Government of Jammu & Kashmir
HEALTH & MEDICAL EDUCATION DEPARTMENT
Civil Secretariat – Jammu
***

Principal,
GMC Srinagar/ Jammu/ Anantnag
Baramulla/ Doda/ Kathua/ Rajouri

Director,
Health Services, Kashmir/ Jammu

No: HD/Plan/133/2017

Dated: 05 -03-2021

Subject: 06 months Certificate Courses developed by IGNOU in Geriatric Care Assistance, Home Health Assistance, Phlebotomy Assistance and General Duty Assistance for skilling of health workers.

Sir /Madam,

Regarding the subject cited above, I am directed to enclose herewith a copy of D.O letter No. Z-28020/111/2018-AHS dated 19-01-2021 received from the Ministry of Health & Family Welfare, Government of India for favour of information and further appropriate necessary action at your end please.

Yours faithfully,

Deputy Director (Planning)
Health & Medical Education Department

Encl: 09 lvs.

Copy for information to the:

• PS to the Financial Commissioner, H&ME Department.

GMC Jammu

17922
15/3/2021

निपुण विनायक, भा.प्र.से.

संयुक्त सचिव

NIPUN VINAYAK, IAS
Joint Secretary

भारत सरकार
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
निर्माण भवन

GOVERNMENT OF INDIA
MINISTRY OF HEALTH & FAMILY WELFARE
NIRMAN BHAVAN

सत्यमेव जयते

D. O. No. Z-28020/111/2018-AHS
Dated the: 19th January, 2021

Dear Madam/sir,

This is regarding skilling of health personnel. IGNOU has developed and launched Certificate Courses in Geriatric Care Assistance, Home Health Assistance, Phlebotomy Assistance and General Duty Assistance for skilling of health workers. These courses, of 6 month duration can be taken by students who have done 12th with Science background. The cost of the course is minimal, ranging from Rs 6000 to Rs 7500.

2. The Course content is available on the website of IGNOU and the training material has also been made available in e-gyankosh (http://egyankosh.ac.in/handle/123456789/52804, 52845, 52812 and 52840). 47 video clips have also been developed and uploaded on YouTube for self-learning and refresher reference by trained workers. The Information Brochure for these courses as published by IGNOU is enclosed for kind information.

3. It is requested that your State/UT may give wide publicity to these courses and encourage eligible students to undertake the same. Further details with regard to these courses may be obtained from Professor Tapan K. Jena, School of Health Sciences, IGNOU, Maidan Garhi, New Delhi-110068, (M) 09818514907 (O) 011-29572849, email: tkjena@ignou.ac.in.

With regards!

Yours Sincerely,

(Nipun Vinayak)

Encl: As above

Principal Secretaries (Health) of All States/UTs

IGNOU
THE PEOPLE'S UNIVERSITY

Ministry of Health & Family Welfare
Government of India

LET US JOIN HANDS TO CREATE SKILLED HEALTH MANPOWER RESOURCES TO BUILD A HEALTHY NATION

Certificate in General Duty Assistance (CGDA)- Eligibility: 12th Pass

Certificate in Geriatric Care Assistance (CGCA)- Eligibility: 12th Pass with Science

Certificate in Phlebotomy Assistance (CPHA)- Eligibility: 12th Pass with Science

Certificate in Home Health Assistance (CHHA)- Eligibility: 12th Pass

The curriculum of all the four certificate courses are designed on the basis of National Skill Qualification Framework (NSQF) guidelines. Admissions are available in both January & July cycle.

Skill Training Cell
School of Health Sciences (SOHS)
Indira Gandhi National Open University (IGNOU)

For more information please go to the prospectus link: http://ignou.ac.in/userfiles/Prospectus%20for%20Skill%20Training%20Cell%2003-01-2019.pdf

Web Portal
w.ignou.ac.in

online._admission

For Enquiries Write to: stc.enquiry@ignou.ac.in or Call 011-29571116

THE PEOPLE'S
UNIVERSITY

Information
Brochure
2019

Skill Based Health Programmes

Certificate in General Duty Assistance (CGDA)

Certificate in Geriatric Care Assistance (CGCA)

Certificate in Phlebotomy Assistance (CPHA)

Certificate in Home Health Assistance (CHHA)

Skill Training Cell
School of Health Sciences (SOHS)
Indira Gandhi National Open University (IGNOU)

The Indira Gandhi National Open University (IGNOU)

The Indira Gandhi National Open University (IGNOU) was established by an Act of parliament in 1985 to advance and disseminate learning and knowledge by a diversity of means, including the use of any form of communication technology. to provide opportunities for higher education to a larger segment of the population and to promote the educational wellbeing of the community generally, to encourage the Open University and distance education systems in the educational pattern of the country and to coordinate and determine the standards in such systems.

The University has continuously striven to build knowledge through inclusive education. It has tried to make a mark in the higher education of the country by offering high quality teaching through the open and distance learning (ODL) mode. It has gained the distinction of world's largest university in terms of its enrollment strength.

Today, it serves the educational aspirations of over 3 million students in India and abroad through 21 Schools of Studies and a network of 67 regional centres(11 in defence establishments), around 3,250 learner support centres and 12 overseas partner institutions. The University offers about 257 certificate, diploma, degree and doctoral programmes with the help of about 40,000 academic counsellors from conventional institutions of higher learning, professional organisations, and industry among others.

School of Health Sciences (SOHS)

The School of Health Sciences was set up with the objective of augmenting educational avenues and for providing in-service training for medical, nursing, allied and healthcare professionals through the distance education mode. The School is a pioneer in developing competency-based programmes in various disciplines of Health Sciences.

Practicing blended learning for more than two decades, it has successfully developed and launched more than two dozens of academic programmes in medical, nursing, dental and allied and healthcare streams at certificate, diploma, graduation, post-graduation, doctorate and post doctorate level. In all such programmes, hands-on-training is imparted for about 50% of total credit hours.

IGNOU-MOHFW Collaboration

An MOU has been signed between IGNOU and MoHFW to develop and launch a series of skill based health programmes to create trained health workers for improving health care delivery across the Country. For this purpose, a Skill training cell has been created in IGNOU to develop, implement and certify the skill based health programmes in the Country.

The programmes will be implemented through a nation-wide support services frame-work. A supervision and monitoring network at State and District level is being created in collaboration with MOHFW, IGNOU and other institutions as identified by MOHFW.

Implementation Plan

At least 1-2 Learner Support Centre (also known as study centre) will be established in each of the 56 regional centres of IGNOU for the January, 2019 session. In a phased manner, depending upon the market demand, the number of study centres could go beyond 1000. This would mean establishment of a study centre in all the government medical colleges and all the district hospitals, thus ensuring at least one study centre in each of the districts across the country.

The implementation of skill training will be done through a three tier hands-on-training system following a pedagogic model that would include demonstration and return demonstration at study centres established in medical colleges/district hospitals, practice of skills under supervision at Skill Development Centres established in small hospitals and self-practice of skills for confidence building in resource constrained environment which would be carried out with a reasonable flexibility and to be documented through recordings in logbooks designed for the purpose. At every stage, teacher student ratio would be maintained with a learner-centric approach.

A model teaching schedule will be followed across the country. Monitoring will be done at national, state and district level through a designated three-tier monitoring network developed for the purpose which would be reinforced through a student linked tracking process. The students will undergo continuous and term-end assessment both in the theory and practical component separately. One Regional Consultant for every state will be identified who would be the link between district level, state level and national level monitoring system

The programme package

The package would include text material, practical manual, logbook, audio-video material, web-board discussion, teleconferencing, assignments, etc. The teaching schedule will include initial briefing in respective regional centres followed by posting in medical colleges in two to three spells of one to two weeks each. The posting of medical colleges (study centre) will be followed by posting in small hospitals (Skill Development centre) at sub-division/ block level for a period of about two weeks after every contact spell in medical college. There would be self-activities to be carried out in home setting in neighboring health centres. It is expected that each of the programmes will have about 30 hours of theory teaching/interaction, about 80 hours of demonstration/return demonstration at medical colleges, about one month of posting in smaller hospital and self-activities to be carried out in a hospital setting. The details will be provided to students and trainers through the programme guide.

1. Certificate in General Duty Assistance (CGDA)

The General Duty Assistant (GDA) program is a short duration skill based training program, with an objective to develop a pool of trained workforce which can be employed by hospitals and healthcare facilities to provide support to nurses, doctors as well as other healthcare team members in ensuring quality care to the patients. This program focuses on the acquisition of skills necessary to provide support by undertaking non-clinical tasks or the activities that have been directed by the healthcare team members.

Outcome Objective

The program aims at making a student competent to perform the following skills:

- Demonstrate skills in patient positions and use of assistive devices, Preparation of Patient care unit ,skills in transporting a patient, handling of samples , drugs and linen and use and after care of equipments

- Demonstrate skills General Hygiene and Grooming, bathing procedures and guidelines, mouth, Eye, Ear, Skin, hair , nail and foot care, feeding the patient , taking care of elimination needs and Procedures

- Practice infection control measures, promote safety and demonstrate right methods of bio medical waste management

Eligibility: 12th Pass (Those having 12th Science with Biology could have an option for clinical career progression)

Medium of instructions: English (Additionally in major regional languages from July 2019 session)

Duration: 6 months (The student can complete the course in a maximum of 2 years)

Session: Admission in both January & July cycle.

Credits: 18

Program Fee: Rs.6,000/-

No. of Seats: 20-30 in each Study Centre. There would be about 100 study centres across the country for January, 2019 session.

Programme Structure:

Course Code	Course Title	Nature of Course	Credits*
BHT-001	Foundation of General Duty Assistance	Theory	4
BHT-002	Basic Needs of Patient Care	Theory	2
BHTL-003	Fundamental Skills for General Duty Assistance	Practical	12

*1 Credit : 30 learning hours

NSQF: The curriculum is designed on the basis of National Skill Qualification Framework (NSQF) guidelines.

Job Market: Every healthcare setting big or small, needs GDAs to undertake and manage non-clinical activities within a healthcare setting (e.g. patient sample transportation, documentation, infection control and cleanliness).

The GDA program is thus a platform for gaining knowledge, understand the operations and types of services provided by a healthcare setting. The GDAs can progress to take up similar profiles such as Home Health Aide, Nursing aides and assistants, or can also have vertical progression by taking up more responsibilities such as GDA supervisor, Floor supervisor etc. after adequate experience.

2. Certificate in Geriatric Care Assistance (CGCA)

A Geriatric Care Assistant (GCA) can be defined as a trained and certified health-care worker who usually works in a hospital, home or Old Age home environment and

provide care to the elderly or old age patients. Internationally they may be called by similar names such as Elderly Care Attendants, Geriatric Nursing Aides or Patient Care Assistants.

The Geriatric Care Assistant (GCA) program is a short duration skill based training program, with an objective to develop a pool of trained workforce which can be employed to provide support to old age patients and assist other healthcare providers majorly in home/ old age home (including assisted living facilities) settings, rehabilitation facilities or otherwise in hospitals as well. This program focuses on the acquisition of skills necessary to provide support by undertaking non-clinical tasks or the activities that have been prescribed for the patient by the healthcare team members.

Outcome Objective

The program aims at making a student competent to perform the following skills:

- Demonstrate skills in basic geriatrics care such as assessment, patient positions, movements, preparation of facilities/environment of the patient, feeding, hygiene, grooming, dressing, bathing and elimination needs of the geriatrics patients, oral care, hair care, eye and ear care, skin, nail and foot care of geriatrics patients.
- Demonstrate skills in management of positions & pressure points, disabilities and well being of geriatric patient, including counseling skills and management of mental health issues in geriatrics patients as well as Basic Life Support (BLS) measures & first aid in the event of emergencies.

Eligibility: 12th Pass with Science (Those having 12th Science with Biology could have an option for clinical career progression).

Medium of instructions: English (Additionally in major regional languages from July 2019 session)

Duration: 6 months (The student can complete the course in a maximum of 2 years)

Session: Admission in both January & July cycle.

Credits: 20

Program Fee: Rs.6,500/-

No. of Seats: 20-30 in each Study Centre. There would be about 100 study centres across the country for January, 2019 session.

Programme Structure:

Course Code	Course Title	Nature of Course	Credits*
BHT-006	Foundation for Geriatric Care Assistance	Theory	4
BHT-007	Special Needs of Geriatric Patients	Theory	4
BHTL-008	Skills for Geriatric Care Assistance	Practical	12

*1 Credit : 30 learning hours

NSQF: The curriculum is designed on the basis of National Skill Qualification Framework (NSQF) guidelines.

Job Market: With the increase in geriatric population as well as social limitations such as nuclear families, there is greater evidence of requirement of Geriatric Care Assistants.

The GCA program is thus a platform for gaining knowledge, to understand the activities and variety of care interventions that are required by an elderly patient.

3. Certificate in Phlebotomy Assistance (CPHA)

The Phlebotomy Assistant program is a short duration skill based training program, with an objective to develop a pool of trained workforce which can be employed by diagnostic/ healthcare service providers to assist medical laboratory technologist/pathologist. This program focuses on the acquisition of skills necessary to draw quality blood samples from patients, storage & transport to laboratory for medical testing.

Outcome Objective

The program aims at making a student competent to perform the following skills:

- Demonstrate the ability to collect. Storage, transport, receive, accept or reject and store blood, etc.;
- Practice infection control measures including collection, segregation, storage, transportation and disposal of the Biomedical Waste in the lab/unit , techniques to maintain the personal hygiene & use of the Personal Protective Equipment (PPE) at work place
- Demonstrate Basic Life Support (BLS) measures & first aid in the event of emergencies,

Eligibility: 12" Pass with Science (Those having 12th Science with Biology could have an option for clinical career progression).

Medium of instructions: English (Additionally in major regional languages from July 2019 session)

Duration: 6 months (The student can complete the course in a maximum of 2 years) \

Session: Admission in both January & July cycle.

Credits: 20

Program Fee: Rs. 7,500/-

No. of Seats: 20-30 in each Study Centre. There would be about 100 study centres across the country for January, 2019 session.

Programme Structure:

Course Code	Course Title	Nature of Course	Credits*
BHT-011	Basic Phlebotomy Assistance	Theory	4
BHT-012	Handling of Blood Samples	Theory	4
BHTL-013	Skills for Phlebotomy Assistance	Practical	12

*1 Credit : 30 learning hours

NSQF: The curriculum is designed on the basis of National Skill Qualification Framework (NSQF) guidelines.

Job Market: With the fastest growing market of diagnostics and laboratory chains, the demand for Phlebotomists is incremental. Phlebotomy can also be the entry point for candidates who may be interested in undertaking Medical Laboratory Sciences as their profession, however, to get streamlined in the medical laboratory field, the phlebotomist will be expected to undergo desired higher level qualification.

4. Certificate in Home Health Assistance (CHHA)

A Home Health Assistant (HHA) can be defined as a trained and certified health-care worker who provides assistance to a patient in the home with personal care (as hygiene and exercise) and light household duties (as meal preparation) and one who monitors the patient's condition.

The Home Health Assistance (HHA) is a short duration skill based training program, with an objective to develop a pool of trained workforce who can be employed to provide patient support and assist other health care providers in home settings. This program focuses on the acquisition of skills necessary to provide support by undertaking non-clinical tasks or the activities that have been prescribed for the patient by the healthcare team members.

Outcome Objective:

The program aims at making a student competent to perform the following skills:

- Demonstrate Skills of general hygiene and grooming, bathing procedures and guidelines, mouth, Eye, Ear, Skin, hair, nail and foot care.
- Demonstrate Skills of feeding the patient, taking care of elimination needs and procedures.
- Demonstrate skills to enable geriatric/paralytic/immobile patient to cope with changes to their health and environment including preventing risk of falls
- Demonstrate Basic Life Support, Cardio Pulmonary Resuscitation and other actions in the event of medical and facility emergencies.
- Practice infection control measures, promote safety, list usage of protective devices and right methods of bio medical waste management at home level.

Eligibility: 12th Pass (Those having 12th Science with Biology could have an option for clinical career progression).

Medium of instructions: English (Additionally in major regional languages from July 2019 session)

Duration: 6 months (The student can complete the course in a maximum of 2 years)

Session: Admission in both January & July cycle.

Credits: 18

Program Fee: Rs.6,000/-

No. of Seats: 20-30 in each Study Centre. There would be about 100 study centres across the country for January, 2019 session.

Programme Structure:

Course Code	Course Title	Nature of Course	Credits*
BHT-016	Basic Home Health Assistance	Theory	4
BHT-017	Applied Home Health Assistance	Theory	2
BHTL-018	Skills for Home Health Assistance	Practical	12

*1 Credit : 30 learning hours

NSQF: The curriculum is designed on the basis of National Skill Qualification Framework (NSQF) guidelines.

Job Market: With the increase in non-communicable diseases, critically ill patients and accidental cases there is greater evidence of requirement of home based assistance. Many home health assistants also work in assisted living facilities, which provide independent living in a homelike group environment, with professional care available as needed.