



BOARD OF SCHOOL EDUCATION HARYANA

Syllabus and Chapter wise division of Marks (2024-25)

Class- 12th Subject: Healthcare

Code: PCA 973

General Instructions:

1. There will be an Annual Examination based on the entire syllabus.
2. The Annual Examination will be of 60/2=30 marks, Practical Examination will be of 50 marks and 20 marks weightage shall be for Internal Assessment.
3. For Practical Examination:
 - i) Practical File of 25 marks.
 - ii) One activity of 10 marks.
 - iii) Viva-voce of 15 marks.
4. For Internal Assessment:

There will be Periodic Assessment that would include:

- i) For 6 marks- Three SAT exams will be conducted and will have a weightage of 06 marks towards the final Internal Assessment.
- ii) For 2 marks- One half yearly exam will be conducted and will have a weightage of 02 marks towards the final Internal Assessment.
- iii) For 2 marks- Subject teacher will assess and give maximum 02 marks for CRP (Class room participation).
- iv) For 5 marks- A project work to be done by students and will have a weightage of 05 marks towards the final Internal Assessment.
- v) For 5 marks- Attendance of student will be awarded 05 marks as:

75% to 80% - 01 Marks

Above 80% to 85% - 02 Marks

Above 85% to 90% - 03 Marks

Above 90% to 95% - 04 Marks

Above 95% to - - 05 Marks



Course Structure (2024-25)

Class-12th

Subject: Healthcare

Code: PCA 973

Unit. No.	Vocational Skill Unit Name	Unit Marks
1.	Unit - 1- Hospital management system	10
2.	Unit - 2 - Sterilization and Disinfection	10
3.	Unit - 3 - Introduction to Medication	10
4.	Unit - 4 - Immunization	04
5	Unit - 5 - Physiotherapy	06
6	Unit - 6 - Bio medical waste management	05
7	Unit 7- Medical Records and documentation	05
Unit. No.	Employability Skill Units	Unit Marks
1.	Unit - 1- Communication skills	2
2.	Unit - 2- Self management skills	2
3.	Unit - 3- Information and communication Technology skills	2
4.	Unit - 4- Entrepreneurial Skills	2
5.	Unit - 5- Green Skills	2
Total		60/2=30
Practical Examination		50
Internal Assessment		20
Grand Total		100



Unit-1- Hospital Management system -

Session- 1 - Role of General Duty Assistant in admission of patient

Session - 2 - Health Assessment

Session - 3 - Physical examination of patient

Session - 4 - Assisting in examination of patient

Session - 5 - Collection of specimen

Session - 6 - Furnishing patients unit

Unit - 2 - Microbiology, Sterilization and disinfection -II

Session - 1 - Introduction to disinfection of articles

Session - 2 - Care of articles

Session - 3 - Disinfection of wards

Session - 4 - Surgical asepsis

Session - 5 - Disinfection of operation theatre

Session - 6 -Surgical dressing

Session - 7 - Describe the disease causing microorganisms

Session - 8 - Describe the casual agents of common human diseases

Session - 9 - Describe the role of hospital personnel in prevention and control of hospital acquired infections

Session - 10 - Disinfecting ward and equipments

Unit - 3 - Drug Delivery system

Session - 1 - Introduction to drug delivery system

Session - 2 - Patients safety and effectiveness in drug delivery

Session - 3 - Routes of administering drugs in patients body

Session - 4 - Drug dosage forms

Session - 5 - Novel drug delivery system

Session - 6 - Controlled drug delivery system

Session - 7 - Basic principles of drug administration

Session - 8 - Forms and routes of medication

Session - 9 - Classification of drugs

Session - 10 - Drugs of cardiovascular system

Session - 11 - Storage and administration of medicine

Unit - 4 - Immunization

Session - 1 - Differentiate between various types of immunity

Session - 2 - Describe Immunization schedule

Session - 3 - Describe key components of universal Immunization programme

Session - 4 - Pulse polio Immunization programme

Unit - 5 - Physiotherapy

Session - 1 - Basic principles of physiotherapy

Session - 2 - Body mechanics

Session - 3 - Exercise

Session - 4 - Active range of motion exercises

Session - 5 - Passive range of motion exercises

Session - 6 - Breathing exercise



Unit- 6 - Bio medical waste management

Session - 1 - Session - 1 - Introduction to Bio Medical Waste Management

Session - 2 - Sources and disposal of Bio medical waste

Session - 3 - Segregation and transportation of Bio medical waste

Session - 4 - Role of Hospital staff in Bio medical waste management

Unit - 7 - Medical record /documentation

Session - 1 - Preparing medical record

Session - 2 - Principles of documentation

Session - 3 - Content of medical documentation

Session - 4 - Maintaining record

Employability Skill: -

Unit 1: Communication Skills

- Session 1 Active Listening
- Session 2 Parts of Speech
- Session 3 Writing Sentences

Unit 2: Self-management Skills

- Session 1 Motivation and Positive Attitude
- Session 2 Result Orientation
- Session 3 Self-awareness

Unit 3: Information and Communication Technology Skills

- Session 1 Getting Started with Spreadsheet
- Session 2 Performing Basic Operations in a Spreadsheet
- Session 3 Working with Data and Formatting Text
- Session 4 Advanced Features in Spreadsheet
- Session 5 Presentation Software
- Session 6 Opening, Closing, Saving and Printing a Presentation
- Session 7 Working with Slides and Text in a Presentation
- Session 8 Advanced Features used in Presentation

Session 1 Entrepreneurship and Entrepreneur

- Session 2 Barriers to Entrepreneurship
- Session 3 Entrepreneurial Attitudes
- Session 4 Entrepreneurial Competencies

Unit 5: Green Skills

- Session 1 Green Jobs
- Session 2 Importance of Green Jobs



Month wise NSQF Syllabus Teaching Plan (2024-25)

Class- 12th

Subject: Healthcare

Code: PCA 973

Month	Subject- Content	Teaching Periods	Revision Periods	Practical Work
April	<p>Vocational Skill: -</p> <p>Unit-1- Hospital Management system - Session1- Role of General Duty Assistant in admission of patient Session - 2 - Health Assessment Session - 3 - Physical examination of patient Session - 4 - Assisting in examination of patient Session - 5 - Collection of specimen .</p> <p>Employability Skill: -</p> <p>Unit 1: Communication Skills Session 1- Active Listening Session 2-Parts of Speech Session 3-Writing Sentences</p>	11	5	5
May	<p>Vocational Skill.</p> <p>Unit-1- Hospital Management system – Session - 6 - Furnishing patients unit</p> <p>Unit - 2 - Microbiology, Sterilization and disinfection -II Session - 1 - Introduction to disinfection of articles Session - 2 - Care of articles Session - 3 - Disinfection of wards Session - 4 - Surgical asepsis Session - 5 - Disinfection of operation theatre Session - 6 - Surgical dressing</p> <p>Employability Skill.</p> <p>Unit 2: Self-management Skills Session 1 Motivation and Positive Attitude Session 2 Result Orientation Session 3 Self-awareness</p>	13	6	4
June	<p>Summer Vacations - Students need to complete their portfolio topics and prepare 1 chart and model on following topics or topics can also be given by their teachers- Immunization schedule, Types of immunity, Forms and routes of medication, Types of drugs, Breathing exercise, Physiotherapy techniques, Rights of medication, Bio medical waste management, PPE, Chemicals used in Hospitals, Management of Isolation unit, Cross infection, Physical examination and its techniques, Admission note, Nursing care plan, Examination of patient ,Physiotherapy, techniques, Breathing exercises, Vital signs in all ages and all procedures which will be taught in Incubation center - Vital signs, Active passive exercise, Mouth care, Eye care, Nebulization, Secretion, Steam inhalation, Bed making, Medical hand washing, Medical glove, First aid, C.P.R, Back care, Hair care, Oxygen administration, Suctioning</p>			



July	<p>Vocational Skill .</p> <p><u>Unit - 2 - Microbiology, Sterilization and disinfection -II</u></p> <p>Session - 7 - Describe the disease causing microorganisms</p> <p>Session - 8 - Describe the casual agents of common human diseases</p> <p>Session - 9 - Describe the role of hospital personnel in prevention and control of hospital acquired infections</p> <p>Session - 10 - Disinfecting ward and equipments</p> <p><u>Employability Skill.</u></p> <p><u>Unit 3: Information and Communication</u></p> <p><u>Technology Skills</u></p> <p>Session 1 - Getting Started with Spreadsheet</p> <p>Session 2 - Performing Basic Operations in a Spreadsheet</p> <p>Session 3 - Working with Data and Formatting Text</p>	12	6	5
August	<p>Vocational Skill .</p> <p><u>Unit - 3 - Drug Delivery system</u></p> <p>Session -1 - Introduction to drug delivery system</p> <p>Session -2 - Patients safety and effectiveness in drug delivery</p> <p>Session - 3 - Routes of administering drugs in patients body</p> <p>Session - 4 - Drug dosage forms</p> <p>Session - 5 - Novel drug delivery system</p> <p>Session - 6 - Controlled drug delivery system</p> <p>Session -7 - Basic principles of drug administration</p> <p><u>Employability Skill.</u></p> <p><u>Unit 3: Information and Communication</u></p> <p><u>Technology Skills</u></p> <p>Session 4 - Advanced Features in Spreadsheet</p> <p>Session 5 - Presentation Software</p> <p>Session 6 - Opening, Closing, Saving and Printing a Presentation</p> <p>Session 7 - Working with Slides and Text in a Presentation</p> <p>Session 8 - Advanced Features used in Presentation</p>	11	6	5



September	<p><u>Vocational Skill</u> .</p> <p><u>Unit - 3 - Drug Delivery system</u> Session - 8 - Forms and routes of medication Session - 9 - Classification of drugs Session - 10 - Drugs of cardiovascular system Session - 11- Storage and administration of medicine</p> <p><u>Unit - 4 - Immunization</u> Session - 1 - Differentiate between various types of immunity Session - 2 - Describe Immunization schedule Session - 3 - Describe key components of universal Immunization programme Session - 4 - Pulse polio Immunization programme</p> <p><u>Employability Skill.</u> <u>Unit 4: Entrepreneurship Skills</u> Session 1 Entrepreneurship and Entrepreneur Session 2 Barriers to Entrepreneurship Session 3 Entrepreneurial Attitudes Session 4 Entrepreneurial Competencies</p> <p style="text-align: center;"><u>Half Yearly Exams</u></p>	11	7	5
October	<p><u>Vocational Skill</u> .</p> <p><u>Unit - 5 - Physiotherapy</u> Session - 1 - Basic principles of physiotherapy Session - 2 - Body mechanics Session - 3- Exercise Session - 4 - Active range of motion exercises Session - 5 - Passive range of motion exercises</p> <p><u>Employability Skill.</u> <u>Unit 5: Green Skills</u> Session 1 - Green Jobs</p>	10	6	4
November	<p><u>Vocational Skill</u> .</p> <p><u>Unit - 5 - Physiotherapy</u> Session - 6 - Breathing exercise</p> <p><u>Unit- 6 - Bio medical waste management</u> Session - 1 - Introduction to Bio Medical Waste Management Session - 2 - Sources and disposal of Bio medical waste Session - 3- Segregation and transportation of Bio medical waste</p> <p><u>Employability Skill.</u> <u>Unit 5: Green Skills</u> Session 2- Importance of Green Jobs</p>	12	6	4



December	Vocational Skill. Unit- 6 - Bio medical waste management Session - 4 - Role of Hospital staff in Bio medical waste management Unit - 7 - Medical record /documentation Session 1 - Preparing medical record Session - 2 - Principles of documentation Session - 3 - Content of medical documentation Unit 4: Entrepreneurship Skills IT skills practice, Resume making, Gmail, Receiving mails with attachments	13	6	5
January	Vocational Skill Unit - 7 - Medical record /documentation Session - 4 - Maintaining record Employability Skill. IT skills practice, Resume making, Gmail, Receiving mails with attachments	10	5	4
February	Vocational Skill Revision of Complete Syllabus. Employability Skill. Revision of Complete Syllabus	8	8	5
March	Annual Examination			

Note:

- Subject Teachers are advised to direct the students to prepare notebook of the Terminology/Definitional Words used in the chapters for enhancement of vocabulary or clarity of the concept.

Prescribed Books:

1. Patient Care Assistant Skill Book-Text book for Class XII, NCERT Publication.
2. Employability Skill Book- Text book for Class XII, NCERT Publication



NSQF Question Paper Design (2024-25)

Class- 12th

Subject: Healthcare

Code: PCA 973

Time 2 Hours 30 Minutes

Competencies	Total
Knowledge	40%
Understanding	30%
Application	20%
Skill	10%
Total	100%

Type of Question	Marks	Number	Description	Total Marks
Objective Type Question	1	15	6 Multiple Choice Questions, 3 Fill in the Blanks Questions. 3 One word Answer Type Questions 3 Assertion - Reason Questions	15
Very Short Answer Type Question	2	6	Internal choice will be given in any 2 questions	12
Short Answer Type Question	3	6	Internal choice will be given in any 2 questions	18
Essay Type Question	5	3	Internal option will be given in Essay Type question.	15
Total		30		60