



## Monthly Allocation of Syllabus

Skill Subject Name	Patient Care Assistant(Healthcare)
Class	9 <sup>th</sup>

MONTH	No. of Working Days		Title	No. of Teaching Periods	No. of Revision Periods
April	24	Patient Care Assistant	Reading Skills, Introduction to Patient care, Healthcare, need of healthcare , Scope of Healthcare Industry	14	4
		Employability Skills	Unit-1-Session06-Pronunciation Basics Session07-Greeting and Introduction	4	2
May	23	Patient Care Assistant	Unit- 1 - Human Body structure and functions - Session - 1 - Identify the structure, bones, organs and parts of human body	10	03
		Employability Skills	Unit01-Session01-Introduction to communication Session02-Verbal Communication Session03-Non-Verbal Communication Session04-Writing Skills Parts of speech	08	02
June		Summer Vacations from 1 <sup>st</sup> June to 30 <sup>th</sup> June			
July	25	Patient Care Assistant	Session - 1 - Identify the structure, bones, organs and parts of human body ( As there are many systems so this session can be continue for July month also) <u>Unit - 2 - Healthcare Delivery Systems -</u> Session - 1 - Describe the healthcare delivery systems Session - 2 - Identify the components and activities of hospital Session - 3 - Describe the role and functions of clinics	10	04
		Employability Skills	Session-5-Writing Skills-Sentences Unit-1-Session-8-Talking about Self Session09-Asking Questions-I Session10-Asking Questions II	08	03
August	23	Patient Care Assistant	Session - 4 - Describe the functions of Rehabilitation centre Session - 5- Demonstrate the knowledge of Hospice care <u>Unit - 3- Role of Home Health Aide -</u> Session - 1- Identify the role and functions of Home Health Aide Session - 2 - Prepare a daily care plan of patient	10	03
		Employability Skills	Unit03-Session01-Introduction to ICT Session02-ICT Tools-Smart phones and Tablets-I Session03-ICT Tools-Smartphones and Tablets-II S4-Parts of Computer Peripherals	08	02
Sept	23	Patient Care Assistant	Session - 3 - Identify basic components required for patient comfort Session - 4- Describe patients safety Session - 5 - Identify the qualities of a Home Health Aide Session - 6 - Collect the specimens of urine, stool, sputum, blood etc. using different methods (Including revision of covered syllabus for half yearly exams.)	10	04
		Employability Skills	S5-Basic Computer operations S6-Performing Basic File Operations S7-Communication and Networking-Basics of Internet S8-Communication and Networking-Internet Browsing	06	03



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October	21	Patient Care Assistant	Unit - 4 - Personal Hygiene and First aid Session - 1 - Demonstrate good hygiene practice Session - 2 - Identify factors affecting good health Session - 3 - Perform Hand washing Session - 4 - Describe the principles and rules of first aid	10	03
		Employability Skills	Unit-03-S9-Communication and Networking- Introduction to E-mail S10-Creating E-mail account S11-Writing of an E-mail S12-Receiving and Replying to emails.	05	03
Nov	22	Patient Care Assistant	Session - 5 - Identify facilities , equipments and materials used for first aid Session - 6 - Perform the role of first aider in cuts , bleeding, burns, insect bites and stings , dog bites and snake bites	12	03
		Employability Skills	Unit02-S1-Introduction to Self-management S2-Strength and Weakness Analysis S3-Self-Confidence	04	02
Dec	25	Patient Care Assistant	Unit - 5 - Primary Healthcare and emergency medical response Session - 1 - Identify components of Primary Health care Session - 2 - Demonstrate chain of survival	11	03
		Employability Skills	Unit-02-S4-Positive Thinking S5-Personal Hygiene S6-Grooming Unit-04-S1-What is Entrepreneurship S2-Role of Entrepreneurship S3-Qualities of a successful Entrepreneur	08	03
January	16	Patient Care Assistant	<b>Practical re-demonstrations, Overall Revision of theory and portfolios</b>  <b>Basic of Communications skills</b>	5	3
		Employability Skills	Unit-04-S4-Distinguishing Characteristics of Entrepreneurship and Wage Employment S5-Types of Business Activities S6-Product, Service and Hybrid Businesses S7-Entrepreneurship Development Process	6	2
Feb	21	Patient Care Assistant	Revision of Whole Syllabus	14	....
		Employability Skills	Unit-05- Session01-Society and Environment S2-Conserving and Natural Resources Session-03-Sustainable Development and Green Economy	05	02
March	Final Examination				

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### Monthly Allocation of Syllabus 2022-2023

Skill Subject Name	Patient Care Assistant (Healthcare)
Class	10 <sup>th</sup>

Month	No. of Working Days	Subject Part Name	Title	No. of Teaching Periods	No. of Revision Periods
April	24	Patient Care Assistant	<u>Unit-1- Immunization</u> - Session1- Differentiate between various types of immunity Session2- Describe Immunization schedule	11	4
		Employability Skills	Unit-1-Session1-Methods of Communication Session2-Verbal Communication Session3-Non-Verbal Communication	6	3
May	23	Patient Care Assistant	<u>Unit- 1- Immunization</u> - Session - 3 - Describe key components of Universal Immunization Programme Session - 4 - Pulse Polio Immunization Programme	11	3
		Employability Skills	Unit-1-Session -4-Communication Cycle and importance of feed back Session-5-Barriers to effective communication	7	2
June- Summer Vacations from 1 <sup>st</sup> June to 30 <sup>th</sup> June					
July	25	Patient Care Assistant	<u>Unit - 2 - Drug Administration and Physiotherapy</u> Session - 1 - Basic principle of drug Session - 2 - Forms and routes of medication Session - 3 - Classification of drugs (Including Overall Revision of Covered syllabus till July For First Assessment)	10	4
		Employability Skills	Unit-01-Session06-Writing Skills: Parts of Speech Session07-Writing Skills-Parts of Sentences (Including Overall Revision of Covered syllabus till July For First Assessment)	8	3
August	23	Patient Care Assistant	<u>Unit - 2 - Drug Administration and Physiotherapy</u> Session - 4 - Basic principles of physiotherapy Session - 5 - Body mechanics Session - 6 - Breathing exercise	08	04
		Employability Skills	Unit-03-Session01-Basic Computer Operations Session02-Performing Basic file operations	08	03
Sep	23	Patient Care Assistant	<u>Unit - 3 - Geriatric and child care</u> Session - 1 - Introduction to care of elderly Session - 2 - Age related changes in people Session - 3 - Basic needs of elderly	10	04
		Employability Skills	Unit-3 -Session-3-Computer Computer Care and file management Session04-Computer Security and Privacy	06	03
Oct	21	Patient Care Assistant	<u>Unit - 3 - Geriatric and child care</u> Session - 4 - Taking care of common problems of elderly	10	03



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			Session - 5 - Caring for infants and children Session - 6 - Physical examination of patients Session - 7 - Assisting in examination of patient		
		Employability Skills	Unit-02-Session01-Stress management Session02-Self Awareness-Strength and Weakness	05	03
Nov	22	Patient Care Assistant	<u>Unit - 4 - Prevention and control infection in home settings</u> Session - 1 - Describe the disease causing microorganisms Session - 2 - Describe the causal agents of common human diseases Session -3- Disinfecting ward and equipment (Including Revision for SAT Preparation)	13	03
		Employability Skills	Unit02-Session03-Self Motivation Session04-Self Regulation-Goal Setting (Including Revision for SAT Preparation)	04	02
Dec	25	Patient Care Assistant	<u>Unit - 4 - Prevention and control infection in home settings</u> Session - 4- Care of articles Session - 5 - Disinfection of wards <u>Unit - 5 - Bio - Medical waste management</u> Session - 1 - Introduction to Bio Medical Waste Management	14	04
		Employability Skills	Unit03-Session05-Self regulation-Goal Setting Unit04-Session01-Entrepreneurship and Society	05	02
Jan	16	Patient Care Assistant	<u>Unit - 5 - Bio - Medical waste management</u> 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	06	02
		Employability Skills	Unit4- Session02-Qualities and Functions of an entrepreneur Session03-Myths about Entrepreneurship Session04-Entrepreneurship as a career option (Including Preparation of Pre-Board Assessment)	05	03
Feb	13	Patient Care Assistant	Overall Revision	04	02
		Employability Skills	Unit-05-Green Skills Session01-Sustainable Development Session02-Our Role to Sustainable Development(Including full revision of syllabus)	05	02
March		Final Examination			

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Skill Subject Name	Patient Care Assistant (Healthcare)
Class	11 <sup>th</sup>

Month	No. of Working Days		Title	No. of Teaching Periods	No. of Revision Periods
April	24	Patient Care Assistant	Board exams		
		Employability Skills	Board exams		
May	23	Patient Care Assistant	Result awaited		
		Employability Skills	Result awaited		
June- Summer Vacations from 1 <sup>st</sup> June to 30 <sup>th</sup> June					
July	25	Patient Care Assistant	<u>Unit - 1 - Hospital management system -</u> Session 1: Health Care Delivery System Session 2: Qualities of a General Duty Assistant Session 3: Codes of Conduct for General Duty Assistant Session 4: Personal Hygiene Practices for General Duty Assistant	10	04
		Employability Skills	<u>Unit 1: Communication Skills-</u> Session 1: Introduction to Communication Session 2: Verbal Communication Session 3: Non-verbal Communication Session 4: Pronunciation Basics Session 5: Communication Styles — Assertiveness Session 6: Saying No — Refusal Skills Session 7: Writing Skills — Parts of Speech Session 8: Writing Skills — Sentences	08	03
August	23	Patient Care Assistant	Unit 2: Role of General Duty Assistant for Outpatient Care Session 1: Role and Functions of Medical Receptionist Session 2: Identifying Vital Signs in Patients Session 3: Assisting in the Examination of Patient	10	03
		Employability Skills	Session 9: Greetings and Introduction Session 10: Talking about Self Session 11: Asking Questions Session 12: Talking about Family Session 13: Describing Habits and Routines Session 14: Asking for Directions Unit 2: Self-management Skills Session 1: Strength and Weakness Analysis Session 2: Grooming	08	02
Sep	23	Patient Care Assistant	Unit 3: Role of General Duty Assistant for Inpatient Care Session 1: Role of General Duty Assistant during the Admission of Patients Session 2: Activities of Patient Care Session 3: Bed Making for the Patient (Including revision of covered syllabus for half yearly exams.)	10	04



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		Employability Skills	Session 3: Personal Hygiene Session 4: Team Work Session 5: Networking Skills Session 6: Self-motivation Session 7: Goal Setting Session 8: Time Management	06	03
October	21	Patient Care Assistant	Session 4: Transportation of Specimens Session 5: Care of the Body after Death <u>Unit 4: First Aid</u> Session 1: Principles and Rules of First Aid	10	03
		Employability Skills	Unit - 3 - Information and Communication Technology Skills Session 1: Introduction to ICT Session 2: Basic Interface of Libre Office Writer Session 3: Saving, Closing, Opening and Printing Document Session 4: Formatting Text in a Word Document Session 5: Checking Spelling and Grammar	05	03
Nov	22	Patient Care Assistant	Session 2: Identify Facilities, Equipment and Materials for First Aid Session 3: Performing the Role of First Aider for Fever, Heatstroke, Back Pain, Asthma and Food-borne Illness	12	03
		Employability Skills	Session 6: Inserting Lists, Tables, Pictures, and Shapes Session 7: Header, Footer and Page Number Session 8: Tracking Changes in Libre Office Writer	04	02
Dec	25	Patient Care Assistant	Unit 5: Maintaining Safe, Healthy and Secure Environment Session 1: Promoting a Safe Working Environment	11	03
		Employability Skills	Unit 4: Entrepreneurship Skills Session 1: Introduction to Entrepreneurship Session 2: Values of an Entrepreneur Session 3: Attitude of an Entrepreneur Session 4: Thinking Like an Entrepreneur Session 5: Coming Up with a Business Idea Session 6: Understanding the Market Session 7: Business Planning	08	03
Jan	16	Patient Care Assistant	<b>Practical re-demonstrations, Overall Revision of theory and portfolios</b> <b>Basic of Communications skills</b>	5	3
		Employability Skills	Unit 5: Green Skills Session 1: Sectors of Green Economy Session 2: Policies for a Green Economy Session 3: Stakeholders in Green Economy Session 4: Government and Private Agencies	6	2
Feb	21	Patient Care Assistant	Revision of Whole Syllabus	14	....
		Employability Skills	Revision of Whole Syllabus	07	....
March	Final Examination				

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## Monthly Allocation of Syllabus 2022-2023

Skill Subject Name	Patient Care Assistant (Healthcare)
Class	12 <sup>th</sup>

Month	No. of Working Days	Subject Part Name	Title	No. of Teaching Periods	No. of Revision Periods
April	24	Patient Care Assistant	<u>Unit-1- Hospital Management system -</u> 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	11	4
		Employability Skills	Unit 1: Communication Skills Session 1 Active Listening Session 2 Parts of Speech Session 3 Writing Sentences	6	3
May	23	Patient Care Assistant	<u>Unit-1- Hospital Management system -</u> Session - 6 - Furnishing patients unit <u>Unit - 2 - Microbiology, Sterilization and disinfection - II</u> 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	14	3
		Employability Skills	Unit 2: Self-management Skills Session 1 Motivation and Positive Attitude Session 2 Result Orientation Session 3 Self-awareness	4	2
June- Summer Vacations from 1 <sup>st</sup> June to 30 <sup>th</sup> June					
July	25	Patient Care Assistant	<u>Unit - 2 - Microbiology, Sterilization and disinfection - II</u> 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 (Including Overall Revision of Covered syllabus till July For First Assessment)	10	4
		Employability Skills	<u>Unit 3: Information and Communication Technology Skills</u> Session 1 - Getting Started with Spreadsheet Session 2 - Performing Basic Operations in a Spreadsheet Session 3 - Working with Data and Formatting Text (Including Overall Revision of Covered syllabus till July For First Assessment)	8	3
August	23	Patient Care Assistant	<u>Unit - 3 - Drug Delivery system</u> 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	10	04
		Employability Skills	<u>Unit 3: Information and Communication Technology Skills</u> Session 4 - Advanced Features in Spreadsheet	06	03



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			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		
Sep	23	Patient Care Assistant	<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 <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	10	04
		Employability Skills	<u>Unit 4: Entrepreneurship Skills</u> Session 1 Entrepreneurship and Entrepreneur Session 2 Barriers to Entrepreneurship Session 3 Entrepreneurial Attitudes Session 4 Entrepreneurial Competencies	06	03
Oct	21	Patient Care Assistant	<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	11	04
		Employability Skills	<u>Unit 5: Green Skills</u> Session 1 - Green Jobs Session 2- Importance of Green Jobs	04	02
Nov	22	Patient Care Assistant	<u>Unit - 5 - Physiotherapy</u> Session - 6 - Breathing exercise <u>Unit- 6 - Bio medical waste management</u> 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 (Including Revision for SAT Preparation)	15	03
		Employability Skills	IT skills practice and Revision for SAT Preparation	02	02
Dec	25	Patient Care Assistant	<u>Unit - 7 - Medical record /documentation</u> Session 1 - Preparing medical record Session - 2 - Principles of documentation Session - 3 - Content of medical documentation Session - 4 - Maintaining record	14	04
		Employability Skills	Overall revision	05	02
Jan	16	Patient Care Assistant	Practical re- demonstrations, Overall Revision of theory, practicals and portfolios	8	2
		Employability Skills	Communications skills , career counseling and personality development	04	02
Feb	13	Patient Care Assistant	Overall Revision and Pre board exam	04	02
		Employability Skills	Overall Revision and Pre board exam	05	02
March			Final Examination		

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