



APPRENTICESHIP CURRICULUM
for
GENERAL NURSING AND MIDWIFERY ASSISTANT
Under
HEALTH CARE SECTOR



1	Program Title GENERAL NURSING AND MIDWIFERY ASSISTANT				
2	Program Code, If Any Not Applicable				
3	Duration for Theory (Block I) 3 Months				
4	Duration for On The Job Training (Block II) (Total duration – 12 months)		9 Months	-	
5	Certifying Body for Theory Component INDIAN INSTITUTE FOR SKILL DEVELOPMENT & EMPLOYMENT TRAINING				
6	Certifying Body For On The Job Training/Practical Component- AAYUSH MULTY SPECIALITY HOSPITAL				
7	Minimum Eligibility Criteria 10 TH PASS				
8	Trainer's Qualification And Experience- Certificate / Diploma/ Degree Course In Nursing With Preferably 1 Year of Experience		Certified Nurse Who Has Completed		
9	Indicative List of Training Tools Required To Deliver This Qualification Attached below				
10	Formal Structure of The Curriculum				
		Modules	Duration Of Training-Theory	Duration Of Training-Practical	Total Duration
	Basic Training Program	After Completing This Programme, Participants Will Be Able To: 1. Communication Skills 2. Basic Computer Literacy 3. Anatomy	2 Months (6 Hours Daily ie 300 Hours)	1 Months (150 Hours)	3 Months (450 Hours)



		<ol style="list-style-type: none"> 4. Medical Terminology 5. Different Sections Of Hospitals 6. Types Of Medicines 7. Route Of Administration 8. Common Vaccines 				
	On The Job Training Program	<p>After Completing This Programme, Participants Will Be Able To:</p> <ol style="list-style-type: none"> 1. Admission Procedure 2. Basic needs of patients 3. Bed making 4. Prepare dressing table 5. Autoclave 6. Fumigation 7. Routes of Administration of Drugs 8. First Aid 9. Prepare Discharge Card 		9 Months (1350 Hours)	9 Months (1350 Hours)	
11	Total Pass Marks					
		Pass Marks- Theory	Pass Marks- Practical			
	Basic Training Program	40/100	40/100			
	On The Job Training Program	50/100	50/100			
12	Job Description-Brief					
	A general duty nurse performs some basic functions of hospital care like					



	<ol style="list-style-type: none"> 1. Basic Needs of Patient 2. Autoclave & Fumigate Operation Theatre 3. Give Intramuscular Injections 4. Give Intravenous Injections 5. Give Subcutaneous Injection 6. Give Tablets as Per The Dosage Indicated By Doctor 7. Perform Various Types Of Dressing 8. Prepare Procedure Trolley 9. Administrate O2 10. O2 Administration 11. Nebulisation 12. Catheterization 13. Nasogastric Tube Feeding 14. Procedure Trolley 15. ANC Profile 16. PNC Profile 17. Measurement Of Fundal Height 18. Anthropometer Measurement 19. Give First Aid 20. Care of new born baby 21. Prepare Admission Form & Discharge Card give & Take Orders
13	Employment Avenues/Opportunities <ol style="list-style-type: none"> a) Can Work In Private, Corporate , Trust Hospitals As Assistant To GNM Nurses. b) Can Work In Industry as Assistant Nurse c) Can Work In Clinics To Assist Doctors.
14	Curriculum Version And Date Version No-01. Date- 4 th October 2018
15	Curriculum Revision Date 3 rd Oct 2020

Curriculum

I. Theory Components (Block I)

Modules	Topics/Expected Key Learning Outcomes
1. Communication Skills (Theory 20 hours And Practical 20 hour)	After completing this module, participants will be able to: Introduction to communication skills <ul style="list-style-type: none"> • Explain communication basics and its importance • Describe principles of effective communication



- Explain types of communication - verbal, non-verbal, written, email, talking over phone
- Describe characteristics of non-verbal communication
- Explain paralanguage
- Identify different body languages
- Identify barriers to communication and process of dealing with them
- Handle nervousness and discomfort in related situations

Listening skills

- Differentiate hearing, listening and active listening
- Apply techniques of effective listening skills
- Identify barriers to effective listening and methods to prevent them
- Follow guidelines for effective listening
- Explain “Triple A Listening” – Attitude, Attention & Adjustment

Motivational training

- Explain the importance and benefits of motivational training
- Identify ways to motivate oneself
- List the characteristics of entrepreneurs with achievement motivation
- Identify the power of positive attitude
- Discuss how to maintain a positive attitude
- Describe self-awareness importance and techniques
- Explain the importance of commitment
- Follow ethics and values
- Explain the importance and benefits of personal goal setting and employability planning

Facing interviews

- Follow the steps to prepare for an interview
- Create an effective Resume
- Identify the most frequently asked interview questions
- Discuss how to answer the most frequently asked interview questions
- Apply techniques of effective speaking
- Identify basic workplace terminology
- Follow manners, etiquettes, dress code for an interview
- Discuss Do's & Don'ts for an interview



	<p>Behavioral skills</p> <ul style="list-style-type: none">• Solve problems by identifying important problem-solving traits• Discuss the role of attitude in self- analysis• Discuss the techniques of decision making <p>Explain the importance confidence building</p>
<p>2. BASIC COMPUTER LITERACY (Theory 20 hours and Practical 25 Hours)</p>	<p>After completing this module, participants will be able to:</p> <p>Basics of computer</p> <ul style="list-style-type: none">• Explain the computer basics and its application• Identify parts of computer like hardware and peripherals• Recall basic computer terminology• Identify the functions of basic computer keys• Carry out starting and shutting down of computer <p>Computer operating system</p> <ul style="list-style-type: none">• Explain basics of Operating System, WINDOWS and the user interface of Windows OS• Perform create, copy, move and delete files and folders• Use external memory like pen drive, CD, DVD etc. <p>Word processing and worksheet</p> <ul style="list-style-type: none">• Discuss the main applications of MS Office• Discuss basic operating of Word Processing• Perform creating, opening and closing Documents• Use shortcuts• Perform creating, editing and formatting of text• Perform insertion and creation of tables• Carry out printing of document (word, excel etc.)• Explain basics of Excel worksheet• Use basic commands• Create simple worksheets• Use simple formulas and functions whenever required <p>Computer networking and INTERNET</p> <ul style="list-style-type: none">• Explain basics of computer Networks (using real life examples)• Define Local Area Network (LAN), Wide Area Network (WAN)• Describe concept of internet (Network of Networks)• Explain World Wide Web (WWW), Web browser, Web site, Web page and search engines• Access the Internet using web browser



	<ul style="list-style-type: none"> • Download and print web pages • Open an email account to use • Identify social media sites and its implication • Explain information security and antivirus tools • Discuss do's and don'ts in Information Security • Show awareness of IT – ACT
<p>3. Anatomy (40 hours theory & 15 hours practical)</p>	<p>Demonstrate General Anatomy:</p> <ul style="list-style-type: none"> - Various Anatomical terms - Anatomical terms - Axis - Plane <p>2. Bone:</p> <ul style="list-style-type: none"> - Composition & Function - Classifications - Various terms & markings on the bones <p>3. Muscle:</p> <ul style="list-style-type: none"> - Structure of various types of muscle. - Classifications - Isometric & Isotonic Muscle contraction <p>4. Nerve:</p> <ul style="list-style-type: none"> - Structure of Peripheral nerve - Introduction of Brain & Spinal Cord <p>5. Joints:</p> <ul style="list-style-type: none"> - Definition - Classification - Structure of synovial Joints <p>6. Blood:</p> <ul style="list-style-type: none"> - Composition & Function - Blood Groups <p>7. Function of the following Systems:</p> <ul style="list-style-type: none"> - Digestive
<p>4. MEDICAL TERMINOLOGY (50 hrs Theory and 20 hrs Practical)</p>	<ul style="list-style-type: none"> • Get familiar with various medical terminologies used in day to day processes • Expand various Abbreviations Used In Medical Practise Such As OD, BD, TDS, IM, IV, SC , ETC • Illustrate Various Short Forms Such As NBM, ORAL, RECTAL, SYP, TPR, CATH, CA ETC
<p>5. DIFFERENT SECTIONS OF HOSPITAL</p>	<p>Identify Various Sections of Hospitals such as</p> <ol style="list-style-type: none"> 1) Reception Area 2) Waiting Area



<p>(40 hrs Theory and 25 hrs Practical)</p>	<ol style="list-style-type: none"> 3) Casualty 4) Consulting Rooms 5) Pathology Department 6) Ct Scan Centre 7) Ultrasonography Centre 8) X –Ray Department 9) Pharmacy 10) Dressing Room 11) Injection Room 12) General Ward 13) Female Ward 14) Male Ward 15) Paediatric Ward 16) Gynac Ward 17) Surgical Ward 18) Burns Ward 19) Minor Operation t 20) Major OT Etc
<p>6. TYPE OF DOCTORS & THERE DEGREE</p> <p>(40 HOURS THEORY & 10 HOURS PRACTICAL)</p>	<p>Identify And Differentiate The Degrees Of Various Doctors Such As</p> <ol style="list-style-type: none"> 1) MBBS 2) BAMS 3) MHMS 4) BUMS 5) MD 6) MS 7) CCH 8) CGO 9) FELLOWSHIP 10) MICROBIOLOGIST 11) SONOLOGIST 12) PATHOLOGIST 13) RMO 14) MATRON 15) CMO 16) MO <p>ETC</p>
<p>7. TYPE OF MEDICINES (40 HOURS THEORY & 10 HOURS PRACTICAL)</p>	<ul style="list-style-type: none"> • Identify different types of medicines • Differentiate Different Type Of Medicines Such As Tablets, Injections, Syrup, Lotion, Suppository ,Etc



8. ROUTE OF ADMINISTRATION (50 HOURS THEORY & 15 HOURS PRACTICAL)	Identify the Various Routes Of Administration Such As IM, IV, SC, ORAL, RECTAL, ETC
9. COMMON VACCINES (50 HOURS THEORY & 10 HOURS PRACTICAL)	<ul style="list-style-type: none"> • Identify different Types of Vaccines, Its Dosage & Usage. SUCH AS 1) POLIO 2) MMR 3) BCG 4) HEPATITIS VACCINE 5) RABIES 6) T.T Etc

II. Practical/On the Job Training Component (Block II)

Units	Topics/Expected Key Learning Outcomes
1. Admission Procedure (100 HRS)	<p>The job holder is expected to have the knowledge and display expertise skills in the field of work like:</p> <ul style="list-style-type: none"> • Filling The Admission Form • Signing The Consent Note • Taking Vital Signs
2. Basic needs of patients (200 HRS)	<ul style="list-style-type: none"> • Vaccinate the Patients • Give Medicines to Patients • Active and Passive Exercising • Protection from Injury-Accidents and Infection And Sterilization. Elimination- Giving and Taking Bedpan and Urinals, Its Care • Demonstrate Procedures for Caring The Sick patient • Demonstrate basic nursing treatment such as: <ul style="list-style-type: none"> ➤ Hot Application: hot water bags, fomentation ➤ Cold Application: ice caps, cold compress and cold sponge ➤ Drug Administration: Principles of drug administration, administration of oral drugs,



	<p>care of drugs, steam inhalation (under the supervision of professionals).</p> <p>➤ Local Application: Instillation of drops, gargles, external applications</p> <p>Enemas: Types and Administration</p>
<p>3. Bed Making (150 HRS)</p>	<ul style="list-style-type: none"> • Prepare Various Types of Beds like General Bed, ICU Bed, Surgical Bed Etc • Identify different types of bed sheet materials • Identify various types of mattresses and pillows • Bed Making- with patient, without patient, changing linen, body posture mechanism, care of bed and linen • Various positions and positioning, lifting and moving in - and out of bed.
<p>4. Preparing Dressing Tray (200 HRS)</p>	<ul style="list-style-type: none"> • Collect All the Materials Needed For Dressing • Arrange the Items In Auto Calved Tray • Identify Hydrogen Peroxide, ,Betadine Lotion, Betadine Ointment, Soframicine Ointment, Sofra Tulle, Gauge, Cotton, Various Size Of Bandage Etc. • Identify Various Types OF SCISSORS &ITS USES
<p>5. Autoclave the Instruments (100 HRS)</p>	<ul style="list-style-type: none"> • Autoclave the Instruments • Place the Instruments In The Autoclave In Proper Way Following The Guidelines Of The Hospital • Wash the Instruments After Every Use • Fold the Towels, Gowns, Patient Uniform In Proper Way
<p>6. Fumigrate OT (100 HRS)</p>	<ul style="list-style-type: none"> • Define Various Methods of Fumigation in the Operation Theatre • Fumigate the Operation Theatre Following the Guidelines of The Hospital
<p>7. Routes of Administration of Drugs (200 HRS)</p>	<p>Should Be Able to demonstrate and give the Medicines Through Various Routes Such As</p> <ol style="list-style-type: none"> 1. Oral 2. Intramuscular 3. Intravenous



	<ol style="list-style-type: none">4. Sub Cutaneous5. Dermal6. Intradermal7. Rectal
8. First Aid (200 HRS)	<ul style="list-style-type: none">• Identifying the Conditions For Giving First Aid & Should Be Expertise In Giving First Aid In The Following Conditions:<ul style="list-style-type: none">➤ Burns.➤ Cuts.➤ Abrasions (scrapes)➤ Stings.➤ Splinters.➤ Sprains.➤ Strains.
9. Prepare Discharge Card (100 HRS)	<ul style="list-style-type: none">• Prepare the Discharge Card• Enter the Discharge Summary• Collect and Arrange the Investigation Reports in the File And explain the patient for his next visit and precautions to be taken at home

Annexure A

Attachment :List Of Tools And Equipments

Annexure I: Tools And Equipment For

GENERAL NURSING AND MIDWIFERY ASSISTANT (THEORY)

A Classroom With Black Board / Green Board / White Board Having A Capacity To Seat for atleast30 Candidates.

A Registered Hospital Having Minimum Of 10 Beds.

Annexure li: Tools and Equipment For Hands-

Tools And Equipment For GENERAL NURSING AND MIDWIFERY ASSISTANT (PRACTICAL)

A MINIMUM OF 10 BEDED HOSPITAL IS REQUIRED FOR PRACTICAL TRAINING



S. No.	ITEMS	QUANTITY	S. No.	ITEMS	QUANTITY
HARD ASSETS			SOFT CONSUMMABLES - Ongoing Expenditures		
1	Ambu Mask (Adult)	1	1	Gloves (Disposable) - Packet	5
2	AED Trainer With Adult Pad	1	2	Gloves (Surgical) - Packet	5
3	Oxygen Cylinder	1	4	Liquid Soap Bottle	1
4	Oxygen Key	1	5	Mask - Packet	1
5	Oxygen Cylinder Trolley	1	6	Hair Cap - Packet	1
6	Hospital Bed	2	7	Mackintosh	1
7	Bedside Locker	2	8	Sponge Cloth	1
8	Bed Sheet	8	9	Wet Wipes - Packet	1
9	Pillow	4	10	Different Colour Plastic Bags With Dustbins	
10	Pillow Cover	8	11	A. Red	1
11	Blanket	4	12	B. Blue	1
12	Table (3 Ft By 6 Ft)	1	16	C. Black	1
13	Cupboard	1		D. Yellow	1
14	Stretcher	1	17	UroBag	1
15	Back Rest	1	18	Sample Collection Bottle	1
16	Foot Rest	1	19	Gauze Piece (4X4)	1
17	Steel Basin	1	20	Betadine Solution Bottle	
18	Bed Pan	1	21	1	
19				Normal Saline Bottle	1

