



Model Curriculum

QP Name: General Duty Assistant Trainee

QP Code: HSS/Q5107

QP Version: 2.0

NSQF Level: 4

Model Curriculum Version: 1.0

Table of Contents

Training Parameters.....	3
Program Overview	4
Training Outcomes.....	4
Compulsory Modules.....	4
Module Details.....	6
Module 1: Orientation to Healthcare Facilities and broad function of general duty assistant trainee.....	7
Module 2: Bathing, Grooming and Dressing up a Patient.....	8
Module 3: Nutrition and Hydration	9
Module 4: Introduction to Human Anatomy and Physiology	10
Module 5: Elimination Needs	11
Module 6: Positioning/Transferring/Mobility of Patients, Ergonomics and body mechanics at healthcare setting.....	12
Module 7: Preventing Patient Injury.....	13
Module 8: Routine in Patient Activities.....	14
Module 9: Observing, Reporting and Documentation	15
Module 10: Bed Making.....	16
Module 11: Last Offices (Death Care).....	17
Module 12: Sanitation, Safety and First Aid.....	18
Module 13: Infection Control and Prevention.....	19
Module 14: Bio Medical Waste Management.....	20
Module 15: Employability Skills (30 Hours)	21
Annexure.....	24
Trainer Requirements	25
Assessor Requirements.....	25
Assessment Strategy	23
References	28
Glossary.....	29
Acronyms and Abbreviations	29

Training Parameters

Sector	Healthcare
Sub-Sector	Allied Health & Paramedics
Occupation	Patient Care Services
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/2240.0400
Minimum Educational Qualification And Experience	12 th Grade Pass or Equivalent Or Previous NSQF Level 3 (Home Health Aide Trainee)
Pre-Requisite License or Training	Not Applicable
Training Age	16 years
Last Reviewed On	18/02/2025
Next Review Date	18/02/2028
NSQC Approval Date	18/02/2025
QP Version	2.0
Model Curriculum Creation Date	18/02/2025
Model Curriculum Valid Up to Date	18/02/2028
Model Curriculum Version	1.0
Minimum Duration of the Course	420 Hrs.
Maximum Duration of the Course	420 Hrs.

Program Overview

This section summarizes the end objectives of the program along with its duration.

Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills.

- Explain the role and responsibilities of a General Duty Assistant Trainee
- Maintain proper body mechanics while handling the patient
- Ensure patient safety while carrying out procedures
- Prepare patient unit
- Assist the healthcare team for basic patient care like dressing, grooming
- Assist in maintaining nutrition and hydration and elimination needs
- Transfer patient samples and documents within the hospital
- Assist hospital staff in carrying out end of life care
- Apply infection control measures and dispose biomedical waste according to the standard protocols
- Promote safety and apply usage of personal protective equipment

Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
HSS/N5133: Assist patient in bathing, dressing up and grooming	30:00	30:00	00:00	00:00	60:00
Module 1: Orientation to healthcare facilities and broad function of General duty Assistant Trainee	10:00	15:00	00:00	00:00	25:00
Module 2: Bathing, grooming and dressing up a patient	20:00	15:00	00:00	00:00	35:00
HSS/N5104: Support individuals to eat and drink	25:00	20:00	00:00	00:00	45:00
Module 3: Nutrition and hydration	25:00	20:00	00:00	00:00	45:00
HSS/N5105: Assist patient in maintaining normal elimination	40:00	20:00	00:00	00:00	60:00
Module 4: Introduction to human anatomy and physiology	15:00	10:00	00:00	00:00	25:00
Module 5: Elimination needs	25:00	10:00	00:00	00:00	35:00

HSS/N5134: Transferring patient and their samples, drugs, documents within the hospital	30:00	45:00	00:00	00:00	75:00
Module 6: Positioning/transferring /mobility of patients, Ergonomics and body mechanics at healthcare setting	20:00	25:00	00:00	00:00	30:00
Module 7: Preventing patient injury	10:00	20:00	00:00	00:00	20:00
HSS/N5135: Provide support in routine activities of in-patient department	35:00	25:00	00:00	00:00	60:00
Module 8: Routine in-patient activities	15:00	10:00	00:00	00:00	25:00
Module 9: Observing, reporting and documentation	15:00	05:00	00:00	00:00	20:00
Module 10: Bed making	05:00	10:00	00:00	00:00	15:00
HSS/N5115: Carry out last office (death care)	20:00	10:00	00:00	00:00	30:00
Module 11: Last offices (death care)	20:00	10:00	00:00	00:00	30:00
HSS/N9617: Maintain a safe, healthy and secure environment	15:00	15:00	00:00	00:00	30:00
Module 12: Sanitation, Safety, and First Aid	15:00	15:00	00:00	00:00	30:00
HSS/N9618: Follow infection control policies & procedures including biomedical waste disposal protocols	15:00	15:00	00:00	00:00	30:00
Module 13: Infection control and prevention	10:00	10:00	00:00	00:00	20:00
Module 14: Bio Medical Waste management	05:00	05:00	00:00	00:00	10:00
Total	210:00	180:00	00:00	00:00	390:00
Module 15: Employability Skills (30 Hours): DGT/VSQ/N0101	30:00	00:00	00:00	00:00	
Total	240:00	180:00	00:00	00:00	420:00

Module Details

Module 1: Orientation to healthcare facilities and broad function of General duty Assistant Trainee

Mapped to: HSS/N5133

Terminal Outcomes:

- Describe the basic structure and function of healthcare delivery system in India.

Duration: 10:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Discuss in brief the healthcare delivery system Discuss about the various services offered to patients in a hospital setting Explain the standard hierarchy of healthcare professionals in a healthcare facility Differentiate between the IPD and the OPD Explain the ways of maintaining the personal hygiene needs of a patient Discuss various devices that ensure patient comfort and safety Explain the role of GDA Trainee while transferring samples / medicines / Documents of the patient Explain the process of cleaning/sterilizing /disinfecting of medical and surgical equipment, linen, patient unit, etc. 	<ul style="list-style-type: none"> Prepare a report summarizing the observations about basic structure and function of healthcare delivery system in India. Prepare a hierarchical chart of different career options at various healthcare settings. Prepare a chart depicting roles and responsibilities of a General Duty Assistant Trainee at different sites.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster,	
Tools, Equipment and Other Requirements	
Visit to various healthcare settings for field assignment	

Module 2: Bathing, Grooming and Dressing up a patient.

Mapped to: HSS/N5133,

Terminal Outcomes:

- Demonstrate the techniques of Bed Bath.
- Describe the types of bed bath.
- Demonstrate the technique of dressing up a patient.
- Types of Bed sores
- Demonstrate the techniques of Nail, Hair, Eye, Oral and Back care.

Duration: 20:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the difference in care provided to routine patients, terminally ill and differently abled patients • Explain the importance of bathing and its types such as Sitz bath etc. • Enumerate points to observe during bathing which need to be reported • Identify the need of after bath care to the patient • List various changes to be observed and while providing bath and skin care • List early signs of pressure sores/ bed sores • Explain the causes of pressure sores (bed sores) • List various most comfortable and appropriate lying/ sitting positions, positioning of pillows etc. for bed- ridden patients to avoid bed sores • Explain the importance of maintaining oral care, skin and nail care 	<ul style="list-style-type: none"> • Demonstrate the correct technique of bed bath. • Demonstrate the correct techniques of oral, nail, hair, eye and back care • Demonstrate the steps of back care. • Demonstrate the technique of position changing of a patient. • Demonstrate the technique of donning and doffing of clothes • Demonstrate the technique of dressing up a patient
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Hygiene trays, Nail care tray, hair care tray, oral care tray, eye care tray, linen, patient clothes, towel, face towel, gloves, basins, water, etc.	

Module 3: Nutrition and Hydration

Mapped to: HSS/N5104,

Terminal Outcomes:

- Demonstrate the techniques of oral feeding.

Duration: 25:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the concept of nutrition • Explain the various components of food such as carbohydrates, fats, proteins etc. • Enumerate various electrolytes crucial for patients • Discuss appropriate diet for various medical conditions such as low salt intake in hypertensive patient. • Differentiate between various types of diets such as solid diet, semi solid diets and liquid diets etc. • List various signs of discomfort while feeding the patient • Discuss the signs of choking • Explain the process of reporting an event of choking or aspiration to a senior healthcare professional immediately • Discuss the principles of hygiene while assisting patient in feeding and drinking • Explain the importance of intake and output record • Discuss the process of recording the dietary intakes after feeding 	<ul style="list-style-type: none"> • Demonstrate the correct technique of oral feeding. • Demonstrate the technique to assist a nurse in ryles tube feeding. • Prepare a sample chart on intake and output of a patient
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster, B	
Tools, Equipment and Other Requirements	
Cutlery, food, water, tray, napkin, ryles tube, syringe, kidney tray, face towel, gloves etc	

Module 4: Introduction to Human Anatomy and Physiology

Mapped to: HSS/N5105,

Terminal Outcomes:

- Describe the basic structure and function of the human body.

Duration: 15:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Explain the Organization of body cells, tissues, organs, organ systems, membranes and glands in the human body. Discuss different types of body fluids, secretions and excretions. Explain the structure and functioning of human body systems using charts and models. Discuss various working models depicting functioning of human body systems. 	<ul style="list-style-type: none"> Identify various body parts/organs using 3D models of human organ system. Design various working models depicting functioning of each human body system.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster.	
Tools, Equipment and Other Requirements	
3Dmodels of human body and accessory organs, model human skeletal system, organ specimen	

Module 5: Elimination Needs

Mapped to: HSS/N5105,

Terminal Outcomes:

- Demonstrate the correct technique of using bedpan, urinal, and diaper for bedridden patients.

Duration: 25:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the importance of various methods of caring during elimination needs • Differentiate care plan activities in patient with urine and bowel incontinence and in patients with urinary catheter. • Discuss the principles of hygiene and sanitation while assisting patient in elimination needs • List the importance of colour and texture change of urine and stool • Explain the usage of various equipment used in elimination needs such as adult diapers, bedpan, urinal etc. 	<ul style="list-style-type: none"> • Demonstrate the correct technique of using bedpan, urinal, and diaper for bedridden patients. • Demonstrate the correct techniques of emptying the bedpan, urinal and urobag in washroom.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Duster.	
Tools, Equipment and Other Requirements	
Bed pan, Urinal, gloves, Adult diaper, draw sheet, under pads, dustbin, urobag, etc	

Module 6: Positioning/transferring /mobility of patients , Ergonomics and body mechanics at healthcare setting

Mapped to: HSS/N5134,

Terminal Outcomes:

- Explain the importance of positioning in the treatment and recovery of patient.
- Demonstrate different positions.
- Demonstrate the use of assisted devices like wheelchair, stretcher, walker, crutches and canes in the mobility and transportation of patient.
- Explain the use of correct body mechanics to prevent any injury to self and patient.

Duration: 20:00	Duration: 25:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the importance of positioning of the patient during treatment and recovery phase such positioning in lithotomy, Fowler’s or Sim’s position • Explain various types of positions and postures to be maintained ideal for various procedures • Describe various kinds of means available for transferring patients • Discuss the importance of physical movements for patient wellbeing. • Describe usage of modes used for mobility and their maintenance • Describe precautions to be taken while patient is walking or using assisted devices • Explain the process and precautions to be taken care while transferring the patient from bed to stretcher • Explain the process and precautions to be taken care while transferring the patient from bed to wheelchair • Explain the process and precautions to be taken care while transferring the patient from wheelchair to bed • Explain the process and precautions to be taken care while transferring the patient from stretcher to bed • Determine patient’s medical condition before implementing any mobility • Explain the kinetics of joints and movements • Discuss mechanisms that affect movements in the human body • Explain the general principles of body movements • List the principles of proper body mechanics to carry out patient activities for proper ergonomics • Explain the significance of maintaining proper joint mobility 	<ul style="list-style-type: none"> • Demonstrate usage of wheelchair, stretcher, shifting of patient from bed to stretcher, stretcher to operation theatre table etc., and in special situations. • Demonstrate usage of assisted devices like walker, cane, crutches etc. while walking the patient. • Demonstrate the various types of positions like supine, left lateral, lithotomy, fowlers etc. • Role play on various scenarios of patient positioning and transferring. • Demonstrate the correct use of body mechanics while lifting or transferring the patient. • Role paly on transferring the patient with different scenarios.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Duster.	
Tools, Equipment and Other Requirements	
Nursing manikin, wheelchair, stretcher, cane, crutches, walker, bed, operation table etc.	

Module 7: Preventing Patient Injury

Mapped to: HSS/N5134,

Terminal Outcomes:

- Discuss the significance of safety measures.
- List the Comfort and Assistive devices and related indications.

Duration: 10:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Enumerate various situations and risk factors that catalyze patient fall and injury • Describe care to be taken to avoid fall in high-risk patients such as patients with altered sensorium, epileptic patients, etc. • Describe common causes of patient injury. • Describe the patient risk assessment and management tools. • Describe how to reduce patient fall. 	<ul style="list-style-type: none"> • Demonstrate the usage of Comfort devices, Assistive devices, mobility devices • Demonstrate the usage of air mattress. • Demonstrate the use of physical restraints to prevent fall or injury. • Apply the use of side rails in bed to prevent fall. • Demonstrate the reporting and analyzing incidents form. • Role play on different scenarios of patient fall cases.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Duster.	
Tools, Equipment and Other Requirements	
Nursing manikin, bed, air mattress, rubber sleepers, restraints, bandages, etc	

Module 8: Routine in-patient activities

Mapped to: HSS/N5135,

Terminal Outcomes:

- Demonstrate the correct technique of measuring Height, Weight
- Demonstrate the correct technique of changing bed linen.
- Manage spill management.

Duration: 15:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the procedures and codes in answering a call bell • Explain the techniques of effective communication with patients, relatives, guardians, healthcare professionals and peers. • Enumerate patient complaints such as dizziness, vertigo, etc. • Discuss various complaints that need immediate reporting and action • Discuss changes in patients' overall condition that are critical to be reported. • Describe how to assist the medical staff in measurement of patient parameters such as height and weight • List various equipment/ scales for measuring patient parameters such as digital/ manual weighing machines, height meters, measuring tape etc. • Discuss the significance of keeping a record of intake and output of the patient • Explain the process of decontamination of commonly used basic patient care equipment • Explain the process of changing and transporting laundry/ linen on the floor • Discuss the process of reporting the incidences of spillage • Explain spill management 	<ul style="list-style-type: none"> • Demonstrate the correct technique of measuring Height, Weight • Demonstrate the correct technique of cleaning and managing the spill on the floor • Prepare a sample report on patients' records • Demonstrate the correct technique of bed making. • Demonstrate the correct technique of changing bed linen. • Demonstrate effective communication with patients, relatives, guardians, healthcare professionals and peers through a role play.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Duster.	
Tools, Equipment and Other Requirements	
Weighing machine, height meter, spill kit, call bell etc.	

Module 9: Observing, Reporting and Documentation

Mapped to: HSS/N5135,

Terminal Outcomes:

- Demonstrate technical skills of Storage and retention and retrieval of database and records.
- Maintain confidentiality of records

Duration: 15:00	Duration: 05:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List various signs and symptoms that show deviation in the normal condition of the patient • Explain the process of reporting the changes in patients' overall condition • Describe the scope of practice for GDA trainee in observing and reporting • Explain use and importance of records and reports • Explain essential components of various records and the method of their documentation and retrieval • Explain abbreviations and symbols 	<ul style="list-style-type: none"> • Enter data in various forms and format according to the standard guidelines. • Create a sample set of documents to record procedure related information of client. • Demonstrate how to compile all the relevant information in sample formats necessary to create the database of client. • Demonstrate the use of Hospital Information System (HIS) to prepare a sample record on client dietetic information.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Duster.	
Tools, Equipment and Other Requirements	
Sample formats of reports and hospital documents, various forms of consent	

Module 10: Bed Making

Mapped to: HSS/N5135,

Terminal Outcomes:

- Demonstrate the method of Bed making.
- Discuss the different types of bed.
- Carry out preparation of patient and its unit as per the procedure.

Duration: 05:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain various types of linen used in hospital • Explain the process of collecting clean linen as per hospital policies for bed making • Discuss various methods of preparing beds for patients • Describe the process of disinfecting bed equipment after patient gets discharged • Describe the process of segregating soiled linen separately for disinfection and successive usage 	<ul style="list-style-type: none"> • Demonstrate preparation of an empty bed, occupied bed and room after discharge etc. • Prepare room/unit for admission and procedure. • Demonstrate the different methods of sterilizing different types of equipment, tools, and instruments. • Demonstrate the different types of disinfection processes as required for surfaces, equipment, soiled linen, and materials. • Demonstrate the method of disposal of consumable items according to the hospital protocols.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Duster.	
Tools, Equipment and Other Requirements	
Bed, Nursing manikin, linen, blanket, pillow, pillow cover, draw sheets, laundry trolley etc	

Module 11: Last offices (death care)

Mapped to: HSS/N5115,

Terminal Outcomes:

- Importance of providing care related to end of life.

Duration: 20:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Discuss in brief the signs of death Discuss various cultural and religious sensitivities attached to death Explain the deceased body packing Explain the procedure of handing over the valuable items that the deceased might be wearing. 	<ul style="list-style-type: none"> Prepare a chart on physical symptoms of dying age. Demonstrate managing Last Offices including preparing and packing body.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Duster.	
Tools, Equipment and Other Requirements	
Dead body /mannequin, bed sheets, bandages, cotton, disinfectants.	

Module 12: Sanitation, Safety, and First Aid

Mapped to: HSS/N9617,

Terminal Outcomes:

- Respond to institutional emergencies safely and appropriately
- Perform Basic Life Support or basic first aid in medical emergency situations, as and when required

Duration: 15:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the basics of first aid. • Identify precautions to take for personal safety. • Perform basic life support (BLS) as and when required. • Identify the hospital emergency codes. • Apply standard procedures to be followed in case of institutional emergencies. • Explain the use of protective devices such as restraints and safety devices. 	<ul style="list-style-type: none"> • Demonstrate usage of hospital emergency codes and basic first aid in a mock drill depicting an institutional emergency. • Create a chart depicting different types of protective devices such as restraints and safety devices. • Create a flow chart depicting common emergency situations and its referral mechanism.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Duster.	
Tools, Equipment and Other Requirements	
Crash cart trolley, first aid box, CPR nursing manikin, Ambu bag with mask adult, torch, physical restraints, fire extinguisher	

Module 13: Infection Control and Prevention

Mapped to: HSS/N9618,

Terminal Outcomes:

- Develop techniques of self-hygiene
- Apply infection control policies and procedures during daily activities

Duration: 10:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the concept of healthy living. • Describe the importance of infection control and prevention. • Describe the nosocomial infections. • Explain the importance of incident reporting. • Explain the concept of immunization. • Describe the hand-hygiene guidelines and procedures used in healthcare settings. • Explain the importance of using Personal Protective Equipment (PPE). • List the types of PPE. • Describe the process of wearing(donning) and removing(doffing) each of the PPE. • Explain various vaccinations against common infectious diseases 	<ul style="list-style-type: none"> • Demonstrate the steps of spill management. • Demonstrate the procedures of hand hygiene. • Demonstrate the process of donning and doffing of PPE. • Prepare a chart depicting list and effects of nosocomial infections. • Prepare a chart on universal immunization schedule. • Prepare a chart of use of different PPE.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Duster.	
Tools, Equipment and Other Requirements	
E-modules depicting sanitization, infection control and waste disposal practices	

Module 14: Bio Medical Waste Management

Mapped to: HSS/N9618,

Terminal Outcomes:

- Dispose of different types of biomedical waste in appropriate color-coded bins/containers.
- Apply local guidelines of biomedical waste disposal system during daily activities.

Duration: 05:00	Duration: 05:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Categorize the different types of biomedical waste. • Explain the importance and mechanism of proper and safe disposal, transportation, and treatment of bio-medical waste. • Identify the various types of color-coded bins/containers used for disposal of biomedical waste. 	<ul style="list-style-type: none"> • Segregate the biomedical waste applying the local guidelines. • Visit to biomedical waste treatment plant for field assignment • Create a chart depicting different types of biomedical waste and various types of color-coded bins/containers used for disposal of biomedical waste. • Prepare a report on the observations from field assignment about the structure of transportation and treatment of biomedical waste.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Duster.	
Tools, Equipment and Other Requirements	
Different coded color bins, chart for color coding of bins Visit to biomedical waste treatment plant for field assignment	

Module 15: Employability Skills (30 Hours)

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

Mandatory Duration: 30:00

Location: On-Site

S.N o.	Module Name	Key Learning Outcomes	Duration (hours)
1.	Introduction to Employability Skills	<ul style="list-style-type: none"> Discuss the importance of Employability Skills in meeting the job requirements. 	1
2.	Constitutional values - Citizenship	<ul style="list-style-type: none"> Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen. Show how to practice different environmentally sustainable practices. 	1
3.	Becoming a Professional in the 21st Century	<ul style="list-style-type: none"> Discuss 21st century skills. Display positive attitude, self-motivation, problem solving, time management skills and continuous learning mindset in different situations. 	1
4.	Basic English Skills	<ul style="list-style-type: none"> Use appropriate basic English sentences/phrases while speaking. 	2
5.	Communication Skills	<ul style="list-style-type: none"> Demonstrate how to communicate in a well-mannered way with others. Demonstrate working with others in a team. 	4
6.	Diversity & Inclusion	<ul style="list-style-type: none"> Show how to conduct oneself appropriately with all genders and PwD. Discuss the significance of reporting sexual harassment issues in time. 	1
7.	Financial and Legal Literacy	<ul style="list-style-type: none"> Discuss the significance of using financial products and services safely and securely. Explain the importance of managing expenses, income, and savings. Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws. 	4
8.	Essential Digital Skills	<ul style="list-style-type: none"> Show how to operate digital devices and use the associated applications and features, safely and securely. Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely. 	3
9.	Entrepreneurship	<ul style="list-style-type: none"> Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges. 	7
10.	Customer Service	<ul style="list-style-type: none"> Differentiate between types of customers. Explain the significance of identifying customer needs and addressing them. Discuss the significance of maintaining hygiene and dressing appropriately. 	4
11.	Getting ready for apprenticeship & Jobs	<ul style="list-style-type: none"> Create a biodata. Use various sources to search and apply for jobs. Discuss the significance of dressing up neatly and maintaining hygiene for an interview. Discuss how to search and register for apprenticeship opportunities. 	2

LIST OF TOOLS & EQUIPMENT FOR EMPLOYABILITY SKILLS		
S No.	Name of the Equipment	Quantity
1.	Computer (PC) with latest configurations – and Internet connection with standard operating system and standard word processor and worksheet software (Licensed) (all software should either be latest version or one/two version below)	As required
2.	UPS	As required
3.	Scanner cum Printer	As required
4.	Computer Tables	As required
5.	Computer Chairs	As required
6.	LCD Projector	As required
7.	White Board 1200mm x 900mm	As required
<i>Note: Above Tools & Equipment not required, if Computer LAB is available in the institute.</i>		

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Registered Medical Graduate	(MBBS, BAMS, BHMS)					
Registered B.Sc. (Nursing)/ Post Basic B.Sc. Nursing	Nursing	1				
Registered GNM (General Nursing Midwifery)	Nursing	2				

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: "General Duty Assistant Trainee" mapped to the Qualification Pack: "HSS/Q5107 v2.0" with minimum score of 80%.	Recommended that the Trainer is certified for the Job Role: "Trainer (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2601, v2.0" with minimum score of 80%.

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Registered Medical Graduate	(MBBS, BAMS, BHMS, BUMS, BDS, etc.)	1		1		
Registered B.Sc. (Nursing)/ Post Basic B.Sc. Nursing	Nursing	1		2		
Registered GNM (General Nursing Midwifery)	Nursing	2		2		

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role: "General Duty Assistant trainee" mapped to the Qualification Pack: "HSS/Q5107 v2.0" with minimum score of 80%	Recommended that the Assessor is certified for the Job Role: "Assessor (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2701, v2.0" with minimum score of 80%.

Assessment Strategy

The emphasis is on 'learning-by-doing' and practical demonstration of skills and knowledge based on the performance criteria. Accordingly, assessment criteria for each job role is set and made available in qualification pack.

The assessment papers for both theory and practical would be developed by Subject Matter Experts (SME) hired by Healthcare Sector Skill Council or with the HSSC accredited Assessment Agency as per the assessment criteria mentioned in the Qualification Pack. The assessments papers would also be checked for the various outcome-based parameters such as quality, time taken, precision, tools and equipment requirement etc.

Each NOS in the Qualification Pack (QP) is assigned a relative weightage for assessment based on the criticality of the NOS. Therein each Element/Performance Criteria in the NOS is assigned marks on relative importance, criticality of function and training infrastructure.

The following tools would be used for final assessment:

1. Practical Assessment: This comprises of a creation of mock environment in the skill lab which is equipped with all equipment required for the qualification pack.

Candidate's soft skills, communication, aptitude, safety consciousness, quality consciousness etc. is ascertained by observation and marked in observation checklist. The outcome is measured against the specified dimensions and standards to gauge the level of their skill achievements.

2. Viva/Structured Interview: This tool is used to assess the conceptual understanding and the behavioral aspects with regard to the job role and the specific task at hand. It also includes questions on safety, quality, environment, and equipment etc.

3. Written Test: Question paper consisting of 100 MCQs (Hard:40, Medium:30 and Easy: 30) with questions from each element of each NOS. The written assessment paper is comprised of following types of questions:

- i. True / False Statements
- ii. Multiple Choice Questions
- iii. Matching Type Questions.
- iv. Fill in the blanks.
- v. Scenario based Questions.
- vi. Identification Questions

QA Regarding Assessors:

Assessors are selected as per the "eligibility criteria" laid down by HSSC for assessing each job role. The assessors selected by Assessment Agencies are scrutinized and made to undergo training and introduction to HSSC Assessment Framework, competency based assessments, assessors guide etc. HSSC conducts "Training of Assessors" program from time to time for each job role and sensitize assessors regarding assessment process and strategy which is outlined on following mandatory parameters:

- 1) Guidance regarding NSQF
- 2) Qualification Pack Structure
- 3) Guidance for the assessor to conduct theory, practical and viva assessments
- 4) Guidance for trainees to be given by assessor before the start of the assessments.
- 5) Guidance on assessments process, practical brief with steps of operations practical observation checklist and mark sheet
- 6) Viva guidance for uniformity and consistency across the batch.
- 7) Mock assessments
- 8) Sample question paper and practical demonstration

References

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.
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.

Acronyms and Abbreviations

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
PPE	Personal Protective Equipment
SOP	Standard Operating Procedure