

Syllabus For ELDERLY AND DISABLED CARE ASSISTANT

Course Name	Elderly And Disabled Care Assistant
Sector	Healthcare
Course Code	STC - HLC /2023/1624
Level	3
Occupation	Elderly And Disabled Care Assistant
Job Description	Elderly and Disabled Care Assistant involves providing support, care and assistance to elderly individuals and people with disabilities to help them with their daily living activities and improve their overall quality of life. This role typically includes a wide range of responsibilities and duties, depending on the specific needs and conditions of the individuals being cared for
Course Duration	720 hrs(Th. 150Hrs, Prac. 330Hrs, ES 60Hrs, OJT. 180 Hrs at 30 or more bedded hospital for a period of not less than 3 months.)
Trainees' Entry Qualification (minimum)	Class X Pass out
Trainers Qualification	Trainers already registered with West Bengal Allied & Paramedical Council in relevant training module OR Post Graduate from relevant allied Healthcare / MLT where ever applicable with relevant experience OR Doctors with MD/MBBS/BHMS/BAMS or persons holding GNM/B.SC Nursing Certificate wherever applicable with relevant experience. <i>In all cases Post Graduate of relevant Allied Healthcare Community will be preferred.</i>

Structure of Course:

Module No.	Module Detail	Terminal Outcome of Module	Theory (Hrs)	Practical / OJT (Hrs)	Total (Hrs) (in multiple of 30 hours)
1	Introduction of Health Care of elderly and disabled persons	Explain healthy ageing and its criteria of health care in the elderly and disabled persons.	30	60	90
2	Responsibilities of the caregiver.	List of duties required to be done by the caregiver.	30	60	90
3	Physiological status of aged persons.	Outlines of different types of physiological problems, ageing process and ageing.	30	60	90

4	Common diseases and its symptoms	Explain common diseases affecting aged persons including their symptoms and risk factors	20	70	90
5	Support the Geriatric persons	Explore the procedure to support the geriatric persons to engage themselves through different works and tools.	30	60	90
6	Medical Ethics	Apply ethical principles, legal guidelines, and professional values to ensure patient rights, uphold ethical standards, and maintain professionalism.	10	20	30
7	Employability Skill		60		60
8	OJT	At a 30 or more bedded hospital for a period of not less than 3 months		180	180
TOTAL			210	510	720

Syllabus

Module No 1: Introduction of Health Care of elderly and disabled persons

Module Outcome: Explain healthy ageing and its criteria of health care in the elderly and disabled persons.

Theory Content:

1. Introduce the demographic shift towards an aging population. Highlight the increasing number of elderly individuals in society due to longer life expectancy.
2. Explain that elderly and disabled individuals often have distinct healthcare needs compared to the general population due to age-related changes, chronic conditions, or disabilities.
3. Develop understanding of role of a Geriatric Care Assistant
4. What is ageing and healthy ageing.
5. Emphasize the diversity within the elderly and disabled populations, including variations in health status, functional abilities, cultural backgrounds, and socioeconomic factors.
6. Introduction of Elderly Care.
7. Stress the importance of healthcare that goes beyond medical treatment and focuses on enhancing the quality of life and overall well-being of these individuals.
8. Elderly Care Platform.
9. Domiciliary Care or Home Care.
10. Introduce the concept of holistic care, which considers the physical, mental, emotional, and social aspects of health. Explain that holistic care aims to address the individual's needs comprehensively.
11. Explain that healthcare for elderly and disabled persons occurs in various

settings, including home care, nursing homes, assisted living facilities, and hospitals and that the approach may vary depending on the setting..

12. Discuss ethical considerations in healthcare for these populations, such as autonomy, informed consent and end-of-life care decisions.
13. Discuss future challenges, such as the increasing aging population and the need for innovative approaches to healthcare delivery.
14. Discuss about Communicating with patient:
 - a. Addressing the patient, Body language, posture and gestures
 - b. Barriers of communication & how to overcome them
 - d. Communicating with patient with impaired hearing/vision/speech/ memory
 - e. Recognizing changes in the patient- behavior/ abnormal signs and reporting to the Medical Officer/ Nurse Supervisor
 - f. Dealing with anger or depression of the patient

Practical Content:

1. Conduct regular health assessments for elderly and disabled individuals, including physical, mental and social components.
2. Encourage physical activity appropriate for the individual's abilities, which can include seated exercises, physiotherapy, or adaptive yoga.
3. Difference of ageing and healthy ageing in chart paper.
4. Slides on elderly care and general care.
5. Difference of elderly care and general care.
6. Draw elderly care platform facilities on chart paper.
7. Draw domiciliary care or home care facilities on chart paper.
8. Tabulate geriatric diseases and medicines on chart paper.
9. Tabulate geriatric nursing and general nursing.

Module No 2: Responsibilities of the caregiver.

Module Outcome: List of duties required to be done by the caregiver.

Theory Content:

1. Goals as a caregiver.
2. Goals of a care planner.
3. Essential Elderly and disabled patients Care tips:
 - Start with the Right Body Language.
 - Exercise & proper utilization of geriatric tools or aids.
 - Show Proper Respect.
 - Practice Active Listening.
 - Build Rapport.
 - Show Sincerity.
 - Recognize Sensory Challenges.
 - Ensure Comfort.
 - Use Plain Language.
 - Show Empathy.

4. Duties and responsibilities of the care-giver:

- 4.1 Have a basic working knowledge of computers
- 4.2 Understand the importance of and process for first aid and triage
- 4.3 Assisting with activities of daily living such as bathing, grooming, dressing and toileting
- 4.4 Helping with mobility, transfers, and positioning to prevent bedsores or muscle stiffness.
- 4.5 Administering medication on schedule and keeping accurate records of medication intake.
- 4.6 Planning and preparing nutritious meals according to dietary restrictions or preferences.
- 4.7 Monitoring and encouraging proper hydration.
- 4.8 Assisting with feeding if necessary.
- 4.9 Light housekeeping tasks, including cleaning, laundry, and maintaining a safe and tidy living environment.
- 4.10 Understand all procedures required to control infection
- 4.11 Follow all standard precautions and infection control procedures
- 4.12 Identify deviation from normal health
- 4.13 Understand hospital borne infections and practices to prevent them
- 4.14 Understand different types of spillages and their management
- 4.15 Vital signs and health status.
- 4.16 Assisting with medical appointments and transportation.
- 4.17 Managing medical equipment and supplies.
- 4.18 Providing wound care or other specialized medical support if required.
- 4.19 Monitoring vital signs and health status.
- 4.20 Assisting with medical appointments and transportation.
- 4.21 Assisting with transportation to medical appointments, social activities, and errands.
- 4.22 Ensuring the elderly person can safely enter and exit vehicles.
- 4.23 Providing reassurance, empathy, and a listening ear to address feelings of loneliness, anxiety, or depression.
- 4.24 Offering encouragement and motivation for physical activity and engagement in life
- 4.25 Providing comfort, pain management, and emotional support during the end-of-life stage.
- 4.26 Understand the difference of care provided to ill patients, terminally ill, physically challenged and handicapped personnel
- 4.27 Understand the discoloration of the skin , changes of odour and consistency of urine and stools
- 4.28 Be able to identify rashes, abrasions, dryness, changes in colour, pressure areas, temperature, bruise and swelling of skin
- 4.29 Adequate knowledge about Biomedical waste management (BMW) and biomedical waste disposal protocols
- 4.30 Package dead bodies in case of non-communicable and communicable diseases
- 4.31 Know the procedures of storing and recording of personal items left on the body
- 4.32 Understand his/her role in disaster preparedness and management

Practical Content:

1. Hand washing and maintaining personal hygiene
2. Assisting with bathing and showering.
3. Helping with dressing and grooming.
4. Aiding with toileting, including transferring to and from the toilet.
5. Ensuring oral hygiene, including teeth brushing and denture care.

6. Ensuring genitourinary hygiene
7. Providing assistance with hair and nail care.
8. Assisting with getting in and out of bed or a chair.
9. Using proper techniques for safe transfers and positioning.
10. Encouraging and assisting with exercises to maintain mobility.
11. Light housekeeping, including cleaning and tidying.
12. Laundry and changing bed linens.
13. Recording and reporting changes in the elderly person's health status.
14. Monitoring vital signs, such as blood pressure, pulse and temperature.
15. Providing companionship, conversation, and emotional support.
16. Engaging in activities that promote mental and emotional well-being
17. Prepare slides about the goals of caregiver and care planner.
18. Audio video clippings of essential elderly patient care tips along with proper preparation of diagrams in charts.
19. Flow charts representation of essential elderly and disabled patient care tips
20. Preparation of charts through diagram & colorful pictures and headings.
21. Preparation of charts through diagram & colorful pictures of the risk factors of aged persons during assisting them.
22. Demonstration sessions with physiotherapist for the exercises required for enable geriatric/paralytic/immobile patients.
23. Demonstration of responsibilities of the care givers through different audio-visual clippings.
24. Demonstrate practically through self-acting in class by the students.
25. Preparation of charts through diagram & colorful pictures and headings.
26. Demonstration sessions with physiotherapist for the exercises required for enable geriatric/paralytic/immobile patients with or without physiotherapy aids.

Module 3: Physiological status of aged persons.

Terminal Outcome: Outlines of different types of physiological problems, ageing process and ageing.

Theory Content:

1. Introduction to aging and physiology
2. The aging process
3. Human system.
4. Physiological signs of ageing.
5. Factors effecting ageing
6. Cardiovascular changes
7. Musculoskeletal changes
8. Neurological changes
9. Respiratory changes
10. Gastrointestinal changes
11. Renal changes
12. Immune system changes
13. Physiological problems in older population:
 - 14.1 Depression.
 - 14.2 Dementia.
 - 14.3 Delirium.
 - 14.4 Alcohol and substance abuse.
14. Health assessment of older population.

- 14.1 The health history.
- 14.2 Physical assessment.
- 14.3 Comprehensive assessment.
- 14.4 Functional assessment.
- 14.5 Mental status assessment.
- 14.6 Assessment of social supports.
- 14.7 Environmental and safety assessment.
- 14.8 Integrated assessment.
- 15. General condition of the sensory organs and physiological system of the aged populations.
 - 15.1 Vision.
 - 15.2 Hearing.
 - 15.3 Smell.
- 16. Things that cause psychological problems in the elderly and disabled persons.
 - 16.1 Physical health issues
 - 16.2 Isolation
 - 16.3 Losing friends and relatives
 - 16.4 Dependency on family members
 - 16.5 Declining memory
 - 16.6 Lack of exercise and physical activities
 - 16.7 Insomnia.
- 17. Some of the most common psychological problems that affect the elderly are:
 - 17.1 Depression
 - 17.2 Weight loss
 - 17.3 Weight gain
 - 17.4 Insomnia
 - 17.5 Reduced appetite
- 18. Weak Memory -amnesia
 - 18.1 Lose their long-term memory.
 - 18.2 Lose their short-term memory. confusion,
 - 18.3 Inability to recognize people.
 - 18.4 Cause of amnesia may be caused by a number of factors including trauma to the head, brain damage or psychological factors such as PTSD.
- 19. Dementia or vascular dementia.

Causes of Dementia:

 - 19.1 Tumors.
 - 19.2 Infections.
 - 19.3 Lack of oxygen.
 - 19.4 Lack of nutrition.
- 20. Parkinson's disease.
 - 20.1 Alzheimer's Disease

Practical Content:

- 1. Prepare chart of physiological signs of ageing.
- 2. Prepare chart of factors effecting ageing.
- 3. Prepare slides of physiological problems.
- 4. Demonstration of 3D models of different human systems.

5. Prepare slides about the psychological problems in the elder and disabled persons.
6. Audio video clippings of essential those person's psychological problems along with proper preparation of diagrams in charts.
7. Flow charts representation of essential elderly and disabled persons. psychological problems.
8. Prepare slides about the psychological problems in the elder persons.
9. Audio video clippings of essential those person's psychological problems along with proper preparation of diagrams in charts.
10. Flow charts representation of essential elderly person's psychological problems

Module 4: Common diseases and its symptoms

Module Outcome: Explain common diseases affecting aged persons including their symptoms and risk factors

Theory Content:

Common general diseases of aged persons.

- A. Sleep disturbances
- B. Body ache, joints pain
- C. Generalized weakness
- D. Vertigo
- E. Depression
- F. Anxiety
- G. Constipation
- H. Delirium
- I. Dementia
- J. Anorexia
- K. Electrolytes imbalance (particularly Hyponatremia)
- L. Hypoglycemia
- M. Chronic illness like
 1. Arthritis.
 2. High Blood Pressure or heart disease.
 3. Cancer.
 4. Respiratory diseases.
 5. Alzheimer's Disease.
 6. Osteoporosis
 7. Osteoarthritis
 7. Diabetes
 8. Influenza and Pneumonia
 9. Obesity
 10. Depression
 11. Oral Health
 12. Mental instability due to facing poverty.
 13. Vision and hearing disorders.
 14. Gastrointestinal disorders.

Identify the red flag and knowledge about basic management (like hypoglycemia)

Highlight the role of preventive measures, including lifestyle modifications, early detection and regular medical check-ups.

Discuss the potential for maintaining a high quality of life through appropriate healthcare and support for elderly individuals.

Practical Content:-

1. Preparation of charts & practical note book after visiting to the clinics, OPD & IPD.
2. Audio-video session about the mentioned diseases.
3. Demonstration of 3D models of different human systems.
4. Organize a workshop to assess risk factors in a group of elderly individuals.
5. Measure the blood pressure; discuss life style factors like diet and exercise.
6. Use role playing scenarios to practice effective communication with heart failure patients and their families.
7. Role plays for the CPR and simulate stroke scenarios to teach rapid response and emergency care.
8. Engage participants in memory-enhancing exercises like puzzles and memory games to better understand cognitive challenges.
9. Conduct physical activities or exercises focusing on balance and mobility to simulate Parkinson's-related challenges.
10. Practice breathing exercises and techniques for managing COPD symptoms.
11. Demonstrate the techniques of use metered dose inhaler with spacer and rotacap with rotahaler with device
12. Demonstrate the technique of SC insulin injection
13. Create a hand washing and infection control simulation to highlight the importance of prevention.
14. Conduct a cooking class focused on diabetic-friendly meals
15. Offer eye health checkups and demonstrate the use of visual aids.
16. Provide information about hearing aids, their maintenance and benefits.

Module 5: Support the Geriatric persons

Outcome: Explore the procedure to support the geriatric persons to engage themselves through different works and tools.

Theory Content:

1. Begin by conducting a comprehensive assessment of the elderly person's physical and cognitive capabilities, interests and limitations. Consider their medical history, mobility, sensory impairments and cognitive function.
2. Explore the individual's past hobbies, interests and skills. Ask about their preferences for activities, such as gardening, painting, reading, or playing musical instruments.
3. Ensure that the necessary tools and equipment are available for the chosen activities. This may include gardening tools, art supplies, puzzle books, or knitting needles.
4. Promote social engagement by organizing group activities or workshops where geriatric individuals can work on projects together. Social interaction can combat loneliness and stimulate mental well-being.
5. Ensure that the workspace is comfortable, well-lit, and ergonomically designed. Make necessary adjustments to seating, lighting, and workstations to accommodate physical needs.

6. Establish a routine that includes regular engagement in meaningful activities. Consistency can provide a sense of purpose and structure.
7. Continuously monitor the individual's progress and adapt activities as needed. Celebrate achievements, no matter how small, to boost self-esteem.
8. Allow geriatric individuals to make choices and decisions about the activities they want to engage in. Respecting their autonomy fosters a sense of control.
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10. Allow geriatric individuals to make choices and decisions about the activities they want to engage in.

Practical Content:

1. Begin by conducting a thorough assessment of the elderly person's physical and cognitive abilities, interests and limitations. Use standardized assessment tools and consult with healthcare professionals if necessary.
2. Demonstration session about the ways of engagement in old age as mentioned.
3. Interaction sessions with the elderly and disabled persons in clinics, OPD & IPD for gathering experiences about their mental and physical sufferings, their attachments with the personal and social environments.
4. Preparation of practical note books in relation to demonstration and interaction sessions.
5. Based on the assessment and the individual's interests, select a range of suitable activities.

These may include:

- Art and craft projects (e.g., painting, knitting, pottery)
- Gardening or horticultural therapy
- Music and musical instruments
- Reading or audio books
- Puzzles and brain games
- Exercise and physical activities tailored to their abilities
- Social engagement activities (e.g., group outings, community events)

Module No 6: Medical Ethics

Course Outcome:

Apply ethical principles, legal guidelines, and professional values to ensure patient rights, uphold ethical standards, and maintain professionalism.

Theory:

1: Introduction to Medical Ethics

Differentiating between medical ethics and medical law, defining their goals and scope.

Understanding the healthcare Code of Conduct.

Exploring basic medical ethics principles, with an emphasis on confidentiality.

Providing an overview of malpractice and negligence, including rational and irrational drug therapy.

2: Ethics and Practice

Upholding patients' rights by understanding and implementing autonomy and informed consent.

Ethical considerations in caring for terminally ill patients.

Distinguishing medical diagnosis from physiotherapy diagnosis.

Exploring the medico-legal aspects of medical records, including types of medico-legal

cases, record-keeping, ownership, confidentiality, release of information, unauthorized disclosure, and retention.

3: Protocol & Principles

Understanding professional indemnity through insurance policies.

Developing standardized protocols to prevent near misses or sentinel events.

The process of obtaining informed consent.

Discussing the fundamental principles of Medical Ethics.

4: Professionalism & Values

Understanding and actively applying professional values such as integrity, objectivity, competence, due care, and confidentiality.

Embracing core values in healthcare, including accountability, altruism, compassion, excellence, integrity, professional duties, and social responsibility.

Recognizing the ethical significance of personal values.

Demonstrating appropriate attitudes and behaviors in healthcare, including professionalism and treating all individuals equally.

Examining the code of conduct, professional accountability, responsibility, and addressing misconduct.

Recognizing the differences between professions and emphasizing the importance of teamwork in healthcare.

Considering cultural factors in the healthcare environment.

Understanding the role of entry-level healthcare practitioners, their autonomy, and their commitment to evidence-based practice.

Practical Syllabus:

1. Practical activities related to each topic, including case studies, role-playing, and discussions to apply ethical principles and legal guidelines in real-world healthcare scenarios.
2. Hands-on exercises in developing protocols, obtaining informed consent, and addressing ethical dilemmas.
3. Interactive sessions to explore biomedical ethical principles and their application in healthcare practice.
4. Ethical decision-making simulations and discussions on code of conduct.
5. Collaborative exercises emphasizing teamwork and cultural sensitivity in healthcare settings.
6. Practical demonstrations of handling medical records, ensuring confidentiality, and addressing medico-legal aspects.
7. Visits to healthcare facilities to observe and discuss real-world applications of medical ethics and professionalism.
8. Role-playing and case studies focused on patient interactions, informed consent, and ethical dilemmas.
9. Group discussions and activities to foster a deeper understanding of personal and professional values and their impact on healthcare practice.

Module no. 7: Employability Skills

Introduction to Employability Skills

After completing this programme, participants will be able to:

1. Discuss the Employability Skills required for jobs in various industries
2. List different learning and employability related GOI and private portals and their usage

Constitutional values - Citizenship

3. Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen
4. Show how to practice different environmentally sustainable practices.

Becoming a Professional in the 21st Century

5. Discuss importance of relevant 21st century skills.
6. Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life.
7. Describe the benefits of continuous learning.

Basic English Skills

8. Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone
9. Read and interpret text written in basic English
10. Write a short note/paragraph / letter/e -mail using basic English

Career Development & Goal Setting

11. Create a career development plan with well-defined short- and long-term goals

Communication Skills

12. Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
13. Explain the importance of active listening for effective communication
14. Discuss the significance of working collaboratively with others in a team

Diversity & Inclusion

15. Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
16. Discuss the significance of escalating sexual harassment issues as per POSH act.

Financial and Legal Literacy

17. Outline the importance of selecting the right financial institution, product, and service
18. Demonstrate how to carry out offline and online financial transactions, safely and securely

19. List the common components of salary and compute income, expenditure, taxes, investments etc.
20. Discuss the legal rights, laws, and aids

Essential Digital Skills

21. Describe the role of digital technology in today's life
22. Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
23. Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely
24. Create sample word documents, excel sheets and presentations using basic features
25. utilize virtual collaboration tools to work effectively

Entrepreneurship

26. Explain the types of entrepreneurship and enterprises
27. Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
28. Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
29. Create a sample business plan, for the selected business opportunity

Customer Service

30. Describe the significance of analyzing different types and needs of customers
31. Explain the significance of identifying customer needs and responding to them in a professional manner.
32. Discuss the significance of maintaining hygiene and dressing appropriately

Getting Ready for apprenticeship & Jobs

33. Create a professional Curriculum Vitae (CV)
34. Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
35. Discuss the significance of maintaining hygiene and confidence during an interview
36. Perform a mock interview
37. List the steps for searching and registering for apprenticeship opportunities

List of Tools, Equipment & materials needed for 30 Trainees

Sl No	Items Name	Specification	Qty
1	Bed room, living room	Standard area	1 no each
2	Single bed	Standard area	2 nos
3	Almirah		2 nos
4	Small table		2 nos
5	Chair		2 nos
6	Dining table and chair		1 table, 4 chairs
7	Common room	Standard area	1 no
8	Physiotherapy area	Standard area	1 no
9	Yoga area	Standard area	1 no

Sl No	Items Name	Specification	Qty
10	Vacuum cleaner		1 no
11	Public telephone		1 no
12	Books, reading materials		As required
13	First aid box		1 no
14	Sports materials		As required
15	Thermometer		1 no
16	Sphygmomanometer		1 no
17	Stretcher		1 no
18	Stethoscope		1 no
19	Glucometer		1 no
20	Waster bin		1 no
21	Autoclave		1 no
22	Computer		2 nos
23	Computer chair, table		2 nos each
24	Internet connection		1 no
25	Pulse Oximeter		1 no
26	Weight Machine		1 no

OJT to be performed at 30 or more bedded hospital with facility of relevant training for a period of not less than 3 months

Marks Distribution

Outcome	Outcome Code	Total Th Marks	Total Pr Marks	Total OJT Marks
Explain healthy ageing and its criteria of health care in the elderly and disabled persons.	HLC/1624/OC1	30	90	0
List of duties required to be done by the caregiver.	HLC/1624/OC2	30	90	0
Outlines of different types of physiological problems, ageing process and ageing.	HLC/1624/OC3	30	90	0
Explain common diseases affecting aged persons including their symptoms and risk factors	HLC/1624/OC4	20	100	0
Explore the procedure to support the geriatric persons to engage themselves through different works and tools.	HLC/1624/OC5	30	90	0
Apply ethical principles, legal guidelines, and professional values to ensure patient rights, uphold ethical standards, and maintain professionalism.	HLC/1624/OC6	10	40	0
OJT	HLC/1624/OC7	0	0	300
Employability Skills – 60 Hrs	DGT/VSQ/N0102	50	0	0