

# Certificate in Health Care Assistant

## SYLLABUS SCHEME OF EXAMINATION

Subject Code	Title Of The Course	Hours	Passing Minimum
<b>SEMESTER I</b>			
Subject 1	Anatomy and Physiology	3 Hours	40/100
Subject 2	Fundamental of Health	3 Hours	40/100
Subject 3	Environment and Health	3 Hours	40/100
Subject 4	Communicative English	3 Hours	40/100
Subject 5	Practical I – Basic Procedures	3 Hours	40/100
<b>SEMESTER II</b>			
Subject 1	Nutrition	3 Hours	40/100
Subject 2	First Aid	3 Hours	40/100
Subject 3	Life Skill	3 Hours	40/100
Subject 4	Practical II – Advanced Procedures	3 Hours	40/100
Subject 5	Project/Internship – Patient Care	3 Hours	40/100

**Eligibility for admission:** Pass In 12<sup>th</sup> Std., Examination Conducted by the Govt. of Tamil Nadu Board of Secondary Education, Government of Tamilnadu (or) Any Other Equivalent Examination

**Examination:** Passing minimum for each Course is 40%.classification will be done on the basis percentage marks of the total marks obtained in all of the Courses and given as below:

- 40% but less than 50% - Third Class
- 50%but less than 60% - Second Class
- 60% and above - First Class

Theory Paper

Internal Marks-25

External Marks-75

## **SYLLABUS**

### **SEMESTER I**

Course I	:	Anatomy and Physiology
Course II	:	Fundamental of Health
Course III	:	Environment and Health
Course IV	:	Communicative English
Course V	:	Practical I- Basic Procedures

### **SEMESTER II**

Course VI	:	Nutrition
Course VII	:	First Aid
Course VII	:	Life Skill
Course IX	:	Practical II- Advanced Procedures
Course X	:	Project/Internship - Patient Care

### **Program Objectives**

- Communicate effectively using interpersonal skills.
- Safely perform and prioritize appropriate human care skills.
- Employ appropriate thinking to safely and effectively provide human care.

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**Semester I  
Course I**

**Anatomy and Physiology**

**Objectives:**

- The student know about the basics of anatomy
- To understand the function of various structure of the human body

**Unit I**

**18 Hrs**

The Body as a whole - Cavities of the body and their Contents – Cells and tissues – Organs and systems – The skin and appendages – Structure and function of skeleton - The skull – The Vertebral column – The Thorax – Bones of the upper limbs – Bones of the lower limbs.  
Joints and Muscles – Types of Joints – The muscular system.

**UNIT II**

**18 Hrs**

Nervous system- The brain – cerebrum – cerebellum – mid brain – brain stem – pons and Medulla.  
The spinal cord and spinal nerves - The meninges and cerebrospinal fluid.  
The eye – The ear – The sense of smell and taste

**UNIT III**

**18 Hrs**

Circulatory system -The blood – Blood clotting – Blood grouping – Cross matching - The heart and blood vessels.  
Respiratory System-The nose pharynx – larynx – The Trachea – Bronchi – Lungs.

**Unit IV**

**18 Hrs**

Digestive System – structure and functions-The mouth – pharynx – Oesophagus – The stomach – small intestine- large intestine -rectum-anus- liver-salivary glands-gall bladder-pancreas

**Unit V**

**18 Hrs**

The Endocrine glands – Thyroid – Parathyroid – Pituitary – Adrenal gland.  
Male and female reproductive system,- The Excretory system -Kidneys- ureters-urinary bladder-urethra- Urine and micturation - water and salt balance

**COURSE II**  
**Fundamentals of Health**

**Objectives**

- The student know about assessment of patient, care of patient ,basic needs and maintaining health.
- To improve skill to taking care of patient

**Unit I**

**18 Hrs**

Vital signs-temperature-pulse-respiration – Blood pressure – weight checking – height checking – history taking –methods of physical examination-types of positions-preparation for diagnostic procedures

**Unit II**

**18 Hrs**

Drugs-uses-sources-classification of drugs-routes of administration-oral medication – injection – infusion – hot and cold application –dressing of a wound– Types of record – types of Reports.

**Unit III**

**18 Hrs**

Hand washing technique – use of gloves – use of masks in medical asepsis – mask – gloves – gowns for surgical use – surgical hand scrub – handling the sterile articles-admission of patient – discharge of patient-death care.

**Unit IV**

**18 Hrs**

Care of the skin – Care of the hair –pediculosis treatment Care of the mouth – Care of pressure sore – meeting eliminational needs –urine test-collection of specimen- bed making – Use of comfort device.

**Unit V**

**18 Hrs**

Enema – bowel wash – oxygen administration – ryles tube feeding – Catheterization-nebulizer-assisting for vaginal –rectal examination-lumbar puncture-pre and post operative care.

### **COURSE III**

#### **Environment and Health**

##### **Objectives**

- The Student gain knowledge about environment and personal hygiene
- To prevent spread of infection in environment

##### **Unit I**

**18 Hrs**

Environmental sanitation and health-safe water supply-sources of water in the community-the problems of impure water-protection of water supply and purification methods-use of water in prevention and treatment of illness

##### **Unit II**

**18 Hrs**

Disposal of refuse and excreta-types of refuse-health hazards-method of disposal of dry refuse-methods of disposal of wet refuse and excreta

##### **Unit III**

**18 Hrs**

Food and milk sanitation-community measures for safe food and milk-safety of food in bazaars stores and eating places-disease caused by contaminated food and milk and specific preventive measures

##### **Unit IV**

**18 Hrs**

Housing regulations in the community-standards of housing-ventilation-lighting-diseases and accidents due to poor housing.

##### **Unit V**

**18 Hrs**

Control of insects, rats and stray dogs-diseases caused by insects-diseases caused by rodent and stray dogs-control measures to be taken by the community.

**Course IV**  
**Communicative English**

**1. Basic Grammar:**

- a. Review of grammar
- b. Remedial study of grammar
- c. Simple sentence
- d. Word passive voice etc.

**2. Bubbling Vocabulary:**

- a. Synonyms
- b. Antonyms
- c. One – work Institution

**3. Reading and Understanding English**

- a. Comprehension passage
- b. Précis – writing
- c. Developing a story from hints.

**4. Writing English**

- a. Writing Business letters.
- b. Paragraph writing
- c. Essay writing
- d. Dialogue writing

**5. Speaking English**

- a. Expressions used under different circumstances
- b. Phonetics

## **COURSE V**

### **Practical I**

#### **Basic Procedures**

- History taking and physical examination
- Vital Signs
- Height, Weight Monitoring
- Blood Pressure
- Pulse
- Temperature
- Respiration
- Hygienic Procedure:
- Oral Hygiene
- Sponge Bath
- Hair Wash
- Pressure Sore Care
- Giving bed pan and urinal
- Feeding
- Hot and cold applications
- Back care
- Nail care
- Bed making-4types

**Semester II**  
**COURSE VI**

**Nutrition**

**Objectives**

- The student gain knowledge about basic nutritive values
- To gain information about nutritional problem.

**Unit I**

**18 Hrs**

Classification and functions of food nutrients – carbohydrates – protein –fat – vitamins – minerals – water and cellulose – good nutrition – mal nutrition

**Unit II**

**18 Hrs**

Nutritive value of foodstuffs – the balanced diet – food groups for the family – cultural factors – food fads and habits – calorie intake for the venerable groups – sample balance diet – special diet for the patient.

**Unit III**

**18 Hrs**

Protein energy malnutrition – vitamins deficiencies – mineral deficiencies – anemia in women – Health worker Role in prevention of deficiencies and mal nutrition.

**Unit IV**

**18 Hrs**

Food adulteration – selection – storage – preparation of foods – methods of cooking – preservation of foods.

**Unit V**

**18 Hrs**

Nutrition education - principles of nutrition education - methods and media used for nutrition education – types of diets – diets in special condition – preparation of special diets.



## **COURSE VII**

### **First Aid**

#### **Objectives:**

- The student know about the basics technique about problems.
- The students gain knowledge about prevent dangerous health problems

#### **Unit I**

**18 Hrs**

First aid – golden rules of first aid – life savings measures – principles of First aid, Dressing and bandages – first aid supplies and kit

#### **Unit II**

**18 Hrs**

First aid in injuries of the skin – wounds – burns – scalds. Bites and stings – dog bite – snake bite – scorpion bite.

#### **Unit III**

**18 Hrs**

Fractures – types of fractures – management for fractures Uses of splints – fracture of Rib – fracture of collar bone – Fracture of upper arm and lower arm – Pelvis fracture – femur fracture. Transport of casualties – cradle method – Human Crutch – Pick – a – back – fireman lift.

#### **Unit IV**

**18 Hrs**

First aid in loss of consciousness – unconscious persons – fainting –effect of excessive heat – sign and symptoms of shock – treatment of shock –electric shock –Cardiopulmonary resuscitation. First aid for foreign bodies in the eye, ear, nose, throat

#### **Unit V**

**18 Hrs**

First aid -general signs and symptom of haemorrhage –External haemorrhage – internal haemorrhage – bleeding from special organs.

## **COURSE VIII**

### **Life Skill**

#### **I Life Coping or adjustment**

- (a) External and internal influence in one's life
- (b) Process of coping or adjustment
- (c) Coping with physical change and sexuality Coping with stress
- (d) shyness, fear, anger far live and criticism.

#### **II Attitude**

- (a) Attitude
- (b) Self acceptance, self – esteem and self actualization
- (c) Positive thinking

#### **III Problem Solving**

- (a) Goal Setting
- (b) Decision Making
- (c) Time Management and stress Management.

#### **IV Computers**

- (a) Introduction to Computers
- (b) M.S.Office
- (c) Power Point

#### **V Internet**

- (a) Introduction to internet
- (b) E – mail
- (c) Browsing

**COURSE IX**  
**PRACTICAL II**  
**Advanced procedures**

- Oral medication
- Oxygen therapy
- Ryle's tube feeding
- Perineal care
- Baby bath
- Enema
- Nebulizer
- Hand washing
- Mask, gown, gloving techniques
- Urine test-sugar and albumin
- Wound dressing
- Preparation for IV infusions
- Subcutaneous injection-insulin
- Catheterization & Checking blood sugar-glucometer
- Catheter Care

**COURSE X**  
**PROJECT/INTERNSHIP- Patient Care**

**GENERAL PATIENT CARE**

- MINI PROJECT-TYPES OF DIET
- DIABETIC DIET
- SALT RESTRICTED DIET
- FLUID PLAN
- LOW PROTEIN DIET
- HIGH PROTEIN DIET
- SOFT SOLID DIET
- FLUID DIET
- LOW RESIDUE DIET

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