

**SHORT TERM VOCATIONAL  
CERTIFICATE COURSE**

**COURSE NAME: HEALTH CARE MULTI PURPOSE  
WORKER**

(12 months Duration)

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**Director of Intermediate Education, Hyderabad**

**HYDERABAD, TELANGANA**

## **COURSE NAME**

NAME OF THE COURSE: Health Care Multi-Purpose Worker

SECTOR : PARAMEDICAL

COURSE CODE : HCMPW

ENTRY QUALIFICATION: SSC and 18 years above.

DURATION: 12 months (2 modules) - (40 Hours: English + Course content: 200 Hours per module)

PRE-REQUISITES: Basic Knowledge of science and English with an aggregate of 45% marks from recognized boards under SSC/CBSE/ICSE.

**TERMINAL COMPETENCE:** After completing this course, students will be able to work as a staff nurse and gain integrate knowledge of health promotion, health restoration and supportive measures in management of nursing care of individuals, families and communities in diverse populations.

### **Introduction of the course:**

Nursing Education is a professional education which is consciously and systematically planned and implemented through instruction and discipline and aims at harmonious development. A nursing student can be enrolled in a program that leads to a diploma, an associate degree, or a Bachelor of Science in nursing.

### **Objectives:**

To learn systematically evaluate the processes and outcomes of health

care using established criteria

- To Understand the behaviors that reflect internalization of values and ethics of professional nursing
- To Make Critical reasoning skills in application of theoretical knowledge in professional nursing practice
- To utilize innovations and technology in planning, delivering and evaluating nursing care and nursing care outcomes.

**Skills:**

- To be able to cooperate and communicate with other team members to achieve a common goal for their patients.
- To be able to analyze patient situations and make the best decisions based on the facts, and quickly

**ON THE JOB TRAINING AND PRACTICALS:**

Clinical training is extremely important in nursing as it prepares students to deal with real patients and expand on the knowledge obtained in various departments.

Clinical experience is the lifeblood in nursing education. Clinical experience for nursing students, from learning new skills to preparing them for real-world nursing work environments.

- Work at various clinical departments
- Case presentation on medical case
- Health education on disease conditions
- Exposure in health programme (i.e., Pulse polio programme)
- Assigned to a primary health center.

**COURSE SYLLABUS**

## **MODULE-1 (Fundamentals of Health and Nursing Profession)**

1. Human body
2. Hospital
3. Nursing process
4. Nursing as a profession
5. Concept of health
6. Health assessment
7. Preparation of patient unit
8. Health education and communication
9. Documentation
10. Vital sign

### **Practical Sessions: fundamentals of nursing**

1. Bed making and comfortable devices
2. Bladder irrigation assisting bowel elimination
3. Sample collection
4. Health assessment
5. Measuring vital signs

## **MODULE-2 (Practicing Nursing Intervention)**

1. Infection control in clinical setting
2. Administration of drugs.
3. First aid wounds and bandage
4. Meeting needs of patient
5. Admission and discharge.

### **Practical Sessions: Practicing nursing intervention**

1. Perform health assessment of each body system
2. Perform procedure for care of Wound
3. Foleys catheterization
4. Oxygen administration
5. Project work in hospital department
6. Case presentation on disease condition
7. Health education on disease condition

## SCHEME OF INSTRUCTION/MODULE:

**1. Communicative English: 40 hours (per module)**

**2. Course: 200 hours (06 months) & 400 hours (12 months)**

Duration of Course	Theory		On the Job Training		Total	
	Hours	weightage	Hours	Weightage	Hours	weightage
1 Module	140	30%	60	70%	200	100%
2 Module	60	30%	140	70%	200	100%

## SYLLABUS

### **MODULE-1 (Fundamentals of Health and Nursing Profession)**

#### **1. Human body**

**(No. of Hrs- 20)**

Cell structure- organelles

Integumentary system- Structure of skin

Skeletal system- bones and joints

Muscular system- structure of muscle and types of muscle

Nervous system- Structure of neuron, parts of brain, spinal cord cranial spinal and peripheral nerves

Respiratory system- gross features of respiratory organ, inhalation and exhalation

Sense organ- tongue, eyes, nose, skin, ears

Circulatory and lymphatic system- structure blood, systemic circulation, pulmonary circulation, coronary circulation

Digestive system- gross features of alimentary tract, accessory organ of digestion

Excretory system- kidneys ureter and urinary bladder

Endocrine system- gross features of pituitary gland, pancreas, thyroid, parathyroid and adrenal gland.

Lymphatic nervous system- thymus gland, lymph nodes, spleen lymphatic nodules

Reproductive system- gross features of male and female reproductive organs.

## **2. Hospital**

**(No. of Hrs- 15)**

Definition, types of hospital, functions of hospital, departments of hospital

## **3. Nursing process**

**(No. of Hrs- 10)**

Critical thinking: Thinking and learning

Nursing Process Overview: INC current Format

Assessment: Collection of data- types sources and methods.

Formulating nursing judgment: Data interpretation

Diagnosis: Identification of client problems

Nursing Diagnosis statement

Difference between medical and surgical diagnosis

Planning: Establishing Priorities

Establishing goals and expected outcomes

Selection of interventions

Implementation: Implementing plan of care

Evaluation: Outcome of care

Documentation and reporting

## **4. Nursing as a profession**

**(No. of Hrs-10)**

Definition and characteristics of a profession

Nursing: Definition, concept, Philosophy, Objectives

Characteristics, nature, scope of nursing practice

Functions of nurse

Qualities of nurse

Nursing as a profession

Ethics: Definition, Principles, code of ethics and professional conduct.

**5. Concept of health (No. of Hrs-10)**

Concept of health, factors influencing health, concept of health, philosophy of health, dimensions of health, primary health care, levels of prevention.

**6. Health Assessment (No. of Hrs-15)**

Purposes, process of health assessment: subjective and objective

Health history- history collection

Physical examination- methods of physical examination

Inspection, palpation, auscultation, percussion

**7. Preparation of patient unit (No. of Hrs-10)**

Optimum environment of patient, basic needs of patient, maslow hierarchy (steps of patient safety)

**8. Communication and health education (No. of Hrs-15)**

Types of communication, methods, modes and process of communication and factors influencing communication

Health education- principles of health education.

**9. Documentation and reporting (No. of Hrs-10)**

Documentation- purposes of recording and reporting

Communication with in the health care team

Records- types of records, ward records, nursing records

Reporting- change of shift report, transfer report

**10. Vital signs (No. of Hrs-20)**

Guidelines for taking vital sign

Body temperature: physiology, regulation, factors influencing body temperature

Temperature alteration- hypothermia, hyperthermia, pyrexia

Pulse- physiology, regulation, characteristics of pulse, factors influencing pulse

Alterations in pulse- tachycardia, bradycardia

Respiration: physiology, regulation, mechanism of breathing, characteristics of respiration, factors affecting respiration

Alterations in respiration

Blood pressure: physiology, regulation, characteristics of BP, factors influencing BP.

### **ON THE JOB TRAINING**

Placement: Hospital department

Time: Practical - 60 Hrs

Lab -10

Clinicals -50

**Practical Sessions -**

**(No. of Hours- 40)**

#### **1. Bed making and comfortable devices:**

Prepare bed, types of bed making, comfort devices, factors influencing comfort, pain assessment and provision for comfort.

#### **2. Bladder irrigation assisting bowel elimination**

Insertion of flatus tube, enemas, insertion of suppository

#### **3. Sample collection**

sample collection types, techniques, methods, Errors, Label, sample collection protocols, types of vacutainers, Universal safety precautions

#### **4. Health assessment-**

History collection, perform health assessment, methods of physical examination, identification system wise deviation.

#### **5. Measuring vital sign**

Body temperature- assessment of body temperature: sites, equipment, technique, special considerations

Pulse- assessment of body temperature: sites, equipment, technique, special considerations

Respiration- assessment of body temperature: sites, equipment, technique, special considerations

Blood pressure- assessment of body temperature: sites, equipment, technique, special considerations

### **Assignments:**

- Practice in Unit/ hospital/ lab
- Write nursing process records of patient
- Role plays in simulated situations on communication techniques
- Measured vital sign of assigned patient
- Do clinical posting in infection control department and write report

## **MODULE-2 (Practicing Nursing Intervention)**

### **1. Infection control in clinical setting (No. of Hours-10)**

Infection control- Nature of infection, Nosocomial infection, (HAI), isolation precautions, hand washing techniques, PPE, standard safety precautions.

### **2. Administration of drugs (No. of Hours-15)**

General principles and considerations, purposes of medication, rights of drugs prescription medication error

Oral Drug administration: Oral, Sublingual, Buccal route

Parenteral Route: Intradermal, Subcutaneous, Intramuscular, Intravenous

Topical administration: Purposes, Site, Procedure

Inhalation: Nasal, Oral, Endotracheal.

### **3. First aid, wounds and bandage (No. of Hours-15)**

Introduction to first aid, accident, equipment

Wounds- Types of wounds, dressing

Bandages- principles, purposes, types of bandages

#### **4. Meeting needs of patient**

**(No. of Hours-10)**

Basic needs: Providing safe and clean environment, Hygiene, Assessment  
Bed making, Comfort

#### **5. Admission and discharge**

**(No. of Hours-10)**

Admission to the hospital: Units and its preparation- admission bed,  
Admission procedure, Special consideration, Medico legal issues, Role  
and responsibilities of nurse

#### **6. Discharge from the hospital**

Types, Discharge planning, Discharge procedure, Special  
consideration, Medico Legal issues, Role and responsibilities of  
nurse, Care of the unit after discharge

### **ON THE JOB TRAINING**

Placement: Hospital department

Time: practical 140 Hrs

Lab-30

Clinicals-110

### **Practical Sessions: Practicing Nursing Intervention (No. of Hours-140)**

1. Perform health assessment of each body system
2. Perform procedure for care of Wound
3. Foleys catheterization
4. Oxygen administration
5. Project work in hospital department
6. Case presentation on disease condition
7. Health education on disease condition

### **Teaching and learning activities-**

**Demonstration of charts, slides, models.**

**Assignments:**

- Practice in Unit/ hospital/ lab
- Write nursing process records of patient
- Role plays in simulated situations on communication techniques
- Measured vital sign of assigned patient
- Do clinical posting in infection control department and write report

## **LIST OF EQUIPMENT**

Practical Nursing The equipment below is common to the Practical Nursing program. Student access to this equipment better ensures successful completion of the program and employment opportunities.

### **Recognize and respond to emergency situations**

1. Sphygmomanometer
2. Stethoscope/teaching stethoscope
3. Thermometer: digital: oral/rectal/tympanic/temporal
4. CPR manikins: adult and infant
6. Face shields/one-way valves
8. Ambu bag
9. Face mask
10. Oxygen mask

### **Recognize and practice infection control procedures**

11. Disposable gowns
12. Gloves non sterile: latex and Nitrate sizes
13. Face mask: surgical, N-95
14. Face shield/protective eye-ware
15. Isolation bags
16. Liquid soap/ hand towels/hand sanitizer
17. Sanitizing wipes/disposable stethoscope and thermometer
18. Sterile gloves: sizes small, medium, large and x-large
19. Surgical scrub nail brush
20. Biohazard bags/containers
21. Sharp containers

### **Describe the anatomy and physiology of the human body**

22. Anatomical model: cell, heart, kidney, lungs, reproductive, eye and ear, and skin
23. Sterile gloves. Small medium, large, x-large
24. Sterile gowns
25. Sterile dressing Gauze Pads
26. Sterile cotton tip applicators, tongue blades
27. Sterile solutions

### **Perform nursing procedures**

28. Hot and cold packs
29. Sitz bath
30. Pelvic belt
31. Cervical collar
32. Chest drainage systems/Kelly clamps
33. Sterile dressing Gauze Pads
34. Sterile cotton tip applicators, tongue blades
35. Sterile solutions
36. Tape: Paper/Silk
37. Bandage scissors
38. Abdominal binder
39. T Binder/Double T binder
40. Wrist sling
41. Foley Cath/straight catheter kit/external condom catheter
42. Nasogastric tubes
43. Suction set up
44. Enema: Fleets and Soap Suds
45. Glucometer/test strips/lancets/alcohol pads
46. Oxygen apparatus, nasal cannulas
47. Oxygen tubing/adapters
48. IV bags: 50ml mini bags, 500 ml, 1000 ml
49. IV tubing: primary and secondary
50. IV pump and pole Administer medications
51. Medication cart
52. Practice Topical medications/transdermal patches

53. Practice oral tablets/capsules/liquids
54. Practice sublingual
55. Practice suppositories/water soluble gel
56. Practice injectables: ampules, single dose vials, multi dose vial, reconstitute vials, insulins, heparin
57. Practice optic/nasal drops and ointment
58. Intramuscular Needles
59. Subcutaneous Needles
60. Intradermal Needles
61. Syringes: 1ml TB, 0.5ml insulin, 1ml insulin, 3ml
62. Perineal pads
6. Diaper/wipes

### **Qualifications of Teaching Faculty:**

1. Graduation from any recognized university with an aggregate of 55% marks (science)
2. 3+ Years of Experience in clinical side

### **Reference books/ Internet links:**

1. Kozier and Erb's- Fundamental of nursing (Publisher- Pearson education)
2. T.N.A.I - History of Nursing in India (Publisher - TNAI)

### **Division of Marks:**

Theory: 100 Max. Marks

1. Communicative English: 20 marks
2. Short Questions: 6x5m = 30 marks
3. Long Questions: 4x10m = 40 marks
4. Multiple Choice Questions: 10x1=10 marks

Practical: 100 Max. Marks

1. External: 40 marks
2. Record/ Mini Project & Viva: 10 marks
3. Internship / OJT: 50 marks

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REGD. NO:

TIME: 3 HRS

TIME

MAX MARKS: 100

**MODEL QUESTION PAPER (THEORY)**

**HEALTH CARE MULTIPURPOSE (MODULE-I)**

**SECTION- A**

**COMMUNICATIVE ENGLISH**

**20 MARKS**

**SECTION- B**

**Note:** a) Answer ALL questions.

b) Each question carries **5 Marks.**

**6X5M=30 MARKS**

- 1) Describe the structure and function of heart.
- 2) Define nursing. Explain about nursing process.
- 3) Write about physical examination.
- 4) What are the steps of patient safety?
- 5) Explain about documentation.
- 6) What are the principles of code of ethics in nursing profession?

**SECTION- C**

**Note:** a) Answer any **FOUR** questions.

b) Each question carries **10 Marks.**

**4X10M=40 MARKS**

1. Write in detail about vital signs.
2. Explain about the records.

3. Explain about the process of communication.
4. What are the principles of health education?
5. Write about the primary health care.
6. What are the functions of hospital?

**SECTION-D**

**10X1=10 Marks**

**1. Which part of the cell regulates gene expression and controls the cell's activities?**

- (a) ribosomes (b) nucleus (c) mitochondria (d) nucleolus

**2. Which of the system plays a crucial role in regulating temperature, detecting environmental stimuli, and facilitating sensory experiences?**

- (a) integumentary systems (b) CNS (c) skeletal system (d) digestive system

**3. Which of the part has a long, cylindrical bundle of nerve fibers?**

- (a) cerebrum (b) cerebellum (c) nerve (d) brain stem

**4. Which blood vessels carries oxygenated blood?**

- (a) arteries (b) veins (c) capillaries (d) All of the above

**5. Which organ is responsible for eliminating waste products?**

- (a) heart (b) brain (c) kidneys (d) muscle

**6. Digestion begins in .....**

- (a) esophagus (b) mouth (c) stomach (d) Small intestine

**7. Which gland is often referred to as master gland?**

- a. pituitary gland b. thymus gland c. adrenal gland d. all the above

**8. Nursing process consists of .....**

- a. 5 steps b. 10 steps c. 2 steps d. 7 steps

**9. Who is the founder of modern nursing**

- a. Florence Nightingale b. Clara Barton c. Mary Breckinridge  
d. Mary Eliza Mahoney

**10. How many levels of prevention are there?**

- a. 1 b. 2 c. 3 d. 4

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**MODEL QUESTION PAPER (PRACTICAL)**

**Note:** a) Answer ALL questions.

b) Each question carries **10 Marks.**                      **4X10=40MARKS**

1. Explain and demonstrate the step bed making procedure
2. What are the techniques and methods of sample collection
3. Write procedure of Insertion of flatus tube,
4. Write and demonstrate health assessment

**Record/Mini Project & Viva**

**10 Marks**

**Internship/OJT**

**50 Marks**

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REGD. NO:

TIME: 3 HRS

TIME

MAX MARKS: 100

**MODEL QUESTION PAPER (THEORY)**

**HEALTH CARE MULTIPURPOSE (MODULE-II)**

**SECTION- A**

**COMMUNICATIVE ENGLISH**

**20 MARKS**

**SECTION- B**

**Note:** a) Answer ALL questions.

b) Each question carries **5 Marks.**

**6X5M=30 MARKS**

1. Define infection. What are the types of infection?
2. Write in detail about routes of drug administration.
3. What are the principles of bandages?
4. Explain about routes of drug administration.
5. Describe about discharge procedure.
6. Write about medico legal issues.

**SECTION- C**

**Note:** a) Answer any **FOUR** questions.

b) Each question carries **10 Marks.**

**4X10M=40 MARKS**

1. What are the universal standard safety precautions?
2. Describe about first aid.
3. Explain about comfortable devices.

4. What are the roles and responsibilities of nurse?
5. Explain about admission of a patient?
6. Write about MLC.

**SECTION-D**

**10X1=10 Marks**

**1. Which of the following infection called HAI?**

(a) Primary (b) Acute (c) Nosocomial (d) Zoonosis

**2. Sublingual means**

(a) intradermal route (b) Intramuscular route (c) oral route (d) Subcutaneous

**3. What do you mean by foleys catheterization?**

(a) Urine catheter (b) nasal catheter (c) both A&B (d) all the above

**4. Detailed description of the current symptoms are found in .....**

(a) History of present illness (b) chief complaints (c) past medical history (d) All of the above

**5. Which of the following called single celled organism?**

(a) Bacteria (b) fungi (c) virus (d) parasite

**6. .... spreads through airborne particles that can remain suspended in the air for long periods**

(a) Direct infection (b) indirect infection (c) Droplet infection (d) Airborne

**7. Impetigo, cellulitis, fungal infections (ringworm) are examples of .....**

a. Skin b. Gastro-intestinal c. Urinary track d. all the above

**8. Which of the following is donning?**

a. Sequence: Hand hygiene → Gown → Mask or respirator → Goggles or face shield → Gloves.

b. Sequence: Gloves → Goggles or face shield → Gown → Mask or respirator → Hand hygiene.

c. Both A and B

d. All the above

**9. Which are the serious incidents that can compromise patient safety and quality of care?**

- a. Medication error
- b. Patient safety
- c. Both A and B
- d. All the above

**10. The following route is rapid onset of action**

- a. Oral route
- b. Parental Route
- c. Topical Route
- d. all the above

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**MODEL QUESTION PAPER (PRACTICAL)**

**Note:** a) Answer ALL questions.

b) Each question carries **10 Marks.**                      **4X10=40MARKS**

1. Explain and demonstrate health assessment of each body system.
2. Write about health education on pyrexia.
3. Write procedure of foleys catheterization.
4. Explain, demonstrate and perform procedure for care of wound.

**Record/Mini Project & Viva**

**10 Marks**

**Internship/OJT**

**50 Marks**