

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR ALLIED HEALTH CARE

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack- Hospital Front Desk Coordinator

SECTOR: HEALTHCARE

SUB-SECTOR: Allied Health & Paramedics

OCCUPATION: Non Direct Care

REFERENCE ID: HSS/Q6101

ALIGNED TO: NCO-2015/4226.0100

Brief Job Description: Individuals in this job are usually the first contact point in healthcare organizations encountered by patients and visitors, whether on the phone, online or in person. They assist in coordination at Front Desk at Healthcare Facility.

Personal Attributes: The job requires individuals to have good communication skills and ability to handle a high level of stress and activity while managing fast-paced office duties. They must be computer savvy. They must be skilled to interact with a wide range of personality types in both pleasant and difficult situations . The job requires individuals to possess key qualities such as patience, confidence, maturity, compassion, patient centricity, good listening circumstances.

Job Details	Qualifications Pack Code	HSS/ Q 6101		
	Job Role	Hospital Front Desk Coordinator		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Healthcare	Drafted on	10/01/17
	Sub-sector	Allied Health & Paramedics	Last reviewed on	6/12/17
	Occupation	Non Direct Care	Next review date	5/12/21
	NSQC Clearance on*			

Job Role	Hospital Front Desk Coordinator
Role Description	Individuals in this job are usually the first contact point in healthcare organizations encountered by patients and visitors, whether on the phone, online or in person
NSQF Level	4
Minimum Educational Qualifications*	Class XII
Maximum Educational Qualifications*	Not Applicable
Prerequisite License or Training	Not Applicable
Minimum Job Entry Age	18 Years
Experience	NA
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <p>HSS/N 6101:Accomplish allocated task at hospital front desk HSS/N 6102:Ensure Customer Service Excellence & Patient Satisfaction HSS/N 6103:Perform Billing Activities HSS/N 9615:Maintain interpersonal relationship with colleagues, patients and others HSS/N 9616:Maintain professional & medico-legal conduct HSS/N 9617:Maintain a safe, healthy and secure working environment HSS/N 9618:Follow biomedical waste disposal and infection control policies and procedures</p>
Performance Criteria	As described in the relevant OS units

Definitions

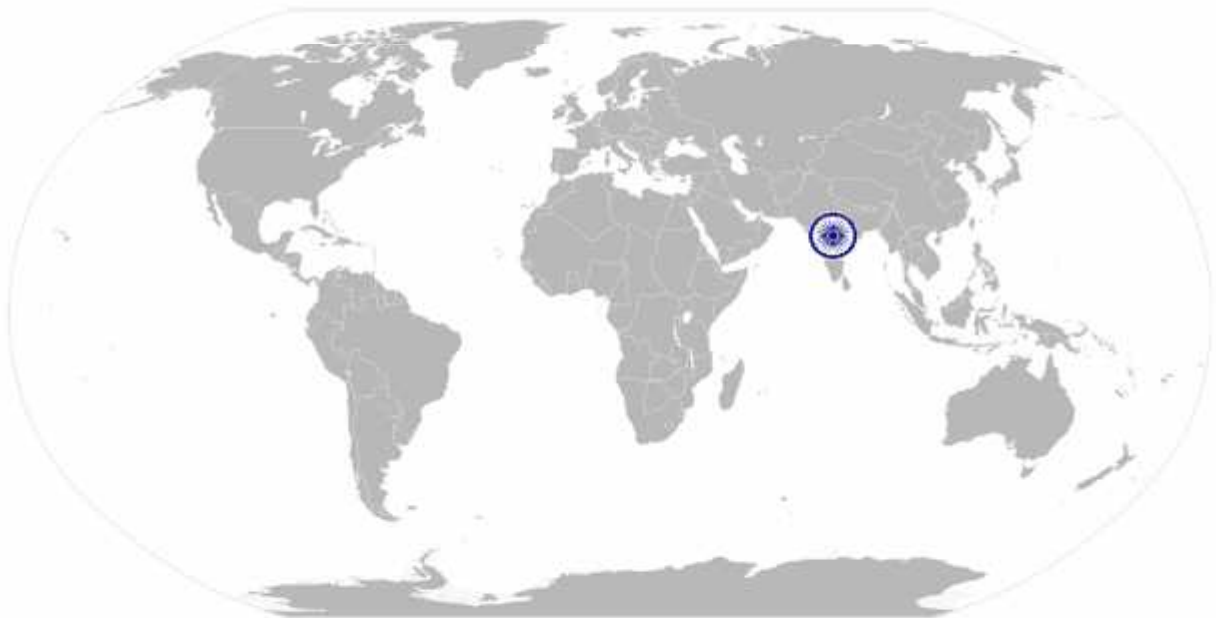
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OSs, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual need to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.

Core Skills/ Generic Skills	Core skills or generic skills 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. In the context of the OS, these include communication related skills that are applicable to most job roles.
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Acronyms	Keywords /Terms	Description
	NSQF	National Skills Qualifications Framework
QP	Qualifications Pack	
Casualty	The person – child or adult – who has suffered the injury or illness	
Emergency	Any situation that immediately threatens the health and safety of children, staff or yourself	
MHRD	Ministry of Human Resource Development	
NOS	National Occupational Standard(s)	
NVEQF	National Vocational Education Qualifications Framework	
NVQF	National Vocational Qualifications Framework	
NSQF	National Skills Qualification Framework	
OS	Occupational Standard(s)	
PCR	Patient Care Report	
TAT	Turn around Time	
HIS	Hospital Information Systems	
BMW	Bio Medical Waste Management	
CGHS	Central Government Health Scheme	
ECHS	Ex-Servicemen Contributory Health Scheme	
TPA	Third Party Administration	

HSS/N 6101 Accomplish allocated task at hospital front desk

National Occupational Standard



Overview

This unit describes the knowledge, understanding and skills required of a professional in effectively managing and coordinating the activities at hospital front desk ensuring departmental and hospital objectives are fulfilled.

HSS/N 6101 Accomplish allocated task at hospital front desk

Unit Code	HSS/N 6101
Unit Title (Task)	Accomplish allocated task at hospital front desk
Description	This OS unit is about the skills required for coordinating activities starting from patient/visitor interaction, admission to discharge at healthcare facility
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Customer Interaction and Handling • Manage patient flow • Carry out patient registration • Complying with Legal & Ethical aspects of front desk management • Assist for TPA services
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Customer Interaction and Handling	To be competent, the user/individual on the job must be able to PC1. analyse the requirement of visitors and answer the queries accordingly. PC2. handle the queries received over a phone/mail/visiting patients etc. applying relevant medical words & terms used in hospitals. PC3. coordinate for care needs with other care providers through appropriate communication method. PC4. manage need and requirement of patient's relative and hospital/clinic staff. PC5. enter patient details and other data in Hospital Information System/relevant communication channel. PC6. Up- to-date with latest details & schedules of Doctors, specialties, appointment timings, bed occupancy, approx. discharge timings, cost etc.
Manage patient flow	PC7. manage requirements of patients, their attendants & visitors from admission to discharge PC8. manage requirements of doctors & hospital staff PC9. manage special requirements of differently abled persons or special needs required by patients PC10. handle tactfully Officials & VIPs as per the needs in accordance to hospital policies PC11. ensure smooth patient flow within the hospital PC12. ensure hospital environment is comfortable & pleasing to patients, visitors, employees & others
Carry out patient registration	PC13. collect information and documents for patient registration complying with regulatory and organizational requirements PC14. cross check the identity document details of the patients against original PC15. complete the registration details after interacting with the patient/attenders & concerned physician on details including room type, room number, tariff details, health insurance details, payment method etc. PC16. receive patient/attendant signature on completed patient registration document PC17. update the patient registration details to relevant authority.

HSS/N 6101 Accomplish allocated task at hospital front desk

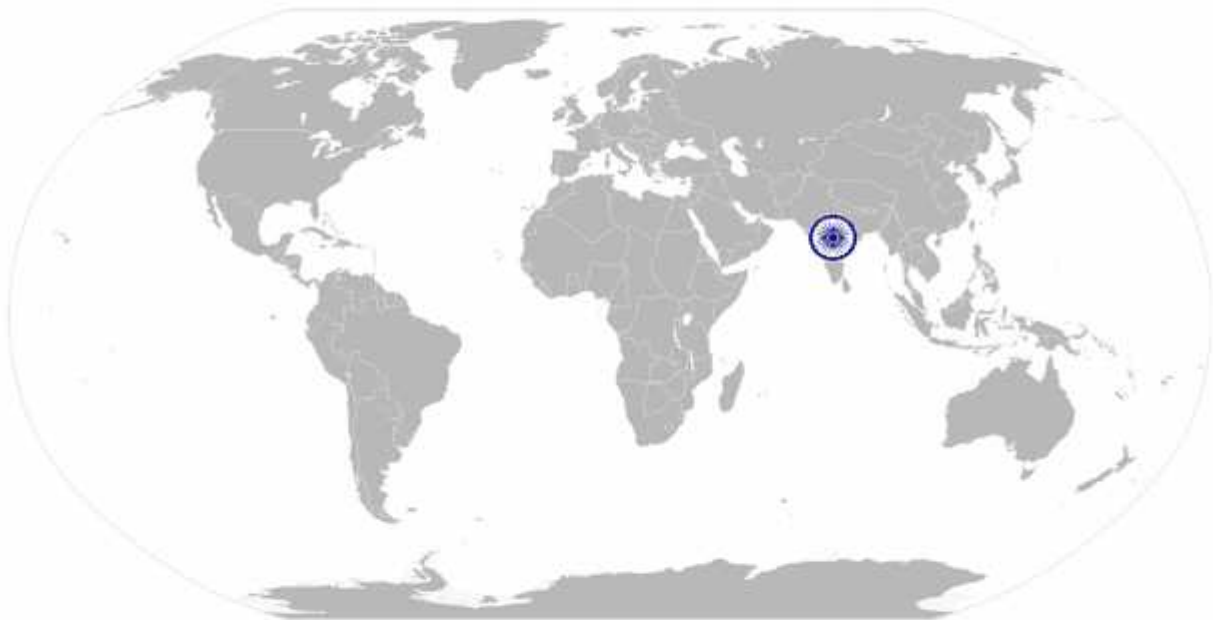
	<p>PC18. return the original document immediately after scanning or copying</p> <p>PC19. ensure all mandatory patient details are captured as per regulatory requirement</p> <p>PC20. cross check patient details appropriately for patient identification purposes</p>
Legal & ethical aspects of front desk management	<p>PC21. address the concerns as per the set TAT (Turn Around Time) criteria for the area involved.</p> <p>PC22. set different goals for patient care keeping in mind the hospitals policy</p> <p>PC23. raise alarm and announce emergency code as defined & as per situation</p> <p>PC24 maintain confidentiality of patient records, medico legal cases, preservation, information management</p> <p>PC 25. comply with relevant legislation, standards, policies and procedures</p>
Assist for TPA services	<p>PC26.assist for queries regarding availing of medical insurance</p> <p>PC27. direct the patient/attenders to the concerned department or authority</p> <p>PC28. assist for various third party payment mechanisms including CGHS, ECHS, Public Sector undertakings, types of special arrangements , Universal Health Insurance coverage scheme in prevalent states</p> <p>PC29. ensure eligible person is availing the facility</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. legislation, standards, policies, and procedures followed in the organization relevant to own employment and performance conditions</p> <p>KA2. hospital topography and spectrum of internal & external clients that visit the hospital</p> <p>KA3. role and importance of the front desk in supporting healthcare operations</p> <p>KA4. organization pricing, discount policy, documentation & reporting process</p> <p>KA5. reporting structure, inter-dependent functions, lines and procedures in the work area</p> <p>KA6. relevant occupational health and safety requirements applicable in the work place</p> <p>KA7. healthcare delivery system & Universal/National Health Insurance programs</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. how to receive and make phone calls, including call forward/hold/mute</p> <p>KB2. how to send and receive e-mails</p> <p>KB3. typical problems raised by customers and their solutions, including workaround (alternate/situational) solutions</p> <p>KB4. typical response times and service times for problems</p> <p>KB5. the importance of documenting, classifying, prioritizing queries & escalating to appropriate authority if unresolved</p> <p>KB6. regulatory requirements involved during registration and bill payment</p> <p>KB7. about computer knowledge such as MS word, excel, scanning, faxing</p> <p>KB8. about the legal & ethical aspects in relation to following:</p> <ol style="list-style-type: none"> a. rights & duties of patients b. rights & duties of healthcare providers c. thefts, Misappropriation, Report mix-ups, Damage to property

HSS/N 6101 Accomplish allocated task at hospital front desk

	<p>d. any kind of harassment at workplace e. legal aspects of Medical Records & EMR f. hospital deaths & complications KB9. basic structure and function of the body system and associated component</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. document call logs, reports, task lists, and schedules with co-workers SA2. prepare status and progress reports SA3. complete appropriate documentation SA4. fill registration form by getting details form visitors/patient
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA5. read about services offered with reference to the organization SA6. keep abreast with the latest knowledge by reading brochures, pamphlets SA7. read comments, suggestions, and responses to Frequently Asked Questions SA8. interpret and follow operational instructions and priorities work
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA9. discuss task lists, schedules, and work-loads with co-workers SA10. avoid using jargon, slang or acronyms when communicating with a customer, unless it is required SA11. communicate in respectful form and manner
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the concerned area of work
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. plan and organize service feedback files/documents
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers who may be stressed, frustrated, confused, or angry SB4. build customer relationships and use customer centric approach
Problem Solving	
	The user/individual on the job needs to know and understand how to: SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB6. tackle complaints / grievances from internal & external clients and referring to the other department, if & when required

HSS/N 6101 Accomplish allocated task at hospital front desk

	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. analysis of feedbacks, complaints & grievances related to the front office
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB8. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action



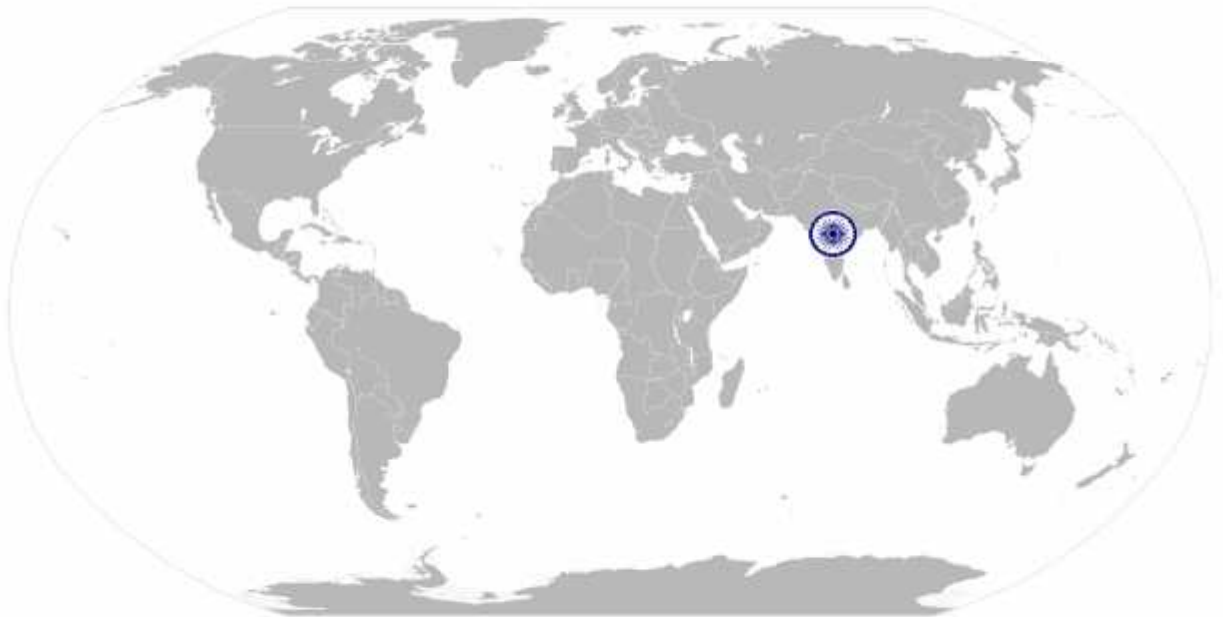
HSS/N 6101 Accomplish allocated task at hospital front desk

NOS Version Control

NOS Code	HSS/N 6101		
Credits (NSQF)	TBD	Version number	1.0
Industry	Healthcare	Drafted on	10/01/17
Industry Sub-sector	Allied Health & Paramedics	Last reviewed on	6/12/17
Occupation	Non Direct Care	Next review date	5/12/21



National Occupational Standard



Overview

This unit describes the knowledge, understanding and skills required of a professional to investigate and address patient / visitor complaints / concerns by taking appropriate course of action to maintain customer service excellence and arrive at a satisfactory resolution.

HSS/N 6102 Ensure customer service excellence & patient satisfaction

National Occupational Standard

Unit Code	HSS/N 6102
Unit Title (Task)	Ensure customer service excellence & patient satisfaction
Description	This OS unit is about the tasks involved to address patient / visitor complaints / concerns by taking appropriate course of action to maintain customer service excellence and arrive at a satisfactory resolution.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Provide comfort to visitors/customers and patients as per organizational process
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Provide comfort to visitors/customers and patients as per organizational process	To be competent, the user/individual on the job must be able to PC1. maintain service excellence in healthcare settings keeping empathy, passion and patience PC2. meet patients / visitors expectations as much as possible in various hospital areas in accordance to organizational policies PC3. coordinate to address complaints related to service provided PC4. ensure corrective & preventive actions are taken timely for patients / visitors concerns PC5. know the departmental process and adhere to them while assisting PC6. indulge in training at regular intervals to learn best practices PC7. apply process quality tools used in the organization as directed
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. legislation, standards, policies, and procedures followed in the organization relevant to own employment and performance conditions KA2. hospital topography and spectrum of internal & external clients that visit the hospital KA3. role and importance of the front desk in supporting healthcare operations KA4. organization pricing, discount policy, documentation & reporting process KA5. reporting structure, inter-dependent functions, lines and procedures in the work area KA6. relevant occupational health and safety requirements applicable in the work place KA7. healthcare delivery system & Universal/National Health Insurance programs KA8. organization pricing, discount policy

HSS/N 6102 Ensure customer service excellence & patient satisfaction

<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. how to receive and make phone calls, including call forward, call hold, and call mute</p> <p>KB2. how to send and receive e-mails</p> <p>KB3. typical problems raised by customers and their solutions, including workaround (alternate/situational) solutions</p> <p>KB4. typical response times and service times for problems</p> <p>KB5. the importance of documenting, classifying, prioritizing queries & escalate to appropriate authority if unresolved</p> <p>KB6. regulatory requirements involved during registration and bill payment</p> <p>KB7. about the legal & ethical aspects in relation to following:</p> <ol style="list-style-type: none"> rights & duties of patients rights & duties of healthcare providers thefts, Misappropriation, Report mix-ups, Damage to property any kind of harassment at workplace aspects of Medical Records & EMR hospital deaths & complications <p>KB8. basic structure and function of the body system and associated component</p> <p>KB9. How to maintain service excellence in healthcare settings including</p> <ol style="list-style-type: none"> corporate / Empanelled patients patient feedbacks / grievance redressal handling irate clients emergency patients foreign Nationals insurance & TPAs conduct
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document call logs, reports, task lists, and schedules with co-workers</p> <p>SA2. prepare status and progress reports</p> <p>SA3. complete appropriate documentation</p> <p>SA4. fill registration form by getting details form visitors/patient</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. read about services offered with reference to the organization and also from external forums such as websites and blogs</p> <p>SA6. keep abreast with the latest knowledge by reading brochures, pamphlets, and circulars</p> <p>SA7. read comments, suggestions, and responses to Frequently Asked Questions (FAQs)</p> <p>SA8. interpret and follow operational instructions and prioritize work</p> <p>Oral Communication (Listening and Speaking skills)</p>

HSS/N 6102 Ensure customer service excellence & patient satisfaction

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA9. discuss task lists, schedules, and work-loads with co-workers</p> <p>SA10. question customers appropriately in order to understand the nature of the problem and assist accordingly</p> <p>SA11. avoid using jargon, slang or acronyms when communicating with a customer, unless it is required</p> <p>SA12. communicate in respectful form and manner in line with organizational protocol</p>
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. make decisions pertaining to the concerned area of work</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB2. plan and organize service feedback files/documents</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. manage relationships with customers who may be stressed, frustrated, confused, or angry</p> <p>SB4. build customer relationships and use customer centric approach</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</p> <p>SB6. tackle complaints / grievances from internal & external clients</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. analysis of feedbacks, complaints & grievances related to the front office</p>
<p>Critical Thinking</p>	
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action</p>	

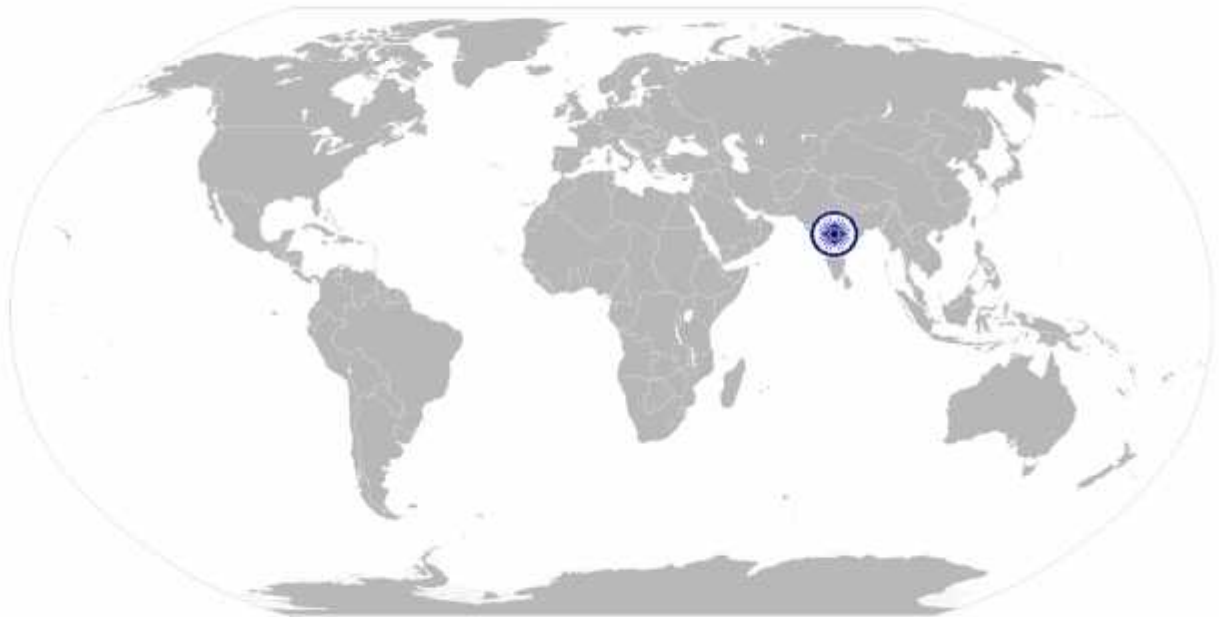
HSS/N 6102 Ensure customer service excellence & patient satisfaction

NOS Version Control

NOS Code	HSS/N 6102		
Credits (NSQF)	TBD	Version number	1.0
Industry	Healthcare	Drafted on	10/01/17
Industry Sub-sector	Allied Health & Paramedics	Last reviewed on	6/12/17
Occupation	Non Direct Care	Next review date	5/12/21



National Occupational Standard



Overview

This unit describes the knowledge, understanding and skills required of a professional to perform billing/ processing cash & credit transactions in OPD, IPD, Diagnostics & other related functions.

HSS/N 6103 Perform Billing Activities

Unit Code	HSS/N 6103
Unit Title (Task)	Perform Billing Activities
Description	This OS unit is about how to process cash and credit transactions
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Process payments transactions & Reconcile patient accounts
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Process payments transactions & Reconcile patient accounts	To be competent, the user/individual on the job must be able to <ul style="list-style-type: none"> PC1. identify the services being rendered to the client PC2. assess accurateness of the invoice generated through various means PC3. check that payments from patients are valid and accurate PC4. record payments from patients promptly and accurately as per organizational policies PC5. record clearly and accurately the reasons if payments are overdue PC6. identify problems accurately and sort them out promptly PC7. inform senior or concerned authority promptly about any problems which can't be sorted out PC8. store collected payments securely and in line with organization policies. PC9. check that charges, credits made to patient accounts are correct PC10. identify and sort out problems with patient accounts PC11. inform senior or concerned authority promptly about problems with patient accounts which are beyond the limits of competence & authority
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. legislation, standards, policies, and procedures followed in the organization relevant to own employment and performance conditions KA2. hospital topography and spectrum of internal & external clients that visit the hospital KA3. role and importance of the front desk in supporting healthcare operations KA4. organization pricing, discount policy, documentation & reporting process KA5. reporting structure, inter-dependent functions, lines and procedures KA6. relevant occupational health and safety requirements applicable KA7. healthcare delivery system & Universal/National Health Insurance programs KA8. organization pricing, discount policy KA9. organizational guidelines for setting patient credit limits KA10. organization's procedures for storing cash and cash equivalents securely

HSS/N 6103 Perform Billing Activities

<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. typical problems raised by customers and their solutions, including workaround (alternate/situational) solutions</p> <p>KB2. typical response times and service times for problems</p> <p>KB3. about Processing cash and non-cash payments</p> <p>KB4. spotting counterfeit payments</p> <p>KB5. details of different types of taxes (VAT, Service tax, GST etc.) or as applicable</p> <p>KB6. accounting principles</p> <p>KB7. complementary and billable services available</p> <p>KB8. how to handle card swiping machine</p> <p>KB9. how to prepare invoice</p> <p>KB10. offers, discounts, tie ups with bank cards</p> <p>KB11. differentiate fake and original currency notes</p> <p>KB12. the importance of documenting, classifying, prioritizing queries & escalate to appropriate authority if unresolved</p> <p>KB13. regulatory requirements involved during registration and bill payment</p> <p>KB14. about computer knowledge such as to work on MS word, excel, scanning, faxing & emailing</p> <p>KB15. how to identify overdue payments and patients who have gone over their credit limits</p> <p>KB16. about the legal & ethical aspects in relation to following:</p> <ol style="list-style-type: none"> rights & duties of patients rights & duties of healthcare providers thefts, Misappropriation, Report mix-ups, Damage to property any kind of harassment at workplace legal aspects of medical records hospital deaths & complications
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document call logs, reports, task lists, and schedules with co-workers</p> <p>SA2. prepare status and progress reports</p> <p>SA3. complete appropriate documentation</p> <p>SA4. fill registration form by getting details form visitors/patient</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. read about services offered with reference to the organization and also from external forums such as websites and blogs</p> <p>SA6. keep abreast with the latest knowledge by reading brochures, pamphlets, and circulars</p> <p>SA7. read comments, suggestions, and responses to Frequently Asked Questions (FAQs)</p> <p>SA8. interpret and follow operational instructions and prioritize work</p>

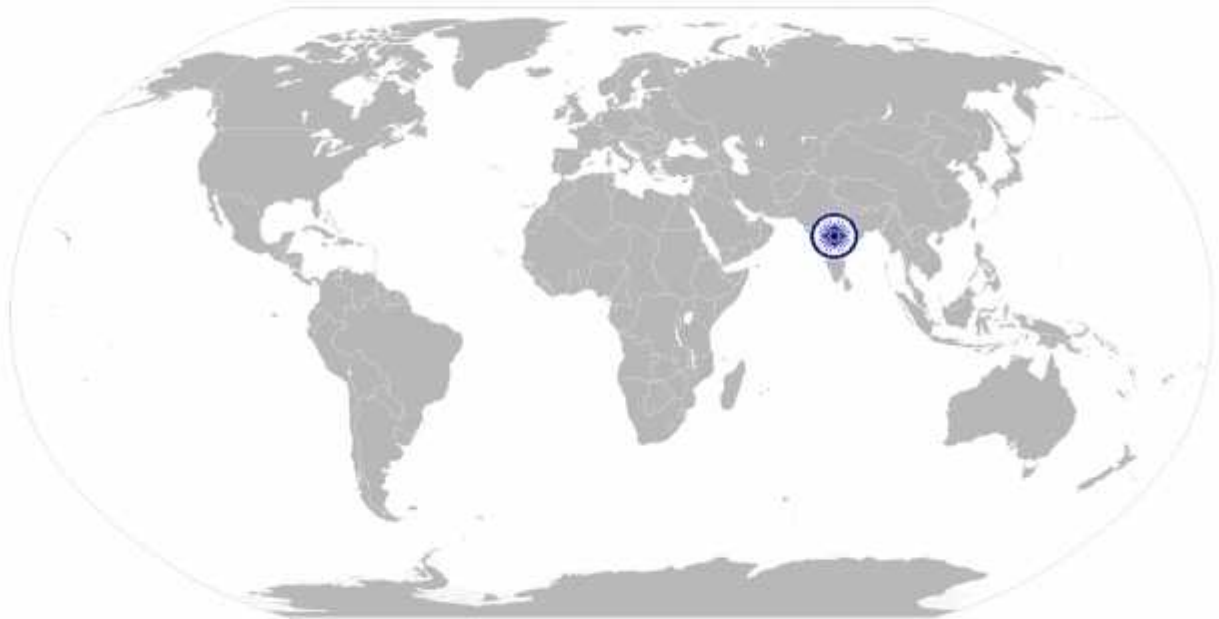
HSS/N 6103 Perform Billing Activities

	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA9. discuss task lists, schedules, and work-loads with co-workers</p> <p>SA10. question customers appropriately in order to understand the nature of the problem and assist accordingly</p> <p>SA11. avoid using jargon, slang or acronyms when communicating with a customer, unless it is required</p> <p>SA12. communicate in respectful form and manner in line with organizational protocol</p>
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. make decisions pertaining to the concerned area of work</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB2. plan and organize service feedback files/documents</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. manage relationships with customers who may be stressed, frustrated, confused, or angry</p> <p>SB4. build customer relationships and use customer centric approach</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</p> <p>SB6. tackle complaints / grievances from internal & external clients and referring to the other department, if & when required</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. analysis of feedbacks, complaints & grievances related to the front office</p>
	<p>Critical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action</p> <p>SB9. determine impact of incorrect payments received.</p>

HSS/N 6103 Perform Billing Activities

NOS Version Control

NOS Code	HSS/N 6103		
Credits (NSQF)	TBD	Version number	1.0
Industry	Healthcare	Drafted on	10/01/17
Industry Sub-sector	Allied Health & Paramedics	Last reviewed on	6/12/17
Occupation	Non Direct Care	Next review date	5/12/21



HSS/N 9615 Maintain interpersonal relationship with patients, colleagues and others

National Occupational Standard



Overview

This Occupational Standard describes the knowledge, understanding and skills required in an allied health professional to exhibit and maintain interpersonal relations with co-workers and patients, meeting work requirements and effective team work.

HSS/N 9615 Maintain interpersonal relationship with patients, colleagues and others

Unit Code	HSS/N 9615
Unit Title (Task)	Maintain interpersonal relationship with patients, colleagues and others
Description	This OS unit is about effective communication and exhibiting professional behavior with co-workers, patients & their family members in response to queries or as part of health advice and counseling. It also describes the skills required for meeting work requirements by allied health professionals working in a team or collaborative environment.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Communicating and maintaining professional behavior with co-workers and patients & their families Working with other people to meet requirements Establishing and managing requirements ,planning and organizing work, ensuring accomplishment of the requirements
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Communicating & maintaining professional behavior with co-workers and patients & their families	To be competent, the user/individual on the job must be able to PC1. communicate effectively with all individuals regardless of age, caste, gender, community or other characteristics without using terminology unfamiliar to them PC2. utilize all training and information at one's disposal to provide relevant information to the individual PC3. confirm that the needs of the individual have been met PC4. respond to queries and information needs of all individuals PC5. adhere to guidelines provided by one's organization or regulatory body relating to confidentiality PC6. respect the individual's need for privacy PC7. maintain any records required at the end of the interaction
Working with other people to meet requirements	PC8. integrate one's work with other people's work effectively PC9. utilize time effectively and pass on essential information to other people on timely basis PC10. work in a way that shows respect for other people PC11. carry out any commitments made to other people PC12. reason out the failure to fulfill commitment PC13. identify any problems with team members and other people and take the initiative to solve these problems
Establishing and managing requirements	PC14. clearly establish, agree, and record the work requirements PC15. ensure his/her work meets the agreed requirements PC16. treat confidential information correctly PC17. work in line with the organization's procedures and policies and within the limits of his/her job role
Knowledge and Understanding (K)	
A. Organizational	The user/individual on the job needs to know and understand:

HSS/N 9615 Maintain interpersonal relationship with patients, colleagues and others

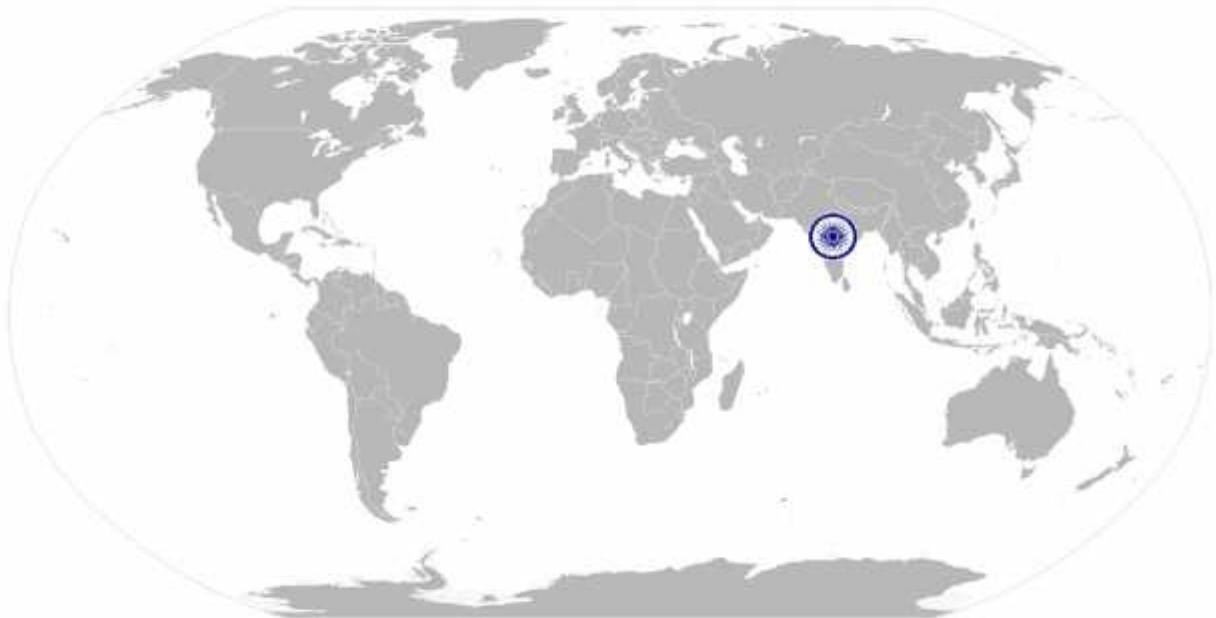
<p>Context (Knowledge of the company / organization and its processes)</p>	<p>KA1. guidelines on communicating with patients and other individuals KA2. guidelines on maintaining confidentiality and respecting need for privacy KA3. the business, mission, and objectives of the organization KA4. the scope of work of the role KA5. the responsibilities and strengths of the team and their importance to the organization KA6. the information that is considered confidential to the organization KA7. effective working relationships with the people external to the team, with which the individual works on a regular basis KA8. procedures in the organization to deal with conflict and poor working relationships KA9. the relevant policies and procedures of the organization</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. how to communicate effectively (face-to-face, by telephone and in writing) KB2. how to handle stressful or risky situations when communicating with patients and/or other individuals KB3. when to ask for assistance when situations are beyond one's competence and authority KB4. how to maintain confidentiality and to respect an individual's need for privacy KB5. how to ensure that all information provided to individuals is from reliable sources KB6. disclosure of any information to unauthorized persons would subject to disciplinary action and possible termination KB7. the essential information that needs to be shared with other people KB8. the importance of effective working relationships and how these can contribute towards effective working relationships on a day-to-day basis KB9. the importance of integrating ones work effectively with others KB10. the types of working relationships that help people to work well together and the types of relationships that need to be avoided KB11. the types of opportunities an individual may seek out to improve relationships with others KB12. how to deal with difficult working relationships with other people to sort out KB13. the importance of asking the appropriate individual for help when required KB14. the importance of planning, prioritizing and organizing, timely work KB15. the importance of clearly establishing work requirement KB15. the importance of being flexible in changing priorities when the importance and urgency comes into play KB16. how to make efficient use of time, and to avoid things that may prevent work deliverables from being expedited KB17. the importance of keeping the work area clean and tidy</p>
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. write effective communications to share information with the team members and other people outside the team SA2. write at least one local/ official language used in the local community SA3. report progress and results</p>

HSS/N 9615 Maintain interpersonal relationship with patients, colleagues and others

	SA4. record problems and resolutions
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA5. read and understand work related documents and information shared by different sources SA6. read organizational policies and procedures
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA7. communicate essential information to colleagues face-to-face or through telecommunication SA8. speak at least one local language SA9. question others appropriately in order to understand the nature of the request or complaint SA10. report progress and results SA11. interact with other individuals SA12. negotiate requirements and revised agreements for delivering them
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions on information to be communicated based on needs of the individual and various regulations and guidelines
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. plan and organize files and documents
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. be responsive to problems of the individuals SB4. be available to guide, counsel and help individuals when required SB5. be patient and non-judgmental at all times SB6. communicate effectively with patients and their family, physicians, and other members of the health care team SB7. be capable of being responsive, listen empathetically to establish rapport in a way that promotes openness on issues of concern SB8. be sensitive to potential cultural differences SB9. maintain patient confidentiality SB10. respect the rights of the patient(s)
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB11. understand problems and suggest an optimum solution after evaluating possible solutions


HSS/N 9615 Maintain interpersonal relationship with patients, colleagues and others

	Analytical Thinking
	The user/individual on the job needs to know and understand how to: Not applicable
	Critical Thinking
	The user/individual on the job needs to know and understand how to: Not applicable



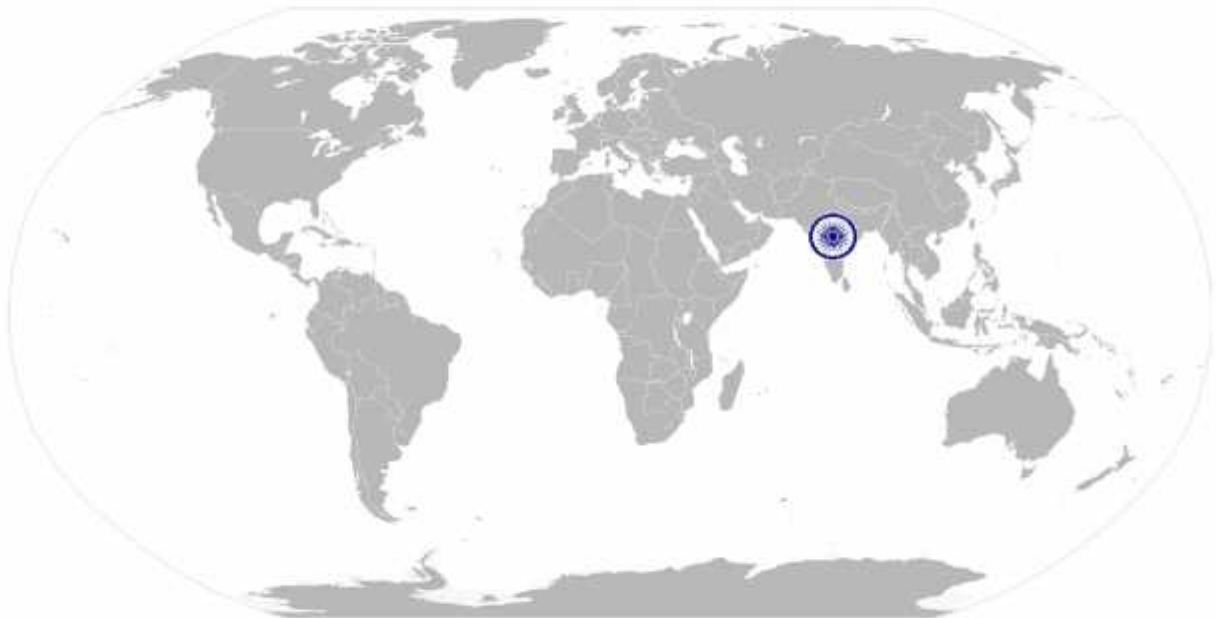
HSS/N 9615 Maintain interpersonal relationship with patients, colleagues and others

NOS Version Control

NOS Code	HSS/N 9615		
Credits (NSQF)	TBD	Version number	1.0
Industry	Healthcare	Drafted on	18/01/2017
Industry Sub-sector	Allied Health & Paramedics	Last reviewed on	6/12/17
Occupation		Next review date	5/12/21



National Occupational Standard



Overview

This Occupational Standard describes the knowledge, understanding, skills required in an allied Health Professional to recognize boundaries of the role and responsibilities, practice code of conduct and working within the level of competence in accordance with legislation, protocols and guidelines.

HSS/N 9616 Maintain professional & medico-legal conduct

Unit Code	HSS/N 9616
Unit Title (Task)	Maintain professional & medico-legal conduct
Description	This OS unit is about recognizing the boundaries of the role and responsibilities, practice code of conduct and working within the level of competence in accordance with legislation, protocols and guidelines set up by the healthcare provider.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Acting within the limit of one's competence and authority <ul style="list-style-type: none"> ○ Knowing one's job role ○ Knowing one's job responsibility ○ Recognizing the job role and responsibilities of co workers • Following the code of conduct and demonstrating best practices in the field • Reference: 'This National Occupational Standard is from the UK Skills for Health suite [SFHGEN63, Act within the limits of your competence and authority] It has been tailored to apply to healthcare in India and has been reproduced with their Permission'
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Acting within the limit of one's competence and authority	<p>To be competent, the user/individual on the job must be able to</p> <p>PC1. adhere to legislation, protocols and guidelines relevant to one's role and field of practice</p> <p>PC2. work within organizational systems and requirements as appropriate to one's role</p> <p>PC3. recognize the boundary of one's role and responsibility and seek supervision when situations are beyond one's competence and authority</p> <p>PC4. maintain competence within one's role and field of practice</p>
Following the code of conduct and demonstrating best practices in the field	<p>PC5.maintain personal hygiene and contribute actively to the healthcare ecosystem</p> <p>PC6.use relevant research based protocols and guidelines as evidence to inform one's practice</p> <p>PC7.promote and demonstrate good practice as an individual and as a team member at all times</p> <p>PC8.identify and manage potential and actual risks to the quality and safety of practice</p> <p>PC9.evaluate and reflect on the quality of one's work and make continuing improvements</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company /	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. relevant legislation, standards, policies & procedures followed in the organization</p> <p>KA2. the medical procedures and functioning of required medical equipment</p> <p>KA3. role and importance of assisting other healthcare providers in delivering care</p>

HSS/N 9616 Maintain professional & medico-legal conduct

<p>organization and its processes)</p>	<p>KA4. how to engage and interact with other providers in order to deliver quality and maintain continued care KA5. personal hygiene measures and handling techniques</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. the limitations and scope of the role and responsibilities of self and others KB2. the importance of working within the limits of one’s competence and authority KB3. the importance of personally promoting and demonstrating good practice KB4. The detrimental effects of non-compliance KB5. the importance of intercommunication skills KB6. the legislation, protocols and guidelines affecting one’s work KB7. the organizational systems and requirements relevant to one’s role KB8. the sources of information and literature to maintain a constant access to upcoming research and changes in the field KB9. the difference between direct and indirect supervision and autonomous practice, and which combination is most applicable in different circumstances KB10. the importance of individual or team compliance with legislation, protocols, and guidelines and organizational systems and requirements KB11. how to report and minimize risks KB12. the principle of meeting the organization’s needs, and how this should enable one to recognize one’s own limitations and when one should seek support from others KB13.the processes by which improvements to protocols/guidelines and organizational systems/requirements should be reported KB14. the procedure for accessing training, learning and development needs for oneself and/or others within one’s organization KB15. the actions that can be taken to ensure a current, clear and accurate understanding of roles and responsibilities is maintained, and how this affects the way one work as an individual or part of a team KB16. the risks to quality and safety arising from:</p> <ul style="list-style-type: none"> ○ Working outside the boundaries of competence and authority ○ Not keeping up to date with best practice ○ Poor communication ○ Insufficient support o Lack of resources <p>KB17.the importance of personal hygiene</p>
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document reports, task lists, and schedules SA2. prepare status and progress reports SA3. record daily activities SA4. update other co-workers</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. read about changes in legislations and organizational policies SA6.keep updated with the latest knowledge</p>

HSS/N 9616 Maintain professional & medico-legal conduct

	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/individual on the job needs to know and understand how to: SA7. discuss task lists, schedules, and work-loads with co-workers SA8. give clear instructions to patients and co-workers SA9. keep patient informed about progress SA10. avoid using jargon, slang or acronyms when communicating with a patient</p>
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the concerned area of work in relation to job role SB2. act decisively by balancing protocols and work at hand</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand: Not applicable</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to: SB3. communicate effectively with patients and their family, physicians, and other members of the health care team SB4. be responsive and listen empathetically to establish rapport in a way that promotes openness on issues of concern SB5. be sensitive to potential cultural differences SB6. maintain patient confidentiality SB7. respect the rights of the patient(s)</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to: Not applicable</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to: Not applicable</p>
	<p>Critical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to: Not applicable</p>

HSS/N 9616 Maintain professional & medico-legal conduct

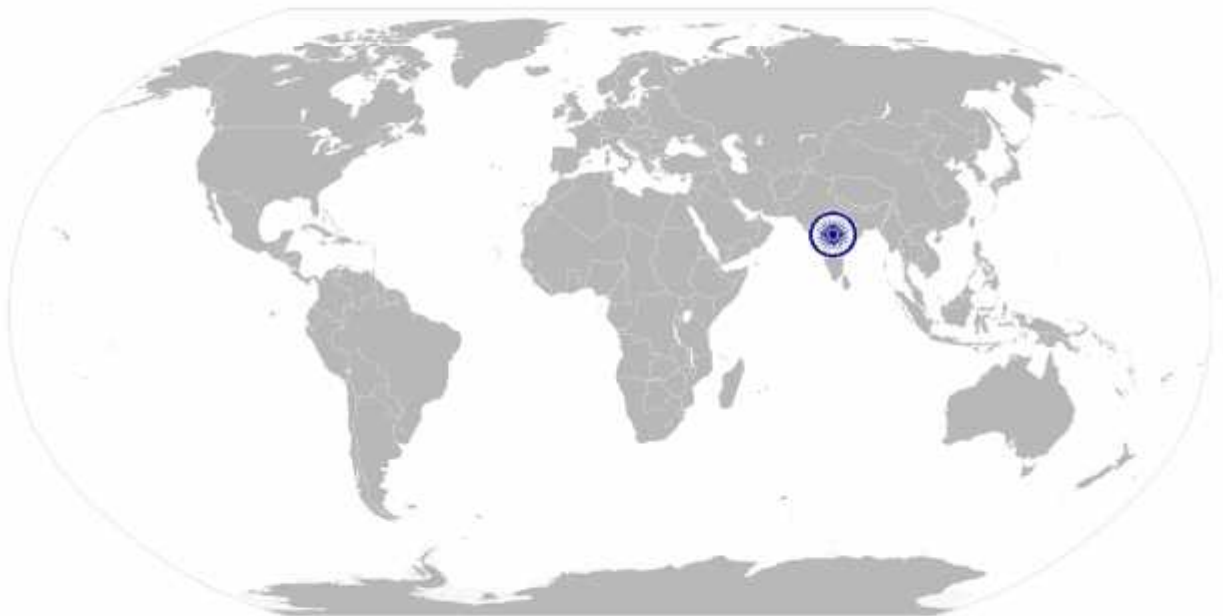
NOS Version Control

NOS Code	HSS/N 9616		
Credits (NSQF)	TBD	Version number	1.0
Industry	Healthcare	Drafted on	18/01/2017
Industry Sub-sector	Allied Health & Paramedics	Last reviewed on	6/12/17
Occupation		Next review date	5/12/21



HSS/N 9617 Maintain a safe, healthy and secure working environment

National Occupational Standard



Overview

This Occupational Standard describes the knowledge, understanding, skills required in an allied Health Professional to monitor the working environment, and making sure it meets health, safety and security requirements.

HSS/N 9617 Maintain a safe, healthy and secure working environment

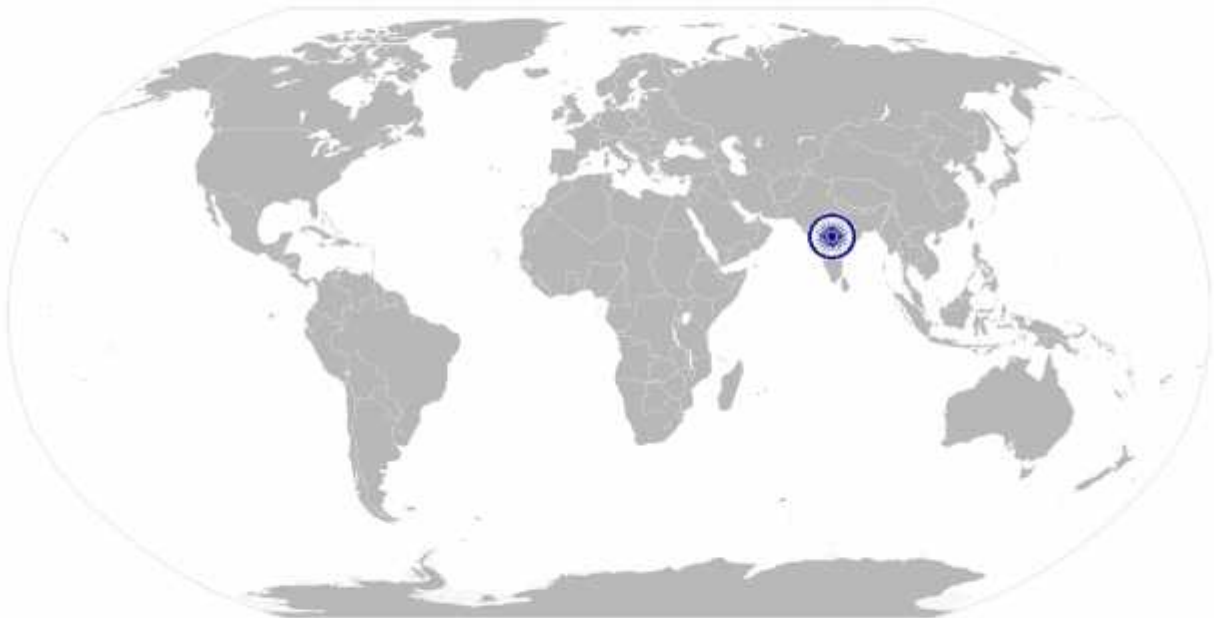
Unit Code	HSS/N 9617
Unit Title (Task)	Maintain a safe, healthy and secure working environment
Description	This OS unit is about monitoring the working environment and ensuring a safe, healthy, secure and effective working conditions
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Complying the health, safety and security requirements and procedures for workplace • Handling any hazardous situation with safely, competently and within the limits of authority • Reporting any hazardous situation and breach in procedures to ensure a safe, healthy, secure working environment
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Complying the health, safety and security requirements and procedures for workplace	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 for environmental safety
Handling hazardous situation	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 organization's 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	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 (K)	
A. Organizational Context (Knowledge of the company / organization and	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. the importance of health, safety, and security in the workplace KA2. the basic requirements of the health and safety and other legislations and regulations that apply to the workplace KA3. the person(s) responsible for maintaining healthy, safe, and secure workplace KA4. the relevant up-to-date information on health, safety, and security that applies

HSS/N 9617 Maintain a safe, healthy and secure working environment

its processes)	to the workplace KA5. the responsibilities of individual to maintain safe, healthy and secure workplace KA6. how to report the hazard
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. requirements of health, safety and security in workplace KB2. how to create safety records and maintaining them KB3. the importance of being alert to health, safety, and security hazards in the work environment KB4. the common health, safety, and security hazards that affect people working in an administrative role KB5. how to identify health, safety, and security hazards KB6. the importance of warning others about hazards and how to do so until the hazard is dealt with
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. report and record incidents
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read and understand company policies and procedures
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. clearly report hazards and incidents with the appropriate level of urgency
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the area of work
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. plan for safety of the work environment
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. communicate effectively with patients and their family, physicians, and other members of the health care team SB4. be capable of being responsive, listen empathetically to establish rapport in a way that promotes openness on issues of concern
Problem Solving	
The user/individual on the job needs to know and understand how to: SB5. identify hazards, evaluate possible solutions and suggest effective solutions	


HSS/N 9617 Maintain a safe, healthy and secure working environment

	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB6. analyze the seriousness of hazards
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB7. analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently



HSS/N 9617 Maintain a safe, healthy and secure working environment

NOS Version Control

NOS Code	HSS/N 9617		
Credits (NSQF)	TBD	Version number	1.0
Industry	Healthcare	Drafted on	18/01/2017
Industry Sub-sector	Allied Health & Paramedics	Last reviewed on	6/12/17
Occupation		Next review date	5/12/21



HSS/N 9618 Follow infection control policies & procedures including biomedical waste disposal protocols

National Occupational Standard



Overview

This Occupational Standard describes the knowledge, understanding, skills required of an Allied Health professional to manage biomedical waste and to comply with infection control policies and procedures

HSS/N 9618 Follow infection control policies & procedures including biomedical waste disposal protocols

National Occupational Standard

Unit Code	HSS/N 9618
Unit Title (Task)	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 polices.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Classification of the waste generated, segregation of biomedical waste, proper collection and storage of waste • Complying with effective infection control protocols that ensures the safety of the patient(or end-user of health-related products/services) • Maintaining personal protection and preventing the transmission of infection from person to person <p>Reference: 'The content of this National Occupational Standard is drawn from the UK Skills for Health NOS [SFHCHS212 Disposal of clinical and non-clinical waste within healthcare and SFHCHS213 Implement an audit trail for managing waste within healthcare]</p>

Performance Criteria(PC) w.r.t. the Scope

Element	Performance Criteria
Classification of the Waste Generated, Segregation of Biomedical Waste ,Proper collection and storage of Waste	<p>To be competent, the user/individual on the job must be able to</p> <p>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</p> <p>PC2.store clinical or related waste in an area that is accessible only to authorized persons</p> <p>PC3. minimize contamination of materials, equipment and instruments by aerosols and splatter</p>
Complying with an effective infection control protocols	<p>PC4. apply appropriate health and safety measures following appropriate personal clothing & protective equipment for infection prevention and control</p> <p>PC5. identify infection risks and implement an appropriate response within own role and responsibility in accordance with the policies and procedures of the organization</p> <p>PC6. follow procedures for risk control and risk containment for specific risks. Use signs when and where appropriate</p> <p>PC7. follow protocols for care following exposure to blood or other body fluids as required</p> <p>PC8. remove spills in accordance with the policies and procedures of the organization</p> <p>PC9.clean and dry all work surfaces with a neutral detergent and warm water solution before and after each session or when visibly soiled</p> <p>PC10. demarcate and maintain clean and contaminated zones in all aspects of health care work</p> <p>PC11. confine records, materials and medicaments to a well-designated clean zone</p> <p>PC12. confine contaminated instruments and equipment to a well-designated contaminated zone</p>

HSS/N 9618 Follow infection control policies & procedures including biomedical waste disposal protocols

	<p>PC13. decontaminate equipment requiring special processing in accordance with quality management systems to ensure full compliance with cleaning, disinfection and sterilization protocols</p> <p>PC14. replace surface covers where applicable</p> <p>PC15. maintain and store cleaning equipment</p> <p>PC16. report and deal with spillages and contamination in accordance with current legislation and procedures</p>
<p>Maintaining personal protection and preventing the transmission of infections from person to person</p>	<p>PC17. maintain hand hygiene following hand washing procedures before and after patient contact /or after any activity likely to cause contamination</p> <p>PC18. cover cuts and abrasions with water-proof dressings and change as necessary</p> <p>PC19. change protective clothing and gowns/aprons daily, more frequently if soiled and where appropriate, after each patient contact</p> <p>PC20. perform additional precautions when standard precautions alone may not be sufficient to prevent transmission of infection</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. relevant up-to-date information on health, safety, and security that applies to the organization</p> <p>KA2. organization's emergency procedures and responsibilities for handling hazardous situations</p> <p>KA3. person(s) responsible for health, safety, and security in the organization</p> <p>KA4. good personal hygiene practice including hand care</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. 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</p> <p>KB2. the importance to adhere to the organizational and national waste management principles and procedures</p> <p>KB3. the hazards and risks associated with the disposal and the importance of risk assessments and how to provide these</p> <p>KB4. the required actions and reporting procedures for any accidents, spillages and contamination involving waste</p> <p>KB5. the requirements of the relevant external agencies involved in the transport and receipt of your waste</p> <p>KB6. the importance of organizing, monitoring and obtaining an assessment of the impact the waste may have on the environment</p> <p>KB7. The current national legislation, guidelines, local policies and protocols which affect work practice</p> <p>KB8. the policies and guidance that clarify scope of practice, accountabilities and the working relationship between yourself and others</p> <p>KB9. identification and management of infectious risks in the workplace</p> <p>KB10. aspects of infectious diseases including opportunistic organisms & pathogens</p> <p>KB11. basic microbiology including bacteria and bacterial spores, fungi, viruses</p> <p>KB12. the path of disease transmission including direct contact and penetrating</p>

HSS/N 9618 Follow infection control policies & procedures including biomedical waste disposal protocols

	<p>injuries, risk of acquisition</p> <p>KB13. how to clean and sterile techniques</p> <p>KB14. susceptible hosts including persons who are immune suppressed, have chronic diseases such as diabetes and the very young or very old</p> <p>KB15. routine surface cleaning procedures at the start and end of the day, managing a blood or body fluid spill</p> <p>KB16. sharps handling and disposal techniques</p> <p>KB17. effective hand hygiene including hand wash, surgical hand wash, when hands must be washed</p> <p>KB18. good personal hygiene practice including hand care</p> <p>KB19. how to use personal protective equipment such as:</p> <p>KB20. The personal clothing and protective equipment required to manage the different types of waste generated by different work activities</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. report and record incidents
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2.read and understand company policies and procedures pertaining to managing biomedical waste and infection control and prevention
	Oral Communication (Listening and Speaking skills)
The user/individual on the job needs to know and understand how to: SA3. listen patiently SA4. report hazards and incidents clearly with the appropriate level of urgency	
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. take in to account opportunities to address waste minimization, environmental responsibility and sustainable practice issues SB2. apply additional precautions when standard precautions are not sufficient
	Plan and Organize
	The user/individual on the job needs to know and understand: SB3. consistently ensure instruments used for invasive procedures are sterile at time of use (where appropriate) SB4. consistently follow the procedure for washing and drying hands SB5. consistently maintain clean surfaces and limit contamination
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB6. how to make exceptional effort to keep the environment and work place clean
	Problem Solving

HSS/N 9618 Follow infection control policies & procedures including biomedical waste disposal protocols

	The user/individual on the job needs to know and understand how to: SB7. identify hazards and suggest effective solutions to identified problems pertaining to hospital waste and related infections
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB8. analyze the seriousness of hazards pertaining to hospital waste and related infections
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB9. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to act SB10. take into account opportunities to address waste minimization, prevent infection, environmental responsibility and sustainable practice issues



HSS/N 9618 Follow infection control policies & procedures including biomedical waste disposal protocols

NOS Version Control

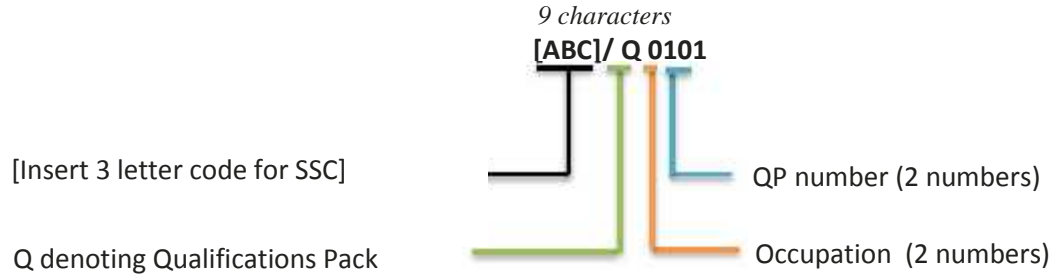
NOS Code	HSS/N 9618		
Credits (NSQF)	TBD	Version number	1.0
Industry	Healthcare	Drafted on	18/01/2017
Industry Sub-sector	Allied Health & Paramedics	Last reviewed on	6/12/17
Occupation		Next review date	5/12/21



Annexure

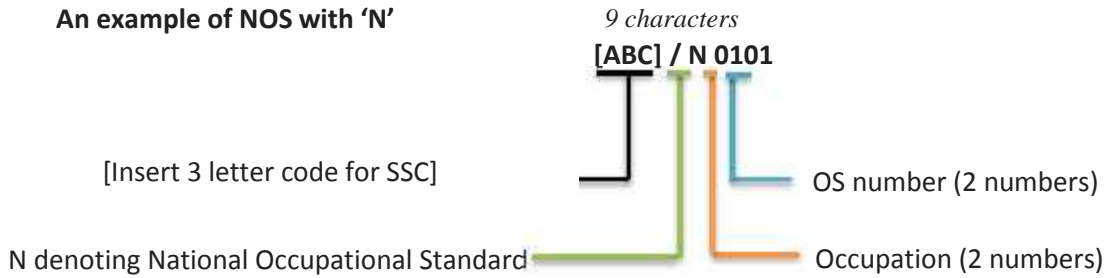
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



Qualifications Pack For Hospital Front Desk Coordinator

The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Diagnostic	01-20
Curative Services	21-50
Non-direct Care	51-75
Rehabilitative	76-85
Community Related	86-95
Generic/ General Health	96-99

Sequence	Description	Example
Three letters	Industry name	HSS
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

Criteria For Assessment Of Trainees

Job Role Hospital Front Desk Coordinator

Qualification Pack HSS/Q6101

Sector Skill Council Healthcare Sector Skill Council

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at 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 this criterion.
5. To pass the Qualification Pack , every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
6. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack.

National Occupational Standards (NOS)	Performance Criteria (PC)	Total Marks (Theory)	Total Marks (Practical)	Marks Allocation		
				Out Of	Viva	Skills Practical
1.HSS/N 6101: accomplish allocated task at hospital front desk	PC1. Analyse the requirement and answer the queries accordingly	20	200	10	5	5
	PC2. Handle the queries received over a phone/mail/visiting patients etc. applying relevant medical words & terms used in hospitals.			5	2	3
	PC3. Coordinate for care needs with other care providers through appropriate communication method.			5	2	3
	PC4. Manage need and requirement of patient’s relative and hospital/clinic staff.			5	2	3

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PC5. Enter patient details and other data in Hospital Information System/relevant communication channel.	5	2	3
PC6. Up- to-date with latest details & schedules of Doctors, specialties, appointment timings, bed occupancy, approx. discharge timings, cost etc.	10	5	5
PC7. Manage requirements of patients, their attendants & visitors from admission to discharge .	10	4	6
PC8. Manage requirements of Doctors & hospital staff	5	2	3
PC9 Manage special requirements of differently abled persons or special needs required by patients	5	2	3
PC10. Handle tactfully Officials & VIPs as per the needs in accordance to hospital policies	10	5	5
PC11.Ensure smooth patient flow within the hospital	5	2	3
PC12. Ensure hospital environment is comfortable & pleasing to patients, visitors, employees & others	10	5	5
PC13. Collect information and documents from new patient or recheck of repeat patient for patient registration with compliance to regulatory and organizational requirements	10	5	5
PC14. Cross check the identity document details of the patients against original	5	2	3
PC15. Complete the registration details after interacting with the patient/attenders & concerned physician on details including room type, room number, tariff details, health insurance details, payment method etc.	5	2	3

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PC16.. Receive patient signature on completed patient registration document	10	5	5
PC17. Update the patient registration details to relevant authority.	5	2	3
PC18. Return the original document immediately after scanning or copying	5	2	3
PC19. Ensure all mandatory patient details are captured as per regulatory requirement	5	2	3
PC20. Cross check patient details appropriately for patient identification purposes	10	5	5
PC21. Address the concerns as per the set TAT (Turn Around Time) criteria for the area involved.	5	2	3
PC22. Set different goals for patient care keeping in mind the hospitals policy	5	2	3
PC23. Raise alarm and announce emergency code as defined & as per situation	10	5	5
PC24 Maintain confidentiality of patient records, medico legal cases, preservation, information management	5	2	3
PC25. Comply with relevant legislation, standards, policies and procedures	5	2	3
PC26. Assist for queries regarding availing of medical insurance	10	5	5
PC27.Direct the patient/attenders to the concerned department or authority	10	5	5
PC28.Assist for various third party payment mechanisms including CGHS, ECHS, Public Sector undertakings, types of special arrangements , Universal Health Insurance coverage scheme in prevalent states	5	2	3

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	PC29. Ensure eligible person is availing the facility			5	2	3
	Total	20	200	200	90	110
2.HSS/N 6102: Ensure Customer Service Excellence & Patient Satisfaction	PC1. Maintain service excellence in healthcare settings keeping empathy, passion and patience	30	200	50	30	20
	PC2. Meet patients / visitors expectations as much as possible in various hospital areas in accordance to organizational policies			20	10	10
	PC3. Coordinate to address complaints related to service provided			20	10	10
	PC4. Ensure corrective & preventive actions are taken timely for patients / visitors concerns			20	10	10
	PC5. Know the departmental process and adhere to them while assisting			20	10	10
	PC6. Indulge in training at regular intervals to learn best practices			30	10	20
	PC7. Apply process quality tools used in the organization as directed			40	10	30
	Total	30	200	200	90	110
3.HSS/N 6103:Perform billing activities	PC1. Identify the services being rendered to the client	30	200	10	5	5
	PC2. Assess accurateness of the invoice generated through various means			20	10	10
	PC3. Check that payments from patients are valid and accurate			30	20	10
	PC4. Record payments from patients promptly and accurately as per organizational policies			20	10	10
	PC5. Record clearly and accurately the reasons if payments are overdue.			20	10	10
	PC6. Identify problems accurately and sort them out promptly.			10	5	5

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	PC7. Inform senior or concerned authority promptly about any problems that you cannot sort out.			20	10	10
	PC8. Store collected payments securely and in line with organization Policies			20	10	10
	PC9. Check that charges, credits made to patient accounts are correct.			10	5	5
	PC10. Identify and sort out problems with patient accounts.			20	10	10
	PC11. Inform senior or concerned authority promptly about problems with patient accounts which are beyond the limits of competence & authority			20	10	10
	Total	30	200	200	105	95
4. HSS/N 9615 Maintain Interpersonal relationship with colleagues, patients and others	PC1. Communicate effectively with all individuals regardless of age, caste, gender, community or other characteristics without using terminology unfamiliar to them	5	50	5	2	3
	PC2. Utilize all training and information at one's disposal to provide relevant information to the individual			3	1	2
	PC3. Confirm that the needs of the individual have been met			2	0	2
	PC4. Respond to queries and information needs of all individuals			2	1	1
	PC5. Adhere to guidelines provided by one's organization or regulatory body relating to confidentiality			2	1	1
	PC6. Respect the individual's need for privacy			5	2	3
	PC7. Maintain any records required at the end of the interaction			2	1	1
	PC8. Integrate one's work with other people's work effectively			2	1	1

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	PC9. Utilize time effectively and pass on essential information to other people on timely basis			5	2	3
	PC10. Work in a way that shows respect for other people			2	1	1
	PC11. Carry out any commitments made to other people			2	1	1
	PC12. Reason out the failure to fulfill commitment			2	1	1
	PC13. Identify any problems with team members and other people and take the initiative to solve these problems			2	1	1
	PC14. Clearly establish, agree, and record the work requirements			2	1	1
	PC15. Ensure his/her work meets the agreed requirements			2	1	1
	PC16. Treat confidential information correctly			5	2	3
	PC17. Work in line with the organization's procedures and policies and within the limits of his/her job role			5	2	3
	TOTAL	5	50	50	21	29
5.HSS/N 9616 Maintain professional & medico-legal conduct	PC1. Adhere to legislation, protocols and guidelines relevant to one's role and field of practice	5	50	5	2	3
	PC2. Work within organizational systems and requirements as appropriate to one's role			5	2	3
	PC3. Recognize the boundary of one's role and responsibility and seek supervision when situations are beyond one's competence and authority			10	5	5
	PC4. Maintain competence within one's role and field of practice			5	2	3
	PC5. Maintain personal hygiene and contribute actively to the healthcare ecosystem			5	2	3

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	PC6. Use relevant research based protocols and guidelines as evidence to inform one's practice			5	2	3
	PC7. Promote and demonstrate good practice as an individual and as a team member at all times			5	2	3
	PC8. Identify and manage potential and actual risks to the quality and safety of practice			5	2	3
	PC9. Evaluate and reflect on the quality of one's work and make continuing improvements			5	2	3
	TOTAL	5	50	50	21	29
6. HSS/N 9617 Maintain a safe, healthy and secure working environment	PC1. Identify individual responsibilities in relation to maintaining workplace health safety and security requirements	5	50	2	1	1
	PC2. Comply with health, safety and security procedures for the workplace			2	1	1
	PC3. Comply with health, safety and security procedures and protocols for environmental safety			2	1	1
	PC4. Identify potential hazards and breaches of safe work practices			5	2	3
	PC5. Identify and interpret various hospital codes for emergency situations			5	2	3
	PC6. Correct any hazards that individual can deal with safely, competently and within the limits of authority			4	2	2
	PC7. Provide basic life support (BLS) and first aid in hazardous situations, whenever applicable			5	2	3
	PC8. Follow the organization's emergency procedures promptly, calmly, and efficiently			5	2	3
	PC9. Identify and recommend opportunities for improving health, safety, and security to			5	2	3

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	the designated person					
	PC10. Complete any health and safety records legibly and accurately			5	2	3
	PC11. Report any identified breaches in health, safety, and security procedures to the designated person			5	2	3
	PC12. Promptly and accurately report the hazards that individual is not allowed to deal with, to the relevant person and warn other people who may get affected			5	2	3
	Total	5	50	50	21	29
7. HSS/N 9618 Follow biomedical waste disposal and infection control policies and procedures	PC1. Handle, package, label, store, transport and dispose of waste appropriately to minimize potential for contact with the waste and to reduce the risk to the environment from accidental release	5	50	5	2	3
	PC2. Store clinical or related waste in an area that is accessible only to authorized persons			5	2	3
	PC3. Minimize contamination of materials, equipment and instruments by aerosols and splatter			2	1	1
	PC4. Apply appropriate health and safety measures following appropriate personal clothing & protective equipment for infection prevention and control			2	1	1
	PC5. Identify infection risks and implement an appropriate response within own role and responsibility in accordance with the policies and procedures of the organization			2	1	1
	PC6. Follow procedures for risk control and risk containment for specific risks. Use signs when and where appropriate			2	1	1

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PC7. Follow protocols for care following exposure to blood or other body fluids as required			2	1	1
PC8. Remove spills in accordance with the policies and procedures of the organization			2	1	1
PC9. Clean and dry all work surfaces with a neutral detergent and warm water solution before and after each session or when visibly soiled			5	2	3
PC10: Demarcate and maintain clean and contaminated zones in all aspects of health care work			2	1	1
PC11. Confine records, materials and medicaments to a well-designated clean zone			2	1	1
PC12. Confine contaminated instruments and equipment to a well-designated contaminated Zone			2	1	1
PC13. Decontaminate equipment requiring special processing in accordance with quality management systems to ensure full compliance with cleaning, disinfection and sterilization protocols			2	1	1
PC14. Replace surface covers where applicable			3	1	2
PC15. Maintain and store cleaning equipment			2	1	1
PC16. Report and deal with spillages and contamination in accordance with current legislation and procedures			2	1	1
PC17. Maintain hand hygiene following hand washing procedures before and after patient contact and/or after any activity likely to cause contamination			2	1	1
PC18. Cover cuts and abrasions with water-proof dressings and change as necessary			2	1	1

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	PC19.Change protective clothing and gowns/aprons daily, more frequently if soiled and where appropriate, after each patient contact			2	1	1
	PC20. Perform additional precautions when standard precautions alone may not be sufficient to prevent transmission of infection			2	1	1
	Total	5	50	50	23	27
Grand Total		Theory	Practical	Total		
		100	800	900		