



Phlebotomist

QP Code: HSS/Q0501

Version: 4.0

NSQF Level: 4

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HSS/Q0501: Phlebotomist

Brief Job Description

A Phlebotomist draws blood samples from patients for laboratory testing and analysis and also guides patients in collection of other type of samples like urine, stool, sputum, etc. This may be done at the laboratory, collection centre, or at the client site. The incumbent also ensures availability and suitability of supplies to be used in the process. The person is also responsible for other activities such as labelling, record keeping and other related documentation.

Personal Attributes

The job requires individuals to have good communication and time management skills along with the ability to work in a multidisciplinary team environment. The individual should possess key qualities such as confidence, maturity, compassion, patient centricity and active listening. The person should exhibit good coordination skills, ethical behaviour and be able to empathetically deal with patients.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [HSS/N0510: Perform pre-procedural activities of sample collection](#)
2. [HSS/N0511: Perform procedural activities of sample collection](#)
3. [HSS/N0512: Perform post- procedural activities of sample collection](#)
4. [HSS/N9619: Follow etiquette for site visit](#)
5. [HSS/N9620: Comply with infection control and biomedical waste disposal policies](#)
6. [HSS/N9624: Maintain a safe and secure working environment](#)
7. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Healthcare
Sub-Sector	Allied Health & Paramedics
Occupation	Diagnostic
Country	India

NSQF Level	4
Credits	20
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3212.0601
Minimum Educational Qualification & Experience	12th Class (Science) OR 12th grade Pass (with non - science) with 1.5 years of experience relevant experience in the healthcare sector OR 10th grade pass with 3 Years of experience relevant experience in the healthcare sector OR Previous relevant Qualification of NSQF Level (3.5 (Emergency care assistant or equivalent)) with 1.5 years of experience relevant experience in the healthcare sector OR Previous relevant Qualification of NSQF Level (3 Dresser medical, General duty assistant or equivalent) with 3 Years of experience relevant experience in healthcare sector
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	NA
NSQC Approval Date	
Version	4.0

HSS/N0510: Perform pre-procedural activities of sample collection

Description

This Occupational Standard covers verification or recording of patients identity and taking their consent for sample collection. It also covers preparation of equipment and supplies used during blood and other sample collection for testing.

Scope

The scope covers the following :

- Provide and seek information and consent
- Prepare and maintain necessary equipment and supplies
- Prepare and label the samples for test, procedures and identification purposes
- Aseptic precautions to be taken before sample collection
- handle various medical emergencies

Elements and Performance Criteria

Provide and seek information and consent

To be competent, the user/individual on the job must be able to:

- PC1.** introduce themselves to the patient in a professional manner,
- PC2.** perform hand hygiene before sample collection
- PC3.** wear appropriate personal protective equipment such as gloves,gown ,mask etc
- PC4.** match the patient's details with the laboratory form, to ensure accurate identification
- PC5.** seek patient's information with reference to the allergies, any previous experience of fainting during previous injections or blood draws, history of bleeding disorder, medications etc.
- PC6.** reassure the person and make them comfortable before beginning the procedure for anxious patients
- PC7.** provide details of procedure to be performed to the patient and obtain verbal consent to proceed
- PC8.** ensure informed written consent of the patient as per organizational procedure

Prepare and maintain necessary equipment and supplies

To be competent, the user/individual on the job must be able to:

- PC9.** maintain adequate supplies of medical and diagnostic equipment
- PC10.** follow organizational procedures for requisitioning of supplies
- PC11.** handle situations of stockouts or unavailability of stocks without compromising health needs of patients/ individuals
- PC12.** organize all the equipment needed for the procedure and place it within safe and easy reach on a tray or trolley
- PC13.** ensure that the sharp disposal device is at arm's length but away from the patient avoiding any accidental injury
- PC14.** ensure all equipment to be used is clean, sterilized and in working condition

Prepare and label the blood samples for test, procedures and identification purposes

To be competent, the user/individual on the job must be able to:

PC15. check the label and forms for accuracy ensuring both identifiers must match on the label and the requisition form

PC16. discard all used items into the appropriate category of waste receptacles/bins

Aseptic precautions to be taken before sample collection

To be competent, the user/individual on the job must be able to:

PC17. Identify the different types of samples to be taken from test requisition form.

PC18. perform various pre-procedural activities to be performed before sample collection

PC19. ensure various responsibilities of a phlebotomist to be performed before sample collection.

handle various medical emergencies

To be competent, the user/individual on the job must be able to:

PC20. identify the emergency before sample collection such as hematoma, seizures, fainting, vomiting.

PC21. know the cause of hemolysis and the process of preventing the same.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. relevant legislation, standards, policies, and procedures followed in the hospitals/laboratories/medical centres

KU2. how to engage with the medical officer for support in case the situation is beyond ones competence

KU3. different types of departments and tests conducted in respective departments, (without going into analytical skills).

KU4. importance of the role of Phlebotomist in supporting operations of the department

KU5. how to dress appropriately as per the organizational policies

KU6. how to meet organizational expectations as defined by the Employee Standards of Performance, organizations policies and procedures, and the organization's strategic goals

KU7. employee policies and procedures applicable to own work

KU8. to perform the pre-procedural activities

KU9. basic structure and function of the healthcare system in the country

KU10. features, need and usage of Laboratory Management Information System (LMIS)

KU11. how to establish a routine that is comfortable for patient in preparing him / her for blood specimen collection

KU12. how to check that the patients 2 identifiers on the ID armband match with the information on the lab test laboratory requisition form/ the bar code system or sample label

KU13. the basic terminology used in the diagnostic centres

KU14. all protocols for establishing the identification of patient

KU15. all safety and hygiene measures applicable to blood sample collection methods using vacutainers, syringes, gauge needles, butterfly needles, IV fluid site etc.

KU16. list of equipment and maintaining inventory required for drawing blood samples equipment such as sterile glass with rubber caps, vacuum blood collection tubes, bloodsampling devices, alcohol hand rub etc.

- KU17.** labelling procedures and related standard practice
- KU18.** process to discard biomedical waste as per pollution control guidelines
- KU19.** measures to ensure stock availability
- KU20.** significance of various tube color caps for distinguishing which tube to use as per the test requested
- KU21.** guidelines related to tube mixing and transportation
- KU22.** the hazards and risks associated with handling medical samples, precautions to be taken while handling samples and reporting in case of emergency (such as hematoma, seizures, fainting, vomiting etc)
- KU23.** basic structure and function of the body system
- KU24.** process, condition & resources required by the body to support healthy functioning
- KU25.** bodily processes including maintenance of body temperature, fluid & electrolyte balance, elimination of body wastes, maintenance of blood pressure
- KU26.** measures and process of protection from infection
- KU27.** key points of standard ISO 15189 and ISO 20658 (current version).
- KU28.** the Good Clinical Laboratory Practices (GCLP) recommended by the World Health Organization (WHO)

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** document patient related information under guidance
- GS2.** file patients information as per the organizational protocols
- GS3.** complete all written communications
- GS4.** label all collected samples clearly
- GS5.** read written instructions to follow all procedures related to sample collection
- GS6.** read internal communications and legal framework changes related to roles and responsibilities to keep abreast of the latest knowledge
- GS7.** maintain interpersonal relationships
- GS8.** distinguish between ways of communication when communicating with patients of all ages, supervisors, and peers/coworkers
- GS9.** interact with a supervisor in clear terms following professional protocols
- GS10.** avoid using jargon, slang or acronyms when communicating with patient/donor, colleagues or the medical officer
- GS11.** ask questions to collect all necessary information regarding the patients condition and other personal details like his/her address, DOB
- GS12.** make decisions to ensure consistent quality
- GS13.** make decisions on good laboratory practices without making errors during phlebotomy
- GS14.** use resources effectively when carrying out work
- GS15.** communicate effectively with patients of all ages, supervisors, and peers/co-workers
- GS16.** maintain patients confidentiality
- GS17.** follow practices that respect the rights of the patient(s)
- GS18.** identify immediate or temporary solutions to resolve delays

- GS19.** identify appropriate solutions to patients problems
- GS20.** analyze patients behaviour to identify their state of mind
- GS21.** analyze, evaluate and apply the information gathered from the patient for carrying out the blood drawing procedures

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Provide and seek information and consent</i>	18	20	10	15
PC1. introduce themselves to the patient in a professional manner,	-	-	-	-
PC2. perform hand hygiene before sample collection	-	-	-	-
PC3. wear appropriate personal protective equipment such as gloves,gown ,mask etc	-	-	-	-
PC4. match the patient's details with the laboratory form, to ensure accurate identification	-	-	-	-
PC5. seek patient's information with reference to the allergies, any previous experience of fainting during previous injections or blood draws, history of bleeding disorder, medications etc.	-	-	-	-
PC6. reassure the person and make them comfortable before beginning the procedure for anxious patients	-	-	-	-
PC7. provide details of procedure to be performed to the patient and obtain verbal consent to proceed	-	-	-	-
PC8. ensure informed written consent of the patient as per organizational procedure	-	-	-	-
<i>Prepare and maintain necessary equipment and supplies</i>	18	30	10	10
PC9. maintain adequate supplies of medical and diagnostic equipment	-	-	-	-
PC10. follow organizational procedures for requisitioning of supplies	-	-	-	-
PC11. handle situations of stockouts or unavailability of stocks without compromising health needs of patients/ individuals	-	-	-	-
PC12. organize all the equipment needed for the procedure and place it within safe and easy reach on a tray or trolley	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. ensure that the sharp disposal device is at arm's length but away from the patient avoiding any accidental injury	-	-	-	-
PC14. ensure all equipment to be used is clean, sterilized and in working condition	-	-	-	-
<i>Prepare and label the blood samples for test, procedures and identification purposes</i>	17	20	6	10
PC15. check the label and forms for accuracy ensuring both identifiers must match on the label and the requisition form	-	-	-	-
PC16. discard all used items into the appropriate category of waste receptacles/bins	-	-	-	-
<i>Aseptic precautions to be taken before sample collection</i>	10	-	5	10
PC17. Identify the different types of samples to be taken from test requisition form.	-	-	-	-
PC18. perform various pre-procedural activities to be performed before sample collection	-	-	-	-
PC19. ensure various responsibilities of a phlebotomist to be performed before sample collection.	-	-	-	-
<i>handle various medical emergencies</i>	10	-	5	10
PC20. identify the emergency before sample collection such as hematoma, seizures, fainting, vomiting.	-	-	-	-
PC21. know the cause of hemolysis and the process of preventing the same.	-	-	-	-
NOS Total	73	70	36	55

National Occupational Standards (NOS) Parameters

NOS Code	HSS/N0510
NOS Name	Perform pre-procedural activities of sample collection
Sector	Healthcare
Sub-Sector	Allied Health & Paramedics
Occupation	Diagnostic, Diagnostic
NSQF Level	4
Credits	6
Version	3.0
Next Review Date	NA

HSS/N0511: Perform procedural activities of sample collection

Description

This Occupational Standard describes the knowledge, understanding and skills required for preparing a venipuncture site that is appropriate for obtaining blood samples and to draw blood samples from patients using correct techniques

Scope

The scope covers the following :

- Prepare an appropriate venipuncture site for blood collection
- Use correct techniques for blood collection
- Provide information and support for special procedures
- specific timed test protocols and Patient Preparation
- Guide patients and follow best practices in collection of other other type of samples like urine, stool, sputum, etc

Elements and Performance Criteria

Prepare an appropriate venipuncture site for blood collection

To be competent, the user/individual on the job must be able to:

- PC1.** extend the patient's arm and inspect the ante-cubital fossa or forearm for locating a vein
- PC2.** ask the patient to form a fist so the veins are more prominent
- PC3.** locate a vein suitable for venipuncture with least chance of damaging an artery or a nerve
- PC4.** apply the tourniquet about 4-5 finger widths above the venipuncture site and re-examine the vein
- PC5.** clean the venipuncture site with isopropyl alcohol as per institutional guidelines

Use correct techniques for blood collection

To be competent, the user/individual on the job must be able to:

- PC6.** anchor the vein by holding the patient's arm and placing a thumb below the venipuncture site
- PC7.** insert the needle as per the guidelines depending upon the type of device (straight or a winged) used for sample collection
- PC8.** enter the vein swiftly at an angle of less than/equal to 30-degrees
- PC9.** release the tourniquet when the blood starts flowing in the first tube or syringe
- PC10.** follow standard processes as appropriate to various types of samples collection such as order of draw, mixing of sample etc.
- PC11.** withdraw the needle gently and apply gentle pressure to the site with a clean gauze as per institutional guidelines
- PC12.** ask the patient to press the venipuncture site gently with a gauze, with the arm extended and raised
- PC13.** use appropriate equipment if required for difficult venous access
- PC14.** perform hand hygiene (if using soap and water, dry hands with single-use towels) and follow PPE protocols

PC15. the dos and don'ts of sample collection (EDTA mixing, discard of clots).

Provide information and support during special procedures

To be competent, the user/individual on the job must be able to:

PC16. prepare patient for the special procedure and take consent as required

PC17. inform the patient about the special procedure and confirm understanding

PC18. calm down anxious patients by providing necessary information and reassurance

PC19. prepare the equipment for the special procedure to be performed by the clinician

Guide patients and follow best practices in collection of other type of samples like urine, stool, sputum, etc.

To be competent, the user/individual on the job must be able to:

PC20. provide information about the sequence of activities involved in sample collection to the patient prior to the sample collection

PC21. identify the appropriate sample collection equipment as per the test request form

PC22. provide procedural information to the patient for collecting samples of urine, stool, sputum, etc. including precautions of sample collection

PC23. label the sample following standard protocols after collection

PC24. handle, transfer and store the sample safely following standard protocols(using container, catheters & urinary bags).

specific timed test protocols and Patient Preparation

To be competent, the user/individual on the job must be able to:

PC25. understand the factors of influencing timed test results.

PC26. understand specific timed test protocols

PC27. know the patient preparation.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. importance of health, safety, and security protocols followed by the health care provider

KU2. relevant information on health, safety, and security at the healthcare provider

KU3. relevant legislation, standards, policies, and procedures followed in the hospitals/laboratories/medical centres

KU4. how to engage with the medical officer for support in case the situation is beyond ones competence

KU5. basic structure and function of the healthcare system in the country

KU6. features, need and usage of Laboratory Management Information System (LMIS)

KU7. how to locate and determine a site suitable for venipuncture

KU8. how to clean and prepare the suitable site for venipuncture

KU9. angle of needle insertion when using a straight needle or a winged device

KU10. how blood collection needles are used to perform a venipuncture

KU11. how tourniquets are used to make the vein prominent for collection

KU12. how to use needle holders that attaches the needle to a vacuum tube

KU13. how to use vacuum tubes or vials that have different color caps

- KU14.** how to place gauze on the site of the blood draw
- KU15.** how to apply pressure on the venipuncture site
- KU16.** how to prevent hemolysis
- KU17.** how to mix tubes with additives as per the recommendations
- KU18.** the order of draw for open and closed collection
- KU19.** inappropriate sites for venipuncture
- KU20.** how to avoid pre-analytical errors and complications during sample collection ((EDTA mixing, discard of clots).
- KU21.** how to minimize the common errors related to patient identification ,documentation and communication
- KU22.** how to make sure the venipuncture site is dry
- KU23.** how to avoid a probing, traumatic venipuncture
- KU24.** how to avoid prolonged tourniquet application or fist clenching
- KU25.** purpose of special procedures and preparation required for these
- KU26.** special procedures: e.g. FNAC, PAP smear, bone marrow, scraping and environmental monitoring, etc.
- KU27.** importance and procedures of collection of urine, sputum, stool or semen samples for examination purpose
- KU28.** importance of safe transfer and storing of samples
- KU29.** basic structure and function of the body system
- KU30.** process, condition & resources required by the body to support healthy functioning
- KU31.** bodily processes including maintenance of body temperature, fluid & electrolyte balance, elimination of body wastes, maintenance of blood pressure
- KU32.** specific timed test protocols and Patient Preparation, factors influencing timed test results.
- KU33.** instruction to be given to the patient after sample collections (HIV, hepatitis, other blood transmitted disease or pandemic cases)
- KU34.** how to obtaining samples while dealing with Paediatric, Obese, thin skinned, geriatric, cancer patients and other difficult conditions
- KU35.** when to use vacutainers, syringes, gauge needles, butterfly needles, IV fluid site etc for sample collection
- KU36.** the various medical emergencies that may noticed during sample collection hematoma,seizures,fainting,voimiting ,haemolysis etc.
- KU37.** process of sampling of sputum, urine, stool, swab and their collection method using container, catheter and urinary bag.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write labels accurately on the samples
- GS2.** write records of sample collected and tests to be conducted
- GS3.** read materials to be updated with general and specialized medical terms, basic medical knowledge and specialized phlebotomy procedures
- GS4.** read and correctly interpret internal communications

- GS5.** maintain interpersonal relationships
- GS6.** distinguish between ways of communication when communicating with patients of all ages, supervisors, and peers/coworkers
- GS7.** discuss requirements with colleagues
- GS8.** interact with a supervisor in clear terms following professional protocols
- GS9.** avoid using jargon, slang or acronyms when communicating with patient/donor, colleagues or the medical officer
- GS10.** interact with the patient clearly and reassure them
- GS11.** ask questions to collect all necessary information regarding the patients condition and other personal details like his/her address, DOB
- GS12.** make decisions on good laboratory practices without making errors during phlebotomy
- GS13.** use resources effectively when carrying out work
- GS14.** maintain patients confidentiality
- GS15.** follow practices that respect the rights of the patient(s)
- GS16.** identify immediate or temporary solutions to resolve delays
- GS17.** identify appropriate solutions to patient problems and in medical emergencies
- GS18.** analyze patients behaviour to identify their state of mind
- GS19.** analyze, evaluate and apply the information gathered from the patient for carrying out the blood drawing procedures
- GS20.** identify the process of sampling of sputum, urine, stool, swab
- GS21.** analyze dos and donts while taking various urine samples using containers, catheters urinary bags

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare an appropriate venipuncture site for blood collection</i>	15	3	5	15
PC1. extend the patient's arm and inspect the ante-cubital fossa or forearm for locating a vein	-	-	-	-
PC2. ask the patient to form a fist so the veins are more prominent	-	-	-	-
PC3. locate a vein suitable for venipuncture with least chance of damaging an artery or a nerve	-	-	-	-
PC4. apply the tourniquet about 4-5 finger widths above the venipuncture site and re-examine the vein	-	-	-	-
PC5. clean the venipuncture site with isopropyl alcohol as per institutional guidelines	-	-	-	-
<i>Use correct techniques for blood collection</i>	28	3	15	15
PC6. anchor the vein by holding the patient's arm and placing a thumb below the venipuncture site	-	-	-	-
PC7. insert the needle as per the guidelines depending upon the type of device (straight or a winged) used for sample collection	-	-	-	-
PC8. enter the vein swiftly at an angle of less than/equal to 30-degrees	-	-	-	-
PC9. release the tourniquet when the blood starts flowing in the first tube or syringe	-	-	-	-
PC10. follow standard processes as appropriate to various types of samples collection such as order of draw, mixing of sample etc.	-	-	-	-
PC11. withdraw the needle gently and apply gentle pressure to the site with a clean gauze as per institutional guidelines	-	-	-	-
PC12. ask the patient to press the venipuncture site gently with a gauze, with the arm extended and raised	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. use appropriate equipment if required for difficult venous access	-	-	-	-
PC14. perform hand hygiene (if using soap and water, dry hands with single-use towels) and follow PPE protocols	-	-	-	-
PC15. the dos and don'ts of sample collection (EDTA mixing, discard of clots).	-	-	-	-
<i>Provide information and support during special procedures</i>	20	3	10	15
PC16. prepare patient for the special procedure and take consent as required	-	-	-	-
PC17. inform the patient about the special procedure and confirm understanding	-	-	-	-
PC18. calm down anxious patients by providing necessary information and reassurance	-	-	-	-
PC19. prepare the equipment for the special procedure to be performed by the clinician	-	-	-	-
<i>Guide patients and follow best practices in collection of other type of samples like urine, stool, sputum, etc.</i>	20	4	12	15
PC20. provide information about the sequence of activities involved in sample collection to the patient prior to the sample collection	-	-	-	-
PC21. identify the appropriate sample collection equipment as per the test request form	-	-	-	-
PC22. provide procedural information to the patient for collecting samples of urine, stool, sputum, etc. including precautions of sample collection	-	-	-	-
PC23. label the sample following standard protocols after collection	-	-	-	-
PC24. handle, transfer and store the sample safely following standard protocols(using container, catheters & urinary bags).	-	-	-	-
<i>specific timed test protocols and Patient Preparation</i>	5	3	2	2

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC25. understand the factors of influencing timed test results.	-	-	-	-
PC26. understand specific timed test protocols	-	-	-	-
PC27. know the patient preparation.	-	-	-	-
NOS Total	88	16	44	62

National Occupational Standards (NOS) Parameters

NOS Code	HSS/N0511
NOS Name	Perform procedural activities of sample collection
Sector	Healthcare
Sub-Sector	Allied Health & Paramedics
Occupation	Diagnostic
NSQF Level	4
Credits	3
Version	3.0
Next Review Date	NA

HSS/N0512: Perform post- procedural activities of sample collection

Description

This OS unit is about transporting samples to the laboratory once they are collected from the patient and updating the records.

Scope

The scope covers the following :

- labelling, packaging ,Transporting and store samples
- Update patient's records
- Ensure restocking of supplies
- assist the patient after collecting the blood specimen
- describe common error causes

Elements and Performance Criteria

labelling,packaging,transport and store samples

To be competent, the user/individual on the job must be able to:

- PC1.** transport the samples to the laboratory in time
- PC2.** handle, transfer and store samples safely to avoid leakage and spilling
- PC3.** maintain an appropriate temperature as per standards while transporting and storing samples
- PC4.** use one requisition form for each blood culture set indicating the site used and time of sample collection
- PC5.** use appropriate format to complete documentation for transporting and storing samples

Document Patient's records

To be competent, the user/individual on the job must be able to:

- PC6.** check labels of samples for clarity, accuracy and completeness
- PC7.** keep track of patient's data and information
- PC8.** maintain patient's record accurately and updated as per institutional protocol

Ensure restocking of supplies

To be competent, the user/individual on the job must be able to:

- PC9.** determine demand of diagnostic and other medical supplies accurately
- PC10.** ensure stocks are replenished as per anticipated need
- PC11.** ensure the stocks are stored safely, securely and as per organizational standard practices

describe common error causes

To be competent, the user/individual on the job must be able to:

- PC12.** identify various quality indicators of the pre-analytical errors.
- PC13.** understand the the common causes of preanalytical errors.
- PC14.** understand the process of reporting preanalytical errors to appropriate authority as per organizational policies

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevant legislation, standards, policies, and procedures followed in the hospitals/laboratories/medical centres
- KU2.** how to engage with the medical officer for support in case the situation is beyond ones competence
- KU3.** how to dress appropriately as per the organizational policies
- KU4.** organizational expectations as defined by the employee standards of performance, organizations policies and procedures, and the organization's strategic goals
- KU5.** relevant employee policies and procedures applicable to own work and employment
- KU6.** basic structure and function of the healthcare system in the country features, need and usage of Laboratory Management Information System (LMIS)
- KU7.** protocols for sample transport (followed by standard ISO 20658 that focused on the transport of samples) such as following laboratory requirements, complete documentation, leak proofing, appropriate temperature, sample storage protocol and guidelines, safety and hygiene measures
- KU8.** critical values in the blood reports, their interpretation and significance
- KU9.** elements in patient reports and their purpose
- KU10.** data entry process for updating patient records and related precautions
- KU11.** importance and methods of keeping track of patient data and information
- KU12.** hazards and risks associated with handling medical samples, precautions to be taken while handling samples and reporting in case of emergency
- KU13.** process, condition & resources required by the body to support healthy functioning
- KU14.** bodily processes such as maintenance of body temperature, fluid & electrolyte balance, elimination of body wastes, maintenance of blood pressure
- KU15.** measures and process of protection from infection, protocols for safety equipment refrigerator, centrifuges, micro-pipettes/droppers, autoclave, miscellaneous glassware and plastic wares
- KU16.** acceptable assumptions, data sources and models to calculate anticipate future demand and various contributing factors
- KU17.** the process of reporting preanalytical errors to appropriate authority as per organizational policies
- KU18.** hazards and risks associated with handling medical samples, precautions to be taken while handling samples and reporting in case of emergency
- KU19.** hazards and risks associated with handling medical samples, precautions to be taken while handling samples and reporting in case of emergency
- KU20.** technique of various sample storage and method of preparing the collected sample using various methods such as centrifugation
- KU21.** process for pooled sample collection (for e.g. blood testing, disease diagnostics)
- KU22.** hazards and risks associated with handling medical samples, precautions to be taken while handling samples and reporting in case of emergency
- KU23.** how to maintain inventory

KU24. the application of computers such as the hardware and software / input and output devices /the foundation concept of operating systems and their functions and latest version of software (LIMS/HIS)

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** update patient medical records
- GS2.** label blood and serum samples clearly
- GS3.** maintain safety and sanitation records
- GS4.** record information in LMIS
- GS5.** read to be updated with general and specialized medical terms, basic medical knowledge and specialized phlebotomy procedures
- GS6.** read and correctly interpret internal communications
- GS7.** maintain interpersonal relationships
- GS8.** distinguish between patterns of communication when communicating with patients of all ages, supervisors, and peers/coworkers
- GS9.** discuss requirements with colleagues
- GS10.** interact with a supervisor in clear terms following professional protocols
- GS11.** avoid using jargon, slang or acronyms when communicating with patient/donor, colleagues or the medical officer
- GS12.** interact with the patient clearly and reassure them
- GS13.** ask questions to collect all necessary information regarding the patients condition and other personal details like his/her address, DOB
- GS14.** make decisions to ensure consistent quality, favourable revenues and the desired patient's outcome
- GS15.** make decisions on good laboratory practices without making errors during phlebotomy
- GS16.** use resources effectively when carrying out work
- GS17.** maintain patients confidentiality
- GS18.** follow practices that respect the rights of the patient(s)
- GS19.** identify immediate or temporary solutions to resolve delays
- GS20.** identify appropriate solutions to patient problems
- GS21.** analyze patients behaviour to identify their state of mind
- GS22.** analyze, evaluate and apply the information gathered from the patient for carrying out the blood drawing procedures
- GS23.** identify the preanalytical errors to appropriate authority as per organizational policies
- GS24.** the handing and taking over process of samples
- GS25.** reporting matrix and steps of reporting
- GS26.** maintained Daily handover, inventory of materials, any information received.
- GS27.** the directory of services including packages, profiles of laboratory and turnaround time of reports as per organizational policies

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>labelling, packaging, transport and store samples</i>	20	5	15	30
PC1. transport the samples to the laboratory in time	-	-	-	-
PC2. handle, transfer and store samples safely to avoid leakage and spilling	-	-	-	-
PC3. maintain an appropriate temperature as per standards while transporting and storing samples	-	-	-	-
PC4. use one requisition form for each blood culture set indicating the site used and time of sample collection	-	-	-	-
PC5. use appropriate format to complete documentation for transporting and storing samples	-	-	-	-
<i>Document Patient's records</i>	22	5	10	30
PC6. check labels of samples for clarity, accuracy and completeness	-	-	-	-
PC7. keep track of patient's data and information	-	-	-	-
PC8. maintain patient's record accurately and updated as per institutional protocol	-	-	-	-
<i>Ensure restocking of supplies</i>	19	5	8	22
PC9. determine demand of diagnostic and other medical supplies accurately	-	-	-	-
PC10. ensure stocks are replenished as per anticipated need	-	-	-	-
PC11. ensure the stocks are stored safely, securely and as per organizational standard practices	-	-	-	-
<i>describe common error causes</i>	12	5	5	30
PC12. identify various quality indicators of the pre-analytical errors.	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. understand the the common causes of preanalytical errors.	-	-	-	-
PC14. understand the process of reporting preanalytical errors to appropriate authority as per organizational policies	-	-	-	-
NOS Total	73	20	38	112

National Occupational Standards (NOS) Parameters

NOS Code	HSS/N0512
NOS Name	Perform post- procedural activities of sample collection
Sector	Healthcare
Sub-Sector	Allied Health & Paramedics
Occupation	Diagnostic
NSQF Level	4
Credits	5.5
Version	3.0
Next Review Date	NA

HSS/N9619: Follow etiquette for site visit

Description

This Occupational Standard describes the knowledge, understanding and skills required by an allied health professional for making site visits and following related etiquette

Scope

The scope covers the following :

- Prepare for site visits
- Follow visit etiquette

Elements and Performance Criteria

Prepare for site visits

To be competent, the user/individual on the job must be able to:

- PC1.** follow telephone etiquette while talking to client/patient
- PC2.** confirm purpose, time and site information for making the site visit
- PC3.** ensure that adequate required material and equipment are carried as per organizational procedures for required on-site activities
- PC4.** plan route for site visit and determine travel time for arriving on time at the site
- PC5.** carry requisite identification documents for introduction to the client on-site

Follow visit etiquette

To be competent, the user/individual on the job must be able to:

- PC6.** introduce oneself and purpose for arrival to the client
- PC7.** ensure not to soil or litter the facility at any time
- PC8.** seek prior permission while accessing the premises
- PC9.** request the client to make necessary adjustments to the space for carrying out required activities as per standard
- PC10.** inform the client about the procedure and sequence of activities to be carried out
- PC11.** provide information on next steps and respond to related queries
- PC12.** complete billing procedures and other documentation as required
- PC13.** dispose any waste as per waste disposal guidelines
- PC14.** address any delays, accidents or errors to ensure client/patient satisfaction
- PC15.** obtain feedback from the client as per organizational procedures
- PC16.** ensure all the belongings are being collected before leaving the site

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizational procedures for off-site visits
- KU2.** layout of the area where visits are likely to be scheduled

- KU3.** service timelines of the organization
- KU4.** documentation requirements for carrying out the service request as per company procedures
- KU5.** features, need and usage of Laboratory Management Information System (LMIS)
- KU6.** importance of being on time
- KU7.** telephone etiquette
- KU8.** importance and element of preparation before a site-visit
- KU9.** sources of information about routes and local area layout
- KU10.** privacy needs of clients and related etiquette
- KU11.** importance of carrying identification documents and introducing oneself to the client on arrival
- KU12.** points to be taken care of while visiting clients residential facilities
- KU13.** common access procedures in office buildings
- KU14.** correct waste disposal procedures
- KU15.** importance of seeking necessary permissions before accessing and using client facilities, resources and areas
- KU16.** importance of setting correct expectations for follow-up action with the client
- KU17.** steps to ensure that client facilities are not soiled or littered, and its importance
- KU18.** importance of communicating needs and expectation from the client to ensure good quality service at the site
- KU19.** procedure to follow if client is not available at site on visiting
- KU20.** procedure to follow in case of delay in reaching client site
- KU21.** procedure to follow in case there is an accident or mis-happening on clients premises
- KU22.** the prevalent market charges for providing sample collection and diagnosis services
- KU23.** correct procedure for preparing the bill including the breakup of GST
- KU24.** various methods of collecting payment from the client

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in least one local/official language used in the local community
- GS2.** record availability of supplies
- GS3.** provide written requests for additional supplies when required
- GS4.** read and correctly interpret records and registers for medical supplies
- GS5.** read instructions and pamphlets provided as part of training for ordering or maintaining
- GS6.** communicate effectively to request additional supplies
- GS7.** decide on the level of anticipated demand
- GS8.** decide when to procure additional supplies
- GS9.** decide quantities of medical supplies to request
- GS10.** how to plan availability of medical supplies
- GS11.** cater to the need of patients/ individuals for specific medical supplies
- GS12.** handle nonavailability of medical supplies or diagnostic kits when required

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for site visits</i>	20	20	12	20
PC1. follow telephone etiquette while talking to client/patient	-	-	-	-
PC2. confirm purpose, time and site information for making the site visit	-	-	-	-
PC3. ensure that adequate required material and equipment are carried as per organizational procedures for required on-site activities	-	-	-	-
PC4. plan route for site visit and determine travel time for arriving on time at the site	-	-	-	-
PC5. carry requisite identification documents for introduction to the client on-site	-	-	-	-
<i>Follow visit etiquette</i>	45	20	15	25
PC6. introduce oneself and purpose for arrival to the client	-	-	-	-
PC7. ensure not to soil or litter the facility at any time	-	-	-	-
PC8. seek prior permission while accessing the premises	-	-	-	-
PC9. request the client to make necessary adjustments to the space for carrying out required activities as per standard	-	-	-	-
PC10. inform the client about the procedure and sequence of activities to be carried out	-	-	-	-
PC11. provide information on next steps and respond to related queries	-	-	-	-
PC12. complete billing procedures and other documentation as required	-	-	-	-
PC13. dispose any waste as per waste disposal guidelines	-	-	-	-
PC14. address any delays, accidents or errors to ensure client/patient satisfaction	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. obtain feedback from the client as per organizational procedures	-	-	-	-
PC16. ensure all the belongings are being collected before leaving the site	-	-	-	-
NOS Total	65	40	27	45

National Occupational Standards (NOS) Parameters

NOS Code	HSS/N9619
NOS Name	Follow etiquette for site visit
Sector	Healthcare
Sub-Sector	Allied Health & Paramedics
Occupation	Diagnostic
NSQF Level	4
Credits	2.5
Version	2.0
Last Reviewed Date	31/01/2024
Next Review Date	31/01/2029
NSQC Clearance Date	31/01/2024

HSS/N9620: Comply with infection control and biomedical waste disposal policies

Description

This OS unit is about the safe handling and management of health care waste and following infection control policies

Scope

The scope covers the following :

- Management of Healthcare Waste (Biomedical and General waste)
- Infection control practices

Elements and Performance Criteria

Management of Healthcare Waste (Biomedical and General waste)

To be competent, the user/individual on the job must be able to:

- PC1.** segregate healthcare waste as per the updated organizational/ state policies
- PC2.** handle, package, label, store, transport and dispose off waste appropriately as per scope of work

Infection control practices

To be competent, the user/individual on the job must be able to:

- PC3.** follow Universal Precautions to avoid contact with patients' bodily fluids, by wearing Personal Protective Equipment (PPE) and maintaining hand hygiene as and when required
- PC4.** identify infection risks and plan for response appropriately as per organizational policies under scope of work
- PC5.** follow incident reporting protocols as per SOPs in incidents such as needle stick injuries etc.
- PC6.** follow spill management protocols

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** significance of appropriate waste disposal methods as per organizational policies and procedures
- KU2.** person(s) responsible for health, safety, and security in the organization
- KU3.** ways to handle waste appropriately to reduce the risk of contamination
- KU4.** good personal hygiene practices including hand hygiene
- KU5.** types of bio medical waste
- KU6.** different types of color codes designated for types of wastes
- KU7.** concept of segregation, disposal and treatment of bio medical waste
- KU8.** the hazards and risks associated with the waste disposal
- KU9.** the required actions and reporting procedures for any accidents and spillages

- KU10.** the requirements of the relevant external agencies involved in the transportation and receiving of waste
- KU11.** the impact of waste on environmental changes
- KU12.** the policies and guidance that clarify scope of practice, accountabilities and the working relationship between oneself and others
- KU13.** management of infection risks at workplace
- KU14.** the path of disease transmission including direct contact and penetrating injuries, risk of acquisition
- KU15.** difference between clean, sterile, and unsterile area
- KU16.** concept of Universal precautions
- KU17.** types of PPE used in healthcare domain such as gloves, gown, goggles etc
- KU18.** correct method of Donning and Doffing of PPE
- KU19.** steps of hand washing according to the updated guidelines
- KU20.** difference between hand rub and hand washing and indications of both
- KU21.** various types of cleaning agents and disinfectants
- KU22.** types of hazardous spills
- KU23.** concept of injection safety
- KU24.** concept of respiratory hygiene

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.**
 - read and understand latest guidelines on managing biomedical waste and
 - infection control and prevention
- GS2.** communicate effectively with others
- GS3.** report hazards and incidents clearly with the appropriate level of urgency
- GS4.** plan for safety of the work environment
- GS5.** identify risk, evaluate possible solutions and suggest effective solutions
- GS6.** analyse the seriousness of hazards pertaining to hospital waste and related infections
- GS7.** make decisions pertaining to the area of work
- GS8.**
 - apply, analyze, and evaluate the information gathered from observation, experience,
 - reasoning, or communication, as a guide to act

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Management of Healthcare Waste (Biomedical and General waste)</i>	9	7	2	8
PC1. segregate healthcare waste as per the updated organizational/ state policies	-	-	-	-
PC2. handle, package, label, store, transport and dispose off waste appropriately as per scope of work	-	-	-	-
<i>Infection control practices</i>	12	7	3	8
PC3. follow Universal Precautions to avoid contact with patients' bodily fluids, by wearing Personal Protective Equipment (PPE) and maintaining hand hygiene as and when required	-	-	-	-
PC4. identify infection risks and plan for response appropriately as per organizational policies under scope of work	-	-	-	-
PC5. follow incident reporting protocols as per SOPs in incidents such as needle stick injuries etc.	-	-	-	-
PC6. follow spill management protocols	-	-	-	-
NOS Total	21	14	5	16

National Occupational Standards (NOS) Parameters

NOS Code	HSS/N9620
NOS Name	Comply with infection control and biomedical waste disposal policies
Sector	Healthcare
Sub-Sector	Allied Health & Paramedics
Occupation	Generic
NSQF Level	4
Credits	1
Version	2.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

HSS/N9624: Maintain a safe and secure working environment

Description

This OS unit is about the ensuring a safe and secure working environment

Scope

The scope covers the following :

- Workplace safety and security

Elements and Performance Criteria

Workplace safety and security

To be competent, the user/individual on the job must be able to:

- PC1.** identify potential hazards of safe work practices
- PC2.** use various hospital codes for emergency situations
- PC3.** comply with safety, and security procedures within the defined scope of competence and authority
- PC4.** provide Basic Life Support (BLS) and first aid whenever applicable under defined scope of work
- PC5.** follow organizations' procedures related to any emergency efficiently
- PC6.** report any identified breaches in health, safety, and security procedures to the designated person
- PC7.** complete any health and safety records accurately

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the importance of health, safety, and security in the workplace
- KU2.** how to identify safety and security hazards
- KU3.** the importance of identifying individual responsibilities in relation to maintaining workplace safety and security requirements
- KU4.** the relevant up-to-date information on safety, and security that applies to the workplace
- KU5.** how to report any emergency
- KU6.** various hospital codes for emergency situations
- KU7.** how to create safety records and maintain them
- KU8.** concept of first aid and BLS
- KU9.** the importance of raising alarm about hazards for safety of others

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read and understand organization policies and procedures
- GS2.** prepare status and progress reports
- GS3.**
 - communicate information (for example, facts, ideas, or messages) in a brief, clear, and
 - organized manner
- GS4.** make decisions pertaining to the area of work
- GS5.** plan for safety of the work environment
- GS6.** identify hazards, evaluate possible solutions and suggest effective solutions
- GS7.** analyze the seriousness of hazards

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Workplace safety and security</i>	10	10	-	10
PC1. identify potential hazards of safe work practices	-	-	-	-
PC2. use various hospital codes for emergency situations	-	-	-	-
PC3. comply with safety, and security procedures within the defined scope of competence and authority	-	-	-	-
PC4. provide Basic Life Support (BLS) and first aid whenever applicable under defined scope of work	-	-	-	-
PC5. follow organizations' procedures related to any emergency efficiently	-	-	-	-
PC6. report any identified breaches in health, safety, and security procedures to the designated person	-	-	-	-
PC7. complete any health and safety records accurately	-	-	-	-
NOS Total	10	10	-	10

National Occupational Standards (NOS) Parameters

NOS Code	HSS/N9624
NOS Name	Maintain a safe and secure working environment
Sector	Healthcare
Sub-Sector	Generic
Occupation	Generic
NSQF Level	4
Credits	1
Version	2.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

DGT/VSQ/N0101: Employability Skills (30 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

PC1. understand the significance of employability skills in meeting the job requirements

Constitutional values – Citizenship

To be competent, the user/individual on the job must be able to:

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

To be competent, the user/individual on the job must be able to:

PC4. speak with others using some basic English phrases or sentences

Communication Skills

To be competent, the user/individual on the job must be able to:

PC5. follow good manners while communicating with others

PC6. work with others in a team

Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

To be competent, the user/individual on the job must be able to:

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

To be competent, the user/individual on the job must be able to:

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

To be competent, the user/individual on the job must be able to:

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services

KU10. how to compute income and expenses

KU11. importance of maintaining safety and security in financial transactions

- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-
PC10. calculate income, expenses, savings etc.	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HSS/N0510.Perform pre-procedural activities of sample collection	73	70	36	55	234	20
HSS/N0511.Perform procedural activities of sample collection	88	16	44	62	210	20
HSS/N0512.Perform post-procedural activities of sample collection	73	20	38	112	243	20
HSS/N9619.Follow etiquette for site visit	65	40	27	45	177	10
HSS/N9620.Comply with infection control and biomedical waste disposal policies	21	14	5	16	56	10
HSS/N9624.Maintain a safe and secure working environment	10	10	-	10	30	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	10
Total	350	200	150	300	1000	100

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.

Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.