

General Duty Assistant

GDA Practical

<p>1.HSS/ N5101 (Assist nurse in bathing the patient)</p>	<p>PC1.Maintain the patient privacy and encourage patient do as much as possible to promote independence PC2.Identifythetypeofbaththat is best suited as per the guidelines, based on the patient condition and comfort PC3.Check water temperature before patient checks in PC4.Follow standards precautions when performing perennial care or when bathing a patient with skin lesion and rashes PC5. Dry patient skin by patting with a towel which decreases friction and prevents skin breakdown PC6. Never leave a patient unattended in bath room PC7. Wash from cleanest to dirtiest PC8. Observe and report unusual findings to the nurse PC9. Offer patient back rub after bathing and at bed time to stimulate circulation and relieve stress PC10. Apply lotion to dry skin if requested PC11. Clean tub shower chair before and after each use PC12. Always check each patients skin after bathing</p>
<p>2. HSS/ N 5102 (Assist nurse in grooming the patient)</p>	<p>PC1. Maintain the patient's privacy and encourage patient do as much as possible to promote independence PC2. Show patient how they look after the grooming task is finished PC3. Use standard precautions and protocols for shaving and cutting nails PC4. Perform duties gently to avoid injuries especially during shaving, brushing and hair styling PC5. Rinse toothpaste thoroughly from the mouth after brushing PC6. Store dentures in cool water with patients name to avoid confusion</p>
<p>3.HSS/ N5103 (Assist patient in dressing)</p>	<p>PC1. Maintain the patient privacy and encourage patient do as much as possible to promote independence PC2. Fasten the clothing with elastic fasteners and ensure that the footwear fits correctly</p>
<p>4. HSS/ N 5104 (Support individuals to eat and drink)</p>	<p>PC1. Make the patient comfortable and encourage eating as recommended PC2. Check menu card to verify the diet, restrictions, likes and dislikes of the patient PC3. Feed through spoon PC4. Assist in elimination and oral care prior to feeding PC5. Wash hands and mouth after feeding PC6. Measure input and record them PC7. During feeding observe and ensure that:</p>
	<p>a. Elimination process is completed before feeding b. Oral care and grooming is performed before feeding c. The patient is comfortable when being fed 10 d. The food provided is according to the dietary prescription of the prescribing physician or dietician PC8. Patient is not having symptoms of distress like coughing and regurgitation</p>

<p>5. HSS/ N 5105 (Assist patient in maintaining normal elimination)</p>	<p>PC1. Promptly respond to patients elimination needs PC2. Assist a mobile patient in moving to the toilet and provide support like giving toilet paper if required or stabilize the commode PC3. Wipe the patient and wash hands to prevent infection PC4. Use equipment correctly to prevent discomfort or injury PC5. Ensure/Maintain patients privacy at all times during the procedure PC6. Record changes in colour or texture of the elimination and report usual findings immediately</p>
<p>6. HSS/ N 5106 (Transferring patient within the hospital)</p>	<p>PC1. Use the equipment for transferring the patients correctly to avoid falls or injuries PC2. Ensure that the correct patient is being moved or wheeled out PC3. Understand patient's condition and estimate if additional help is required PC4. Transport the patient without causing trauma or injury PC5. Use proper body mechanics for transferring the patient PC6. Focus on safety first and ensure that the patient is comfortable</p>
<p>7. HSS/ N 5108 (Prevent and control infection)</p>	<p>PC1. Know all procedures required for infection control PC2. Follow standard precautions PC3. Be aware of rules to dispose of biomedical waste and sharps PC4. Follow high level of personal hygiene PC5. Practice medical asepsis PC6. Follow infection control procedures and should ensure that: All standard precautions and procedures are followed Protective gears are used while getting in contact with the patient Consider all blood, body fluids and excreta contaminated</p>
<p>8. HSS/ N 5109 (Assist nurse in performing procedures as instructed in the care plan)</p>	<p>PC1. Perform key procedures like inducing enema, prepare patient for being moved to the operation theatre PC2. Operate the equipment used to perform the procedure</p>
<p>9. HSS/ N 5110 (Assist nurse in observing and reporting changes in patient condition)</p>	<p>PC1. Observe color changes like bluish or yellowish discoloration of the skin PC2. Observe changes in odor or consistency of urine and stools PC3. Communicate the observations in an appropriate language and construct PC4. Differentiate between immediate and routine reporting requirements</p>
<p>10. HSS/ N 5113 (Clean medical equipment under supervision of nurse)</p>	<p>PC1. Handle equipment safely or seek the help of nurse PC2. Use appropriate protective clothing and equipment when cleaning equipment PC3. Clean and maintain equipment according to manufacturer's instructions, any legal requirements and work setting procedures PC4. Report to appropriate people/nurse about the equipment that are unsuitable for use PC5. Dispose of any waste safely and according to legal requirements and organization protocol</p>
<p>11. HSS/ N 5111 (Assist nurse in measuring patient parameters accurately)</p>	<p>PC1. Assist nurse in calibrating the scales and following manufacturer's guidelines PC2. Use different types of scales including manual, digital, standard, chair and bed scales PC3. Ensure that patient is comfortable and positioned correctly PC4. Ensure patient safety to prevent a fall or an injury</p>

<p>12. HSS/ N 5114 (Transport patient samples, drugs, patient documents and manage changing and transporting laundry/ linen on the floor)</p>	<p>PC1. Perform effective hand hygiene and use personal protective equipment in accordance with the local and national policy/procedures PC2. Ensure linen receptacles that have not been filled or secured correctly in line with local policy are not collected or transported PC3. Ensure that trolleys or vehicles are cleaned, with or without disinfection, and check that they are in good working order PC4. Collect and transport clean linen avoiding cross contamination with used linen and use a trolley or vehicle specifically designated for the delivery of clean linen PC5. Hand over the patient documents and drugs to the concerned person PC6. Ensure that all documents and drugs are handed over carefully</p>
<p>13. HSS/ N 5115 [Carry out last office (Death care)]</p>	<p>PC1. Remove jewellery and any personal items, unless requested or advised otherwise. Ensure that appropriate records are made of any personal items left on the body or otherwise. PC2. Attend to hygiene needs, paying particular attention to hair, nail care and oral hygiene PC3. Attempt to close the eyes, using a small piece of clinical tape if required PC4. Attach identification labels/wrist bands according to local guidelines and Organizational policy PC5. Dress the patient in a gown/shroud or own clothes, as required PC6. Place an incontinence pad underneath to contain any soiling PC7. Place the body in the bag as per instructions, post completing any necessary documentation by nurse/physician PC8. If a body bag is not to be used, enclose the body in a sheet, securing it with adhesive tape</p>

GDA Theory

1. HSS/ N 5101	PC1.Maintain the patient privacy and encourage patient do as much as possible to
(Assist nurse in bathing the patient)	<p>promote independence</p> <p>PC2. Identify the type of bath that is best suited as per the guidelines, based on the patient condition and comfort</p> <p>PC3. Check water temperature before patient checks in</p> <p>PC4. Follow standards precautions when performing perennial care or when bathing a patient with skin lesion and rashes</p> <p>PC5. Dry patient skin by patting with a towel which decreases friction and prevents skin breakdown</p> <p>PC6. Never leave a patient unattended in bath room</p> <p>PC7. Wash from cleanest to dirtiest</p> <p>PC8. Observe and report unusual findings to the nurse</p> <p>PC9. Offer patient back rub after bathing and at bed time to stimulate circulation and relieve stress</p> <p>PC10. Apply lotion to dry skin if requested</p> <p>PC11. Clean tub shower chair before and after each use</p> <p>PC12. Always check each patients skin after bathing</p>
2. HSS/ N 5102 (Assist nurse in grooming the patient)	<p>PC1. Maintain the patient's privacy and encourage patient do as much as possible to promote independence</p> <p>PC2. Show patient how they look after the grooming task is finished</p> <p>PC3. Use standard precautions and protocols for shaving and cutting nails</p> <p>PC4. Perform duties gently to avoid injuries especially during shaving, brushing and hair styling</p> <p>PC5. Rinse toothpaste thoroughly from the mouth after brushing</p> <p>PC6. Store dentures in cool water with patients name to avoid confusion</p>
3.HSS/ N5103 (Assist patient in dressing)	<p>PC1. Maintain the patient privacy and encourage patient do as much as possible to promote independence</p> <p>PC2. Fasten the clothing with elastic fasteners and ensure that the footwear fits correctly</p>
4. HSS/ N 5104 (Support individuals to eat and drink)	<p>PC1. Make the patient comfortable and encourage eating as recommended</p> <p>PC2. Check menu card to verify the diet, restrictions, likes and dislikes of the patient</p> <p>PC3. Feed through spoon</p> <p>PC4. Assist in elimination and oral care prior to feeding</p> <p>PC5. Wash hands and mouth after feeding</p> <p>PC6. Measure input and record them</p> <p>PC7. During feeding observe and ensure that:</p> <ol style="list-style-type: none"> a. Elimination process is completed before feeding b. Oral care and grooming is performed before feeding c. The patient is comfortable when being fed d. The food provided is according to the dietary prescription of the prescribing physician or dietician <p>PC8. Patient is not having symptoms of distress like coughing and regurgitation</p>
5. HSS/ N 5105 (Assist	<p>PC1. Promptly respond to patients elimination needs</p> <p>PC2. Assist a mobile patient in moving to the toilet and provide support like giving toilet</p>

<p>patient in maintaining normal elimination)</p>	<p>paper if required or stabilize the commode PC3. Wipe the patient and wash hands to prevent infection PC4. Use equipment correctly to prevent discomfort or injury PC5. Ensure/Maintain patients privacy at all times during the procedure PC6. Record changes in color or texture of the elimination and report usual findings immediately</p>
<p>6. HSS/ N 5106 (Transferring patient within the hospital)</p>	<p>PC1. Use the equipment for transferring the patients correctly to avoid falls or injuries PC2. Ensure that the correct patient is being moved or wheeled out PC3. Understand patient's condition and estimate if additional help is required PC4. Transport the patient without causing trauma or injury PC5. Use proper body mechanics for transferring the patient PC6. Focus on safety first and ensure that the patient is comfortable</p>
<p>7. HSS/ N 5108 (Prevent and control infection)</p>	<p>PC1. Know all procedures required for infection control PC2. Follow standard precautions PC3. Be aware of rules to dispose of biomedical waste and sharps PC4. Follow high level of personal hygiene PC5. Practice medical asepsis PC6. Follow infection control procedures and should ensure that: A. All standard precautions and procedures are followed B. Protective gears are used while getting in contact with the patient</p>
<p>8. HSS/ N 5109 (Assist nurse in performing procedures as instructed in the care plan)</p>	<p>PC1. Perform key procedures like inducing enema, prepare patient for being moved to the operation theatre PC2. Operate the equipment used to perform the procedure</p>
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<p>10. HSS/ N 5113 (Clean medical equipment under supervision of nurse)</p>	<p>PC1. Handle equipment safely or seek the help of nurse PC2. Use appropriate protective clothing and equipment when cleaning equipment PC3. Clean and maintain equipment according to manufacturer's instructions, any legal requirements and work setting procedures PC4. Report to appropriate people/nurse about the equipment that are unsuitable for use PC5. Dispose of any waste safely and according to legal requirements and organization protocol</p>

<p>11. HSS/ N 5111 (Assist nurse in measuring patient parameters accurately)</p>	<p>PC1. Assist nurse in calibrating the scales and following manufacturer's guidelines PC2. Use different types of scales including manual, digital, 6 standard, chair and bed scales PC3. Ensure that patient is comfortable and positioned correctly PC4. Ensure patient safety to prevent a fall or an injury</p>
<p>12. HSS/ N 5114 (Transport patient samples, drugs, patient documents and manage changing and transporting laundry/ linen on the floor)</p>	<p>PC1. Perform effective hand hygiene and use personal protective equipment in accordance with the local and national policy/procedures PC2. Ensure linen receptacles that have not been filled or secured correctly in line with local policy are not collected or transported PC3. Ensure that trolleys or vehicles are cleaned, with or without disinfection, and check that they are in good working order before use, isolating and reporting any that are not PC4. Collect and transport clean linen avoiding cross contamination with used linen and use a trolley or vehicle specifically designated for the delivery of clean linen PC5. Hand over the patient documents and drugs to the concerned person PC6. Ensure that all documents and drugs are handed over carefully</p>
<p>13. HSS/ N 5115 [Carry out last office (Death care)]</p>	<p>PC1. Remove jewellery and any personal items, unless requested or advised otherwise. Ensure that appropriate records are made of any personal items left on the body or otherwise. PC2. Attend to hygiene needs, paying particular attention to air, nail care and oral hygiene PC3. Attempt to close the eyes, using a small piece of clinical tape if required PC4. Attach identification labels/wrist bands according to local guidelines and organizational policy PC5. Dress the patient in a gown/shroud or own clothes, as required PC6. Place an incontinence pad underneath to contain any soiling PC7. Place the body in the bag as per instructions, post completing any necessary documentation by nurse/physician PC8. If a body bag is not to be used, enclose the body in a sheet, securing it with adhesive tape</p>

Content of Soft Skills and Communication Practical

	1. Communication & Proactiveness
HSS/ N 5107 (Communicating appropriately with coworkers)	PC1. Be a good listener PC2. Speak clearly and slowly in a gentle tone PC3. Use the correct combination of verbal and non-verbal communication PC4. Use language familiar to the listener PC5. Give facts and avoid opinions unless asked for PC6. Structure brief and logical messages
HSS/N5112 (Respond to patient's call)	PC1. Promptly respond to call bell PC2. Communicate the medical needs to the nurse station without delay PC3. Courteously and sensitively meet patient needs
	PC4. Ensure that the patient is at ease or comfortable PC5. Quickly scan the patients surrounding and take appropriate action
	2. Attitude
HSS/ N 9603 (Act within the limits of one's competence and authority)	PC1. Adhere to legislation, protocols and guidelines relevant to one's role and field of practice PC2. Work within organizational systems and requirements as appropriate to one's role PC3. Recognize the boundary of one's role and responsibility and seek supervision when situations are beyond one's competence and authority PC4. Maintain competence within one's role and field of practice PC5. Use relevant research based protocols and guidelines as evidence to inform one's practice PC6. Promote and demonstrate good practice as an individual and as a team member at all times PC7. Identify and manage potential and actual risks to the quality and safety of practice PC8. Evaluate and reflect on the quality of one's work and make continuing improvements
HSS/ N 9607 (Practice Code of conduct while performing duties)	PC1. Adhere to protocols and guidelines relevant to the role and field of practice PC2. Work within organizational systems and requirements as appropriate to the role PC3. Recognize the boundary of the role and responsibility and seek supervision when situations are beyond the competence and authority PC4. Maintain competence within the role and field of practice PC5. Use protocols and guidelines relevant to the field of practice PC6. Promote and demonstrate good practice as an individual and as a team member at all times PC7. Identify and manage potential and actual risks to the quality and patient safety PC8. Maintain personal hygiene and contribute actively to the healthcare ecosystem
	3. Attiquete
HSS/ N 9605 (Manage work to meet requirements)	PC1. Clearly establish, agree, and record the work requirements PC2. Utilize time effectively PC3. Ensure his/her work meets the agreed requirements PC4. Treat confidential information correctly PC5. Work in line with the organization's procedures and policies and within the limits of his/her job role

HSS/ N 5107 (Communicating appropriately with coworkers)	PC1. Be a good listener PC2. Speak clearly and slowly in a gentle tone PC3. Use the correct combination of verbal and non-verbal communication PC4. Use language familiar to the listener PC5. Give facts and avoid opinions unless asked for PC6. Structure brief and logical messages 10
	Part 2 (Pick one field as per NOS marked carrying 50 marks) 1. Team Work (Evaluate with NOS: HSS/N/5109, 5110, 5113)
HSS/ N 9604 (Work effectively with others)	PC1. Communicate with other people clearly and effectively PC2. Integrate one's work with other people's work effectively PC3. Pass on essential information to other people on timely basis PC4. Work in a way that shows respect for other people PC5. Carry out any commitments made to other people PC6. Reason out the failure to fulfill commitment PC7. Identify any problems with team members and other people and take the initiative to solve these problems PC8. Follow the organization's policies and procedures
	2. Safety management (Evaluate with NOS: HSS/N/5101, 5102, 5103, 5104, 5106, 5111)
HSS/ N 9606 (Maintain a safe, healthy, and secure working environment)	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. Report any identified breaches in health, safety, and security procedures to the designated person PC4. Identify potential hazards and breaches of safe work practices PC5. Correct any hazards that individual can deal with safely, competently and within the limits of authority PC6. 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 PC7. Follow the organization's emergency procedures promptly, calmly, and efficiently PC8. Identify and recommend opportunities for improving health, safety, and security to the designated person PC9. Complete any health and safety records legibly and accurately
	3. Waste Management (Evaluate with NOS: HSS/N/5105, 5108, 5114, 5115)
HSS/ N 9609 (Follow biomedical waste disposal protocols)	PC1. Follow the appropriate procedures, policies and protocols for the method of collection and containment level according to the waste type PC2. Apply appropriate health and safety measures and standard precautions for infection prevention and control and personal protective equipment relevant to the type and category of waste PC3. Segregate the waste material from work areas in line with current legislation and organizational requirements PC4. Segregation should happen at source with proper containment, by using different color coded bins for different categories of waste PC5. Check the accuracy of the labeling that identifies the type and content of waste required course of action appropriate to the type of waste disposal PC7. Check the waste has undergone the required processes to make it safe for transport and disposal

PC8. Transport the waste to the disposal site, taking into consideration its associated risks

PC9. Report and deal with spillages and contamination in accordance with current legislation and procedures

PC10. Maintain full, accurate and legible records of information and store in correct location in line with current legislation, guidelines, local policies and protocols

PC6. Confirm suitability of containers for any

Content of Soft Skills and Communication Theory

<p>1.HSS/ N5107 (Communicating appropriately with coworkers)</p>	<p>PC1. Be a good listener PC2. Speak clearly and slowly in a gentle tone PC3. Use the correct combination of verbal and non-verbal communication PC4. Use language familiar to the listener PC5. Give facts and avoid opinions unless asked for PC6. Structure brief and logical messages</p>
<p>2. HSS/ N 5112 (Respond to patient's call)</p>	<p>PC1. Promptly respond to call bell PC2. Communicate the medical needs to the nurse station without delay PC3. Courteously and sensitively meet patient needs PC4. Ensure that the patient is at ease or comfortable PC5. Quickly scan the patients surrounding and take appropriate action</p>
<p>3. HSS/ N 9603 (Act within the limits of one's competence and authority)</p>	<p>PC1. Adhere to legislation, protocols and guidelines relevant to one's role and field of practice PC2. Work within organizational systems and requirements as appropriate to one's role PC3. Recognise the boundary of one's role and responsibility and seek supervision when situations are beyond one's competence and authority PC4. Maintain competence within one's role and field of practice PC5. Use relevant research based protocols and guidelines as evidence to inform one's practice PC6. Promote and demonstrate good practice as an individual and as a team member at all times PC7. Identify and manage potential and actual risks to the quality and safety of practice PC8. Evaluate and reflect on the quality of one's work and make continuing improvements</p>
<p>4. HSS/ N 9604 (Work effectively with others)</p>	<p>PC1. Communicate with other people clearly and effectively PC2. Integrate one's work with other people's work effectively PC3. Pass on essential information to other people on timely basis PC4. Work in a way that shows respect for other people PC5. Carry out any commitments made to other people PC6. Reason out the failure to fulfil commitment PC7. Identify any problems with team members and other people and take the initiative to solve these problems PC8. Follow the organisation's policies and procedures</p>
<p>5. HSS/ N 9605 (Manage work to meet requirements)</p>	<p>PC1. Clearly establish, agree, and record the work requirements PC2. Utilise time effectively PC3. Ensure his/her work meets the agreed requirements PC4. Treat confidential information correctly</p>

	<p>PC5. Work in line with the organisation's procedures and policies and within the limits of his/her job role</p>
<p>6. HSS/ N 9606 (Maintain a safe, healthy, and secure working environment)</p>	<p>PC1. workplace health safety and security requirements PC2. Comply with health, safety and security procedures for the workplace PC3. Report any identified breaches in health, safety, and security procedures to the designated person PC4. Identify potential hazards and breaches of safe work practices PC5. Correct any hazards that individual can deal with safely, competently and within the limits of authority PC6. 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 PC7. Follow the organization's emergency procedures promptly, calmly, and efficiently PC8. Identify and recommend opportunities for improving health, safety, and security to the designated person PC9. Complete any health and safety records legibly and accurately</p>
<p>7. HSS/ N 9607 (Practice Code of conduct while performing duties)</p>	<p>PC1. Adhere to protocols and guidelines relevant to the role and field of practice PC2. Work within organizational systems and requirements as appropriate to the role PC3. Recognize the boundary of the role and responsibility and seek supervision when situations are beyond the competence and authority PC4. Maintain competence within the role and field of practice PC5. Use protocols and guidelines relevant to the field of practice PC6. Promote and demonstrate good practice as an individual and as a team member at all times PC7. Identify and manage potential and actual risks to the quality and patient safety PC8. Maintain personal hygiene and contribute actively to the healthcare ecosystem</p>
<p>8. HSS/ N 9609 (Follow biomedical waste disposal protocols)</p>	<p>PC1. Follow the appropriate procedures, policies and protocols for the method of collection and containment level according to the waste type PC2. Apply appropriate health and safety measures and standard precautions for infection prevention and control and personal protective equipment relevant to the type and category of waste PC3. Segregate the waste material from work areas in line with current legislation and organizational requirements PC4. Segregation should happen at source with proper containment, by using different colour coded bins for different categories of waste PC5. Check the accuracy of the labeling that identifies the type and content of waste PC6. Confirm suitability of containers for any required course of action</p>

	<p>appropriate to the type of waste disposal</p> <p>PC7. Check the waste has undergone the required processes to make it safe for transport and disposal</p> <p>PC8. Transport the waste to the disposal site, taking into consideration its associated risks</p> <p>PC9. Report and deal with spillages and contamination in accordance with current legislation and procedures</p> <p>PC10. Maintain full, accurate and legible records of information and store in correct location in line with current legislation, guidelines, local policies and protocols</p>
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