

CURRICULUM

For

Caregiver

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Government of Nepal

Ministry for Labour and Employment

Vocational and Skill Development Training Centre

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Introduction

This curriculum for **Caregiver** is designed to produce competent human resources equipped with knowledge, skills, and attitudes related to the care giving occupation. In this curriculum, the trainees will practice care giving skills. Once the trainees acquire the competencies specified in the curriculum, they will have ample opportunities for wage / self employment through which they will contribute in the national streamline of poverty reduction in the country.

Aim

The aim of the curricular program is to produce and supply competent **Caregivers** equipped with knowledge, skills and attitude necessary for care giving activities so as to fulfill the need of such human resources in the country.

Objectives

After the completion of program trainees will be able to:

1. Create safe, healthy and stimulating environment
2. Provide nutritional services to the clients
3. Respond to work place emergencies
4. Carry out first aid services
5. Apply comfort measures for the clients
6. Provide hygienic care services to the clients
7. Monitor the well being of the clients

Program Description

This curriculum is based on the tasks required for Care giving at various workplaces such as Day care centers, Children Homes/Orphanages, Elderly Homes, Private Homes, Hospital/Health Centers, Rehabilitation Centers, and Private Care Centers in the country and abroad.

This curriculum consists of major two subjects (1) Nursing and (2) Housekeeping

The duration of particular subject will be as mentioned in the course structure. There will be demonstration by instructors/trainers and the opportunity to practice the skills/tasks, included in this curriculum, by the trainees. Trainees will practice & learn skills using typical tools, equipment, machines, and materials necessary for the program.

Course Duration

The total duration of the course extends over 1 month (i.e. 32x5 hours equal to 160 hours).

Target Group

The target group for this training program will be all interested individuals with educational prerequisite of minimum class eight pass.

Group Size

The group size for this training program will be maximum 20, provided all necessary resources to practice the tasks/ competencies as specified in this curriculum.

Medium of Instruction

The medium of instruction for this program will be Nepali or English or both

Pattern of Attendance

The trainees should have 80% attendance during the training period to get the certificate.

Focus of Curriculum

This is a competency-based curriculum and emphasizes on competencies /performances. So, the main focus will be on the performance of the competencies included in this curriculum.

Entry Criteria

Individuals who meet the following criteria will be allowed to enter into this curricular program:

- Minimum of class eight pass
- Nepali citizen
- Minimum of 18 years of age

Trainers' Qualification (Minimum)

- PCL Nursing or equivalent
- Good communicative and instructional skills
- Experience in related field

Trainer-Trainees Ratio

- 1(trainer): 20 (trainees)

Certificate Requirements

The trainees will be provided certificate of "**Caregiver**" after successfully completion of the prescribed course and conducted evaluation.

Physical Facilities

All the rooms and laboratory should be well illuminated and ventilated.

- Well equipped classroom – 1
- Well equipped lab (practical room) – 1
- Office room – 1

- Computer with multimedia – 1

Tools, Equipment and Materials

Dolls, puppets, colors, chart papers, sphygmomanometer, stethoscope, kidney tray, forceps, thermometer, posters, steel basins, plastic bucket, towel, bed, bed sheet, pillow, blanket, mattress, urinal, bed pan, record book, note book, pens, rulers, gloves, weighing machine (adult/child), jug, mug, moisturizing lotion, tooth paste, tooth brush, nail cutter, shampoo, comb, oil, mackintosh, gown, spirit, betadin, savlon, cotton, gauze piece, bandages, handiplast, adhesive tape, mask, chart papers, human skeleton, kidney, lung, heart, spleen, liver, intestine, nose, eye, brain, ear, teeth, tongue, skin, ureter, fetus, whole body dummy, microscope, scissors, tongue depressor, catheters, diapers, bottles, bathing tub, soaps, cleaning clothes, laundry, iron, bowl, spoon, glass, plates, cooking pad, stoves, gas, food, wheel chair Napkin, first aid kit, bips, measuring tape, measuring jug, N.G. tube, sewing machine, thread, baby toilet, crip, growth chart, immunization chart, dustbin, torch light, DDT, Skipping, ball, music system, cassettes, real objects, AV aids, pencils, eraser, sharpener, matching game, domino games, puzzles, lashing, shoes, building blocks, bamboo baskets, seasonal fruits, vegetables and crops, vacuum cleaner, refrigerator, OHP, computer, multimedia, camera, cradle

Course Structure (Nursing)

S. N.	Sector	Contents	Training Period			Remarks
			Theory (time)	Practical (time)	Total (time)	
1	Communication Skills	<ul style="list-style-type: none"> • Definition • Types of communication <ul style="list-style-type: none"> ➤ Verbal and non-verbal ➤ One way communication ➤ Two way communication ➤ Listening & interviewing ➤ Human empathy • Elements of communication • Different barriers of communication • Ways to maintain effective communication 	4 hrs	2 hrs	6 hrs	
			4 hrs	2 hrs	6 hrs	
2	Care & Personal Hygiene	<ul style="list-style-type: none"> • Meaning of care • Definition of personal hygiene • Importance of personal hygiene • Oral care <ul style="list-style-type: none"> ➤ Definition ➤ purpose ➤ technique of performing oral care ➤ Brushing Techniques • Hair care/Hair Wash <ul style="list-style-type: none"> ➤ Definition ➤ purpose and ➤ procedure of hair care • Eye, ear, nose care 	1/2 hr	-	1/2 hr	
			1/2 hr	1 hr	1¹/₂ hrs	
			1/2 hr	1¹/₂ hrs	2 hrs	
			1/2 hr	1 hr	1¹/₂ hrs	

		<ul style="list-style-type: none"> ➤ Definition, ➤ purpose ➤ procedure 				
		<ul style="list-style-type: none"> • Nail care <ul style="list-style-type: none"> ➤ Definition, ➤ purpose and ➤ procedure of nail care 	1/2 hr	1 hr	1^{1/2} hrs	
		<ul style="list-style-type: none"> • Bed bath/sponge bath <ul style="list-style-type: none"> ➤ Definition ➤ purpose and ➤ procedure 	1/2 hr	1 hr	1^{1/2} hrs	
		<ul style="list-style-type: none"> • Back care <ul style="list-style-type: none"> ➤ Definition ➤ purposes ➤ procedure 	1/2 hr	1 hr	1^{1/2} hrs	
		<ul style="list-style-type: none"> • Changing clothes (including diaper) <ul style="list-style-type: none"> ➤ Definition, ➤ purpose ➤ procedure 	½ hr	½ hr	1 hr	
		<ul style="list-style-type: none"> • Cleaning and washing clothes <ul style="list-style-type: none"> ➤ Definition, ➤ purpose ➤ importance 	1/2 hr	1/2hr	1 hr	
			4 1/2 hrs	7 1/2 hrs	12 hrs	
3	Disabled Care	<ul style="list-style-type: none"> • Definition of disability 	15 min	-	15 min	
		<ul style="list-style-type: none"> • Introduction to assistive devices <ul style="list-style-type: none"> ➤ Wheel chair ➤ crutches ➤ walker 	1/2 hr	1/2 hr	1 hr	
		<ul style="list-style-type: none"> • Technique of use of assistive devices 	-	1 hr	1 hr	
		<ul style="list-style-type: none"> • Care/meet physiological and safety needs of disabled people 	1/2 hr	1/2 hr	1 hr	
			1 hrs 15 min	2 hrs	3 hrs 15 min	

4	Elderly Care	<ul style="list-style-type: none"> introduction of elderly or aging 	1/2 hr	-	1/2 hr
		<ul style="list-style-type: none"> Importance of care of elderly people 	1 hr	-	1 hr
		<ul style="list-style-type: none"> Problem of associated by aging and its management 	1 hr	1/2 hr	1 1/2 hrs
			2 1/2 hrs	1/2 hr	3 hrs
5	Child Care	<ul style="list-style-type: none"> Definition of child care Importance of child care 	1/2 hr	-	1/2 hr
		<ul style="list-style-type: none"> Common childhood diseases/illness and it's management 	1/2 hr	1/2 hr	1 hrs
		<ul style="list-style-type: none"> Pneumonia 	1/2 hr	1 hr	1 1/2 hrs
		<ul style="list-style-type: none"> Diarrhea (Dehydration management) 	1/2 hr	1 hr	1 1/2 hrs
		<ul style="list-style-type: none"> Malnutrition 	1/2 hr	2 hrs	2 and 1/2 hrs
		<ul style="list-style-type: none"> Baby bath(full baby bath and sponge bath) 	1/2 hr	2 hrs	2 and 1/2 hrs
		<ul style="list-style-type: none"> Definition Purposes Techniques of performing baby bath 	45 min	1/2 hr	1 hr 15 mins
		<ul style="list-style-type: none"> Prevention and management of accidental hazard of child 	45 min	1/2 hr	1 hr 15 mins
		<ul style="list-style-type: none"> fall, drowning, cut injury or others) 	1/2 hr	-	1/2 hr
		<ul style="list-style-type: none"> Introduction on child right 	1/2 hr	-	1/2 hr
			3 hrs 45 mins	5 hrs	8 hrs 45 mins
6	Nutrition	<ul style="list-style-type: none"> Meaning of nutrition 	1/2 hr	1/2hrs	1hr

		<ul style="list-style-type: none"> • Types of nutrient 				
		<ul style="list-style-type: none"> • Types of diet <ol style="list-style-type: none"> 1. Balanced diet(normal diet) <ul style="list-style-type: none"> ➤ Definition ➤ Importance of balance diet ➤ Proportion/Daily Requirement of balance diet 2. Liquid diet <ul style="list-style-type: none"> ➤ Definition ➤ Types ➤ Importance • Make tea or coffee 3. Soft diet <ul style="list-style-type: none"> ➤ Definition and its importance • Prepare: <ul style="list-style-type: none"> ➤ Jaulo ➤ Khichadi ➤ Mashed Potato ➤ Make Sarbottam Pitho ➤ Soups • Serving food to client • feeding to helpless client • N/G feeding • Diet according to patients' condition (low salt diet, diabetic diet, renal diet Hypertensive diet) • Ways to maintain food hygiene and it's quality 	1/2 hr	1/2 hr	1 hr	
			1/2 hr	-	1/2 hr	
			-	1 hr	1 hr	
			1/2 hr	-	1/2 hr	
			1 hrs	3 hrs	4 hrs	
			1hr	2 hrs	3 hrs	
			1 hr	1 hr	2 hrs	
			1/2 hr	1/2 hr	1 hr	
			5 1/2 hrs	8 1/2 hrs	14 hrs	
7	Comfort Measures	<ul style="list-style-type: none"> • Meaning of comfort • Positioning <ul style="list-style-type: none"> ➤ Definition of positioning 	1/2 hr	-	1/2 hr	

		<ul style="list-style-type: none"> ➤ purpose ➤ different types of positioning 				
		<p>1. Supine/Dorsal position</p> <ul style="list-style-type: none"> ➤ Introduction ➤ Purpose and techniques 	1/2 hr	1/2 hr	1 hrs	
		<p>2. Prone position</p> <ul style="list-style-type: none"> ➤ Definition ➤ Purpose and techniques 	1/2 hr	1/2 hr	1 hrs	
		<p>3. Lateral position</p> <ul style="list-style-type: none"> ➤ Introduction ➤ Purpose ➤ techniques 	1/2 hr	1/2 hr	1 hrs	
		<ul style="list-style-type: none"> • Method to promote rest and sleep <ul style="list-style-type: none"> ➤ maintain calm and noise free environment ➤ proper lightening ➤ proper positioning ➤ maintaining room temperature ➤ Proper Ventilation 	1/2 hr	1/2 hr	1 hr	
		<ul style="list-style-type: none"> • Principles of body mechanics of caregiver 	1/2 hr	1 hr	1 1/2 hrs	
			3 hrs	3 hrs	6 hrs	
8	Vital Signs	<ul style="list-style-type: none"> • Meaning of vital sign <p>1. Temperature</p> <ul style="list-style-type: none"> ➤ Definition, ➤ Sites for taking temperature ➤ Procedure 	1/2 hr	1 hr	1 1/2 hrs	
		<ul style="list-style-type: none"> • Fever <ul style="list-style-type: none"> ➤ Introduction and ➤ Management of fever ➤ Cold Sponging Techniques 	1/2 hr	1 hr	1 1/2 hrs	

		<p>2. Pulse</p> <ul style="list-style-type: none"> ➤ Definition ➤ Purpose ➤ Sites of taking pulse ➤ Procedure/ methods of taking pulse 	1/2 hr	1 hr	1 1/2 hrs	
		<p>3. Respiration</p> <ul style="list-style-type: none"> ➤ Definition ➤ purpose ➤ factor affecting respiration ➤ method of taking respiration 	1/2 hr	1 hr	1 1/2 hrs	
		<p>4. Blood pressure</p> <ul style="list-style-type: none"> ➤ Definition ➤ Purpose of taking blood pressure ➤ Factor affecting blood pressure ➤ Sites of measuring blood pressure ➤ Technique of taking blood pressure. 	1 hr	3 hrs	4 hrs	
			3 hrs	7 hrs	10 hrs	
8	First Aid	<ul style="list-style-type: none"> • Definition of first aid • First aid treatment and management on: <ol style="list-style-type: none"> 1. Burn <ul style="list-style-type: none"> ➤ Definition ➤ Types ➤ First aid measures 2. Wound <ul style="list-style-type: none"> ➤ Definition ➤ First aid measures including simple dressing 3. Bite <ul style="list-style-type: none"> ➤ Definition ➤ First aid treatment and management 4. Chocking <ul style="list-style-type: none"> ➤ Definition 	50min	40 min	1 1/2 hrs	
			1/2 hr	1 hr	1 1/2 hrs	
			1 hr	1 /2hr	1 1/2 hrs	
			1/2 hr	1 hr	1 1/2 hrs	

		<ul style="list-style-type: none"> ➤ sign and symptoms ➤ management 				
		5. Fracture <ul style="list-style-type: none"> ➤ Definition ➤ Sign and symptoms ➤ First aid management 	1/2 hr	1 hr	1 1/2 hrs	
		6. Bandaging <ul style="list-style-type: none"> ➤ Introduction ➤ Types of bandage ➤ Technique of bandaging 	1/2 hr	1 hr	1 1/2 hrs	
			3hrs 50 mins	5hrs and 10 min	9 hrs	
10	Stress Management	<ul style="list-style-type: none"> • Definition of stress • Causes of stress • Ways of reducing stress <ul style="list-style-type: none"> ➤ Relaxation methods ➤ Deep breathing ➤ Yoga ➤ Meditation ➤ Recreation 	1/2 hr	-	1/2 hr	
			1 and 1/2 hr	3 hrs	4 and 1/2 hrs	
			2hrs	3 hrs	5 hrs	
11	Safety measure	<ul style="list-style-type: none"> • Introduction of safety • Importance of safety measures to prevent from accidents • Ways to apply safety measure in home or hospital situation • moving or turning to client <ul style="list-style-type: none"> ➤ log rolling <ul style="list-style-type: none"> ○ introduction ○ purpose ○ technique 	1/2 hr	-	1/2 hr	
			1/2 hr	1/2 hr	1 hr	
			1/2 hr	1hr	1 and 1/2 hr	
			1 hr 30 mins	1 hr 30 mins	3 hrs	

12	Infection prevention	<ul style="list-style-type: none"> • Introduction of infection • Infection prevention technique <ol style="list-style-type: none"> 1. Hand washing <ul style="list-style-type: none"> ○ Introduction ○ Purpose ○ Methods of hand washing 2. Universal precautions <ul style="list-style-type: none"> ○ Introduction ○ Purpose ○ Equipments used in universal precautions <ul style="list-style-type: none"> ○ Gown ○ Gloves ○ Mask ○ Cap ○ Boot ○ Condition to take universal precaution 	15 min		15 min	
			½ hr	45 min	1 hr 15 min	
			½ hr	1 hr	1 hr 30 min	
			1 hr 15 mins	1 hr 45 mins	3 hrs	
13	Waste management	<ul style="list-style-type: none"> • Waste <ul style="list-style-type: none"> ➤ definition ➤ source of waste ➤ methods of waste disposal 	1 hr	30 min	1 hr 30 mins	
			1 hr	30 mins	1 hr 30 mins	

Course Structure (Housekeeping)

S.N	Sector	Contents	Training Period			Remarks
			Theory (time)	Practical (time)	Total (time)	
1	Housekeeping	<ul style="list-style-type: none"> • Introduction • Terminologies • Importance of Housekeeping 	3 hrs	2 hrs	5 hrs	
2	Cleaning	<ul style="list-style-type: none"> • Need and Importance <ul style="list-style-type: none"> ➤ Equipment used ➤ Methods and types • Understand the use and purpose <ul style="list-style-type: none"> ➤ Safety accident and fire ➤ Safety, awareness and first aid 	6 hrs	4 hrs	10 hrs	
3	Cleaning types	<ul style="list-style-type: none"> • Types of cleaning • Cleaning equipments • Cleaning agent 	3 hrs	3 hrs	6 hrs	
4	Guest Room	<ul style="list-style-type: none"> • Content and supplies for a guest room • Types of Bed • Bed making 	3 hrs	2 hrs	5 hrs	
5	Linen & Fabric	<ul style="list-style-type: none"> • Basic Linen & upholstery 	1 hrs	1 hrs	2 hrs	
6	Maintain tools & equipments	<ul style="list-style-type: none"> • Demonstration or practical room • Various tools and equipment • Check maintain tools & equipment <ul style="list-style-type: none"> • Purposes • Process and Procedure • Precautions • Keeping records 	-	2 hrs	2 hrs	

7	Make occupied bed	<ul style="list-style-type: none"> • Concept of Occupied Bed • Preparation techniques 	-	8 hrs	8 hrs	
8	Clean dishes/utensils	<ul style="list-style-type: none"> • Concept and importance of hygiene • Procedure of Cleaning 	-	2 hrs	2 hrs	
9	Repair/Mend clothes	<ul style="list-style-type: none"> • Principles, functions and use of sewing machine • Needle Work 	-	2 hrs	2 hrs	
10	Carry out Care of belongings	<ul style="list-style-type: none"> • Principles of caring belongings • Uses of different types of belongings 	-	2 hrs	2 hrs	
11	Keep the workplace clean and tidy	<ul style="list-style-type: none"> • Procedures • Safety precautions 	-	2 hrs	2 hrs	
12	Change decoration of the environment	<ul style="list-style-type: none"> • External and internal decorations • Selection skill • Market and shopping skill 	-	4 hrs	4 hrs	
13	Dispose Wastages	<ul style="list-style-type: none"> • Definitions • Methods • Precautions 	-	2 hrs	2 hrs	
14	Keep sharp instruments/medicines/chemicals out of reach of children	<ul style="list-style-type: none"> • Definition • Distinguishing • Methods • Safety and precaution 	-	2 hrs	2 hrs	
		Total	16 hrs	38 hrs	54 hrs	

Task Structure (Nursing)

S.N	Sector	Contents	Key Points			Training Method	A/V Aids (Equipments)	Remarks
			Knowledge	Skill	Outcomes			
1	Communication Skills	<ul style="list-style-type: none"> • Definition • Types of communication • Verbal and non-verbal • One way communication • Two way communication • Listening & interviewing • Human empathy • Elements of communication • Different barriers of communication • Keys to effective communication 	<ul style="list-style-type: none"> • Define communication and list its types • identify non verbal and verbal response of communication • recognize the barriers of communications • develop the communication skills by solving barriers of communication 	<ul style="list-style-type: none"> • able to Speak gently, politely, with client and family by respecting their norms and values • able to communicate effectively 	Caregiver will be able to communicate confidently and effectively with clients	Pre test Group discussion, Role play, Demonstration	Metacard, powerpoint, newsprint, whiteboard, posters, newspaper, radio.OHP LCD	
2	Care & Personal Hygiene	<ul style="list-style-type: none"> • Meaning of care • Definition of personal hygiene Importance of personal hygiene 	<ul style="list-style-type: none"> • describe the meaning of care and identify the importance of personal hygiene 	<ul style="list-style-type: none"> • able to develop skills to maintain personal hygiene 	Able to maintain good personal hygiene of self and client	Pre test, Question and answer	Metacard Posters Stripecase chart,OHP< LCD	
		<ul style="list-style-type: none"> • Oral care • Definition 	<ul style="list-style-type: none"> • illustrate the importance of 	<ul style="list-style-type: none"> • properly brushing 	maintain oral hygiene	Demonstration	Toothbrush, toothpaste,	

		<ul style="list-style-type: none"> • purpose • technique of performing oral care 	maintaining oral hygiene	teeth, rinse mouth, clean tongue, care of lips	including brushing teeth, wash face and able to maintain to groom well		lip balm, tongue cleaner	
		<ul style="list-style-type: none"> • Bed bath and back care 	<ul style="list-style-type: none"> • describe the importance of the skin care and its steps 	<ul style="list-style-type: none"> • clean face, body, skin, surface 	perform bed bath and sponge bath according to clients condition and also demonstrate back care to prevent bed sore and also for refreshment.	Demonstration	towel, sponge, cloth, soap, water, bowl, bucket	
		<ul style="list-style-type: none"> • Nail care 	<ul style="list-style-type: none"> • Tell the importance of nail care and its procedure 	<ul style="list-style-type: none"> • Able to cut the nails short and file the nails and develop ability on nail care 	nails are kept short, clean and tidy by applying proper technique of nail cutting of hand and leg	Demonstration	Nail cutter, sponge, cloth, cotton, swab, bowl, water, soap	
		<ul style="list-style-type: none"> • Hair care 	<ul style="list-style-type: none"> • Explain the importance and method of hair care 	<ul style="list-style-type: none"> • Able to wash hair, dry the hair, oil massage and combing 	Demonstrate the hair washing, combing tangled hair and	Demonstration	Shampoo, oil, comb, soap, cotton swabs, water, mackintosh, bucket, towel	

					pediculosis treatment as per need of the client. hair hygiene is maintained			
		<ul style="list-style-type: none"> • Eye, ear, nose care 	<ul style="list-style-type: none"> • Explain the importance and method of eye, ear and nose care 	<ul style="list-style-type: none"> • able to clean eyes, remove discharges of eye, ear and nose gently 	able to maintain the hygiene of eye, ear and nose with confidently and maintain well grooming	Demonstration	cotton swab, water, soap, sponge cloth	
		<ul style="list-style-type: none"> • Changing clothes (including diaper) 	<ul style="list-style-type: none"> • describe the meaning purposes and ways of changing clothes of client 	<ul style="list-style-type: none"> • able to remove dirty clothes and wear clean clothes to clients 	Make the appearance of client neat, clean and tidy, advice to remove dirty clothes as necessity.	Demonstration	clean clothes, diaper, wiper, lotion	
		<ul style="list-style-type: none"> • Cleaning and washing clothes 	<ul style="list-style-type: none"> • identify the steps and importance of cleaning clothes 	<ul style="list-style-type: none"> • to able wash clothes with soap and water, dry them, iron them and keep in proper place 	make the dirty clothes clean by washing, keep iron and make them tidy.	Demonstration	soap, detergent, washing machine, water, drying machine, hangers, iron	
3	Disabled Care	<ul style="list-style-type: none"> • Definition of disability • Define rehabilitation 	<ul style="list-style-type: none"> • define disability 	<ul style="list-style-type: none"> • identify the disability 	build capacity to	group discussion	metacard, posters, OhP,	

				according to the clients problem	identify the disabled people		LCD,VIDEOS	
		<ul style="list-style-type: none"> • Introduction to assistive devices • Wheel chair, crutches, walker 	<ul style="list-style-type: none"> • list the assistive devices 	<ul style="list-style-type: none"> • able to identify the different types of assistive devices 	identify and perform the assistive devices and its techniques.	question answer, demonstration	wheel chair, crutches, walker	
		<ul style="list-style-type: none"> • Use of assistive devices 	<ul style="list-style-type: none"> • describe the the techniques of using assistive devices 	<ul style="list-style-type: none"> • able to build capacity to implement the assistive devices with confidently 	efficiently use and demonstrate the use of assistive devices	Demonstration	wheel chair, crutches, walker,VIDEOS	
		<ul style="list-style-type: none"> • Meet physiological and safety needs of disabled people 	<ul style="list-style-type: none"> • describe the physiological and safety needs of disabled people 	<ul style="list-style-type: none"> • efficiently care the disabled people 	able to care disable people confidently and also prevent them from any accidents or hazards	poster, powerpoint	posters, newsprint	
4	Elderly Care	<ul style="list-style-type: none"> • Definition of elderly and its importance 	<ul style="list-style-type: none"> • explain the meaning of aging • explain the care of elderly people 	<ul style="list-style-type: none"> • identify the signs of aging and elderly people 	perform the care of elderly people with confident and provide them to feel secure	group discussion	metacard	
		<ul style="list-style-type: none"> • Problem of associated & its aging and its management 	<ul style="list-style-type: none"> • identify the problems with aging 	<ul style="list-style-type: none"> • identify and able to manage the problems of 	effectively manage and refer to hospital (if	question answers, lecture	posters, chartsgeratic home visit,	

				aging	necessary)			
		<ul style="list-style-type: none"> • Meet physiological, safety and comfort measures of elderly client 	<ul style="list-style-type: none"> • able to define needs of elderly client 	<ul style="list-style-type: none"> • identify the needs of elderly client 	meet the needs of elderly client	lecture, group discussion	whiteboard	
		<ul style="list-style-type: none"> • Recreational activities and outing 	<ul style="list-style-type: none"> • define the recreational activities and outing 	<ul style="list-style-type: none"> • select the appropriate recreational activities 	able to select and perform the recreational activities suitable to the client	group work, role play	play materials, songs	
5	Child Care	<ul style="list-style-type: none"> • Definition of child care and its importance including developmental milestones 	<ul style="list-style-type: none"> • describe the meaning of child care and its importance 	<ul style="list-style-type: none"> • able to define the importance of child care 	perform child care activities confidently. Able to Identify developmental milestones.	question answers, group discussion	Metacard, posters	
		<ul style="list-style-type: none"> • Common childhood diseases and it's management • Pneumonia • Diarrhoea (Dehydration management) • Malnutrition and its management 	<ul style="list-style-type: none"> • list the childhood illness and describe its treatment process 	<ul style="list-style-type: none"> • able to manage dehydration and early identification of malnutrition 	perform home base childhood illness and timely refer at hospital (if necessary)	lecture, demonstration	posters, chart, whiteboard, jeevanjal, water bottle	
		<ul style="list-style-type: none"> • Baby bath(full and sponge) • It's purposes and 	<ul style="list-style-type: none"> • define the baby bath 	<ul style="list-style-type: none"> • able to perform baby bath 	provide child care effectively	demonstration	bath tub, water, shampoo, oil,	

		techniques of performing baby bath					towel, baby doll, cotton swabs	
6	Nutrition	<ul style="list-style-type: none"> • meaning of nutrition, types of nutrient and types of diet • Definition of balanced diet and its importance 	<ul style="list-style-type: none"> • define nutrition. introduce balanced diet and its importance 	<ul style="list-style-type: none"> • identify different nutrient food 	make balanced diet by collecting different types of nutrient availability of food	group discussion	metacard, posters, OHP, LCD, videos	
		<ul style="list-style-type: none"> • Types of Nutrients 	<ul style="list-style-type: none"> • list the nutrient components 	<ul style="list-style-type: none"> • identify different nutrients 	able to select foods according to the nutrients available	brainstorming	white board, different foods	
		<ul style="list-style-type: none"> • How to maintain food hygiene and its quality 	<ul style="list-style-type: none"> • describe food hygiene and quality 	<ul style="list-style-type: none"> • follow the measures to maintain food hygiene and quality 	maintain food hygiene and its quality serving food in attractive manner.	lecture, demonstration	foods, soap, water, dishes, utensils	
		<ul style="list-style-type: none"> • Liquid diet • Definition • Types • Importance 	<ul style="list-style-type: none"> • mention liquid diet, its types and importance 	<ul style="list-style-type: none"> • prepare ingredients for liquid diet 	make liquid diet	demonstration	utensils, gas, water, milk, soup	
		<ul style="list-style-type: none"> • Soft diet 	<ul style="list-style-type: none"> • define soft diet 	<ul style="list-style-type: none"> • prepare ingredients for soft diet 	make soft diet	demonstration		
		<ul style="list-style-type: none"> • Make Jaulo, Khichadi and Mashed Potato 	<ul style="list-style-type: none"> • describe jaulo, khichadi, mashed potato 	<ul style="list-style-type: none"> • prepare ingredients 	make jaulo, khichadi, mashed potato	demonstration	rice, daal, potato, water, etc.	
		<ul style="list-style-type: none"> • Make Sarbottam Pitho 	<ul style="list-style-type: none"> • enlist the 	<ul style="list-style-type: none"> • prepare 	make sarbo	demonstration	maize,	

			importance of sarbottam pitho	ingredients for sarbottam pitho	pitho and feed according to clients need	tion	soyabean, gram, milk	
		<ul style="list-style-type: none"> • Diet according to patients' condition (low salt diet, diabetic diet, renal diet, hypertensive diet) 	<ul style="list-style-type: none"> • list the different types of therapeutic diet 	<ul style="list-style-type: none"> • able to identify and show different types of therapeutic diet 	able to select and demonstrate appropriate diet according to clients need or clients health status.	lecture, demonstration	Make or collect different foods like	
7	Comfort Measures	<ul style="list-style-type: none"> • Definition of positioning • Supine • Prone • Lateral 	<ul style="list-style-type: none"> • elaborate the meaning of comfort measure and positioning 	<ul style="list-style-type: none"> • able to identify different types positions 	able to demonstrate to change position as required and maintain comfort measure to client	demonstration	bed, pillow	
		<ul style="list-style-type: none"> • How to promote rest and sleep • maintain calm and noise free environment • proper lightening • room temperature 	<ul style="list-style-type: none"> • explain the need of proper rest and sleep 	<ul style="list-style-type: none"> • able to maintain good environment for rest and sleep 	good environment and positions are maintained for rest and sleep of client	lecture, demonstration (role play)	bed, pillow, cotton, blanket	
		<ul style="list-style-type: none"> • Principles of body mechanics of caregiver 	<ul style="list-style-type: none"> • describe the concept of body mechanics 	<ul style="list-style-type: none"> • able to identify different body mechanics 	maintain and use different body mechanics while	lecture, demonstration	Self practice	

				and its importance	providing care to the clients			
8	Vital Signs	<ul style="list-style-type: none"> describe vital signs Temperature Pulse Respirations Blood pressure 	<ul style="list-style-type: none"> explain the meaning of vital signs 	<ul style="list-style-type: none"> able to select different sites for taking vital signs 	competently perform the techniques of taking vital signs	lecture, discussion, demonstration	thermometer, watch, pen, notebook, tray, BP instruments, spirit, cotton swab, bowl, paper bag	
		<ul style="list-style-type: none"> Management of fever 	<ul style="list-style-type: none"> define the fever and its management 	<ul style="list-style-type: none"> able to perform steps for the management of fever 	effectively manage fever and provide cold sponge if needed and maintain ventilation then refer hospital (if temperature is uncontrolled)	role play, demonstration	sponge cloth, water, bowl, antipyretic medicine	
9	First Aid	<ul style="list-style-type: none"> Definition of first aid Principles of first aid Burn Wound Bite Fracture 	<ul style="list-style-type: none"> define the concepts of first aid and explain its importance 	<ul style="list-style-type: none"> able to provide information about different accidents and follow the steps to provide first aid accordingly 	able to provide first aid treatment management according to need	discussion, demonstration	first aid kit (dettol, bandage, medicine, adhesive tape, cream, ointment, scissor etc.), splint	
		<ul style="list-style-type: none"> Define simple dressing 	<ul style="list-style-type: none"> describe the 	<ul style="list-style-type: none"> able to show 	able to	demonstra	bandage (T	

		,Bandaging and it's types	meaning of bandaging and dressing and it's types	different methods and types of bandaging and simple dressing	dressing, bandaging according to the need and site of fracture or wound	tion	bandage, elastic bandage, cotton bandage, etc.)	
10	Stress Management	<ul style="list-style-type: none"> • Definition and ways of managing stress • Relaxation • Music Therapy • Imagination • Deep breathing • Meditation 	<ul style="list-style-type: none"> • able to define stress and ways to reduce stress in effective manner 	<ul style="list-style-type: none"> • develop stress reducing skills 	able to manage or cope r the stress of self and client	lecture, demonstration	music, mattress	
11	Safety Measure	<ul style="list-style-type: none"> • Introduction of safety • Importance of safety measure to prevent from accidents • ways to apply safety measures in home or hospital situation • moving or turning client • log rolling • introduction • purpose • technique 	<ul style="list-style-type: none"> • Explain the safety measures and identify the ways to apply proper safety measures to from accidents • Ensure the client moving or turning methods 	<ul style="list-style-type: none"> • Apply safety measures while handling the client or during care provide situation • Aware about effects of use improper technique on turning to the client 	develop skill to handle the client confidently. Able to use proper side rails ,dry the floor to prevent from accidental hazards log rolling method properly apply through h the help of other friends or family members.	Lecture and discussion Demonstration	OHP, LCD, Side rails bed, chart posters, bed shelf, floor drier	

12	Infection prevention	<ul style="list-style-type: none"> • Introduction of infection • Infection prevention technique • Hand washing • Introduction • Purpose/methods of hand washing • Universal precaution • Introduction • Purpose • Equipments • Used in universal precaution • Gown • Gloves • Mask • Boot • cap • Condition to apply universal technique 	<ul style="list-style-type: none"> • Define infection prevention • Describe hand washing technique • Explain importance of universal technique 	<ul style="list-style-type: none"> • ableI to identify the stage of infection • develop skill on hand washing techniques • able to perform universal pre caution 	Control infection through proper use of hand washing technique and properly by applying universal technique of gowning, gloving, mask for self and client	Lecture and small group discussion Demonstration	Metacard, LCD, OHO, chart, posters, bucket, bowl, soap, towel, jug, newsprint, posters gloves , gown , mask, boot, cap
13	Waste management	<ul style="list-style-type: none"> • define waste • source of waste • methods of waste disposal 	<ul style="list-style-type: none"> • Explain the meaning of waste, lists its source • Describe the method of waste disposal 	<ul style="list-style-type: none"> • Develop skill on proper waste management technique and maintain surrounding environment clean 	Collect waste and separate them according to their nature like degradable or non degradable waste and others	Lecture and small group discussion demonstration	Waste materials like paper, different types of bucket, posters chart, news print.

Task Structure (Housekeeping)

S.N	Sector	Contents	Key Points			Training Method	Equipments	Remarks
			Knowledge	Skill	Outcomes			
1	Housekeeping	<ul style="list-style-type: none"> • Introduction • Terminologies • Importance of Housekeeping 	<ul style="list-style-type: none"> • knowledge of housekeeping and terminologies used in housekeeping 	<ul style="list-style-type: none"> • able to define housekeeping and its importance 	<ul style="list-style-type: none"> • gain the basic insights of housekeeping and the major tasks undertaken 	Instructions, Demonstrations, Audio Visual	Whiteboard, Flipcards, chart paper, projector	
2	Cleaning	<ul style="list-style-type: none"> • Need and Importance <ul style="list-style-type: none"> ➤ Equipment used ➤ Methods and types • Understand the use and purpose <ul style="list-style-type: none"> ➤ Safety accident and fire ➤ Safety, awareness and first aid 	<ul style="list-style-type: none"> • importance of cleaning in housekeeping department • techniques, tools and principles of cleaning 	<ul style="list-style-type: none"> • identify different cleaning techniques and tools required for cleaning different area and precautions to avoid risk while cleaning 	<ul style="list-style-type: none"> • clean different surface using different cleaning agents and equipments • ensure efficient workflow for cleaning the surface 	Demonstrations, instructions	Whiteboard, pictures related to safety and security	

3	Cleaning types	<ul style="list-style-type: none"> Types of cleaning Cleaning equipments Cleaning agent 	<ul style="list-style-type: none"> identify different cleaning equipments and tools identify different cleaning agents 	<ul style="list-style-type: none"> use different equipments, tools and cleaning agents for different surface 	<ul style="list-style-type: none"> ensure productivity and efficiency by using standard cleaning agents and equipments 	Demonstrations, instructions, practical	Different cleaning agents, tools, equipments, furniture required to clean and remove stains	
4	Guest Room	<ul style="list-style-type: none"> Content and supplies for a guest room Types of Bed Bed making 	<ul style="list-style-type: none"> identify different supplies used in guest room identify different fabric used in room 	<ul style="list-style-type: none"> clean and maintain bed replenish different supplies as per the standard of the room 	<ul style="list-style-type: none"> clean and maintain the guest room as per the standard operating procedures (SOP) 	Demonstration, instruction	Bed sheet, guest room supplies and amenities	
5	Linen & Fabric	<ul style="list-style-type: none"> Basic Linen & upholstery 	<ul style="list-style-type: none"> identify and understand the different linen and fabric used 	<ul style="list-style-type: none"> maintain different fabric using proper cleaning techniques 	<ul style="list-style-type: none"> maintain different linen and ensure productivity 	Demonstration, instruction	Different linen and upholstery	

6	Maintain tools & equipments	<ul style="list-style-type: none"> • Demonstration or practical room • Various tools and equipment • Check maintain tools & equipment <ul style="list-style-type: none"> • Purposes • Process and Procedure • Precautions • Keeping records 	<ul style="list-style-type: none"> • develop standard operating procedure for daily, routine, schedule, special cleaning • plan the schedule and work activities • clean efficiently and effectively by using different tools, equipments and cleaning agents • maintain quality and prolonging life of equipments and tools used 	<ul style="list-style-type: none"> • maintain equipments and tools • storing and using different equipment and tools • safety measures while using and maintaining equipments and tools 	<ul style="list-style-type: none"> • maintain and use different equipments and tools efficiently and effectively • spotting of different equipment and tools 	Demonstration, instruction, audio visual, practical	Equipment and tools, tool box, safety instructions and guide book, projector	
7	Make occupied bed	<ul style="list-style-type: none"> • Concept of Occupied Bed • Preparation techniques 	<ul style="list-style-type: none"> • cleaning the occupied bed with proper preparation techniques 	<ul style="list-style-type: none"> • clean occupied bed without hampering client articles 	<ul style="list-style-type: none"> • maintain bed by following all sequence 	Demonstration, instruction	bed, bed sheet, supplies	

8	Clean dishes/utensils	<ul style="list-style-type: none"> • Concept and importance of hygiene • Procedure of Cleaning 	<ul style="list-style-type: none"> • clean dishes and utensils • take special care while handling the sharp and heavy dishes 	<ul style="list-style-type: none"> • remove soiled particles and sterilized safely 	<ul style="list-style-type: none"> • get concept and importance of hygiene • follow procedures of cleaning 	Demonstrations, instructions	utensils, cleaning agents	
9	Repair/Mend clothes	<ul style="list-style-type: none"> • Principles, functions and use of sewing machine • Needle Work 	<ul style="list-style-type: none"> • principle functions and use of sewing machine • needle work 	<ul style="list-style-type: none"> • repair/mend clothes 	<ul style="list-style-type: none"> • reuse clothes and follow standard sequence 	Demonstration, instructions	sewing machine, needle, thread etc.	
10	Carry out Care of belongings	<ul style="list-style-type: none"> • Principles of caring belongings • Uses of different types of belongings 	<ul style="list-style-type: none"> • understand different guest belongings and their care and maintenance 	<ul style="list-style-type: none"> • carry out care of belongings • placement and hygiene of belongings 	<ul style="list-style-type: none"> • could make hygienic, placement of belongings and prolonged the use of belongings 	Demonstration, instructions	examples of guest belongings like footwear, clothes, articles, laptops, phones etc.	

11	Keep the workplace clean and tidy	<ul style="list-style-type: none"> • Procedures • Safety precautions 	<ul style="list-style-type: none"> • introduction, procedure, safety precautions and measures • implement environment protection policy while keeping workplace clean 	<ul style="list-style-type: none"> • keep workplace clean and tidy 	<ul style="list-style-type: none"> • ensure clean and safe work area by following the standard operating procedure 	Demonstration, instructions	workplace, necessary tools, equipments and materials(cleaning agent, vacuum cleaner, disinfectant, mop, ladder, webber, broom, wiper)	
12	Change decoration of the environment	<ul style="list-style-type: none"> • External and internal decorations • Selection skill • Market and shopping skill 	<ul style="list-style-type: none"> • change decoration of the environment • improve aesthetic appeal of the environment 	<ul style="list-style-type: none"> • room decoration, flower arrangement, furniture placement, guest belonging handling etc. 	<ul style="list-style-type: none"> • avoid monotony, ensure attraction 	Demonstration, instructions	filter, chlorine tablets, pot, jug, cutter, knife, sponge, tapes, vase etc.	
13	Dispose Wastages	<ul style="list-style-type: none"> • Definitions • Methods • Precautions 	<ul style="list-style-type: none"> • knowledge of disposal site, wastage and materials 	<ul style="list-style-type: none"> • dispose wastage safely and hygienically 	<ul style="list-style-type: none"> • proper disposal of wastage at proper place 	Demonstration, instructions	Dustbin, broom, sanitizer, bags, gloves etc.	

14	Keep sharp instruments/medicines/chemicals out of reach of children	<ul style="list-style-type: none"> • Definition • Distinguishing • Methods • Safety and precaution 	<ul style="list-style-type: none"> • identification and keeping placement sharp instruments, medicines and chemicals 	<ul style="list-style-type: none"> • identify hazard and risk associated and proper placement 	<ul style="list-style-type: none"> • avoid risk and ensure proper work practices 	Demonstration, instructions	gloves, container, insecticides, pesticides, needle, blade etc.	
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