter in a Group Discussion- Important Parameters in Group Discussion- Types of Groups- Speech-Speech Distractions- Five ways to make your Audience Sit Up- Successful Public Speaking- Drafting a Speech- Major Pitfalls in Public Speaking- Body Language-The Constituents of Body Language

Unit-6: Leadership and Team Communication

Definition of a Leadership- Types of Leadership- Shared Leadership- Ten Principles for Leadership Communication- Styles of Leadership- Team Communication-Achieving Effectiveness through Team Communication- The Components of Communication- Characteristics of Highly Cohesive Teams

Block- 4: Interview Skills and English Language

Unit-7: Interview Skills

Interview Defined- Kinds of Interviews- Preparation for a Job Interview- Telephonic Interview- Preparation for a Telephonic Interview- Speaking to Foreigners- Success in Interview-Ten Most Frequently Asked Questions- Inter Whew- Inter Phew

Unit-8: English as Spoken and Written Language

Simple Sentence- Word Order- Modals- Passive Voice- Letter Writing-An Informal Letter-Formal Letter-Personal Letters- Official Letters- Paragraph Writing- Essay Writing- Types of Essay- Prose Comprehension- Poetry Comprehension- Precise Writing- Dialogues.