

Model Curriculum

Hospital Front Desk Coordinator

SECTOR: Healthcare

SUB-SECTOR: Allied Health & Paramedics

OCCUPATION: Non Direct Care

REF ID: HSS/Q6101

NSQF LEVEL: 4



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

HEALTHCARE SECTOR SKILL COUNCIL

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: 'Hospital Front Desk Coordinator'
QP No. 'HSS/Q6101 NSQF Level 4'

Date of Issuance: March 13th, 2018

Valid up to: March 12th, 2021

* Valid up to the next review date of the Qualification Pack



Authorized Signatory
(Healthcare Sector Skill Council)

TABLE OF CONTENTS

1. <u>Curriculum</u>	<u>4</u>
2. <u>Trainer Prerequisite</u>	<u>10</u>
3. <u>Annexure: Assessment Criteria</u>	<u>11</u>

Hospital Front Desk Coordinator

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a "Hospital Front Desk Coordinator", in the "Healthcare" Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Hospital Front Desk Coordinator		
Qualification Pack Name & Reference ID. ID	HSS/Q6101, version 1.0		
Version No.	1.0	Version Update Date	12/03/2021
Pre-requisites to Training	Class XII		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • enhance their skill and capacities in counsel and manage personnel who visits Healthcare Organization • enhance their knowledge in resource management, advocacy as a Hospital Front Desk Coordinator • enhance Customer Service Excellence and Patient Satisfaction • demonstrate billing activities • enhance skills to work out on medical software for maintain Hospital Information System • demonstrate professional behaviour, personal qualities and characteristics of a Hospital Front Desk Coordinator • direct patients/carer's/visitors to concerned department or authorities • demonstrate correct method of bio-medical waste management • demonstrate basic life support, cardio pulmonary resuscitation and other actions in the event of medical and facility emergencies • demonstrate good communication, communicate accurately and appropriately. • get along with, working with and co-operating with others • report concerns/issues/challenges to higher authorities as per timelines 		

This course encompasses 7 out of 7 National Occupational Standards (NOS) of “Hospital Front Desk Coordinator” Qualification Pack issued by “Healthcare Sector Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction to functions of Hospital Front Desk Coordinator Theory Duration (hh:mm) 15:00 Practical Duration (hh:mm) 05:00</p> <p>Corresponding NOS Code HSS/N6101, HSS/N6102, HSS/N6103, HSS/N9615, HSS/N9616, HSS/N9617, HSS/N9618</p>	<ul style="list-style-type: none"> Describe the functions of Hospital Front Desk Coordinator such as:- Help desk management, Call centre / appointment handling/ front office data management Describe about preventive health program management Describe report delivery process Describe employees responsibilities e.g. punctuality, discipline, integrity, grievance redressal process Discuss handling different categories of patients - paid / non-paid, emergency, VIPs etc. Describe handling of irate customers and patient attendees Ensuring patient satisfaction - contribution of the front office Understand the basic components required for comfort of patient/carer's/visitors at healthcare organization Present a positive personal image. Define quality improvement process Discuss OPD Management: OPD timings, schedule, registration, billing etc. 	<p>Audio Visual aide White Board Projector Table Chair Internet Charts Poster</p>
2	<p>Consent, Reporting & Documentation</p> <p>Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code HSS/N6101, HSS/N6102, HSS/N6103, HSS/N9615, HSS/N9616, HSS/N9617, HSS/N9618</p>	<ul style="list-style-type: none"> Define the scope of practice for hospital front desk coordinator Define consent and discuss the methods of obtaining consent. Understand importance of maintaining various records & how to obtain them. Explain various types of records to be maintained by hospital front desk coordinator Demonstrate essential components of various records and method of documentation and their retrieval 	<p>Audio Visual aide White Board Projector Table Chair Internet</p>
3	<p>Basic Structure and Function of the Human Body</p> <p>Theory Duration</p>	<ul style="list-style-type: none"> Describe anatomy and functions human body system Describe special needs of 	<p>Audio Visual aide White Board Projector</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	(hh:mm) 10:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code, HSS/N6102,HSS/N9615,HSS/N9616, HSS/N9617, HSS/N9618	vulnerable clients in the hospitals <ul style="list-style-type: none"> Describe visible symptoms of ill patients or patients who need immediate attention by medical team 	Table Chair Internet Nursing Manikin Charts poster
4	Introduction to Medical Terminology required related to front desk functioning Theory Duration (hh:mm) 05:00 Practical Duration (hh:mm) 05:00 Corresponding NOS Code HSS/N6101, HSS/N6102, HSS/N6103,HSS/N9615,HSS/N9616, HSS/N9617, HSS/N9618	<ul style="list-style-type: none"> Understand appropriate use of related medical terminology in daily activities with colleagues, patients and family Understand about hospital departments/diagnostic's available with HCO/services available and direct patient to accurate unit Able to identify medical terms and related tariffs/discounts/promotions which can be advised to relevant patients/carer's 	Audio Visual aide White Board Projector Table Chair Internet Charts Poster
5	Infection Control & Prevention Theory Duration (hh:mm) 15:00 Practical Duration (hh:mm) 05:00 Corresponding NOS Code HSS/N9617, HSS/N9618	<ul style="list-style-type: none"> Identify deviation from normal health Understand management of different types of spillage and their management Understanding of hand hygiene: infection control/exposure control/ PPE Understand hospital/ emergency borne infections Understand prevention and treatment of needle stick injury Understand about incident reporting 	Audio Visual aide White Board Projector Table Chair Internet Charts Poster Hand sanitizer Wash basin Towel
6	Personal Hygiene Theory Duration (hh:mm) 05:00 Practical Duration (hh:mm) 05:00 Corresponding NOS Code HSS/N6101, HSS/N6102, HSS/N6103,HSS/N9615,HSS/N9616, HSS/N9617, HSS/N9618	<ul style="list-style-type: none"> Develop understanding of the concept of Healthy Living Develop understanding & procedures of Hand Hygiene Develop techniques of self-grooming and maintenance Equip with techniques of use of PPE: the need for and types Vaccinate against common infectious diseases: immunisation to reduce the health risks for self, patients. Understand mandated, highly 	Audio Visual aide White Board Projector Table Chair Internet Charts Poster PPE

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 05:00</p> <p>Corresponding NOS Code HSS/N6101, HSS/N6102, HSS/N6103, HSS/N9615, HSS/N9616, HSS/N9617, HSS/N9618</p>	<ul style="list-style-type: none"> Describe self-role in maintaining patient's rights Escalate to competent authority in case of any deviation or non-conformance as per organizational policies and procedures 	<p>Table Chair Internet Charts Poster</p>
9	<p>Maintain conducive Environment in Emergency Situations</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 05:00</p> <p>Corresponding NOS Code HSS/N6101, HSS/N6102, HSS/N6103, HSS/N9615, HSS/N9616, HSS/N9617, HSS/N9618</p>	<ul style="list-style-type: none"> Describe things necessary to make the patient feel safe and comfortable Describe impact of comfort on one's health Describe importance and methodology of cleanliness, and hygiene environment Describe variation of patients environment according to settings: road, home, ambulance, hospital, etc. 	<p>Audio Visual aide White Board Projector Table Chair Internet Charts Poster</p>
10	<p>Hospital Information System (HIS) – Medical Software Applications</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code HSS/N6101, HSS/N6103</p>	<ul style="list-style-type: none"> Describe various modalities for Patient Registration in HIS Describe various characteristics of HIS Describe about important information and credentials to be captured by patient/attenders for HIS Describe basic functioning of HIS Describe escalation matrix in case of non-compliances Assess working status of HIS as and when required Maintain database of visitors/patients etc. Describe the importance of Electronic Health Records/Medical Records/Computerized patient record systems 	<p>Audio Visual aide White Board Projector Table Chair Internet Sample HIS software Charts Poster</p>
11	<p>Payment and Billing</p> <p>Theory Duration (hh:mm) 10:00</p>	<ul style="list-style-type: none"> Describe different modes of Payment utilized in healthcare industry Handle payment received from carers and submit to authorities as 	<p>Audio Visual aide White Board Projector Table Chair</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code HSS/N6101, HSS/N6102, HSS/N6103,</p>	<p>per organizational protocol and process</p> <ul style="list-style-type: none"> • Check authenticity of currency notes • Provide bill to carers as and when required as per organizational protocol and process • Describe various TPA/Insurance services available in the country • Describe about various National Health Insurance Scheme and beneficiaries • Describe about receiving foreign currency as a part of payment process • Describe about various international currencies and their values in terms of INR 	<p>Internet Charts Poster Sample foreign currency Fake currencies True currencies</p>
12	<p>Customer Service Excellence and Patient Satisfaction</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code HSS/N6101, HSS/N6102, HSS/N6103, HSS/N9615, HSS/N9616, HSS/N9617, HSS/N9618</p>	<ul style="list-style-type: none"> • Identify needs of the patients/carers to find resolution • Have adequate knowledge about internal process /promotions/tariffs/schemes/benefits which can be provided to patients • Build empathetic relationship with the patient's/ visitors • Use appropriate language and tone and listen carefully to the queries • Show sensitivity and adequate support for all irrespective to gender/culture/age/social difference/language etc. • Maintain proper body language and dress code • Seek feedback from visitors • Ensuring management of foreign clients with differences in culture and language. 	<p>Audio Visual aide White Board Projector Table Chair Internet Charts Poster</p>
13	<p>Safety & First Aid</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 05:00</p> <p>Corresponding NOS Code</p>	<ul style="list-style-type: none"> • Describe common emergency conditions and what to do in medical emergencies • Describe basics of first aid • To develop understanding and precautions to ensure self- safety • Provide care to the patients while moving & transferring is required • Demonstrate the use of protective devices (restraints, safety devices) 	<p>Audio Visual aide White Board Projector Table Chair Internet Charts Poster</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	HSS/N9617, HSS/N9618	<ul style="list-style-type: none"> To seek for assistance from appropriate authority in a timely manner 	
14	<p>Basic Life Support</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 05:00</p> <p>Corresponding NOS Code HSS/N9617, HSS/N9618</p>	<ul style="list-style-type: none"> Describe identification of cardiac arrest Understand Principles of basic life support (Adult chain of survival ,CABDs of giving CPR) Describe the correct protocol of chest compression, ventilation and assessment steps Differentiate the single rescuer and two rescuer CPR Describe the conditions when choking occurs Describe the protocol of giving life support during choking 	Audio Visual aide White Board Projector Table Chair Internet Charts Poster Nursing manikin
15	<p>Bio Medical Waste Management</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 05:00</p> <p>Corresponding NOS Code HSS/N9618</p>	<ul style="list-style-type: none"> To gain understanding of importance of proper and safe disposal of bio-medical waste & treatment To gain understanding of categories of bio-medical waste To learn about disposal of bio-medical waste – colour coding, types of containers, transportation of waste, etc. To gain broad understanding of standards for bio-medical waste disposal To gain broad understanding of means of bio-medical waste treatment 	Different coded color bins, Visit to treatment plan of bio medical waste etc, visit to healthcare facility to learn about BMW
16	<p>Institutional Emergencies, Fire safety and & security</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 05:00</p> <p>Corresponding NOS Code HSS/N9617, HSS/N9618</p>	<ul style="list-style-type: none"> Learn actions to be initiated in case of fire or any institutional emergency Describe how to use fire extinguisher Understand suspicious behaviour of individuals and tracking the same 	Emergency Codes, fire extinguisher, charts to display deviation from normal health condition (sign & symptoms)
17	<p>Basic Computer Knowledge</p> <p>Theory Duration (hh:mm) 05:00</p>	<ul style="list-style-type: none"> To gain understanding about Application of computers Introduction to Computers: –Block diagram –Input and Output devices 	Computer with internet facility

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Practical Duration (hh:mm) 15:00</p> <p>Corresponding NOS Code Introductory</p>	<ul style="list-style-type: none"> -Storage devices • Introduction to operating systems -Need of Operating systems (OS) -Function of OS -Windows 2000 – Utilities and basic operations -Microsoft office 2000 – MS Word, MS Excel 	
18	<p>Soft Skills & Communication</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code</p> <p>HSS/N6101, HSS/N6102, HSS/N6103, HSS/N9615, HSS/N9616, HSS/N9617, HSS/N9618</p>	<ul style="list-style-type: none"> • Understand Art of Effective Communication • Able to handle Patients & Family through effective and empathetic Communication • Able to handle effective Communication with Peers/ colleagues using medical terminology in communication • Learn basic reading and writing skills • Learn sentence formation • Learn grammar and composition • Learn how to enhance vocabulary • Learn Goal setting, team building, team work, time management, thinking and reasoning & communicating with others • Learn problem solving • Understand need for customer service and service excellence in Medical service • Learn objection handling • Learn Telephone and Email etiquettes • Learn to analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently • Learn identification of rapidly changing situations and adapt accordingly • Learn decision making ability • Learn planning and organization of work 	Self-learning and understanding, Group Activity, Scenario based learning's
	<p>Total Duration</p> <p>Theory Duration (hh:mm) 155: 00</p> <p>Practical Duration (hh:mm)</p>	Class Room equipped with following arrangements: Model of Healthcare organizations with different departments, Nursing Manikin, registration desk. Counter/phone/computer/internet facility, Mock HIS software, admission counter with desk provided for keeping documents, billing counter, TPA desk, stapler, sample admission form/ requisite form/ visitor pass, intercom, telephone directory, sign	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	145: 00	boards, fire extinguisher, newspaper/magazine/hospital journal stand, office stationery, hospital map, hospital manual <ul style="list-style-type: none"> • Interactive lectures & Discussion • Brain Storming • Charts & Models • Activity • Video presentation Skill lab equipped with following arrangements: <ul style="list-style-type: none"> • Unique equipment as enlisted at the last • Practical Demonstration of various functions • Case study • Role play 	uniform, Hospital front

- Grand Total Course Duration 500:00 Hours (155:00 Hours duration for Class Room, 145:00 Hours Skill Lab Training and 200 hours of mandatory OJT)
- 200 Hours of mandatory OJT/Internship/Clinical or Laboratory Training)

(This syllabus/ curriculum has been approved by SSC: Healthcare Sector Skill Council)

Trainer Prerequisites for Job role: "Hospital Front Desk Coordinator" mapped to Qualification Pack: "HSS/Q 6101, version 1.0"

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack "HSS/Q 6101".
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	<ul style="list-style-type: none"> • NSQF Level 4 certified Hospital Front Desk Coordinator with 5 years of experience • Medical/Nursing Graduate with additional qualification in Hospital or Healthcare management with 2 years of working experience in healthcare management • MHA/MBA in Healthcare Management with 3 years of working experience in healthcare management
4a	Domain Certification	Certified for Job Role: "Hospital Front Desk Coordinator" mapped to QP: "HSS/Q 6101", version 1.0 with scoring of minimum 80%.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q0102" with scoring of minimum 80%
5	Experience	<ul style="list-style-type: none"> • NSQF Level 4 certified Hospital Front Desk Coordinator with 5 years of experience or • Medical/Nursing Graduate with 2 years of working experience in healthcare management Or • MHA/MBA with 3 years of working experience in healthcare management

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Hospital Front Desk Coordinator
Qualification Pack	HSS/Q6101
Sector Skill Council	Healthcare Sector Skill Council
Sr. No.	Guidelines for Assessment
1.	Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2.	The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3.	Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS
4.	Individual assessment agencies will create unique question papers for theory part for each candidate at examination/ training centre (as per assessment criteria below)
4.	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criterion
5.	To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment
6.	In case of <i>unsuccessful completion</i> , the trainee may seek reassessment on the Qualification Pack

National Occupational Standards (NOS)	Performance Criteria (PC)	Total Marks (Theory)	Total Marks (Practical)	Marks Allocation		
				Out Of	Viva	Skills Practical
1.HSS/N6101: accomplish allocated task at hospital front desk	PC1. Analyse the requirement and answer the queries accordingly	20	200	10	5	5
	PC2. Handle the queries received over a phone/mail/visiting patients etc. applying relevant medical words & terms used in hospitals.			5	2	3
	PC3. Coordinate for care needs with other care providers through appropriate communication method.			5	2	3
	PC4. Manage need and requirement of patient's relative and hospital/clinic staff.			5	2	3
	PC5. Enter patient details and other data in Hospital Information System/relevant communication channel.			5	2	3
	PC6. Up- to-date with latest details & schedules of Doctors, specialties, appointment timings, bed occupancy, approx. discharge timings, cost etc.			10	5	5

	PC7. Manage requirements of patients, their attendants & visitors from admission to discharge .			10	4	6
	PC8. Manage requirements of Doctors & hospital staff			5	2	3
	PC9 Manage special requirements of differently abled persons or special needs required by patients			5	2	3
	PC10. Handle tactfully Officials & VIPs as per the needs in accordance to hospital policies			10	5	5
	PC11.Ensure smooth patient flow within the hospital			5	2	3
	PC12. Ensure hospital environment is comfortable & pleasing to patients, visitors, employees & others			10	5	5
	PC13. Collect information and documents from new patient or recheck of repeat patient for patient registration with compliance to regulatory and organizational requirements			10	5	5
	PC14. Cross check the identity document details of the patients against original			5	2	3
	PC15. Complete the registration details after interacting with the patient/attenders & concerned physician on details including room type, room number, tariff details, health insurance details, payment method etc.			5	2	3
	PC16.. Receive patient signature on completed patient registration document			10	5	5
	PC17. Update the patient registration details to relevant authority.			5	2	3
	PC18. Return the original document immediately after scanning or copying			5	2	3
	PC19. Ensure all mandatory patient details are captured as per regulatory requirement			5	2	3
	PC20. Cross check patient details appropriately for patient identification purposes			10	5	5

	PC21. Address the concerns as per the set TAT (Turn Around Time) criteria for the area involved.			5	2	3
	PC22. Set different goals for patient care keeping in mind the hospitals policy			5	2	3
	PC23. Raise alarm and announce emergency code as defined & as per situation			10	5	5
	PC24. Maintain confidentiality of patient records, medico legal cases, preservation, information management			5	2	3
	PC25. Comply with relevant legislation, standards, policies and procedures			5	2	3
	PC26. Assist for queries regarding availing of medical insurance			10	5	5
	PC27. Direct the patient/attenders to the concerned department or authority			10	5	5
	PC28. Assist for various third party payment mechanisms including CGHS, ECHS, Public Sector undertakings, types of special arrangements, Universal Health Insurance coverage scheme in prevalent states			5	2	3
	PC29. Ensure eligible person is availing the facility			5	2	3
	Total	20	200	200	90	110
2.HSS/N6102: Ensure Customer Service Excellence & Patient Satisfaction	PC1. Maintain service excellence in healthcare settings keeping empathy, passion and patience	30	200	50	30	20
	PC2. Meet patients / visitors expectations as much as possible in various hospital areas in accordance to organizational policies			20	10	10
	PC3. Coordinate to address complaints related to service provided			20	10	10
	PC4. Ensure corrective & preventive actions are taken timely for patients / visitors concerns			20	10	10
	PC5. Know the departmental process and adhere to them while assisting			20	10	10

	PC6. Indulge in training at regular intervals to learn best practices			30	10	20
	PC7. Apply process quality tools used in the organization as directed			40	10	30
	Total	30	200	200	90	110
3.HSS/N6103:Perform billing activities	PC1. Identify the services being rendered to the client	30	200	10	5	5
	PC2. Assess accurateness of the invoice generated through various means			20	10	10
	PC3. Check that payments from patients are valid and accurate			30	20	10
	PC4. Record payments from patients promptly and accurately as per organizational policies			20	10	10
	PC5. Record clearly and accurately the reasons if payments are overdue.			20	10	10
	PC6. Identify problems accurately and sort them out promptly.			10	5	5
	PC7. Inform senior or concerned authority promptly about any problems that you cannot sort out.			20	10	10
	PC8. Store collected payments securely and in line with organization Policies			20	10	10
	PC9. Check that charges, credits made to patient accounts are correct.			10	5	5
	PC10. Identify and sort out problems with patient accounts.			20	10	10
	PC11. Inform senior or concerned authority promptly about problems with patient accounts which are beyond the limits of competence & authority			20	10	10
	Total	30	200	200	105	95
4. HSS/N9615: Maintain Interpersonal relationship with colleagues, patients and others	PC1. Communicate effectively with all individuals regardless of age, caste, gender, community or other characteristics without using terminology unfamiliar to them	5	50	5	2	3
	PC2. Utilize all training and information at one's disposal to provide relevant information to the individual			3	1	2
	PC3. Confirm that the needs of the individual have been met			2	0	2
	PC4. Respond to queries and information needs of all individuals			2	1	1

	PC5. Adhere to guidelines provided by one's organization or regulatory body relating to confidentiality			2	1	1
	PC6. Respect the individual's need for privacy			5	2	3
	PC7. Maintain any records required at the end of the interaction			2	1	1
	PC8. Integrate one's work with other people's work effectively			2	1	1
	PC9. Utilize time effectively and pass on essential information to other people on timely basis			5	2	3
	PC10. Work in a way that shows respect for other people			2	1	1
	PC11. Carry out any commitments made to other people			2	1	1
	PC12. Reason out the failure to fulfill commitment			2	1	1
	PC13. Identify any problems with team members and other people and take the initiative to solve these problems			2	1	1
	PC14. Clearly establish, agree, and record the work requirements			2	1	1
	PC15. Ensure his/her work meets the agreed requirements			2	1	1
	PC16. Treat confidential information correctly			5	2	3
	PC17. Work in line with the organization's procedures and policies and within the limits of his/her job role			5	2	3
	TOTAL	5	50	50	21	29
5.HSS/N9616: Maintain professional & medico-legal conduct	PC1. Adhere to legislation, protocols and guidelines relevant to one's role and field of practice	5	50	5	2	3
	PC2. Work within organizational systems and requirements as appropriate to one's role			5	2	3
	PC3. Recognize the boundary of one's role and responsibility and seek supervision when situations are beyond one's competence and authority			10	5	5
	PC4. Maintain competence within one's role and field of practice			5	2	3

	PC5. Maintain personal hygiene and contribute actively to the healthcare ecosystem			5	2	3
	PC6. Use relevant research based protocols and guidelines as evidence to inform one's practice			5	2	3
	PC7. Promote and demonstrate good practice as an individual and as a team member at all times			5	2	3
	PC8. Identify and manage potential and actual risks to the quality and safety of practice			5	2	3
	PC9. Evaluate and reflect on the quality of one's work and make continuing improvements			5	2	3
	TOTAL	5	50	50	21	29
6.HSS/N9617: Maintain a safe, healthy and secure working environment	PC1. Identify individual responsibilities in relation to maintaining workplace health safety and security requirements	5	50	2	1	1
	PC2. Comply with health, safety and security procedures for the workplace			2	1	1
	PC3. Comply with health, safety and security procedures and protocols for environmental safety			2	1	1
	PC4. Identify potential hazards and breaches of safe work practices			5	2	3
	PC5. Identify and interpret various hospital codes for emergency situations			5	2	3
	PC6. Correct any hazards that individual can deal with safely, competently and within the limits of authority			4	2	2
	PC7. Provide basic life support (BLS) and first aid in hazardous situations, whenever applicable			5	2	3
	PC8. Follow the organization's emergency procedures promptly, calmly, and efficiently			5	2	3
	PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person			5	2	3
	PC10. Complete any health and safety records legibly and accurately			5	2	3

	PC11. Report any identified breaches in health, safety, and security procedures to the designated person			5	2	3
	PC12. Promptly and accurately report the hazards that individual is not allowed to deal with, to the relevant person and warn other people who may get affected			5	2	3
	Total	5	50	50	21	29
7.HSS/N9618: Follow biomedical waste disposal and infection control policies and procedures	PC1. Handle, package, label, store, transport and dispose of waste appropriately to minimize potential for contact with the waste and to reduce the risk to the environment from accidental release	5	50	5	2	3
	PC2.Store clinical or related waste in an area that is accessible only to authorized persons			5	2	3
	PC3. Minimize contamination of materials, equipment and instruments by aerosols and splatter			2	1	1
	PC4. Apply appropriate health and safety measures following appropriate personal clothing & protective equipment for infection prevention and control			2	1	1
	PC5. Identify infection risks and implement an appropriate response within own role and responsibility in accordance with the policies and procedures of the organization			2	1	1
	PC6. Follow procedures for risk control and risk containment for specific risks. Use signs when and where appropriate			2	1	1
	PC7. Follow protocols for care following exposure to blood or other body fluids as required			2	1	1
	PC8. Remove spills in accordance with the policies and procedures of the organization			2	1	1
	PC9.Clean and dry all work surfaces with a neutral detergent and warm water solution before and after each session or when visibly soiled			5	2	3
	PC10: Demarcate and maintain clean and contaminated zones in all aspects of health care work			2	1	1

	PC11. Confine records, materials and medicaments to a well-designated clean zone			2	1	1
	PC12. Confine contaminated instruments and equipment to a well-designated contaminated Zone			2	1	1
	PC13. Decontaminate equipment requiring special processing in accordance with quality management systems to ensure full compliance with cleaning, disinfection and sterilization protocols			2	1	1
	PC14. Replace surface covers where applicable			3	1	2
	PC15. Maintain and store cleaning equipment			2	1	1
	PC16. Report and deal with spillages and contamination in accordance with current legislation and procedures			2	1	1
	PC17. Maintain hand hygiene following hand washing procedures before and after patient contact and/or after any activity likely to cause contamination			2	1	1
	PC18. Cover cuts and abrasions with water-proof dressings and change as necessary			2	1	1
	PC19. Change protective clothing and gowns/aprons daily, more frequently if soiled and where appropriate, after each patient contact			2	1	1
	PC20. Perform additional precautions when standard precautions alone may not be sufficient to prevent transmission of infection			2	1	1
	Total	5	50	50	23	27
Grand Total		Theory	Practical	Total		
		100	800	900		