

MAHARASHTRA STATE BOARD OF SKILL DEVELOPMENT EXAMINATION, MUMBAI

1	Name of Course	C. C. CERTIFICATE COURSE IN GENERAL NURSING & MIDWIFERY ASSISTANT (GNMA) (Revise W. E. F. 2020-21)																																																														
2	Course Code	201237																																																														
3	Max.No.of Students Per Batch	25 Students																																																														
4	Duration	1 year																																																														
5	Type	Full Time																																																														
6	No.Of Days / Week	6 Days																																																														
7	No.Of Hours /Days	7 hrs.																																																														
8	Space Required	Practical Lab = 200 Sq feet <u>Class Room = 200 Sq feet</u> Total = 400 Sq feet 1) Institute Should have MOU with 10 Bedded functioning hospital with ICU facility. OR 1) Two hospital (combine 10 Bedded) MOU is allowed with ICU facility 2) But distance between Hospital and Institute Should not be more than 10 Km.																																																														
9	Minimum Entry Qualification	H.S.C. Pass/ Fail																																																														
10	Objective Of Course	To Create Skill General Medical Attendant																																																														
11	Employment Opportunity	As a Medical / Nursing care Attendant in Hospitals, Nursing Homes, home Health Nursing Clinics ,Schools , colleges, factories, industries, malls, tourist places , beaches and any other place where there is requirement of medical care.																																																														
12	Teacher's Qualification	1) Degree in Medical / Public Health with 1years Teaching Experience 2) Basic Nursing / GNM / ANM with 1 Years Experience.																																																														
13	Training System	Training System Per Week <table><tr><td colspan="3">Theory (3 months)</td><td colspan="3">Practical (9 months)</td><td colspan="1">Total</td></tr><tr><td colspan="3">6 hrs/ day x 25 days / month x 3 months = 450 hours</td><td colspan="3">6 hrs/ day x 25 days / month x 9 months = 1350 hours</td><td colspan="1">42 hrs</td></tr></table>							Theory (3 months)			Practical (9 months)			Total	6 hrs/ day x 25 days / month x 3 months = 450 hours			6 hrs/ day x 25 days / month x 9 months = 1350 hours			42 hrs																																										
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14	Exam System	<table><tr><td>Sr. No</td><td>Paper Code</td><td>Name of Subject</td><td>TH/PR</td><td>Hours</td><td>Max. Marks</td><td>Min. Marks</td></tr><tr><td>1</td><td>20123711</td><td>Communication skills & ICT</td><td>TH-I</td><td>3 hrs.</td><td>100</td><td>35</td></tr><tr><td>2</td><td>20123712</td><td>Medical Abbreviations</td><td>TH - II</td><td>3 hrs.</td><td>100</td><td>35</td></tr><tr><td>3</td><td>20123713</td><td>Branches of Medicines</td><td>TH- III</td><td>3 hrs.</td><td>100</td><td>35</td></tr><tr><td>4</td><td>20123721</td><td>Communication skills & ICT</td><td>PR-I</td><td>3 hrs.</td><td>100</td><td>50</td></tr><tr><td>5</td><td>20123722</td><td>Medicinal & surgical procedures</td><td>PR-II</td><td>3 hrs.</td><td>100</td><td>50</td></tr><tr><td>6</td><td>20123723</td><td>Instruments</td><td>PR- III</td><td>3 hrs.</td><td>100</td><td>50</td></tr><tr><td></td><td></td><td>TOTAL</td><td></td><td></td><td>600</td><td>255</td></tr></table>							Sr. No	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks	1	20123711	Communication skills & ICT	TH-I	3 hrs.	100	35	2	20123712	Medical Abbreviations	TH - II	3 hrs.	100	35	3	20123713	Branches of Medicines	TH- III	3 hrs.	100	35	4	20123721	Communication skills & ICT	PR-I	3 hrs.	100	50	5	20123722	Medicinal & surgical procedures	PR-II	3 hrs.	100	50	6	20123723	Instruments	PR- III	3 hrs.	100	50			TOTAL			600	255
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C. C. IN GENERAL NURSING ASSISTANT

Modules	Topics/Expected Key Learning Outcomes
1. COMMUNICATION SKILLS & ICT	
A.Communication Skills	<p>After completing this module, participants will be able to:</p> <p>Introduction to communication skills</p> <ul style="list-style-type: none"> • Explain communication basics and its importance • Describe principles of effective communication
	<ul style="list-style-type: none"> • 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 <p>Listening skills</p> <ul style="list-style-type: none"> • 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 <p>Motivational training</p> <ul style="list-style-type: none"> • 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 <p>Facing interviews</p> <ul style="list-style-type: none"> • 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 Explain the importance confidence building
B. BASIC COMPUTER LITERACY	<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
2.	MEDICAL ABBREVIATIONS
A. Anatomy & First Aid	<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>8. Meaning of first aid</p> <p>9. first aid given for a) Fever b) Insect Bite, C) Snake Bite, D) Animal Bite Etc, E) Electric Shock F) Accident G) Burns H) Cardiac Arrest I) Cuts J) Allergic Reaction K) Epilepsy Etc</p>
B. DIFFERENT PARTS OF HOSPITAL, MEDICAL TERMINOLOGY & VARIOUS DEGREES OF DOCTORS	<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 • ETC
C. COMMON INSTRUMENTS USED IN HOSPITAL	1. Stethoscope 2. Sphygmomanometer 3. WEIGHT MACHINE 4. Examination Bed 5. Thermometer 6. Dressing Tray 7. DIFFERENT TYPES OF Forcep 8. Needle Holder 9. Syringes 10. Needles 11. Iv Set 12. Iv Stand 13. Types Of Beds 14. Locker 15. Scissors 16. Scalpel 17. Tongue Depressor 18. Ent Scope 19. Recto scope 20. Speculum 21. Dilator 22. Sound 23. Ophthalmoscope 24. Laryngoscope 25. Retractors 26. Laparoscope 27. Types of belts 28. Cervical collar 29. Walker 30. Bedpan 31. Nebulizer 32. Inhaler 33. ECG machine 34. Autoclave

	35. Suction 36. OT table 37. OT lamp 38. Surgical Gloves, Mask, Cap 39. Different types of Trolleys 40. Drums 41. Gauge 42. Bandage 43. Cotton 44. Types of Sticking 45. Traction 46. Macintosh 47. Color Code for Dustbins 48. Boyles Apparatus 49. Stretcher 50. Catheter
3. BRANCHES OF MEDICINES	
A. GENERAL MEDICINES, ORTHOPADIC & SURGERY	<p>* STUDENTS SHOULD BE AWARE OF THE FOLLOWING TERMS AND GENERAL SYMPTOMS ASSOCIATED WITH THE SAME</p> <p>a) GENERAL MEDICINE</p> <p>i) Respiratory System</p> <ol style="list-style-type: none"> 1) Asthama 2) COPD 3) Pneumonia 4) Tuberculosis 5) Respiratory Failure <p>ii) Cardiovascular System</p> <ol style="list-style-type: none"> 1) Heart Failure 2) Myocardial Infection 3) Valvular Diseases 4) Endocarditis 5) CPR 6) Miscellaneous <p>b) COMMON ORTHOPEDIC CONDITIONS</p> <ol style="list-style-type: none"> 1) Fracture 2) Dislocation 3) Joint Pain 4) Muscular Diseases 5) Osteoarthritis 6) Rheumatoid Arthritis

	c) COMMON SURGICAL DISEASES 1) Appendix 2) Breast Biopsy 3) Cataract Surgery 4) Cholecystectomy 5) Piles, Fissures, Fistula Etc
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B. BASIC GYNACOLOGY & PADEATRICS	1)GYNACOLOGICAL DISORDERS a) Menstrual Disorders b) Pregnancy c) PCOD d) Uterine Fibrosis 2)Pediatric Diseases a) Chicken Pox B) Cold & Cough C) Ear Infection D) Diarrhea & Vomiting E) Fever F) Food Allergy
C. COMMON DISEASES& MEDICINES USED	1) COMMON DISEASES a) Allergies B) Cold & Flu C) Diarrhea D) Headaches E) Gastritis F) Constipation G) Fever etc
D. VACCINES & ITS DOSAGE	Common vaccines & its dosage 1) BCG 2) DPT 3) OPV 4) MEASELES 5) HEPATITIS B 6) TT etc
E. ROUTE OF ADMINISTRATION	Identify the Various Routes Of Administration Such As IM, IV, SC, ORAL, RECTAL, ETC

F. COMMON VACCINES	<ul style="list-style-type: none"> • Identify different Types of Vaccines, Its Dosage & Usage. SUCH AS <ol style="list-style-type: none"> 1) POLIO 2) MMR 3) BCG 4) HEPATITIS VACCINE 5) RABIES 6) T.T Etc

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

Units	Topics/Expected Key Learning Outcomes
1. Admission Procedure	<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	<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> <ul style="list-style-type: none"> ➤ Local Application: Instillation of drops, gargles, external applications <p>Enemas: Types and Administration</p>

3. Bed Making	<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.
4. Preparing Dressing Tray	<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
5. Autoclave the Instruments	<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
6. Fumegrate OT	<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
7. Routes of Administration of Drugs	<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 4. Sub Cutaneous 5. Dermal 6. Intradermal 7. Rectal

8. First Aid	<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	<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

Infrastructure & Tool, Equipment required to be available in Institute

Instiute Infrastructure	Require Quantity
One Office	As per requirement.
One Class Room Capacity 30 Student	As per requirement.
OHP & Slide Pojector Or LCD Projector	As per requirement.
Library Facility	As per requirement.
Bons set	As per requirement.
BP Apparatus	02
E.C.G. Machine	01
Stethoscope	05
Thermometer	05
First Aid Kit	01
Family Planing Kit	01
All Types Of Anatomy & Physiology Charts	As per requirement.
Hospital Related Equipment For Daily Practice	As per requirement.
Beds	02
