

# Prospectus Certificate Course in Nurse Assistant



July 2018 session

**Baba Farid University of Health Sciences,**

**Faridkot, Punjab 151203**

**University College of Nursing**



**CERTIFICATE COURSE**

**IN**

**NURSE ASSISTANT**

**AT**

**University College of Nursing  
(Constituent College of )**

**Baba Farid University of Health Sciences, Faridkot, Punjab 151203**



**University College of Nursing**

**Baba Farid University of Health Sciences, Faridkot, Punjab 151203**

### **Philosophy of the course :**

The philosophy of Nurse Assistant is to promote quality of patient care; to provide entry-level skills for employment as a nurse assistant / orderly and to provide awareness of opportunities/choices in health care occupations...The nurse assistant curriculum is based upon the following beliefs

- Clients have the right to optimum health care delivered in a safe environment by a competent caregiver.
- Learning occurs in an atmosphere of mutual respect; where questioning is welcomed, and opportunities for guided practice based on practical knowledge.
- The nurse assistant/ orderly is an important member of the health care team. The nurse assistant, under the direct supervision of nursing personnel, provided direct care to the client; promotes comfort measures, and collects, records and reports data.

Clients have the right to the fulfillment of their basic physical, psychosocial, and spiritual needs."

### **Aim of the nurse assistant course:**

The aim / purpose of the certificate course in nurse assistant is to provide an educational program which will be prepared to assume responsibility in the providing first aid and emergency support services to the clients at different level at road side, in hospital- emergency department, and appropriate shifting and transportation of the patients to another department existing in hospital . Nurse assistant will be bringing awareness to masses about emergency management of the casualties, their first aid and appropriate transportation to tertiary care hospitals with safety precaution required for patients to minimize further damage.

## **Objectives of the course :**

A nurse assistant/ orderly successfully completing the certificate training program will be able to-

1. Describe the basic structure and functions of human body so he/ she can apply the knowledge in caring the client at different level.
2. Function effectively as a nurse assistant / orderly to provide comprehensive health care in a community, hospital in as well as urban and rural locations & in home based care.
3. To demonstrate competence in providing emergency care to save the life of injured clients in different settings.
4. Provide first aid to the injured or the sick in emergency & able to demonstrate skill in cardio pulmonary resuscitation in casualty or hospital setting and home environment.
5. To explain the local patterns of disease and minor ailments and their management.
6. Helps in collecting, handling and transporting the specimens for various diagnostic tests.
7. Help the nurse in serving the therapeutic diet for various disease conditions.
8. To provide congenial and safe environment to the patients in carrying out elementary nursing procedures & wound care, dressing for better patients care.
9. To provide first aid in case of disaster, emergency, and accidents and demonstrate skills in transportations of the casualties.
10. Identify common equipments used for patients care in wards and operation theatres.

## **Admission Terms & Conditions:**

- Duration of course** : 6 months
- Admission Qualification** : 10<sup>th</sup> standard
- Minimum Age** : 17 years and the marital status of the candidate are  
Unmarried
- Admission** : January / July (**Twice a year**)
- Medium of instruction** : Regional language (Hindi / Punjabi/ English)
- Vacations & Holiday** : Sick leave not more than 5 days  
Preparatory holidays 7 days

**Note: - Students should be medically fit**

**Course Description :**

The Nurse Assistant course provides the student with the necessary skills to seek employment in long-term care facilities as Nurse Assistant. Emphasis is on elementary principles of nursing, development and application of activities of daily living skills in hospital & long-term care facilities.

**Course Outlines :**

S/n	Subjects	Theory	Practical	Total Hours of Instruction
1	<b>Basic Sciences</b> 1. Anatomy 2. Physiology 3. Microbiology 4. Biophysics 5. Biochemistry & Nutrition	60	30	90
2	<b>First aid , wound care &amp; dressing</b>	40	200	240
3	<b>Elementary Nursing Procedures</b>	60+40	270	370
	<b>Total</b>	<b>200</b>	<b>500</b>	<b>700</b>

**Scheme of Examinations**

S/n	Subjects	Internal Assessment	External Assessment	Total
1	Basic Sciences	40	60	100
2	First aid , Wound Care & Dressing	40	60	100
3	Elementary Nursing Procedures	40	60	100
4	<b>Practical – First Aid, Wound Care &amp; Dressing</b>	50	50	100
5	<b>Practical – Elementary Nursing Procedures</b>	50	50	100
	<b>Total</b>	<b>220</b>	<b>280</b>	<b>500</b>

## 1. Basic Sciences

**Course objective :** The course is designed to help the students to gain knowledge of structure & function of human body. Recognize deviation from normal health in order to perform effective elementary patients care.

### 1. Anatomy & physiology

**hours of instruction : 20**

Units	Content	Hours
Unit –I	Introduction To Anatomy & Physiology	1
Unit- II	Organization Of Body Cell, Tissue, Organs & Systems.	2
Unit- III	Skeletal & Muscular System	3
Unit -IV	Nervous System & Sensory Organs	2
Unit -V	Circulatory System	2
Unit -VI	Respiratory System	2
Unit -VII	Digestive System	3
Unit -VIII	Excretory System	2
Unit -IX	Endocrine System	1
Unit -X	Reproductive System	2

### 2. Microbiology

**hours of instruction : 15**

Units	Content	Hours
Unit -I	Introduction To microbiology	1
Unit- II	Microorganism	3
Unit- III	Route of infection & source of infection & spread of infection	3
Unit -IV	Sterilization & disinfection, carbolisation technique, care of hospital articles & fumigation	3
Unit -V	Medical surgical asepsis & noso-comial infections & isolation techniques	3
Unit -VI	Bio-medical waste management	2

### 3. Bio-Physics & Bio-Chemistry & Nutrition

**Hours Of Instruction : 30**

#### Bio-physics

**hours of instruction: 15**

Units	Content	Hours
Unit –I	Units & measurements	1
Unit- II	Mechanics	3
Unit- III	Pressure	3
Unit –IV	Heat	3
Unit – V	Electricity magnetism	3
Unit - VI	Ionizing radiation	2

**Bio-Chemistry****hours of instruction: 08**

Units	Content	Hours
Unit –I	Introduction to bio-chemistry	1
Unit- II	Medical gases & solutions	2
Unit- III	Body chemistry	3
Unit –IV	Electrolyte (organic & inorganic)	1
Unit – V	Elementary bio-chemistry of fat, carbohydrate, proteins	1

**Nutrition****hours of instruction: 07**

Units	Content	Hours
Unit –I	Hospital diets	2
Unit- II	Storage of food in wards	1
Unit- III	Cooking of foods / Therapeutic Diet	2
Unit –IV	Digestion & metabolism of food	2

**2 First aid, wound care & dressing****hours of instruction: 40**

Units	Content	Hours
Unit -I	Principles of First aid	1
Unit- II	Bandaging,	6
Unit- III	Injury, inflammation process & Fracture and splints	3
Unit -IV	Wound & their classification, Wound healing	3
Unit- V	Dressing	2
Unit- VI	Unconsciousness & its management	4
Unit- VII	asphyxia & Cardio pulmonary resuscitation	3
Unit -VIII	Hemorrhage & shock	2
Unit- IX	Burns, scalds, snake bite & stings	4
Unit- X	Poisoning	2
Unit - XI	Transfer of patients after trauma, post-operative patients	4
Unit - XII	Foreign bodies	2
Unit- XIII	disaster management	4



**3 Elementary nursing procedures****hours of instruction: 60 + 40**

<b>Units</b>	<b>Content</b>	<b>Hours</b>
Unit –I	Introduction to nursing – hospital & patients & duties of nursing assistants	4
Unit- II	Ward environment (cleanliness of ward & patients unit )	4
Unit- III	Bed & bed making & its type & material required (open bed, closed bed, occupied bed, operation bed, fracture bed, cardiac bed, admission bed )	20
Unit –IV	Admission & discharge procedure	2
Unit- V	Personal hygiene (mouth wash, sponge bath, hair care, nail care )	15
Unit- VI	Universal precautions & use of barrier nursing techniques	4
Unit- VII	Feeding of helpless patients	2
Unit -VIII	Elimination need (use of bed pan & urinals, enema, )	5
Unit- IX	Care of dying patients & care of body after death	4
Unit- X	Positions & Comfort devices	4
Unit- XI	Pressure sore (assessment, dressing, prevention)	6
Unit- XII	Collection of specimens (blood & urine, sputum, stool etc. )	4
Unit- XIII	Body mechanics, shifting, lifting & transfer of patients	5
Unit- XIV	Assist in Suctioning (oral )	2
Unit- XV	Oxygen administration	4
Unit- XVI	Ambulation of the patients	3
Unit- XVII	Hot & cold applications	4
Unit- XV	Surgical dressings	4
Unit- XVI	Care of rubber goods (gloves, mackintosh, rubber tubes, catheters, hot water bottles, air cushions, )	4

- The examination body of the course shall be the university college of nursing, Faridkot. Further, certificates after the completion of the course shall be given by the college / university.
- After 6 months of study/ completion of the course candidates will be examined by a set of two examiners out of which one will be from University College of nursing, Faridkot and other will be Guru Gobind Singh Medical College, Faridkot.



**Clinical Experience: -****Total hours: 500 hours**

s/n	Clinical area	Hours	Weeks
1.	Orthopedic ward / OPD	72	2
2.	Emergency	72	2
3.	Surgery	72	2
4.	Medicine	72	2
5.	Intensive Care Unit	36	1
6.	Burns	72	2
7.	C.S.S.D.	36	1
8.	O.T.	36	1
9.	Kitchen (therapeutic diet)	32	1
	<b>Total hours</b>	<b>500</b>	<b>14</b>

**Records:-**

The following shall be the minimum records to be maintained for each student -

1. Admission record
2. Health record
3. Class attendance
4. Clinical experience
5. Progress reports on assessment in theory and practical for each subject.
6. Mark lists
7. Leave record
8. Practical record book
9. Cumulative record

## **Total Number of Seats:-**

20 seats for each session

Admissions: Twice in a academic year (January / July)

## **Fee structure fore whole Course: (Six months course)**

Deposit the fees at the time of admission

**Tution fees : Rs/- 6000**

## **Procedure of Selection:-**

1. Admission will be entirely on the basis of merit of the candidate in 10<sup>th</sup> standard.
2. In case of same marks than the candidate older in age will be considered.
3. In case of same marks and same age than higher qualification will be considered.
4. Reservation as per Punjab Government Rules.
5. 15% seats are reserved only for the candidate working in any of the Punjab Government setting.
6. Upper Age Relaxation for in-service candidate up to 35 years and in case of SC/ BC as per Punjab Government rules.
7. There is no provision for hostel accommodation for candidates.

Form No.....



Affix Recent  
Attested  
Passport Size  
Photograph

**Admission- Application Form Session July 2018**  
**Certificate Course in Nurse Assistant**

To Be Accompanied By A Demand Draft of Rs/- 200 for General Category & Rs/- 100 for SC/ BC category In Favor of “Principal University College of Nursing Faridkot, Punjab, Payable At Faridkot.

**University College of Nursing**  
**A constituent college of**  
**Baba Farid University of Health Sciences Faridkot Punjab**

1. Name of the applicant:.....
2. Fathers name: .....
3. Mothers name:.....
4. Husband's name if married:.....
5. Nationality:.....
6. Date of birth                      Date                        Month                        Year
7. Resident Status                      Punjab / Other State
8. Category:                      GEN / SC / ST / BC / Others
9. Correspondence Address:.....

.....

.....

**Phone No.** .....

**10. Educational Qualification:**

S/ N	Examinations passed	Name of the Board	Years + Name of Passing Institution	Marks Obtained / Max. marks	Percentage
1.	10 <sup>th</sup> (Secondary)				
2.	10 + 2 Exams				
3.	Any Other				

To be filled by sponsoring authority in case of sponsored candidates only –

11. I declare that .....(name of the candidate) employed as.....(designation) in .....(name of organization) is applying for admission to certificate course in Nurse Assistant at University College of Nursing , Baba Farid University of Health Sciences, Faridkot.

Signature of the Sponsoring Authority

With official stamp

Date :

Place:

12. Particular of demand draft. D.D. No. .... Amount.....

Date: ..... Bank Code .....

## **Declaration**

### **Undertaking and pledge by the candidate**

- a) I hereby certify that the entries made by me in this form are correct to the best of my knowledge & belief and I have not concealed any information / facts in any manner.
- b) I agree to observe and abide by all the rules and regulations of the Institution in which I may be admitted, including those with regard to programme of studies, syllabus, scheme of examination, examination rules that may be laid from time to time by Baba Farid University of Health Sciences and /or institution during the period of my studies and I will not associate myself with any activity prejudicial to the discipline of Institution.
- c) I fully understand that for any violation or infringement of these rules and regulations, disciplinary action can be taken against me by the authorities which may include cancellation of the candidature.
- d) I certify that I am not involved in any illegal activity and no criminal case is pending against me in any court of law.
- e) I understand that if at any stage, it is found that I have given any wrong information to seek admission, my admission shall stand cancelled automatically without any prior information from the institute and I shall have no claim whatsoever, on the seat or the dues paid to the Institution.
- f) I certify that I have not passed the qualifying examination from more than one Board/University/any other examining body.

Date \_\_\_\_\_ Full signature of the candidate.....

