

Home Health Aide Syllabus

Theory & Practical Hours table

S.No	Module	Key Learning Outcomes	Equipment Required
1	<p>Functions Of The Home Health Aid</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 01:00</p> <p>Corresponding NOS Code HSS/ N/ 5116-5124,HSS/N9603-9609</p>	<ul style="list-style-type: none"> Describe the functions of Home Health Aid. Describe patient's daily Care routine. Understand the basic components required for the patient's comfort. Provide care for the patient's health needs. Exhibit ethical behavior. Present a positive personal image. 	Mock environment of clinic and hospital environment, home care setups with home based articles, family planning methods, emergency kits etc
2.	<p>Personal Hygiene And Hygiene Standards</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 02:00</p> <p>Corresponding NOS Code HSS / N / 9606, 5121</p>	<ul style="list-style-type: none"> Describe good health and its relation to successful living. Maintain good Physical Health. Describe the importance, use and procedure of wearing and removing Personal Protective Equipment (PPE). Practice Hand hygiene Adhere to Grooming practices 	PPE, self learning and understanding
3.	<p>Patient Safety</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 02:00</p> <p>Corresponding NOS Code</p>	<ul style="list-style-type: none"> Patient environment and its components. Create and describe the Environment in which the Patient feels safe and secure . Practice for the Patient's safety Provide care to the Patients while moving. Demonstrate the use of Protective devices (restraints, safety devices) 	Mock environment of ward

	HSS/ N / 9606, 5124		
4.	Primary Medical Care Theory Duration (hh:mm) 01:00 Practical Duration (hh:mm) 01:00 Corresponding NOS Code Community Health	<ul style="list-style-type: none"> Describe Health related millennium development goals Identify and enlist essential components of Primary Healthcare Discuss the common Health problems in India Elaborate the Health Systems Infrastructure in India Describe the Maternal Child Care Elucidate Infant care routine Describes Family Planning method. Describes various Epidemic Analyze the role of Ambulance and Emergency Transport 	Visit to primary health centre
5.	Immunization Theory Duration (hh:mm) 01:00 Practical Duration (hh:mm) 01:00 Corresponding NOS Code Community Health	<ul style="list-style-type: none"> Define Immunity and describe the importance of the need for Immunization Discuss the importance of Universal Immunization Program Describe Pulse Polio Immunization Program 	Immunization kit, Universal immunization schedule
6.	Biomedical Waste Management Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 02:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> Segregation of Biomedical Waste at source Describe Color Coding & type of containers for disposal of Bio-Medical Waste Label For transport of Bio-Medical Waste Containers/Bags Describe the various types Spillages and procedures to deal with. 	Different coded color bins, different variety of bio medical waste management, Visit to treatment plan of bio medical waste etc
7.	Emergency Medical Response Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm)	<ul style="list-style-type: none"> Describe chain of survival Demonstrate CPR Rescue of a child Demonstrate two rescuer CPR 	Emergency situations, crash cart trolley, O2 cylinder etc

	<p>03:00 Corresponding NOS Code HSS/ N 9606, 5112</p>		
8.	<p>Structure And Function Of Human Body</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 01:00</p> <p>Corresponding NOS Code HSS/N/5116, 5117, 5118, 5119,5120</p>	<ul style="list-style-type: none"> • Differentiate different parts of body • Explain organization of body cells, tissues, Systems, membranes and glands • Describe Muscular Skeletal System • Describe Digestive System • Describe Respiratory System • Describe CardioVascular System • Describe Excretory System • Describe Nervous System • Describe Endocrine System, Sense Organ and Reproductive System 	<p>Mannequin, charts, demonstration kits of different body parts, use of internet for learning different body parts</p>
9.	<p>Body Mechanics</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 06:00</p> <p>Corresponding NOS Code HSS / N / 5116, 5117, 5118, 5119, 5120, 5123</p>	<ul style="list-style-type: none"> • Describe the kinetics of joints and movements • Describe the mechanisms that affect movements in human body • Demonstrate general principles of movements • Describe precaution while transferring the patient 	<p>Mannequin, charts, demonstration kits of different body mechanics, internet use</p>
10.	<p>Medical Terminology</p> <p>Theory Duration (hh:mm) 01:00</p> <p>Practical Duration (hh:mm) 01:00</p> <p>Corresponding NOS Code HSS/N/ 5116- HSS/N/5120</p>	<ul style="list-style-type: none"> • Well acquainted with commonly use medical terminologies in respect to their job role • Share usage of medical terminology with peers, patient and community 	<p>Internet use or reference's use for medical terms</p>
11.	<p>Professional Behaviour In Home-Care Setting</p>	<ul style="list-style-type: none"> • How to maintain peaceful environment. • Learn General and Specific etiquettes to be observed 	<p>Use of internet to adopt best</p>

	<p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 02:00</p> <p>Corresponding NOS Code HSS / N / 9603, 9604, 9605, 9607</p>	<p>on duty.</p> <ul style="list-style-type: none"> Describe the importance of conservation of resources in medical facility. 	<p>practices across the world for professional etiquettes</p>
12.	<p>Consent, Observing And Reporting</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 02:00</p> <p>Corresponding NOS Code S/ N5101-5106, 5109, 5111, 5112, 9606</p>	<ul style="list-style-type: none"> Explain importance of observing and reporting the conditions of patient as well as taking consent while assisting the patient. Explain the importance of verbally informing the person in authority. Explain the importance and guidelines for documentation of different observations and informed consent of the patient. Explain the feedback mechanism from appropriate people like concerned doctors, carers and relatives 	<p>Use of internet to adopt best practices across the world for professional etiquettes, sample forms and feedback forms</p>
13.	<p>Documentation</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 02:00</p> <p>Corresponding NOS Code HSS / N / 5124, 9605, 9609</p>	<ul style="list-style-type: none"> Understand uses and importance of various records in healthcare set up & how to obtain them during home-care. Explain various types of records to be maintained by HHA Demonstrate essential components of various records and method of documentation 	<p>Use of internet to adopt best practices across the world for professional etiquettes, sample forms and feedback forms</p>

14	<p>Patient's Rights</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 02:00</p> <p>Corresponding NOS Code HSS/N/5116-5121, 5124,9606</p>	<ul style="list-style-type: none"> • Explain patient's rights • Learn the role of Home Health Aid in maintaining patient's rights 	internet use to learn patient rights
15	<p>Patients Environment</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 07:00</p> <p>Corresponding NOS Code HSS / N / 5124, 9606, 9609</p>	<ul style="list-style-type: none"> • Describes essential articles required for patient's environment • Describes articles required for safe and comfortable environment for the patient. • Describes importance of comfort for patients health • Describes importance of cleanliness 	Mock environment of diagnostic lab
16	<p>First Aid</p> <p>Theory Duration (hh:mm) 01:00</p> <p>Practical Duration (hh:mm) 01:00</p> <p>Corresponding NOS Code HSS/N/5124 , 9603</p>	<ul style="list-style-type: none"> • Describe what to do in medical emergencies • Describe components of first aid kit • Describe common emergency conditions 	Patient safety tools such as wheel chairs, trolleys, side rails, PPE, First Aid kit, beta dine, cotton, bandages, sanitizers, disinfectants etc.
17	<p>Emergency Medical Response- li</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 02:00</p> <p>Corresponding NOS</p>	<ul style="list-style-type: none"> • Describes Cardio Pulmonary Resuscitation • Describes Chain of Survival • Rescue of a child or Infant • Demonstrate two rescuer CPR 	Patient safety tools such as wheel chairs, trolleys, side rails, PPE, First Aid kit, beta dine, cotton, bandages, sanitizers, disinfectants etc. Mock environment of home based

	Code HSS/N 9606, 5124		articles, emergency kits etc, patient safety kit, sample medicines
18	ROLE OF HHA IN SPECIAL CARE - Geriatric/Paralytic/Immobile/Patients In Convalescence Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 02:00 Corresponding NOS Code HSS/N/5116-5121, 9606, 5123	<ul style="list-style-type: none"> • Describes care provided to ill or terminally ill patients in relation to self needs of the patient or guidance related to oral medicine administration • Describes care provided to elderly patients and patients during convalescence in relation to self needs of the patient or guidance related to oral medicine administration. • Demonstrate care provided to physically challenged and handicapped personnel in relation to self needs of the patient or guidance related to oral medicine administration 	Patient safety tools such as wheel chairs, trolleys, side rails, PPE, First Aid kit, beta dine, cotton, bandages, sanitizers, disinfectants etc. Mock environment of home based articles, emergency kits etc, patient safety kit, sample medicines
19	Measurements Theory Duration (hh:mm) 01:00 Practical Duration (hh:mm) 02:00 Corresponding NOS Code HSS/N/5116-5120, 5124	<ul style="list-style-type: none"> • Describe methods to measure vital parameters like pulse, BP, Temperature, Respiration, Height and Weight of patient • Describe method to measure Intake of fluid and food & output of faces, urine & vomits of patient • Describe how to ensure privacy to patient while taking measurement and attending patient while on sitting / standing on scale • Describe the various special situations came across during measurements of parameters • Understand the common symptoms visible during deviation of vital parameters from normal 	BP Apparatus, Thermometer, pulse ox meter, inch tape, mannequins, normal readings of vital parameter
20	Dressing Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 02:00 Corresponding NOS Code HSS/N/5118	<ul style="list-style-type: none"> • Describes steps involved while dressing • Ensure patients privacy while dressing • Describe the difference in procedure of dressing in special situations like physical disability, infant, unconscious patient, etc 	Sample dresses, patient privacy details, mannequins of different sizes.
21	Infection Control & Prevention	<ul style="list-style-type: none"> • Identification of deviation from normal health • Explain practices to curb infection 	Hand sanitizers, PPE, Hand

	<p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 02:00</p> <p>Corresponding NOS Code HSS/N/9606, 9609</p>	<ul style="list-style-type: none"> • Explain different types of spillage and their management 	washing techniques, steriliser, disinfectants etc
22	<p>Bathing</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 02:00</p> <p>Corresponding NOS Code HSS/N 5116</p>	<ul style="list-style-type: none"> • Describe importance of bathing • Detail different types of bathing, frequency and time for bathing • Enlist points to be observed during bathing which need to be reported • Understand need of perineal care. • Understand need of after bath care 	Mannequins, mock environment of home based environment, kidney tray, patient daily care articles
23	<p>Skin Care</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 02:00</p> <p>Corresponding NOS Code HSS/N/5116, 5117</p>	<ul style="list-style-type: none"> • Describe skin as largest part of body, need, and functions in Human beings • Identify rashes, abrasions, Dryness, changes in color, pressure areas, temperature, bruise and swelling • Identify pressure sores, understand causes for pressure sores (Bedsore). 	Mannequins, mock environment of home based environment, kidney tray, patient daily care articles, bio medical waste management
24	<p>Oral Care</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 02:00</p> <p>Corresponding NOS Code HSS/N/5117, 5119</p>	<ul style="list-style-type: none"> • Describe oral care and advantages of good oral care • Demonstrate steps of oral care/Hygiene • Explain oral care in case of dentures • Explain oral care for paralytic/immobile patient 	Mannequins, mock environment of home based environment, kidney tray, patient daily care articles, bio medical waste management
25	<p>Hair And Nail Care</p> <p>Theory Duration</p>	<ul style="list-style-type: none"> • Describes Hair & nail care 	Mannequins, mock environment of home based

	(hh:mm) 02:00 Practical Duration (hh:mm) 02:00 Corresponding NOS Code HSS/N/5117		environment, kidney tray, patient daily care articles, bio medical waste management
26	Excreta Elimination Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 02:00 Corresponding NOS Code HSS/N/5120, 9609	<ul style="list-style-type: none"> • Understand process for excreta disposal in human body • Understand care to be provided in case of urine and bowel Incontinence or patient with urinary catheter. • Understand the special precautions to be taken in different situations • Observation of urine and stools for routine as well as special reporting 	Mannequins, mock environment of home based environment, kidney tray, patient daily care articles, bio medical waste management
27	Nutrition And Hydration Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 01:00 Corresponding NOS Code HSS/N/5119	<ul style="list-style-type: none"> • Understand concept of nutrition, nutrients and calories • Understand support to patient while feeding • Identify discomfort of patient and report to concerned person or authority immediately • Identify the precautions required for before fulfilling the patient preference's 	Mannequins, mock environment of home based environment, kidney tray, patient daily care articles, bio medical waste management, RT tubes, sample food items
28	Positioning Theory Duration (hh:mm) 01:00 Practical Duration (hh:mm) 01:00 Corresponding NOS Code HSS/N/5116-5120, 5123	<ul style="list-style-type: none"> • Describe importance of positioning for a patient in treatment and recovery • Describe commonly used positions 	Mannequin, trolley, wheel chair, home based environment

29	<p>Transferring</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 01:00</p> <p>Corresponding NOS Code HSS/N/5116-5120, 5124</p>	<ul style="list-style-type: none"> • Describe methods of transferring patient • Understand usage of Wheel chair, stretcher, shifting of patient from bed to stretcher etc. • Describe care to be taken while transferring patient • Understand the special precautions to be taken in different situations 	Mannequin, trolley, wheel chair, home based environment
30	<p>Mobility</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 01:00</p> <p>Corresponding NOS Code HSS/N/5116-5120</p>	<ul style="list-style-type: none"> • Understand importance of physical movements for well being. • Describes usage of equipment's used for mobility and their maintenance • Describe care while patient walking. 	Stretcher, patient trolley, mannequin, home based environment
31	<p>Fall Prevention</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 01:00</p> <p>Corresponding NOS Code HSS/ N 5124, 5116-5120</p>	<ul style="list-style-type: none"> • Describe standards for prevention of patient's fall • Describe care to be taken to avoid fall in high risk patients • Describe measures to be taken to prevent falls • Describe action in event of a fall incident 	Mannequin, patient falls prevention devices, foot rest, bed rest etc
32	<p>Special Procedures (In Brief)</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 02:00</p> <p>Corresponding NOS Code HSS/N5116,5119,</p>	<ul style="list-style-type: none"> • Describe standard procedures for administration of oxygen • Describe the special feeding & elimination methods like enema, catheterization, suppositories, ryle's tube etc. • Describe basic knowledge of IV set ups • Describe various types of samples like urine, stool, sputum, etc. along with their collection methodology. • Describe various routes, frequency and types of drug administration like IV, IM, Sublingual, Subcutaneous, oral, topical, TDS, BD, OD, SOS, QID, 	Mannequins, mock environment of home based environment, kidney tray, patient daily care articles, bio medical waste management, enema, Ryle's tube, suppositories, IV

	5120, 9606	HS, etc.	linesamples, charts of medicines dose
33.	<p>Soft Skills And Communication Iii</p> <p>Theory Duration (hh:mm) 01:00</p> <p>Practical Duration (hh:mm) 01:00</p> <p>Corresponding NOS Code HSS/N/5122 &HSS/N/9604</p>	<ul style="list-style-type: none"> • Understand need for customer service and service excellence in Medical service • Understand work ethics in home set/health care set up • Learn objection handling 	Self-learning and understanding
	<p>Total Duration</p> <p>Theory Duration (hh:mm) 120:00</p> <p>Practical Duration (hh:mm) 120:00</p> <p>OJT Duration (hh:mm) 120:00</p>	<p>Spine Board, Steel Plate, Steel Glass, Steel Bowl, Spoon, Steel Jug, Bath Tub, Kidney Tray, IV Stand, Measuring Glass, Measuring Tape, Projector, White Board, Extension Cord, Speaker, Writing Pad, Goggles, Towel, Gown, Gloves (disposable)</p> <p>– packet, Gloves (surgical) – packet, Liquid Soap Bottle, Mask – packet, Shoe Cover – packet, Hair Cap – packet, Mackintosh, Sponge Cloth, Wet Wipes – packet, Comb, Tooth Brush, Toothpaste, Hair Oil, Shampoo Bottle, Bath Soap, Talcum powder, Different Color Plastic Bags with Dustbins, Uri bag, Sample Collection Bottle, Gauze Piece (4X4), Beta dine Solution Bottle, Cotton Rolls, Normal Saline Bottle, Microspore, Spatula, Blood Concentrate, Hydrogen Peroxide Bottle, Cleaning Solution (Colin), Syringe destroyer, Syringe Sterilizer, Needle burner, Thermometer, Syringe 50 cc/ml, B.P. Monitoring Machine, Call bell, Enamel basin, Hot Water Bottle, Ice caps, Transfer forceps, Drum, Suction Apparatus, Foley catheter, Euro bags, Suction Catheter, Ryle's tube, Vacationer (red/black/violet), Tourniquet, Examination table, Rubber sheet, Draw Sheet Class Room equipped with following arrangements:</p> <ul style="list-style-type: none"> • Interactive lectures & Discussion • Brain Storming • Charts & Models • Activity • Video presentation <p>Skill lab equipped with following arrangements:</p> <ul style="list-style-type: none"> • Unique equipment as enlisted at the last • Practical Demonstration of various functions • Case study Role play 	

❖ Home Health Aide Practical Syllabus

National Occupational Standards (NOS)	Performance Criteria (PC)
1. HSS/ N 5116 (Assist patient in bathing)	PC1. Maintain the patient privacy and encourage patient do as much as possible to promote independence
	PC2. Identify the type of bath that 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 perineal care or when bathing a patient with skin lesion and rashes
	PC5. Dry patient's 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 patient's skin after bathing
2. HSS/ N 5117 (Assist patient in grooming)	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 patient's name to avoid confusion
3. HSS/ N 5118 (Assist patient in dressing up)	PC1. Maintain the patient privacy and encourage patient do as much as possible to promote independence
	PC2. Fasten the clothing with elastic fasteners
	PC3. Ensure that the footwear fits correctly
4. HSS/ N 5119 (Support patient to eat and drink)	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: <ul 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
	PC8. Patient is not having symptoms of distress like coughing and regurgitation
5. HSS/ N 5120 (Assist patient in maintaining normal elimination)	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 stabilise 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
6. HSS/ N 5121 (Prevent and control infection)	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: <ul style="list-style-type: none"> a. All standard precautions and procedures are followed b. Protective gears are used while getting in contact with the patient c. Consider all blood, body fluids and excreta contaminated
7. HSS/ N 5123 (Enable geriatric/paralytic/immobile patients to cope with changes to their health and well being)	PC1. Establish a supportive relationship with the patient, and agree with them the roles and responsibilities of their careers
	PC2. Communicate with patient and their careers in an appropriate manner
	PC3. Encourage the patient to seek clarification of any procedures, information and advice relevant to them
	PC4. Obtain an informed consent of the patient for the actions undertaken on their behalf, and agree on the information which may be passed to others
	PC5. Obtain information from the patient and their careers on the way in which the patient's need are met
	PC6. Identify any areas where support for the patient can be improved
	PC7. Identify and priorities actions required if the patient's needs are not being appropriately addressed
	PC8. Present any concerns that cannot be resolved in an appropriate way to appropriate people

	PC9. Keep the patient and their careers informed about the progress in resolving any concerns, and anticipated timescales for any outcomes
	PC10. Produce records and reports that are clear, comprehensive and accurate, and maintain the security and confidentiality of information
	PC11. Explore with the patient the nature of the changes to their health and well-being, and discuss with them and their careers about how they feel about these changes
	PC12. Explain clearly to the patient and their careers, the reasons for the changes to their health and well-being and the consequences arising from them
	PC13. Respond sensitively to any issues raised by the patient, and report any issues that cannot be resolved to the appropriate people
	PC14. Ensure that all the relevant agencies are provided with the information they need to help the patient and their careers to cope with the change process
	PC15. Support the patient and their careers to monitor the assistance they are receiving to cope with the change, and identify any areas where this can be improved
	PC16. Ensure that all the appropriate people are encouraged to provide feedback on how the patient and their careers are coping with change
8. HSS/ N 5124 (Implement interventions with geriatric/ paralytic/ immobile patient at risk of falls)	PC1. Communicate with patient and their careers in an appropriate manner, and encourage them to seek clarifications of any procedures, information and advice relevant to them
	PC2. Explore the needs and expectations of the patient and his/her goals for the intervention
	PC3. Identify current or previous interventions that the patient may have experienced and the immediate requirements of his/her plan
	PC4. Obtain the valid consent of the patient for the actions to be undertaken on his/her behalf, and agree upon the information which may be passed on to others
	PC5. Discuss and agree the role of the patient and his/her careers in achieving the goals of the agreed intervention
	PC6. Make arrangements for the intervention that are consistent with the patient's priority and his/her specific requirements
	PC7. Ensure the environment used for the intervention is suitable, and that the privacy and dignity of the patient is protected
	PC8. Implement the intervention in a safe and effective manner, using evidence based practices and processes
	PC9. Implement the intervention in a manner that is consistent with the patient's needs and specific requirements, and encourage their effective participation
	PC10. Minimize any discomfort to the patient within the constraints imposed by the intervention method
	PC11. Encourage the careers to give appropriate support to the patient throughout the intervention
	PC12. Monitor the effects of the intervention on the patient throughout the process, and identify any indications of increased risk

	PC13. Take appropriate action where the effects of the intervention are not as beneficial as expected
	PC14. Work in partnership with the patient and his caregivers to assess the outcomes of the intervention in relation to the goals agreed upon at the outset
	PC15. Produce records and reports that are clear, comprehensive, and accurate and maintain the security and confidentiality of information

❖ Home Health Aide Theory

National Occupational Standards (NOS)	Performance Criteria (PC)
1. HSS/ N 5116 (Assist patient in bathing)	PC1. Maintain the patient privacy and encourage patient do as much as possible to promote independence
	PC2. Identify the type of bath that 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
2. HSS/ N 5117 (Assist patient in grooming)	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
3. HSS/ N 5118 (Assist patient in dressing up)	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
	PC3. Ensure that the footwear fits correctly

4. HSS/ N 5119 (Support individuals to eat and drink)	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: <ul 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
	PC8. Patient is not having symptoms of distress like coughing and regurgitation
5. HSS/ N 5120 (Assist patient in maintaining normal elimination)	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 stabilise 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
6. HSS/ N 5121 (Prevent and control infection)	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: <ul style="list-style-type: none"> a. All standard precautions and procedures are followed b. Protective gears are used while getting in contact with the patient c. Consider all blood, body fluids and excreta contaminated
7. HSS/ N 5123 (Enable geriatric/ paralytic/ immobile patients to cope with changes to their health and wellbeing)	PC1. Establish a supportive relationship with the patient, and agree with them the roles and responsibilities of their careers
	PC2. Communicate with patient and their careers in an appropriate manner
	PC3. Encourage the patient to seek clarification of any procedures, information and advice relevant to them
	PC4. Obtain an informed consent of the patient for the actions undertaken on their behalf, and agree on the information which may be passed to others
	PC5. Obtain information from the patient and their careers on the way in which the patient's need are met

	PC6. Identify any areas where support for the patient can be improved
	PC7. Identify and priorities actions required if the patient's needs are not being appropriately addressed
	PC8. Present any concerns that cannot be resolved in an appropriate way to appropriate people
	PC9. Keep the patient and their careers informed about the progress in resolving any concerns, and anticipated timescales for any outcomes
	PC10. Produce records and reports that are clear, comprehensive and accurate, and maintain the security and confidentiality of information
	PC11. Explore with the patient the nature of the changes to their health and well-being, and discuss with them and their careers about how they feel about these changes
	PC12. Explain clearly to the patient and their careers, the reasons for the changes to their health and well being and the consequences arising from them
	PC13. Respond sensitively to any issues raised by the patient, and report any issues that cannot be resolved to the appropriate people
	PC14. Ensure that all the relevant agencies are provided with the information they need to help the patient and their careers to cope with the change process
	PC15. Support the patient and their careers to monitor the assistance they are receiving to cope with the change, and identify any areas where this can be improved
	PC16. Ensure that all the appropriate people are encouraged to provide feedback on how the patient and their careers are coping with change
8.HSS/N5124(Implement interventions with geriatric/ paralytic/ immobile patients at risk of falls)	PC1. Communicate with patient and their careers in an appropriate manner, and encourage them to seek clarifications of any procedures, information and advice relevant to them
	PC2. Explore the needs and expectations of the patient and his/her goals for the intervention
	PC3. Identify current or previous interventions that the patient may have experienced and the immediate requirements of his/her plan
	PC4. Obtain the valid consent of the patient for the actions to be undertaken on his/her behalf, and agree upon the information which may be passed on to others
	PC5. Discuss and agree the role of the patient and his/her careers in achieving the goals of the agreed intervention
	PC6. Make arrangements for the intervention that are consistent with the patient's priority and his/her specific requirements
	PC7. Ensure the environment used for the intervention is suitable, and that the privacy and dignity of the patient is protected
	PC8. Implement the intervention in a safe and effective manner, using evidence based practices and processes
	PC9. Implement the intervention in a manner that is consistent with the patient's needs and specific requirements, and encourage their effective participation
	PC10. Minimize any discomfort to the patient within the constraints imposed by the intervention method
	PC11. Encourage the careers to give appropriate support to the patient throughout the intervention

	PC12. Monitor the effects of the intervention on the patient throughout the process, and identify any indications of increased risk
	PC13. Take appropriate action where the effects of the intervention are not as beneficial as expected
	PC14. Work in partnership with the patient and his carers to assess the outcomes of the intervention in relation to the goals agreed upon at the outset
	PC15. Produce records and reports that are clear, comprehensive, and accurate and maintain the security and confidentiality of information

Soft Skills and Communication

❖ Practical Syllabus

National Occupational Standards (NOS)	Performance Criteria (PC)
<u>Part 1</u>	
<u>1. Communication & Protectiveness</u>	
HSS/ N 5122: Communicate With geriatric/ paralytic/ immobile patients to cope with changes to their health and well being	PC1. Introduce himself to the geriatric/paralytic/ immobile patient and their carers, and provide all the relevant information necessary to begin working with them
	PC2. Ensure that the geriatric/paralytic/ immobile patient and their carers are made to feel comfortable, and that they understand that their needs are made to feel comfortable, and that they understand their needs are important and are being addressed
	PC3. Explain to the geriatric/paralytic/ immobile patient and their carers, his/her roles and responsibilities in relation to their care, and outline the constraints that could limit the movement
	PC4. Discuss with geriatric/paralytic/ immobile patient and their carers their own roles and responsibilities for the care of the patient
	PC5. Respond to any concerns that the geriatric/paralytic/ immobile patients and their carers might have about his/her ability to work with them
	PC6. Encourage the geriatric/paralytic/ immobile patient and their carers to ask questions and to seek clarification on any issues
	PC7. Attempt to establish a rapport with the geriatric/paralytic/ immobile patient and their carers that enables a good relationship
	PC8. Respond sensitively to any issues raised by the geriatric/paralytic/ immobile patient and their carers
	PC9. Respect the human rights of the geriatric/paralytic/ immobile patient and their carers
	PC10. Provide clear information on how to contact the service to obtain assistance if required
	PC11. Identify any communication differences that exist, and try to address these will influence communication methods
	PC12. Discuss the purpose of communication with the patient and their carers, and identify their preferred ways of communicating

	PC13. Confirm with the geriatric/paralytic/ immobile patient who they wish to be involved in the communication
<u>2. ATTITUDE</u>	
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
<u>3. Etiquette</u>	
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
<u>Part 2</u>	
<u>1. Team Work</u>	
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 fulfil 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
<u>2. Safety management</u>	
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 whom 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
<u>3. Waste Management</u>	
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
	PC6. Confirm suitability of containers for any 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

❖ Soft Skills and Communication Theory

National Occupational Standards (NOS)	Performance Criteria (PC)
1.HSS/N5122: Communicate with geriatric/ paralytic/ immobile patients and their careers	PC1.Introducehimselftothegeriatric/paralytic/immobilepatientandtheircarers, and providealltherelevantinformationnecessarytobeginworkingwiththem
	PC2.Ensurethatthegeriatric/paralytic/immobilepatientandtheircareersare made to feel comfortable, and that they understand that their needs are made to feel comfortable, and that they understand their needs are important and are being addressed
	PC3. Explain to the geriatric/paralytic/ immobile patient and their careers, his/her roles and responsibilities in relation to their care, and outline the constraints that could limit the movement
	PC4.Discusswithgeriatric/paralytic/immobilepatientandtheircareerstheir own roles and responsibilities for the care of the patient
	PC5.Respondtoanyconcernsthatthegeriatric/paralytic/immobilepatientsand their careers might have about his/her ability to work with them
	PC6.Encouragethegeriatric/paralytic/immobilepatientandtheircareerstoask questions and to seek clarification on any issues
	PC7.Attempttoestablisharapportwiththegeriatric/paralytic/immobilepatient and their careers that enables a good relationship
	PC8.Respondsensitivelytoanyissuesraisedbythegeriatric/paralytic/immobile patient and their careers
	PC9.Respectthehumanrightsofthegeriatric/paralytic/immobilepatientandtheir careers
	PC10.Provide clear information on how to contact the service to obtain assistance if required
	PC11. Identify any communication differences that exist, and try to address these will influence communication methods
	PC12. Discuss the purpose of communication with the patient and their careers, and identify their preferred ways of communicating
	PC13. Confirm with the geriatric/paralytic/ immobile patient who they wish to be involved in the communication
2.HSS/N9603 (Actwithin 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
3. 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
4. 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
5. 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
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	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 whom 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
6. 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
7. 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
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	PC10. Maintain full, accurate and legible records of information and store in correct location in line with current legislation, guidelines, local policies and protocols