



Advance Bedside Nursing Assistant Course

Sister Nivedita Nursing Academy

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1. Objective of The Calcutta Heart Clinic & Hospital Society and the curriculum of Advanced Bedside Nursing Assistant

It has been a sense of patriotism combined with telling concern for the ailing people that inspired us to found The Calcutta Heart Clinic and Hospital Society as a non-commercial socio medical organization registered in the year 1975 under West Bengal Societies Registration Act 1961.

This Society stands since its inception with its firm objectives to provide all sorts of socio medical services to the needy in general and to the unprivileged in particular, through its two fold activities.

On one hand, it provides all sorts of in-house medical treatment facilities comprising of outdoor, indoor, surgery and investigations while on the other, it provides these with utter sincerity and warm hospitality at a minimum possible cost.

Our Society is exempted U/S 12A of IT Act as a Charitable Organisation. The donations are exempted U/S 80G of IT Act, 1961, also registered under Foreign Contribution (Regulation) Act. 1976. All statutory obligations have been met adequately.

It is our considered view that unless the standard of nursing is continuously upgraded and improved, the hospital will be unable to maintain its quality care to the patients. The Governing Body of the Society has put much emphasis on this. So there is continued in-service nursing education programme in order to uplift the standard of nurses in this hospital. At present there are 180 nursing staff in this hospital belonging to BSC, GMN & ANM categories.

In 2008, we realized that a new cadre namely Advanced Bedside Nursing Assistant was required to assist the existing nurses in order to augment the nursing service and quality care comprehensively. A two years curriculum was drawn up and each year 10-20 students were selected for this course. The course is still continuing today and 100 students, have passed out till date.

From the beginning, it was our objective to utilize this training course for the social rehabilitation of girls from economically backward families particularly belonging to rural Bengal. It was our aim to train these girls and provide them with employment so that they could look after themselves and their families as well as work with honour and dignity.



2. Philosophy

Health is a fundamental human right. Maintenance of optimum level of health entails individual as well as social responsibilities.

- The Calcutta Heart Clinic & Hospital Society believes that advanced bed side nursing assistant plays a vital role in the health care delivery system. She should be sensitive and accountable to meet the health needs of the society.
- She should be able to provide accessible, affordable and quality health care.
- Advanced bed side nursing assistant can act as a catalyst for promotive and preventive health care in the community.
- This curriculum intends to prepare skilled and effective female aid aimed to bringing dramatic improvement in the health status of the society.
- Advanced bed side nursing skills to practice basic health care at a different level of proficiency in accordance with local conditions and to meet the local needs.
- Furthermore this programme will fit into the general educational pattern as well as an accessory to nursing education system.

3. Advanced Bedside Nursing Assistant Curriculum details:

Nursing is a challenging profession. Bed side care is the backbone of Nursing Profession. With the advancement of technology and inadequate number of competent Nurse compared to the need of bed side nursing, nursing assistant training is established. Practice and skill as well as knowledge is essential for the Nurse assistant without which she cannot assist a professional nurse to provide complete satisfying patient care. For this we have introduced a scientific curriculum which helps the Nurse Assistant in thinking, feelings as well as in functioning. There should be an effort to achieve certain qualities viz commitment to profession, maintaining dignity and ethics, readiness to correct mistakes, learn from mistakes, respect the right of the patient, right attitude etc. For that a standard curriculum named as Advanced Bedside Nursing Assistant has been made by qualified professionals.

4. Course objective:

On completion of the course, the advanced bed side nursing assistant will be able to:

- Appreciate the concept of holistic health and understand the influence of socio-economic and environmental factors on the health status of the individual.
- Identify health problems/needs and resources for health care.



- Provide prevention, promotive, restorative and emergency health care to individuals and community as well.
- Provide need based information and counseling related to health of individuals, groups and families.
- Co-ordinate & collaborate with other health team members.
- Render skilled care for adult, minor, child with medical and surgical emergencies.
- Updates knowledge and skills for personal growth.

5. Eligibility criteria of girls:

The students are selected from various districts of West Bengal, all of them belonging to poor families and who have passed Higher Secondary.

GENERAL INFORMATION

1. **Name of the Trade :** Advanced Bed Side Nursing Assistant Training
2. **N.C.O. Code No. :**

3. **Duration of Apprenticeship Training (Basic Training + Practical Training):** 24 Months
4. **Duration of Basic Training:**
Block –I: 6 months
Total duration of Basic Training: 6 months
5. **Duration of Practical Training (On -job Training):**
Block–I: 18 months
Total duration of Practical Training: 18 months
6. **Entry Qualification :** 12th passed
7. **Selection of Apprentices:** The apprentices will be selected as per Apprenticeship Act amended time to time.
8. **Rebate for ITI passed trainees :** Nil

Note: Industry may impart training as per above time schedule, however this is not fixed. The industry may adjust the duration of training considering the fact that all the components under the syllabus must be covered. However the flexibility should be given keeping in view that no safety aspect is compromised and duration of industry training to be remain as 1 year.



SYLLABUS

BASIC TRAINING

DURATION: 24 MONTHS

GENERAL INFORMATION

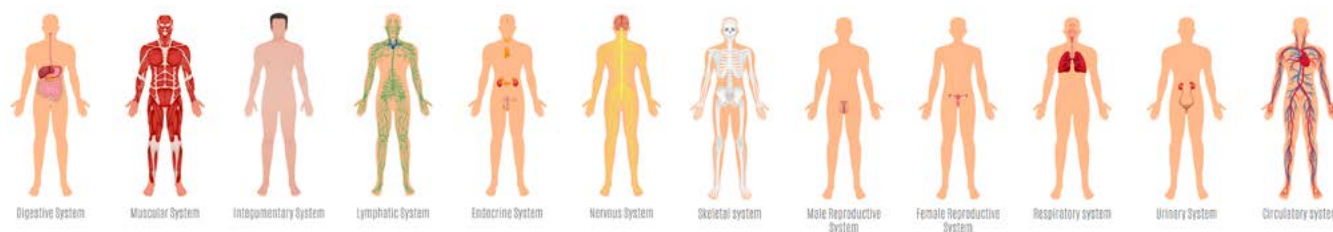
1. Name of the Trade : Bed Side Nursing Assistant Training
2. Hours of Instruction : 1000 Hrs.
3. Batch size : 20
4. Power Norms :
5. Space Norms : 70 Sq.m.
6. Examination : The internal assessment will be held on completion of the Block.
7. Instructor Qualification : Degree/Diploma Nurses with minimum 10 years clinical experience
8. Tools, Equipment & Machinery required: As per Annexure – I



DETAIL SYLLABUS OF BASIC TRAINING DETAIL SYLLABUS OF PROFESSIONAL SKILLS & PROFESSIONAL KNOWLEDGE

Anatomy and Physiology Basic Training (Theory 70 Hrs., Practical 10 Hrs.)

Topic	Professional Knowledge	Hrs	Professional Skills
I	Introduction to the Human body and study of illness	2	<ul style="list-style-type: none"> • Power point presentation of Human Body • Hands on human skeleton
II	Introduction to chemistry of life	2	
III	Cell & tissues	5	<ul style="list-style-type: none"> • Structure & function of cell, tissue • Disorder of the cell & tissue • Discussion • Power presentation
IV	Blood and its composition	10	<ul style="list-style-type: none"> • Slide preparation
V	Cardio-vascular & lymphatic system	10	<ul style="list-style-type: none"> • Power point presentation of Heart: position, structure, flow of blood through heart, conducting system, cardiac cycle & cardiac output
VI	Gastro-Intestinal system	10	<ul style="list-style-type: none"> • Digestion of carbohydrate, protein and fat. • Power point presentation of different part of the GI System
VII	Renal & urinary system	5	<ul style="list-style-type: none"> • Observation of urine • Power point presentation of the parts.
VIII	The musculo- skeletal system	8	<ul style="list-style-type: none"> • Skeletal structure demonstration • Structure of muscles.
IX	The nervous system	10	<ul style="list-style-type: none"> • Power point presentation of axon and Dendron • Evidence based practice of sense
X	The endocrine system	5	<ul style="list-style-type: none"> • Power point presentation of different hormone working in our body
XI	The special sense organs	5	<ul style="list-style-type: none"> • Mechanism of hearing, smell and vision
XII	The reproductive systems	8	<ul style="list-style-type: none"> • Power point presentation on male and female reproductive organ • Understanding menstruation using model.



Microbiology Basic Training (Theory 20 Hrs.)

Topic	Professional Knowledge	Hrs	Professional Skills
I	Definition of Microbiology	2	<ul style="list-style-type: none"> • Importance of microbiology in present health care delivery system • Observation of microscope, understanding the part
II	Classification of Micro-organism	3	<ul style="list-style-type: none"> • Microscopic observation • Understanding virus, bacteria and fungus
III	Infection transmission	4	<ul style="list-style-type: none"> • Chain of infection • Host –antigen and antibody reaction • Breaking the chain • Smear preparation
IV	Immunity	3	<ul style="list-style-type: none"> • Active and passive immunity • Immunization and vaccination • Cold- chain
V	Sterilization& its method	5	<ul style="list-style-type: none"> • Medical and surgical asepsis • Autoclaving • Preparation of solution
VI	Waste management treatment	3	<ul style="list-style-type: none"> • Demonstration and practices • Protocol of infection prevention

Psychology Basic Training (Theory 50 Hrs.)

Topic	Professional Knowledge	Hrs	Professional Skills
I	Introduction, Definition, scope of psychology and importance in nursing profession	2	
II	Psychology of human behavior Defense mechanism Guidance and counseling	10	<ul style="list-style-type: none"> • Role play on guidance and counseling • Communication with physician, • Communications with patients and other disciplines
III	Learning	8	<ul style="list-style-type: none"> • Situational learning
IV	Emotion, motivation and forgetting	8	<ul style="list-style-type: none"> • Direct assessment of patient
V	Memory and Intelligence	5	<ul style="list-style-type: none"> • Memory –role play
VI	Grief	5	<ul style="list-style-type: none"> • Grief management role play
VII	Personality	5	<ul style="list-style-type: none"> • Understanding personality
VIII	Stress & stress management	5	<ul style="list-style-type: none"> • Deep breathing and Relaxation technique

Sociology Basic Training (Theory 20 Hrs.)

Topic	Professional Knowledge	Hrs	Professional Skills
I	Concept, scope, nature and importance of sociology in nursing	2	
II	Human growth and development	3	<ul style="list-style-type: none"> • Observation and assessment of social development at childhood, adolescence, adulthood and old age.
III	The family	3	<ul style="list-style-type: none"> • Role play on family structure
IV	The Society	3	<ul style="list-style-type: none"> • Visit to urban community
V	Economy	4	<ul style="list-style-type: none"> • Preparation of budget
VI	Social adjustment and women empowerment	5	<ul style="list-style-type: none"> • Project work on women empowerment

Nutrition Basic Training (Theory 20 Hrs.)

Topic	Professional Knowledge	Hrs	Professional Skills
I	Nutrition: Different types of Nutrition	2	<ul style="list-style-type: none"> • Nutritional supplement – assisting in feeding
II	Different types of Hospital Diet	3	<ul style="list-style-type: none"> • Diet therapy • Meal Planning
III	Food	8	<ul style="list-style-type: none"> • Classification of food • Changing concept of food • Biological value • Food preparation • Factor effecting food selection • Food cost
IV	Diet in different diseases	7	<ul style="list-style-type: none"> • Diet of fever • Diet of measles • Diet in cardiac disease • Diet for DM • Diet for renal patients • Diet for anemia & malnutrition • Diet for pregnant mother • High calorie diet



First Aid
Basic Training (Theory 10 Hrs., Practical 10 Hrs.)

Topic	Professional Knowledge	Hrs	Professional Skills
I	Introduction to First Aid	2	<ul style="list-style-type: none"> • First aid at home & community
II	Types of Bandage & Bandaging	6	<ul style="list-style-type: none"> • Arm bandage, head bandage, eye bandage, ear bandage, nose bandage • Application of sling & braces
III	Fracture	6	<ul style="list-style-type: none"> • First Aid management, Splint application • Shifting & lifting of injured persons
IV	Emergency management of poisoning, drowning, shock, snake bite etc,	6	<ul style="list-style-type: none"> • Gastric lavage • CPR & BLS

Fundamentals of Nursing
Basic Training (Theory 80 Hrs., Practical 100 Hrs)

Topic	Professional Knowledge	Hrs	Professional Skills
I	Knowledge about Nursing History	10	Brief knowledge of Nursing <ul style="list-style-type: none"> • History of nursing development • Specialities of a nurse • Ethics in nursing • Life struggle of nursing pioneers (Florence Nightingale, Harriet Tubman, Sojourner Truth)
II	Admission & discharge of patient in a hospital	35	<ul style="list-style-type: none"> • Preparation of physical Unit, bed Making • Communication and Inter-personal relationship maintenance • Admission & discharge procedure • Recording & reporting system
III	Needs of a human	30	<ul style="list-style-type: none"> • Oral Care, Hygiene Care • Position changing
IV	Nursing process	10	<ul style="list-style-type: none"> • Need based-care plan writing
V	Observation	30	<ul style="list-style-type: none"> • Physical examination • Vital signs • Specimen collection
VI	Maintenance and material supplementation	5	<ul style="list-style-type: none"> • Inventory keeping
VII	Drug Therapy, Administration of Drugs	15	<ul style="list-style-type: none"> • Drug administration • Drug calculation • IV therapy • Injection giving • Blood transfusion

Topic	Professional Knowledge	Hrs	Professional Skills
VIII	Medical Surgical Asepsis	10	<ul style="list-style-type: none"> • Hand washing • Gloves & Gown wearing • Surgical drum & field preparation • Autoclaving
IX	Care of Surgical patients	5	<ul style="list-style-type: none"> • Consent taking • Skin preparation • Post operative unit setup
X	Therapeutic nursing training	5	<ul style="list-style-type: none"> • Oxygen inhalation • Steam inhalation • Hot & cold compression
XI	Procedure related to G.I. system Review of G.I. system	5	<ul style="list-style-type: none"> • Preparation for different investigations • Nutrition therapy, bed pan giving, P. Enema
XII	Procedure related to respiratory system Review of respiratory system	5	<ul style="list-style-type: none"> • Positioning • Breathing exercise • Sputum collection
XIII	Procedure related to cardio-vascular system Common problems related to cardio-vascular system	5	<ul style="list-style-type: none"> • Vital sign checking • ECG • Blood sampling
XIV	Musculo-skeletal system	5	<ul style="list-style-type: none"> • Traction • Use of splint & brace
XV	Diseases of special sense organs Anatomy of eye, ear, nose and skin	5	<ul style="list-style-type: none"> • Eye care • Ear care • Skin care



Community Health Nursing Basic Training (Theory 50 Hrs., Practical 50 Hrs.)

Topic	Professional Knowledge	Hrs	Professional Skills
I	Concepts in Community Health	8	<ul style="list-style-type: none"> • Preparation of home visiting bag
II	Concepts of diseases, concepts of prevention	8	<ul style="list-style-type: none"> • Home visit
III	Environment and health	20	<ul style="list-style-type: none"> • Area orientation • Survey in rural & urban community
IV	Epidemiology	8	<ul style="list-style-type: none"> • Assessments of different outbreaks in the area
V	Immunity	20	<ul style="list-style-type: none"> • Vaccination & immunization
VI	Communicable disease	15	<ul style="list-style-type: none"> • Use of PPD, ORS preparation
VII	Health education and communication	5	<ul style="list-style-type: none"> • Risk assessment • Health talk on different diseases
VIII	Health care to the community	5	
IX	Occupational health	5	
X	Demography and family planning	6	

English Language Basic Training (Theory 10 Hrs.)

Topic	Professional Knowledge	Hrs	Professional Skills
I	Basics of grammar	3	<ul style="list-style-type: none"> • Applications in sentences
II	Formal letter writing	2	<ul style="list-style-type: none"> • Writing formal letter
III	Common report & record writing	2	<ul style="list-style-type: none"> • Documentation
IV	Literature - short stories, essay writing etc.	3	



Medical Surgical Nursing
Basic Training (Theory-80 Hrs, Practical-100 Hrs.)

Topic	Professional Knowledge	Hrs	Professional Skills
I	Introduction to medical surgical nursing and Critical thinking in Nursing Practice	5	<ul style="list-style-type: none"> • Assessment and observation skills on basics like vitals and physical examination • Risk assessment in emergency • Admission and discharge
II	Process with a patient with impaired physical mobility	15	<ul style="list-style-type: none"> • Neuromuscular assessment of extremity • Need based care plan • Catheterisation • Rehabilitation: assessment of ROM active and passive • Safety measures • Crutch walking and use of wheel chair • Ambulations: lifting from bed to stretcher and stretcher to bed
III	Fluid and electrolyte – Balance & Disturbances	20	<ul style="list-style-type: none"> • Assessment of nutritional requirements • Assessment of peripheral site, • Setting up new IV • Setting up new syringe pump and its use. • IV fluid administration • Blood transfusion • Intake and output chart • Fluid calculation • Central and Arterial line • Flushing intermittent infusion lock
IV	Management of a patient with shock	20	<ul style="list-style-type: none"> • Assessment and emergency management of shock • Fluid replacement in shock • Medication therapy in shock
V	Care of patient with gastrointestinal disorder	20	<ul style="list-style-type: none"> • Ryles Tube Insertion <ul style="list-style-type: none"> • Gastric Gavage & Lavage • Preparation of patients for USG, GI Endoscopy, Colonoscopy, • Abdomen CT, Barium Meal X-Ray etc. • Abdominal Paracentesis • Gastric suctioning • Colostomy irrigation • Pre & Post operative management: <ul style="list-style-type: none"> • Surgical preparation • Skin preparation • Bowel preparation • Anaesthetic check up • Intraoperative: <ul style="list-style-type: none"> • Surgical asepsis • OT theatre technique • Post operative <ul style="list-style-type: none"> • Unit preparation

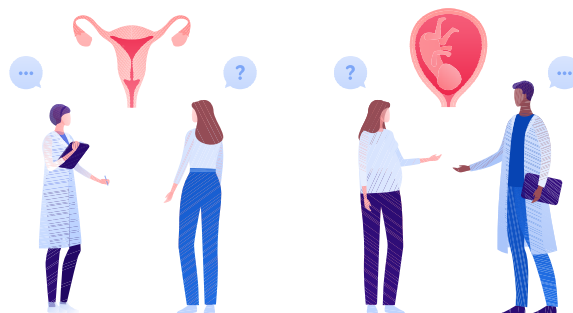
Topic	Professional Knowledge	Hrs	Professional Skills
VI	Surgical management	10	<ul style="list-style-type: none"> • Surgical preparation: <ul style="list-style-type: none"> • Skin preparation • Bowel preparation • Anaesthetic check up • Surgical asepsis <ul style="list-style-type: none"> • OT theatre technique • Unit preparation • Post operative care
VII	Management of a patient with respiratory disorder	10	<ul style="list-style-type: none"> • Breathing exercise • Incentive spirometry/PFT • Chest tube drainage • Thoracentesis • Bronchoscopy • O2 cannula, mask • Endotracheal intubation and aspiration • Bipap use • Tracheostomy care
VIII	Management with cardiac problems	20	<ul style="list-style-type: none"> • Monitor use • Procedures: ECG, Cardiac monitor, Echo, TMT, Holter, Difibrillator, ABG, Pneumatic compression device • Management of a patient with chest pain
IX	Management of a patient with Hepatobiliary disorder:	10	<ul style="list-style-type: none"> • Preparation for USG, CT abdomen, MRCP, ERCP
X	Management of a patient with Endocrine disorder	20	<ul style="list-style-type: none"> • CBG checking • Insulin injection • Foot care • Exercises • Dietary management
XI	Management of a patient with Renal & Urinary disorder	10	<ul style="list-style-type: none"> • Uroflowmetry , Cystoscopy, IVP, Renal Biopsy, Dialysis Line, AV Fistula etc. • Suprapubic catheter care • Dialysis care • Incontinence care.
XII	Management of patient with Neurological disorder	10	<ul style="list-style-type: none"> • Neurological assessment • Emergency management of Head injury • Lumber puncture • Glasgo coma scale • CT Scan, MRI, EEG
XIII	Management of a patient with musculo skeletal disorder	10	<ul style="list-style-type: none"> • Investigation related to this disorder, application of traction, braces, splints, ROM, ambulation, amputation, crutch walking • Skin traction • External skeletal traction device management

Pharmacology Basic Training (Theory 10 Hrs.)

Topic	Professional Knowledge	Hrs	Professional Skills
I	General Pharmacology, Pharmacokinetics And Pharmacodynamics	1	
II	Cardio vascular function drugs	1	<ul style="list-style-type: none"> • Preparation of list of cardiac drugs along with grouping • IV drug preparation
III	Renal Pharmacology	1	
IV	Drugs used to treat G.I. diseases	1	
V	Drugs affecting Nervous system. Sedatives, Hypnotics, Anaesthetics	1	<ul style="list-style-type: none"> • Drug register keeping • Drug storing precaution
VI	Drugs affecting Respiratory function.	1	
VII	Drugs acting on blood and blood forming organs.	1	<ul style="list-style-type: none"> • Iron therapy • Coagulants and Anticoagulants drug administration
VIII	Endocrine Pharmacology	1	
IX	Chemotherapy	2	<ul style="list-style-type: none"> • Assistant

Gynaecological Nursing Basic Training (20 Hrs.)

Topic	Professional Knowledge	Hrs	Professional Skills
I	Introduction to Gynaecology	2	
II	Puberty	3	<ul style="list-style-type: none"> • Power presentation of review of menstrual cycle
III	Fertility and infertility	2	<ul style="list-style-type: none"> • Sending investigations
IV	Pelvic infections	4	<ul style="list-style-type: none"> • Use of PPD
V	Gynaecological disorders	5	<ul style="list-style-type: none"> • Screening
VI	Breast disorders	2	<ul style="list-style-type: none"> • Breast examination, health talk
VII	Menopause	2	<ul style="list-style-type: none"> • Hormone therapy



Obstetrical Nursing Basic Training (Theory 80 Hrs., Practice 100 Hrs.)

Topic	Professional Knowledge	Hrs	Professional Skills
I	Introduction to obstetrical nursing	5	<ul style="list-style-type: none"> • Orientation to the antenatal mother
II	Concept about Reproductive System	10	<ul style="list-style-type: none"> • Demonstration of structure and function of female reproductive system (Audio-visual show)
III	Embryology and foetal development	20	<ul style="list-style-type: none"> • Foetalskul examination
IV	Normal pregnancy and its management	30	<ul style="list-style-type: none"> • Pre-conception care • Genetic counseling • Physiological changes in pregnancy • Diagnosis of pregnancy • Antenatal care
V	Normal labour and its management	30	<ul style="list-style-type: none"> • Assisting in normal labour
VI	Management of normal puerperium	20	
VII	High risk pregnancy	20	<ul style="list-style-type: none"> • Antenatal check up
VIII	Management of High risk sick newborn	25	<ul style="list-style-type: none"> • Assisting high risk new born
IX	Drugs used in obstetrics	10	<ul style="list-style-type: none"> • Dry calculation • Dry therapy

Psychiatric Nursing Basic Training (Theory-30 Hrs, Practical-20 Hrs.)

Topic	Professional Knowledge	Hrs	Professional Skills
I	Introduction to mental health	2	
II	History of psychiatric nursing	1	<ul style="list-style-type: none"> • Understand the era of Nursing
III	Developmental stages	2	<ul style="list-style-type: none"> • Evidence based assessment
IV	Communication skill	7	<ul style="list-style-type: none"> • Therapeutic communication technique • Barrier of communication • Understanding Johari-Window • Interviewing • Exposure to the patients and checklist for evaluation
V	Mental Health Assessment	7	<ul style="list-style-type: none"> • Role play on history taking • Role play on MSE • Assessment of 10 patients
VI	Community Mental Health	5	<ul style="list-style-type: none"> • Role playing community mental health practice • Psycho-education on mental illness, preventive measure substance abuse disorder • Suicide risk assessment • Counseling

Topic	Professional Knowledge	Hrs	Professional Skills
VII	Psychiatric Management	7	<ul style="list-style-type: none"> • Admission and discharge process • Restraints applications and assessment of full restraints and wrist restraints • Nursing process • Role of a nurse in psychiatric nursing case • Therapeutic – nurse patient relationship
VIII	Mental Disorder & Nursing intervention	5	<ul style="list-style-type: none"> • Recording process • Liaisons Nursing(interdisciplinary collaboration) • Suicide risk assessment • Care of patient with alcohol dependency • Care of patient with manic disorder
IX	Mental illness & medical disorder	4	<ul style="list-style-type: none"> • Relaxation exercise • Participation in milieu therapy • Assessment of 10 patients with medical illness.
X	Bio-psycho-social therapies	3	<ul style="list-style-type: none"> • ECT • Role play on management of ECT • Care giver role in modified ECT. • Clinical exposure to 3 ECT patients.
XI	Old age care	3	<ul style="list-style-type: none"> • Preparation of environment • Management of stress and anxiety in old age • Care of dementia • Care of depression. • Grief management • Clinical exposure to elderly patients at medical ward • Visit to old age home • Assessment of 5 elderly patients
XII	Legal aspects	1	<ul style="list-style-type: none"> • Understanding rights of hospitalized patients • Admission and discharge policy of the patients with deviated behavior.
XIII	Psychiatric emergency and crisis intervention	3	<ul style="list-style-type: none"> • Stress management technique • Awareness, prevention and management of suicide and aggressive patients



Paediatric Nursing
Basic Training (Theory-30 Hrs, Practical-20 Hrs.)

Topic	Professional Knowledge	Hrs	Professional Skills
I	Growth and development of a child	7	<ul style="list-style-type: none"> • Patient Observations and Recordings • Assessment of growth and development
II	The newborn	15	<ul style="list-style-type: none"> • Observation and assessment of new born <ul style="list-style-type: none"> • Respiratory • Cardiovascular • Neurological/Psychological • Preparation of a protective environment at home and in hospital
III	Nutritional requirements	8	<ul style="list-style-type: none"> • Fluid Balance • Infant feeding • Breast feeding • Artificial feeding : NG?NJ Tube
IV	Introduction to child health And childhood disorder	20	<ul style="list-style-type: none"> • Admission • Discharge • Immunization schedule – BCG, Small Pox, DPT, Polio • Prevention and treatment of common childhood diseases and ailment • Prevention of accidents • Risk Assessments • Emergency Procedures • Documentation • Ability to Prioritise Care • Wound Care • IM Injection • SC Injection • Peripheral Line • O2 Therapy • Nebulisers <ul style="list-style-type: none"> • Central Line/Portacath • Humidified Air Nebuliser <ul style="list-style-type: none"> • Set Up • Management • Nasal Cannulae • Face Mask • Chest Drains • Care of • Removal of • Health and Safety at Work • Referral Process • Parental Consent • Health Promotion • Child Protection Level 2 support • Tracheostomy care/suctioning

Computer Science Basic Training (10 Hrs.)

Topic	Professional Knowledge	Hrs	Professional Skills
I	Basics of Computer Introduction, Computer and its applications, Hardware and peripherals,	1	<ul style="list-style-type: none"> • Hands on Hardware and peripherals • Switching on-Starting and shutting down of computer
II	Computer Operating System Basics of Operating System, WINDOWS, The user interface of Windows OS.	2	<ul style="list-style-type: none"> • WINDOWS Operating System • Create, Copy, Move and delete Files and Folders, • Use of External memory like pen drive, CD, DVD etc • Use of Common applications
III	Word processing and Worksheet Basic operating of Word Processing.. Basics of Excel worksheet	3	<ul style="list-style-type: none"> • Creating, opening and closing Documents • Creating and Editing of Text, Formatting the Text, use of shortcuts, • Insertion & creation of Tables. • Printing document • Understanding basic commands, creating simple worksheets, understanding sample worksheets, use of simple formulas and functions, • Printing of simple excel sheets
IV	Computer Networking and INTERNET Basic of computer Networks (using real life examples), Definitions of Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet (Network of Networks), 15 Meaning of World Wide Web (WWW), Web Browser, Web Site, Web page and Search Engines. Awareness of IT - ACT, types of cyber crimes	3	<ul style="list-style-type: none"> • Accessing the Internet using Web Browser, • Downloading and Printing Web Pages, • Opening an email account and use of email. • Social media sites and its implication. • Information Security and antivirus tools, • Do's and Don'ts in Information Security



KEY POINTS

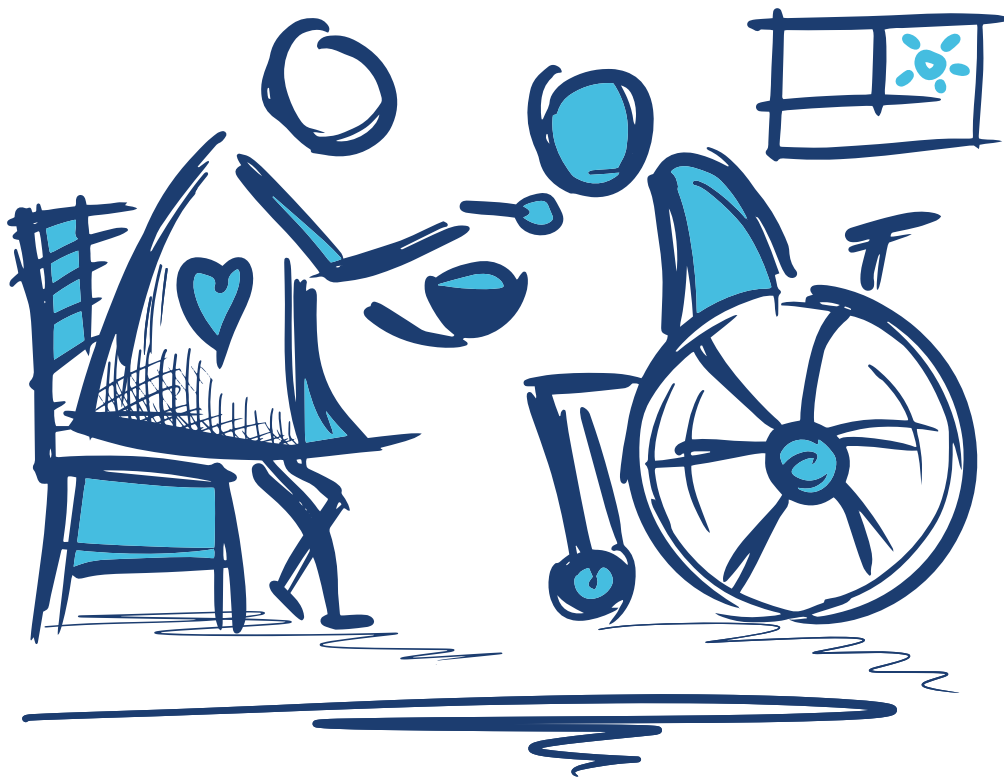
- Training has been targeted for women only, belonging to economically backward section.
- Minimum educational qualification — Passed out Higher Secondary Examination.
- This is a two years curriculum.
- Hours of instruction — 1000 hours
- When working under a qualified nurse, an Advanced Bedside Nursing Assistant can provide optimum nursing care with lesser number of nurses.
- Therefore the infrastructural cost is reduced but service remains optimum.
- It will generate a cadre who can successfully assist qualified nurses to provide nursing care to the patient.
- Optimum standard of nursing care can be provided with lesser number of nurses when working in a team with qualified nurses.
- Training can be conducted in community setting in the rural field.
- Become a very important aspect of women empowerment.

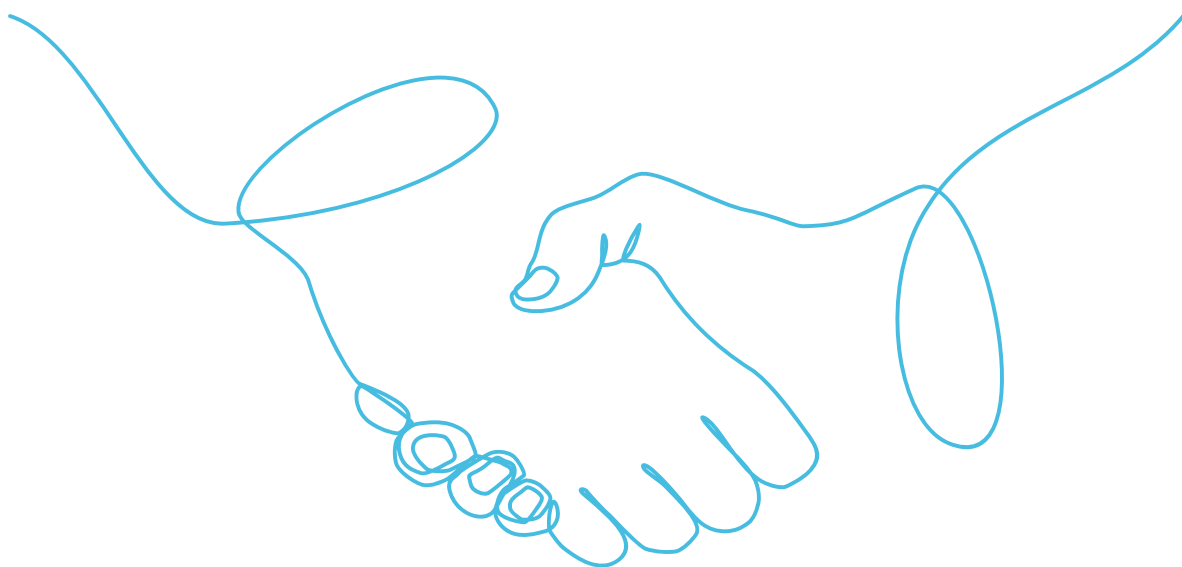


ACKNOWLEDGEMENT

This Curriculum has been developed by the Calcutta Heart Clinic and Hospital Nursing Department and 100 Students have passed out successfully till date and are working in various hospitals in Kolkata.

The society expresses its gratefulness to Sister MahuaMaity – Nursing Superintendent of the Hospital, Sister PritiTaran - Ex Sister Tutor, SSKM Hospital, Kolkata and Sister Anita Paul – Nursing Teacher, R G Kar Medical College of Nursing, Kolkata.





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