

## Qualification Pack



# Kshara Karma Technician

QP Code: HSS/Q3602

Version: 3.0

NSQF Level: 4

Healthcare Sector Skill Council || 520, DLF Tower A, 5th Floor, Jasola District Centre  
New Delhi - 110025 || email: anshu.verma@healthcare-ssc.in

## Qualification Pack

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### HSS/Q3602: Kshara Karma Technician

#### Brief Job Description

They help prepare Kshara and other essential materials for the procedure, ensuring that all tools and equipments used in the Kshara Karma are properly cleaned and sterilized. They also support Ayurvedic Surgeons before, during, and after Ksharakarma procedures to ensure smooth and efficient care for patients.

#### 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 be comfortable working in the healthcare environment.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [HSS/N3604: Provide assistance to ayurveda surgeon for preparing Pratisaraneeya Kshara & Ksharasutra](#)
2. [HSS/N3605: Carry out post Kshara Karma procedure](#)
3. [HSS/N3606: Preparing and positioning the patient for Kshara Karma procedure as instructed by ayurveda surgeon](#)
4. [HSS/N3607: Assist the ayurveda surgeon during Kshara Karma procedure](#)
5. [HSS/N9617: Maintain a safe, healthy and secure working environment](#)
6. [HSS/N9618: Follow infection control policies & procedures including biomedical waste disposal protocols](#)
7. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

#### Qualification Pack (QP) Parameters

Sector	Healthcare
Sub-Sector	AYUSH
Occupation	Ayurveda Therapy

### Qualification Pack

Country	India
NSQF Level	4
Credits	40
Aligned to NCO/ISCO/ISIC Code	NCO-2015/2230
Minimum Educational Qualification & Experience	<p>12th grade Pass with NA of experience OR 10th Grade Pass and pursuing 2nd year diploma OR Previous relevant Qualification of NSQF Level (3.5) with 1-2 Years of experience 1.5 years relevant experience OR Previous relevant Qualification of NSQF Level (3) with 3 Years of experience relevant experience OR 10th grade pass with 3-5 Years of experience OR 11th grade pass with 1-2 Years of experience</p>
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Not Applicable
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	22/10/2029
NSQC Approval Date	22/10/2024
Version	3.0
Reference code on NQR	QG-04-HE-03295-2024-V2-HSSC
NQR Version	3.0

## Qualification Pack

### HSS/N3604: Provide assistance to ayurveda surgeon for preparing Pratisaraneeya Kshara & Ksharasutra

#### Description

This occupational standard describes the skills and knowledge related to gathering of the medicaments, equipment and instruments for the preparation of of Pratisaraneeya Kshara and Ksharasutra and its storage in a healthcare setting

#### Scope

The scope covers the following :

- Preparation of Pratisaraneeya Kshara
- Equipment maintenance and storage

#### Elements and Performance Criteria

##### • Preparation of Pratisaraneeya Kshara

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

- PC1. gather requisite medicaments, equipment and instruments for the preparation of Pratisaraneeya Kshara as per surgeon's advice
- PC2. assist the surgeon with preparation of Pratisaraneeya Kshara
- PC3. select an appropriate disinfection process while preparing Pratisaraneeya Kshara as per organizational policies and procedures/surgeon's advice

##### Equipment maintenance and storage

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

- PC4. clean the instruments after preparation of Kshara and Ksharasutra as per surgeon's instructions
- PC5. carry out routine cleaning of tools, machines and equipment
- PC6. identify ways to optimize usage of material including water in various tasks/activities/processes
- PC7. keep crude medicine away from insects, termites and prevent them from being exposed to heat, fire, dampness and dust
- PC8. maintain records of Pratisaraneeya Kshara & Ksharasutra unit as per the organization protocol

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. basic structure and function of ayurveda healthcare facilities available at various levels, hospice care, set-ups in the country and the roles and responsibilities of various members of the healthcare team
- KU2. relevant legislation, standards, policies, and procedures followed in the healthcare organization

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- KU3. the HR protocols, grievance redressal mechanism as per the guidelines of the organization
- KU4. documentation methods for interdisciplinary communication (wherever applicable) for the specific organization
- KU5. the rights of the patient
- KU6. basic importance of familiarity to terminologies related to ayurveda
- KU7. five elements of human body
- KU8. various concepts of Kshara Karma
- KU9. concept of Dosha, Dhatu and Mala
- KU10. principles of Shalya Tantra like Asta vidha Shastra Karma, Yantra, Shastra, Kshara, bandhana, Poorva, pradhan & Pashchat Karma, Trividha Karma
- KU11. indications and contraindications of Kshara Karma and Kshara Sutra procedure
- KU12. design of Shalya Karmagar and its functionality
- KU13. Kshara Karma unit policy , protocols and procedures guidelines
- KU14. emergencies which may develop during Kshara Sutra and their management principles
- KU15. vrana bandhan techniques used in Kshara Karma
- KU16. organization's procedures for minimizing waste
- KU17. efficient and inefficient utilization of material and water

## Generic Skills (GS)

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

- GS1. document task lists and schedules
- GS2. prepare status and progress reports
- GS3. communicate information (for example, facts, ideas, or messages) in a brief, clear, and organized manner
- GS4. interpret written material, including technical documents, rules, regulations, instructions, reports, charts, graphs, or tables
- GS5. read scanned instructions in notes attached to patients' files
- GS6. read protocol updates and hospital policy changes
- GS7. discuss task lists, schedules, and work-loads with co-workers
- GS8. build customer relationships and use customer centric approach

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
• <i>Preparation of Pratisaraneeya Kshara</i>	41	40	20	20
PC1. gather requisite medicaments, equipment and instruments for the preparation of Pratisaraneeya Kshara as per surgeon's advice	-	-	-	-
PC2. assist the surgeon with preparation of Pratisaraneeya Kshara	-	-	-	-
PC3. select an appropriate disinfection process while preparing Pratisaraneeya Kshara as per organizational policies and procedures/surgeon's advice	-	-	-	-
<i>Equipment maintenance and storage</i>	51	30	28	40
PC4. clean the instruments after preparation of Kshara and Ksharasutra as per surgeon's instructions	-	-	-	-
PC5. carry out routine cleaning of tools, machines and equipment	-	-	-	-
PC6. identify ways to optimize usage of material including water in various tasks/activities/processes	-	-	-	-
PC7. keep crude medicine away from insects, termites and prevent them from being exposed to heat, fire, dampness and dust	-	-	-	-
PC8. maintain records of Pratisaraneeya Kshara & Ksharasutra unit as per the organization protocol	-	-	-	-
<b>NOS Total</b>	<b>92</b>	<b>70</b>	<b>48</b>	<b>60</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

NOS Code	HSS/N3604
NOS Name	Provide assistance to ayurveda surgeon for preparing Pratisaraneeya Kshara & Ksharasutra
Sector	Healthcare
Sub-Sector	AYUSH
Occupation	Ayurveda Therapy
NSQF Level	4
Credits	5.5
Version	2.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2029
NSQC Clearance Date	22/10/2024



## Qualification Pack

### HSS/N3605: Carry out post Kshara Karma procedure

#### Description

This occupational standard describes knowledge, understanding and skills required by an individual to identify patient's need and provide support accordingly after Kshara Karma procedure

#### Scope

The scope covers the following :

- Post procedural support

#### Elements and Performance Criteria

- *Post procedural support*

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

- PC1. advise the patient regarding next follow up date as per the advice of surgeon
- PC2. inform the patient about precautions to be taken at home as per surgeon's instruction
- PC3. maintain records for the next follow up
- PC4. provide details to the patient for online or offline appointment as per organizational process and procedure
- PC5. inform the patient regarding maintenance of self-hygiene and importance of daily dressing
- PC6. inform the patient regarding the next follow-up schedule as per surgeon's order
- PC7. maintain records for the postoperative dressings including Ksharasutra changing

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. basic structure and function of ayurveda healthcare facilities available at various levels, hospice care, set-ups in the country and the roles and responsibilities of various members of the healthcare team
- KU2. protocols of organization for optimizing health, well-being and illness prevention
- KU3. the rights of the patient
- KU4. basic importance of familiarity with terminologies related to ayurveda
- KU5. five elements of human body
- KU6. concept of Dosha, Dhatu and Mala
- KU7. indications and contraindications of Kshara Karma
- KU8. process of scheduling appointment through online or offline mode
- KU9. do's and don't's for dressing change in a home environment
- KU10. principles of aseptic techniques
- KU11. importance of maintaining self hygiene

## Qualification Pack

### Generic Skills (GS)

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

- GS1. document task lists and schedules
- GS2. prepare status and progress reports
- GS3. communicate information (for example, facts, ideas, or messages) in a brief, clear, and organized manner
- GS4. interpret written material, including technical documents, rules, regulations, instructions, reports, charts, graphs, or tables
- GS5. read scanned instructions in notes attached to patients' files
- GS6. read protocol updates and hospital policy changes
- GS7. discuss task lists, schedules, and work-loads with co-workers
- GS8. build customer relationships and use customer centric approach
- GS9. review the information gathered from observation, experience, reasoning, or communication to act efficiently

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
• <i>Post procedural support</i>	46	50	25	20
PC1. advise the patient regarding next follow up date as per the advice of surgeon	-	-	-	-
PC2. inform the patient about precautions to be taken at home as per surgeon's instruction	-	-	-	-
PC3. maintain records for the next follow up	-	-	-	-
PC4. provide details to the patient for online or offline appointment as per organizational process and procedure	-	-	-	-
PC5. inform the patient regarding maintenance of self-hygiene and importance of daily dressing	-	-	-	-
PC6. inform the patient regarding the next follow-up schedule as per surgeon's order	-	-	-	-
PC7. maintain records for the postoperative dressings including Ksharasutra changing	-	-	-	-
<b>NOS Total</b>	<b>46</b>	<b>50</b>	<b>25</b>	<b>20</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

NOS Code	HSS/N3605
NOS Name	Carry out post Kshara Karma procedure
Sector	Healthcare
Sub-Sector	AYUSH
Occupation	Ayurveda Therapy
NSQF Level	4
Credits	8
Version	2.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2029
NSQC Clearance Date	22/10/2024

## Qualification Pack

# HSS/N3606: Preparing and positioning the patient for Kshara Karma procedure as instructed by ayurveda surgeon

## Description

This Occupational Standard describes the knowledge, understanding and skills required by an individual for preparing , positioning the patient and arranging appropriate medicaments/instruments for the Kshara Karma procedure as per instructions of ayurveda surgeon

## Scope

The scope covers the following :

- Preparing the patient for the procedure
- Unit preparation for procedure

## Elements and Performance Criteria

### • *Preparing one self and the patient for the procedure*

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

- PC1. wear Personal Protective Equipment (PPE) correctly
- PC2. maintain hand hygiene
- PC3. adopt gender neutral behaviour towards patient while introducing oneself
- PC4. offer help to PwD if required
- PC5. confirm the identity of the patient through relevant information available
- PC6. check if patient has provided a consent for procedure and orient about the procedure to be carried out
- PC7. check that personal articles of the individual are handed safely to the family members as per organizational policies
- PC8. take appropriate action in response to the problems which occur during patient preparations or inform to concerned authority
- PC9. check if preoperative SOP or orders are followed
- PC10. identify correct operating table before patient is transferred
- PC11. transfer patient safely from bed/trolley to operation theatre table
- PC12. maintain patient's privacy
- PC13. check and record the patient's vital parameters
- PC14. identify any deviation from normal parameter and inform the same to the surgeon
- PC15. perform part preparation of the patient if required or instructed
- PC16. position the patient correctly as per surgeon's instruction
- PC17. drape the patient as per the procedure or as per surgeon's instructions

### *Unit preparation for procedure*

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

- PC18. maintain conducive ambience, environment and cleanliness in the unit

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- PC19. assemble required medicaments, instruments, equipments and accessories as per procedure requirement/surgeon's advise
- PC20. clean and sterilise instruments as per organizational policies
- PC21. check equipment functioning before procedure
- PC22. check the name and expiry date of medicaments or other related materials and seek guidance from surgeon in case of any discrepancy
- PC23. maintain appropriate unit temperature for procedure
- PC24. notify basic equipment faults to appropriate staff according to organization policy and procedure
- PC25. ensure electrical equipment and appliances required for the procedure are properly connected

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. basic structure and function of ayurveda healthcare facilities available at various levels, hospice care, set-ups in the country and the roles and responsibilities of various members of the healthcare team
- KU2. relevant legislation, standards, policies, and procedures followed in the healthcare organization
- KU3. the HR protocols, grievance redressal mechanism as per the guidelines of the organization
- KU4. the scope and objectives of the organization in order to perform the duties to meet the vision and mission of the organization
- KU5. documentation methods for interdisciplinary communication (wherever applicable) for the specific organization
- KU6. the rights of the patient
- KU7. terminologies related to ayurveda
- KU8. five elements of human body
- KU9. concept of Dosha, Dhatu and Mala
- KU10. principles of Shalya Tantra like Asta vidha Shastra Karma, Anushastra Karma, Yantra, Shastra, Kshara, bandhana, Poorva, pradhan & Pashchat Karma, Trividha Karma
- KU11. indications and contraindications of Kshara Karma
- KU12. type of patient positioning
- KU13. design of Shalya Karmagar and its functionality
- KU14. Kshara Karma unit policy , protocols and procedures guidelines
- KU15. accreditation norms related to ayurveda healthcare organization
- KU16. basics of using computers, internet and telephone operations
- KU17. different type of disabilities
- KU18. how to use assistive technology while interacting with PwD
- KU19. the importance of displaying empathy towards PwD
- KU20. the importance of identifying and respecting gender differences and gender diversity.

## Qualification Pack

### Generic Skills (GS)

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

- GS1. document task lists and schedules
- GS2. prepare status and progress reports
- GS3. communicate information (for example, facts, ideas, or messages) in a brief, clear, and organized manner
- GS4. interpret written material, including technical documents, rules, regulations, instructions, reports, charts, graphs, or tables
- GS5. read scanned instructions in notes attached to patients' files
- GS6. read protocol updates and hospital policy changes
- GS7. discuss task lists, schedules, and work-loads with co-workers
- GS8. build customer relationships and use customer centric approach
- GS9. review the information gathered from observation, experience, reasoning, or communication to act efficiently

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
• <i>Preparing one self and the patient for the procedure</i>	53	50	15	20
PC1. wear Personal Protective Equipment (PPE) correctly	-	-	-	-
PC2. maintain hand hygiene	-	-	-	-
PC3. adopt gender neutral behaviour towards patient while introducing oneself	-	-	-	-
PC4. offer help to PWD if required	-	-	-	-
PC5. confirm the identity of the patient through relevant information available	-	-	-	-
PC6. check if patient has provided a consent for procedure and orient about the procedure to be carried out	-	-	-	-
PC7. check that personal articles of the individual are handed safely to the family members as per organizational policies	-	-	-	-
PC8. take appropriate action in response to the problems which occur during patient preparations or inform to concerned authority	-	-	-	-
PC9. check if preoperative SOP or orders are followed	-	-	-	-
PC10. identify correct operating table before patient is transferred	-	-	-	-
PC11. transfer patient safely from bed/trolley to operation theatre table	-	-	-	-
PC12. maintain patient's privacy	-	-	-	-
PC13. check and record the patient's vital parameters	-	-	-	-
PC14. identify any deviation from normal parameter and inform the same to the surgeon	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. perform part preparation of the patient if required or instructed	-	-	-	-
PC16. position the patient correctly as per surgeon's instruction	-	-	-	-
PC17. drape the patient as per the procedure or as per surgeon's instructions	-	-	-	-
<i>Unit preparation for procedure</i>	<b>50</b>	<b>50</b>	<b>15</b>	<b>20</b>
PC18. maintain conducive ambience, environment and cleanliness in the unit	-	-	-	-
PC19. assemble required medicaments, instruments, equipments and accessories as per procedure requirement/surgeon's advise	-	-	-	-
PC20. clean and sterilise instruments as per organizational policies	-	-	-	-
PC21. check equipment functioning before procedure	-	-	-	-
PC22. check the name and expiry date of medicaments or other related materials and seek guidance from surgeon in case of any discrepancy	-	-	-	-
PC23. maintain appropriate unit temperature for procedure	-	-	-	-
PC24. notify basic equipment faults to appropriate staff according to organization policy and procedure	-	-	-	-
PC25. ensure electrical equipment and appliances required for the procedure are properly connected	-	-	-	-
<b>NOS Total</b>	<b>103</b>	<b>100</b>	<b>30</b>	<b>40</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

NOS Code	HSS/N3606
NOS Name	Preparing and positioning the patient for Kshara Karma procedure as instructed by ayurveda surgeon
Sector	Healthcare
Sub-Sector	AYUSH
Occupation	Ayurveda Therapy
NSQF Level	4
Credits	12
Version	2.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2029
NSQC Clearance Date	22/10/2024

## Qualification Pack

### HSS/N3607: Assist the ayurveda surgeon during Kshara Karma procedure

#### Description

This Occupational standard describes the knowledge, understanding and skills required by an individual for providing support during Kshara Karma procedure as per instructions from ayurvedic surgeon

#### Scope

The scope covers the following :

- Provide support to ayurveda surgeon during Kshara Karma procedure

#### Elements and Performance Criteria

##### *Provide support to surgeon during Kshara Karma procedure*

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

- PC1. maintain a safe working area and clear passage at all times
- PC2. position the patient as per procedure requirement or as instructed
- PC3. maintain patient's privacy throughout the procedure
- PC4. ensure the patient is not injured during positioning
- PC5. check vital parameters to assess physical state of individual during procedure as instructed by surgeon
- PC6. follow aseptic techniques at all times
- PC7. ensure electrical equipment and appliances are properly connected during the procedure
- PC8. follow updated techniques of sterilization and disinfection as per institutional SOPs

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. basic structure and function of ayurveda healthcare facilities available at various levels, hospice care, set-ups in the country and the roles and responsibilities of various members of the healthcare team
- KU2. the HR protocols, grievance redressal mechanism as per the guidelines of the organization
- KU3. the rights of the patient
- KU4. five elements of human body
- KU5. concept of Dosha, Dhatu and Mala
- KU6. principles of Shalya Tantra like Asta vidha Shastra Karma, Anushastra Karma, Yantra, Shastra, Kshara, bandhana, Poorva, pradhan & Pashchat Karma, Trividha Karma
- KU7. indications and contraindications of Kshara Karma
- KU8. type of patient positioning
- KU9. importance of familiarity with terminologies related to ayurveda
- KU10. design of Shalya Karmagar and its functionality

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- KU11. Kshara Karma unit policy , protocols and procedures guidelines
- KU12. accreditation norms related to ayurveda healthcare organization
- KU13. how to recognize malfunctioning of electrical equipment
- KU14. common practices of conserving electricity, material, electricity, water, paper, etc
- KU15. basics of using computers, internet and telephone operations

### Generic Skills (GS)

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

- GS1. document task lists and schedules
- GS2. communicate information (for example, facts, ideas, or messages) in a brief, clear, and organized manner
- GS3. interpret written material, including technical documents, rules, regulations, instructions, reports, charts, graphs, or tables
- GS4. read scanned instructions in notes attached to patients' files
- GS5. read protocol updates and hospital policy changes
- GS6. discuss task lists, schedules, and work-loads with co-workers
- GS7. build customer relationships and use customer centric approach

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Provide support to surgeon during Kshara Karma procedure</i>	48	50	25	20
PC1. maintain a safe working area and clear passage at all times	-	-	-	-
PC2. position the patient as per procedure requirement or as instructed	-	-	-	-
PC3. maintain patient's privacy throughout the procedure	-	-	-	-
PC4. ensure the patient is not injured during positioning	-	-	-	-
PC5. check vital parameters to assess physical state of individual during procedure as instructed by surgeon	-	-	-	-
PC6. follow aseptic techniques at all times	-	-	-	-
PC7. ensure electrical equipment and appliances are properly connected during the procedure	-	-	-	-
PC8. follow updated techniques of sterilization and disinfection as per institutional SOPs	-	-	-	-
<b>NOS Total</b>	<b>48</b>	<b>50</b>	<b>25</b>	<b>20</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

NOS Code	HSS/N3607
NOS Name	Assist the ayurveda surgeon during Kshara Karma procedure
Sector	Healthcare
Sub-Sector	AYUSH
Occupation	Ayurveda Therapy
NSQF Level	4
Credits	6
Version	2.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2029
NSQC Clearance Date	22/10/2024

## Qualification Pack

### HSS/N9617: Maintain a safe, healthy and secure working environment

#### Description

This OS unit is about monitoring the working environment and ensuring a safe, healthy, secure and effective working conditions

#### Scope

The scope covers the following :

- Complying the health, safety and security requirements and procedures for workplace
- Handling hazardous situation
- Reporting any hazardous situation

#### Elements and Performance Criteria

##### *Complying the health, safety and security requirements and procedures for work place*

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

- PC1. identify individual responsibilities in relation to maintaining workplace health safety and security requirements
- PC2. comply with health, safety and security procedures for the workplace
- PC3. comply with health, safety and security procedures and protocols forenvironmental safety

##### *Handling hazardous situation*

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

- PC4. identify potential hazards and breaches of safe work practices
- PC5. identify and interpret various hospital codes for emergency situations
- PC6. correct any hazards that individual can deal with safely, competently and within the limits of authority
- PC7. provide basic life support (BLS) and first aid in hazardous situations, whenever applicable
- PC8. follow the organizations emergency procedures promptly, calmly, and efficiently
- PC9. identify and recommend opportunities for improving health, safety, and security to the designated person
- PC10. complete any health and safety records legibly and accurately

##### *Reporting any hazardous situation*

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

- PC11. report any identified breaches in health, safety, and security procedures to the designated person
- 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

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1. the importance of health, safety, and security in the workplace
- KU2. the basic requirements of the health and safety and other legislations and regulations that apply to the workplace
- KU3. the person(s) responsible for maintaining healthy, safe, and secure workplace
- KU4. the relevant up-to-date information on health, safety, and security that applies to the workplace
- KU5. the responsibilities of individual to maintain safe, healthy and secure workplace
- KU6. how to report the hazard
- KU7. requirements of health, safety and security in workplace
- KU8. how to create safety records and maintaining them
- KU9. the importance of being alert to health, safety, and security hazards in the work environment
- KU10. the common health, safety, and security hazards that affect people working in an administrative role
- KU11. how to identify health, safety, and security hazards
- KU12. the importance of warning others about hazards and how to do so until the hazard is dealt with

## Generic Skills (GS)

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

- GS1. report and record incidents
- GS2. read and understand company policies and procedures
- GS3. clearly report hazards and incidents with the appropriate level of urgency
- GS4. make decisions pertaining to the area of work
- GS5. plan for safety of the work environment
- GS6. communicate effectively with patients and their family, physicians, and other members of the health care team
- GS7. be capable of being responsive, listen empathetically to establish rapport in away that promotes openness on issues of concern
- GS8. identify hazards, evaluate possible solutions and suggest effective solutions
- GS9. analyze the seriousness of hazards
- GS10. analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Complying the health, safety and security requirements and procedures for work place</i>	7	-	2	10
PC1. identify individual responsibilities in relation to maintaining workplace health safety and security requirements	-	-	-	-
PC2. comply with health, safety and security procedures for the workplace	-	-	-	-
PC3. comply with health, safety and security procedures and protocols forenvironmental safety	-	-	-	-
<i>Handling hazardous situation</i>	8	-	5	10
PC4. identify potential hazards and breaches of safe work practices	-	-	-	-
PC5. identify and interpret various hospital codes for emergency situations	-	-	-	-
PC6. correct any hazards that individual can deal with safely, competently and within the limits of authority	-	-	-	-
PC7. provide basic life support (BLS) and first aid in hazardous situations, whenever applicable	-	-	-	-
PC8. follow the organizations emergency procedures promptly, calmly, and efficiently	-	-	-	-
PC9. identify and recommend opportunities for improving health, safety, and security to the designated person	-	-	-	-
PC10. complete any health and safety records legibly and accurately	-	-	-	-
<i>Reporting any hazardous situation</i>	5	-	2	10
PC11. report any identified breaches in health, safety, and security procedures to the designated person	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>-</b>	<b>9</b>	<b>30</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

NOS Code	HSS/N9617
NOS Name	Maintain a safe, healthy and secure working environment
Sector	Healthcare
Sub-Sector	Social Work & Community Health, Healthcare Management, Allied Health & Paramedics
Occupation	Generic
NSQF Level	4
Credits	0.5
Version	2.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2029
NSQC Clearance Date	22/10/2024

## Qualification Pack

### HSS/N9618: Follow infection control policies & procedures including biomedical waste disposal protocols

#### 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 :

- Classification of the Waste Generated, Segregation of Biomedical Waste, Proper collection and storage of Waste

#### Elements and Performance Criteria

##### *Classification of the Waste Generated, Segregation of Biomedical Waste, Proper collection and storage of Waste*

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

- 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
- PC2. store clinical or related waste in an area that is accessible only to authorized persons
- PC3. minimize contamination of materials, equipment and instruments by aerosols and splatter

##### *Complying with an effective infection control protocols*

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

- PC4. apply appropriate health and safety measures following appropriate personal clothing & protective equipment for infection prevention and control
- PC5. identify infection risks and implement an appropriate response within own role and responsibility in accordance with the policies and procedures of the organization
- PC6. follow procedures for risk control and risk containment for specific risks. Use signs when and where appropriate
- PC7. follow protocols for care following exposure to blood or other body fluids as required
- PC8. remove spills in accordance with the policies and procedures of the organization
- PC9. clean and dry all work surfaces with a neutral detergent and warm water solution before and after each session or when visibly soiled
- PC10. demarcate and maintain clean and contaminated zones in all aspects of health care work
- PC11. confine records, materials and medicaments to a well designated clean zone
- PC12. confine contaminated instruments and equipment to a well designated contaminated zone
- PC13. decontaminate equipment requiring special processing in accordance with quality management systems to ensure full compliance with cleaning, disinfection and sterilization protocols
- PC14. replace surface covers where applicable

## Qualification Pack

PC15. maintain and store cleaning equipment

PC16. report and deal with spillages and contamination in accordance with current legislation and procedures

*Maintaining personal protection and preventing the transmission of infections from person to person*

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

PC17. maintain hand hygiene following hand washing procedures before and after patient contact /or after any activity likely to cause contamination

PC18. cover cuts and abrasions with waterproof dressings and change as necessary

PC19. change protective clothing and gowns/aprons daily, more frequently if soiled and where appropriate, after each patient contact

PC20. perform additional precautions when standard precautions alone may not be sufficient to prevent transmission of infection

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. relevant up-to-date information on health, safety, and security that applies to the organization

KU2. organizations emergency procedures and responsibilities for handling hazardous situations

KU3. person(s) responsible for health, safety, and security in the organization

KU4. good personal hygiene practice including hand care

KU5. importance of and how to 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

KU6. the importance to adhere to the organizational and national waste management principles and procedures

KU7. the hazards and risks associated with the disposal and the importance of risk assessments and how to provide these

KU8. the required actions and reporting procedures for any accidents, spillages and contamination involving waste

KU9. the requirements of the relevant external agencies involved in the transport and receipt of your waste

KU10. the importance of organizing, monitoring and obtaining an assessment of the impact the waste may have on the environment

KU11. The current national legislation, guidelines, local policies and protocols which affect work practice

KU12. the policies and guidance that clarify scope of practice, accountabilities and the working relationship between yourself and others

KU13. identification and management of infectious risks in the workplace

KU14. aspects of infectious diseases including opportunistic organisms & pathogens

KU15. basic microbiology including bacteria and bacterial spores, fungi, viruses

KU16. the path of disease transmission including direct contact and penetrating injuries, risk of acquisition

## Qualification Pack

- KU17. how to clean and sterile techniques
- KU18. susceptible hosts including persons who are immune suppressed, have chronic diseases such as diabetes and the very young or very old
- KU19. routine surface cleaning procedures at the start and end of the day, managing a blood or body fluid spill
- KU20. sharps handling and disposal techniques
- KU21. effective hand hygiene including hand wash, surgical hand wash, when hands must be washed
- KU22. good personal hygiene practice including hand care
- KU23. how to use personal protective equipment such as: The personal clothing and protective equipment required to manage the different types of waste generated by different work activities

## Generic Skills (GS)

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

- GS1. report and record incidents
- GS2. read and understand company policies and procedures to managing biomedical waste and infection control and prevention
- GS3. listen patiently
- GS4. report hazards and incidents clearly with the appropriate level of urgency
- GS5. take in to account opportunities to address waste minimization, environmental responsibility and sustainable practice issues
- GS6. apply additional precautions when standard precautions are not sufficient
- GS7. consistently ensure instruments used for invasive procedures are sterile at time of use (where appropriate)
- GS8. consistently follow the procedure for washing and drying hands
- GS9. consistently maintain clean surfaces and limit contamination
- GS10. how to make exceptional effort to keep the environment and work place clean
- GS11. identify hazards and suggest effective solutions to identified problems pertaining to hospital waste and related infections
- GS12. analyze the seriousness of hazards pertaining to hospital waste and related infections
- GS13. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to act
- GS14. take into account opportunities to address waste minimization, prevent infection, environmental responsibility and sustainable practice issues

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Classification of the Waste Generated, Segregation of Biomedical Waste, Proper collection and storage of Waste</i>	5	-	3	10
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	-	-	-	-
PC2. store clinical or related waste in an area that is accessible only to authorized persons	-	-	-	-
PC3. minimize contamination of materials, equipment and instruments by aerosols and splatter	-	-	-	-
<i>Complying with an effective infection control protocols</i>	8	-	5	10
PC4. apply appropriate health and safety measures following appropriate personal clothing & protective equipment for infection prevention and control	-	-	-	-
PC5. identify infection risks and implement an appropriate response within own role and responsibility in accordance with the policies and procedures of the organization	-	-	-	-
PC6. follow procedures for risk control and risk containment for specific risks. Use signs when and where appropriate	-	-	-	-
PC7. follow protocols for care following exposure to blood or other body fluids as required	-	-	-	-
PC8. remove spills in accordance with the policies and procedures of the organization	-	-	-	-
PC9. clean and dry all work surfaces with a neutral detergent and warm water solution before and after each session or when visibly soiled	-	-	-	-
PC10. demarcate and maintain clean and contaminated zones in all aspects of health care work	-	-	-	-
PC11. confine records, materials and medicaments to a well designated clean zone	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. confine contaminated instruments and equipment to a well designated contaminated zone	-	-	-	-
PC13. decontaminate equipment requiring special processing in accordance with quality management systems to ensure full compliance with cleaning, disinfection and sterilization protocols	-	-	-	-
PC14. replace surface covers where applicable	-	-	-	-
PC15. maintain and store cleaning equipment	-	-	-	-
PC16. report and deal with spillages and contamination in accordance with current legislation and procedures	-	-	-	-
<i>Maintaining personal protection and preventing the transmission of infections from person to person</i>	<b>8</b>	-	<b>5</b>	<b>10</b>
PC17. maintain hand hygiene following hand washing procedures before and after patient contact /or after any activity likely to cause contamination	-	-	-	-
PC18. cover cuts and abrasions with waterproof dressings and change as necessary	-	-	-	-
PC19. change protective clothing and gowns/aprons daily, more frequently if soiled and where appropriate, after each patient contact	-	-	-	-
PC20. perform additional precautions when standard precautions alone may not be sufficient to prevent transmission of infection	-	-	-	-
<b>NOS Total</b>	<b>21</b>	-	<b>13</b>	<b>30</b>



## Qualification Pack

### National Occupational Standards (NOS) Parameters

NOS Code	HSS/N9618
NOS Name	Follow infection control policies & procedures including biomedical waste disposal protocols
Sector	Healthcare
Sub-Sector	Social Work & Community Health, Healthcare Management, Allied Health & Paramedics
Occupation	Generic
NSQF Level	4
Credits	0.5
Version	2.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2029
NSQC Clearance Date	22/10/2024

## Qualification Pack

### DGT/VSQ/N0102: Employability Skills (60 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
- Career Development & Goal Setting
- 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. identify employability skills required for jobs in various industries
- PC2. identify and explore learning and employability portals

##### *Constitutional values - Citizenship*

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

- PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4. follow environmentally sustainable practices

##### *Becoming a Professional in the 21st Century*

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

- PC5. recognize the significance of 21st Century Skills for employment
- PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

##### *Basic English Skills*

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

## Qualification Pack

- PC7. use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9. write short messages, notes, letters, e-mails etc. in English

### *Career Development & Goal Setting*

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

- PC10. understand the difference between job and career
- PC11. prepare a career development plan with short- and long-term goals, based on aptitude

### *Communication Skills*

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

- PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13. work collaboratively with others in a team

### *Diversity & Inclusion*

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

- PC14. communicate and behave appropriately with all genders and PwD
- PC15. escalate any issues related to sexual harassment at workplace according to POSH Act

### *Financial and Legal Literacy*

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

- PC16. select financial institutions, products and services as per requirement
- PC17. carry out offline and online financial transactions, safely and securely
- PC18. identify common components of salary and compute income, expenses, taxes, investments etc
- PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation

### *Essential Digital Skills*

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

- PC20. operate digital devices and carry out basic internet operations securely and safely
- PC21. use e-mail and social media platforms and virtual collaboration tools to work effectively
- PC22. use basic features of word processor, spreadsheets, and presentations

### *Entrepreneurship*

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

- PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

### *Customer Service*

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

- PC26. identify different types of customers
- PC27. identify and respond to customer requests and needs in a professional manner.

## Qualification Pack

PC28. follow appropriate hygiene and grooming standards

*Getting ready for apprenticeship & Jobs*

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

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

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 English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. apprenticeship scheme and the process of registering on apprenticeship portal

## Generic Skills (GS)

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

GS1. read and write different types of documents/instructions/correspondence

GS2. communicate effectively using appropriate language in formal and informal settings

## Qualification Pack

- GS3. behave politely and appropriately with all
- GS4. how to work in a virtual mode
- GS5. perform calculations efficiently
- GS6. solve problems effectively
- GS7. pay attention to details
- GS8. manage time efficiently
- GS9. maintain hygiene and sanitization to avoid infection

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development &amp; Goal Setting</i>	1	2	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	<b>2</b>	<b>2</b>	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>2</b>	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>2</b>	<b>3</b>	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	<b>3</b>	<b>4</b>	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	2	3	-	-
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	22/12/2024
Next Review Date	22/12/2027
NSQC Clearance Date	22/12/2024

## 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) (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.

### Qualification Pack

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.

6. In case of unsuccessful completion, the trainee may seek reassessment on 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/N3604. Provide assistance to ayurveda surgeon for preparing Pratisaraneeya Kshara & Ksharasutra	92	70	48	60	270	25
HSS/N3605. Carry out post Kshara Karma procedure	46	50	25	20	141	10
HSS/N3606. Preparing and positioning the patient for Kshara Karma procedure as instructed by ayurveda surgeon	103	100	30	40	273	25
HSS/N3607. Assist the ayurveda surgeon during Kshara Karma procedure	48	50	25	20	143	10
HSS/N9617. Maintain a safe, healthy and secure working environment	20	-	9	30	59	10
HSS/N9618. Follow infection control policies & procedures including biomedical waste disposal protocols	21	-	13	30	64	10

### Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
DGT/VSQ/N0102. Employability Skills (60 Hours)	20	30	-	-	50	10
<b>Total</b>	<b>350</b>	<b>300</b>	<b>150</b>	<b>200</b>	<b>1000</b>	<b>100</b>

## Qualification Pack

### Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
NOS	National Occupational Standard(s)
NSQF	National Skills Qualification Framework
QP	Qualifications Pack
AYUSH	Ayurveda, Yoga, Unani, Siddha, Homeopathy

## Qualification Pack

### Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar / related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.

## Qualification Pack

<b>Knowledge and Understanding (KU)</b>	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.
<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	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.
<b>Electives</b>	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.
<b>Options</b>	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.
<b>Sector</b>	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
<b>Sub Sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry
<b>Job Role</b>	job role defines a unique set of functions that together form a unique employment opportunity in an organization
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.

## Qualification Pack

<b>National Occupational Standard</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualification Pack (QP)</b>	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role
<b>Unit Code</b>	Unit code is a unique identifier for an occupational standard, which is denoted by N
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.
<b>Knowledge and Understanding</b>	Knowledge and Understanding are statements which together specify the technical, generic, professional, and organizational specific knowledge that an individual needs in order to perform the required standard
<b>Organisational context</b>	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.
<b>Technical knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities
<b>Sector</b>	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
<b>Sub Sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components
<b>Occupation</b>	Occupation is a set of job roles, which perform similar / related set of functions in an industry
<b>Job Role</b>	job role defines a unique set of functions that together form a unique employment opportunity in an organization

## Qualification Pack

<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standard</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualification Pack (QP)</b>	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role
<b>Unit Code</b>	Unit code is a unique identifier for an occupational standard, which is denoted by N
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.
<b>Knowledge and Understanding</b>	Knowledge and Understanding are statements which together specify the technical, generic, professional, and organizational specific knowledge that an individual needs in order to perform the required standard
<b>Organisational context</b>	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.
<b>Technical knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities