

SBTE – NURSING ASSISTANT	
PROGRAM STRUCTURE	
Institutes	EduCareer Sindh Institute (Private) Limited Sukkur
Program Name	Nursing Assistant
Program Type	Condensed
Duration	1 Year (2 Semesters)
Eligibility	Matric (Science/ Arts with 45% Marks)
Age Limit	30 Years
Gender	Male/ Female
Physical Fitness	Vaccination
Attendance	75% Attendance is compulsory
Uniform Policy	White Shalwar, Pink Shirt, White Head Cover (Female) White Pant, White Shirt, Blue Shoulder Tags (Male) EduCareer ID Card
Requirement for Award of Diploma	The candidate must secure Fifty percent (50%) in Theory and Fifty percent (50%) in Practical to pass the exams.
Re Appearance in the Exams	The candidate can re appear for two attempts in the exams in case of failure. If Candidate passes theory or practical exams respectively, he/she will not be required to re appear in the exams of theory or practical respectively.
Grading System	The candidate, qualifying for the grant of Diploma shall be placed in following grades; A1 Grade – More Than 80% Marks A Grade – More than 70% Marks B Grade – More than 60% Marks C Grade – More than 50% Marks
Examination	Annual Exams announced by the SBTE and conducted at the EduCareer. The failure student can give one re-sit attempt after announcement of result.
Language	The English is instruction of language.
Clinical Experience	2 Days at institute and 4 Days at Hospital

Scheme of Studies					
Semester – I			Semester – II		
Subject	Theory Marks	Practical Marks	Subject	Theory Marks	Practical Marks
Fundamental of Nursing	150 Marks	100 Marks	Fundamental of Nursing	150 Marks	100 Marks
Anatomy & Physiology	150 Marks	N/A	Anatomy & Physiology	150 Marks	N/A
Community Health Nursing	150 Marks	50 Marks	Community Health Nursing	150 Marks	50 Marks
Handling of Equipment	150 Marks	50 Marks	Handling of Equipment	150 Marks	50 Marks
English Technical	50 Marks	N/A	English Technical	50 Marks	N/A
Information Technology	50 Marks	N/A	Computer Skills	50 Marks	N/A
Total Marks of Semester-I	700 Marks	200 Marks	Total Marks of Semester - II	700 Marks	200 Marks
	900 Marks			900 Marks	
Total Marks of Nursing Assistant Diploma				1800 Marks	

Paper Setup for Theory Portion					
Semester – I			Semester – II		
Subject	Theory Marks	Practical Marks	Subject	Theory Marks	Practical Marks
Fundamental of Nursing	100% SEQ: 30% MCQ: 70%	100% (Criteria will be set by Internal & External Examiners)	Fundamental of Nursing	100% SEQ: 30% MCQ: 70%	100% (Criteria will be set by Internal & External Examiners)
Anatomy & Physiology			Anatomy & Physiology		
Community Health Nursing			Community Health Nursing		
Handling of Equipment			Handling of Equipment		
English Technical			English Technical		
Information Technology			Computer Skills		

Nursing Assistant - Training & Evaluation System							
SEMESTER – I & SEMESTER – II							
No	Subject	Total Hours	Theory Hours	Clinical Training Hours	Total Marks		CR/HR
					Theory	Viva	
1.	Fundamental of Nursing	180 Hours	60 Hours	120 Hours	150 Marks	100 Marks	3+2 = 5 Hours
2.	Anatomy & Physiology	60 Hours	60 Hours	N/A	150 Marks	N/A	3+0 = 3 Hours
3.	Community Health Nursing	100 Hours	40 Hours	60 Hours	150 Marks	50 Marks	3+1 = 4 Hours
4.	Handling of Equipment	100 Hours	40 Hours	60 Hours	150 Marks	50 Marks	3+1 = 4 Hours
5.	English Technical	20 Hours	20 Hours	N/A	50 Marks	N/A	1+0 = 1 Hours
6.	Information Technology	20 Hours	20 Hours	N/A	50 Marks	N/A	1+0 = 1 Hours
Total		480 Hours	240 Hours	240 Hours	700 Marks	200 Marks	14+4= 18 Hours

Paper 1: Fundamental of Nursing

Course Description:

This course will introduce different concepts of nursing practice, communication skills, and use of the nursing process. Students will gain knowledge related to theoretical concepts values and norms of the profession while learning skills and develop professional attitude towards providing safe basic nursing care to patients in health care setting.

Teaching / Learning strategies:

Lecture discussion, role play, group work, group presentations, demonstration video and return demonstration.

UNIT 1: INTRODUCTION TO NURSING

In this unit students will explore the professional role of the nurse including its historical development. At the completion of this unit students will be able to:

- Describe types of hospitals and their functions.
- Describe the members and the functions of health care team in hospital setting

UNIT 2: THE ROLE AND RESPONSIBILITIES OF NURSING ASSISTANT

At the completion of this unit students will be able to:

- Typical job description for nursing assistant.
- Assist with patient assessment and care planning.
- Assist patients in meeting nutrition and elimination needs.
- Assist patient with mobility.
- Assist patients with personal hygiene and grooming.
- Assist with patient comfort and anxiety relief.
- Assist in promoting patient safety and environmental cleanliness.
- Assists with management and efficiency.

CLINICAL TRAINING ROTATION FOR FIRST SEMESTER

S. NO	GROUP 'A'	GROUP 'B'	GROUP 'C'	GROUP 'D'
1				
2				
3				
4				
5				

CLINICAL ROTATION OF NA STUDENTS (SESSION -----)

S. NO	G. PVT WARD	F. PVT WART	MEDICINE WARD	SURGICAL WARD
1	Group A	Group B	Group C	Group D
2	Group D	Group A	Group B	Group C
3	Group C	Group D	Group A	Group B
4	Group B	Group C	Group D	Group A

UNIT 3: ETHICAL AND LEGAL ISSUES AFFECTING THE NURSING ASSISTANT

At the completion of this unit students will be able to:

- Instruction to ethical & legal standards
- Respect for life
- Respect for individuals
- Patient information
- Tipping
- Legal issue
- Negligence
- Mal practice
- Theft
- Defamation
- False imprisonment
- Assault and Battery
- Informed consent
- Coercion

UNIT 4: COMMUNICATION

At the completion of this unit students will be able to:

- Define communication
- Explain the most common way to explain
- Goal of communication
- Discuss the process of communication
- Explain the types of communication
- List the barriers of effective communication
- Describe how to communicate with the patient and health care workers
- Discuss the essential DOES and DONT'S in communication
- How to improve existing level of communication
- Tips to improve body language

UNIT 5: VITAL SIGNS

At the completion of this unit students will be able to:

- Define vital signs
- Discuss 5th vital sign
- Temperature
- Pulse
- Respiration
- Blood pressure

- Pain

UNIT 6: BED MAKING

At the completion of this unit students will be able to:

- Define bedding
- Types of bedding
- Principles of bed making
- Making a close/ open bed
- Making of occupied and unoccupied bed

UNIT 7: POSITIONING

At the completion of this unit students will be able to:

- Define positioning
- Name the positions for the various physical examinations
- Drop the patient for various position
- The dorsal recumbent position
- The horizontal recumbent position
- The knee chest position
- The prone position
- Sims position
- Semi-Fowlers position
- Trendelenburg position

UNIT 8: AM CARE/ PM CARE

At the completion of this unit students will be able to:

- Spell and define terms
- Demonstrate the procedure for early morning care
- Demonstrate the procedure for bed time care
- Discussed the reasons for early morning and bed time care

UNIT 9: GENERAL COMFORT MEASURES

At the completion of this unit students will be able to:

- Spell and define terms
- Identify patients who requires frequent oral hygiene
- List the purposes of oral hygiene
- Assist the patient with oral hygiene, both routine and special
- Explain nursing assistant responsibilities for patients denture and eye glasses
- State the purpose of back rubs
- Give a back rub
- Describe safety precautions when shaving a patient
- Describe the importance of hair care
- Explain the use of comfort devices
- Assist the patient with use of bedpan, urinal, or commode

UNIT 10: GLASGOW COMA SCALE (GCS)

At the completion of this unit students will be able to:

- History
- Aims
- Glasgow coma scale
- Best motor response
- Best eye response
- Nerves and verbal response

UNIT 11: ADMISSION, TRANSFER, DISCHARGE and LAST OFFICE

At the completion of this unit students will be able to:

- Admission
- Type of admission
- Purpose of admission
- Admitting the patient
- Transfer
- Transferring the patients
- Discharge
- Types of discharge
- Discharging the patients
- Define last office
- Important point for last office

UNIT 12: NUTRITION NEED AND DIET MODIFICATION

At the completion of this unit, students will be able to:

- The sign of good nutrition
- The essential nutrients Routes for administration in patient body
- Define nutrition
- Essential nutrients
- Variation in diet

UNIT 13: MEARING INTAKE AND OUTPUT

At the completion of this unit, students will be able to:

- Fluid balance
- Dehydration
- Causes of dehydration
- Fluid over load
- Inadequate fluid intake causes
- Accurate fluid balance chart

UNIT 14: BMI BODY MASS INDEX

At the completion of this unit, students will be able to:

- Define BMI
- How does BMI related to health
- Above a health weight
- Below a health weight
- Calculating BMI
- Indicators for health risk

- Method of taking height
- Healthy, Overweight, very overweight & under weight

UNIT 15: STEAM INHALATION

At the completion of this unit, students will be able to:

- Define steam inhalation
- Purpose
- Articles
- Procedure
- After care
- Point to remember

UNIT 16: INCENTIVE SPIRO METER

Define incentive Spiro-meter

- Purpose
- Indication
- Contraindication
- Procedure

UNIT 17: OXYGEN THERAPY

At the completion of this unit, students will be able to:

- Define oxygen therapy
- Purpose
- Indications
- Articles
- Source of oxygen
- Method of oxygen administration
- Face mask
- Oxygen face tent
- Nasal, Cannula
- Partial re-breathing mask
- Venturi mask
- Tracheostomy collar/mask
- Procedure
- Evolution
- Documentation
- Point to be remember

UNIT 18: NEBULIZATION

At the completion of this unit, students will be able to:

- Define nebulization
- Discuss the purpose
- Discuss the indication
- Explain the procedure
- Discuss the complication
- Nursing care

UNIT 19: SPECIMEN COLLECTION

At the completion of this unit, students will be able to:

- Define specimen
- Purpose
- Rights for specimen collection
- Specimen collection and transport
- Types of specimen collection
- Collecting sample (stool, Urine, sputum)
- Burns
- Poisoning
- Bee/ wasp/ hornet stinging
- Cardiac arrest
- Heat stroke
- Animal bites
- Near drowning
- Eye injuries
- Fractures
- Spinal injury

CLINICAL OBJECTIVES OF FUNDAMENTAL OF NURSING

1. Identify the roles and functions of health care team members
2. Describe the functions of the various departments in a hospital
3. Describe the physical setup of the ward
4. Utilize techniques of therapeutic communications skill with patient and health team members
5. Collect patient data through interview
6. Observe the coordination of patient care between the health team members
7. Identify different forms used for documentation in patient care
8. Utilize appropriate hospital forms for documentation
9. Assess document and identify variations in vital signs
10. Observe the different vital sign pattern
11. Observe the process of admission of patient in hospital
12. Orient a patient to hospital environment
13. Assist in transfer of patient from one unit to another unit
14. Assist in preparing patients and family for discharge
15. Observe various documentation forms used in admission process
16. Observe patients reactions to hospitalization and give assistance as needed
17. Demonstrate occupied and unoccupied bed making
18. Assess the need of personal hygiene care for selected patients and provide care accordingly
19. Document patients assessment and care provided
20. Utilize skills to maintain healthy nails and feet
21. Hand washing
22. Demonstrate application of body mechanics when moving and lifting patient
23. Demonstrate range of motion exercises
24. Provide back care to bed ridden patients
25. Assist in transferring patients from bed to bed, bed to chair and bed to stretcher
26. Utilize different comfort devices in patient care
27. Assist patient with various types of positions

28. Demonstrate characteristics of a professional nurse
29. Develop professional values
30. Practice standard format for documentation of nursing care

SKILLS:

1. Hand washing
2. Bed making
3. Vital signs skill (TPR.B.P)
4. Height/ weight & I/O
5. Positioning
6. Steam inhalation
7. Incentive Spiro-meter
8. Oxygen therapy
9. Nebulization
10. Bed bath/ shower
11. Assist in bedpan and urinal
12. Shampooing pediculosis
13. Back care , perineal care
14. Wet shaving
15. Special beds
16. ROM
17. Collection observation and reporting of specimens
18. stool
19. urine
20. sputum
21. vomitus
22. culture swab
23. Tepid sponging
24. Mouth care
25. Hair care
26. Changing patient dress
27. Use of comfort devices
28. Interviewing skill
29. Fomentation (Hot & Cold)
30. Blood glucose by glucometer

Anatomy & Physiology

Course Description

This course introduces students to the structure and functions of human body, knowledge of Anatomy & Physiology will provide a better understanding and integration to theoretical & clinical practice in nursing care situation.

Teaching/ Learning Strategies

Lecture discussion, class activities, group presentation, demonstration video, return demonstration and viva practice.

At completion of this unit, students will be able to:

- Define the term A&P
- Understand the relationship between A&P
- Various body planes
- Define body cavity
- Identify abdominal pelvic region and quadrant
- Define anatomical position

UNIT 2: CELL TISSUE & MEMBRAINS:

At the completion of this unit, students will be able to:

- Define cell
- Structure & functions of cell
- Classify the tissue of the body on the basis of structure, location and function into four major types
- Epithelial
- Connective tissue
- Muscle tissue
- Nervous tissue

UNIT 3: INTRODUCTION TO SKELETAL SYSTEM:

At the completion of this unit, students will be able to:

- Define Skeletal system
- Discuss the structure, types and functions of bone
- List the functions of skeletal system
- Identify the bones of axial & appendicular skeleton

UNIT 4: THE JOINTS:

At the completion of this unit, students will be able to:

- Define the term joint
- Types of joint
- Functions of joints

UNIT 5: INTRODUCTION TO MUSCULAR SYSTEM:

At completion of this unit, students will be able to:

- Define Muscle
- Types of Muscles

- Functions of muscles
- Describe the location of various muscles

UNIT 6: INTRODUCTION TO INTEGUMENTARY SYSTEM (Skin, Nail & Hair):

At completion of this unit, students will be able to:

- Define skin
- Describe the structure & function of two layers of skin
- Epidermis
- Dermis
- Function of skin
- Briefly discuss the structure & function of:
- Sweat glands
- Sebaceous gland
- Hair
- Nail

UNIT 7: INTRODUCTION TO CARDIOVASCULAR SYSTEM

At completion of this unit, students will be able to:

- Define blood and its function
- Describe the location, structure and functions of Heart and its great blood vessels
- Explain structure and function of:
- Arteries
- Veins
- Capillaries
- Describe the following types of blood circulation :
- Pulmonary
- Systemic circulation

UNIT 8: INTRODUCTION TO LYMPHATIC SYSTEM

At the completion of this unit student will be able to:

- Define lymph and lymphatic system
- Identify the organs of lymphatic system
- Describe the general functions of lymphatic system
- Describe how lymph is formed

UNIT 9: INTRODUCTION TO DIGESTIVE SYSTEM

At the completion of this unit student will be able to:

- Define the digestive system and list its functions
- Identify the various organs of digestive system
- Describe the anatomy & physiology of digestive organs
- Discuss the role of accessory organs in digestion
- Discuss digestion of food

UNIT 10: INTRODUCTION TO URINARY SYMTEM

At the completion of this unit student will be able to:

- Define the urinary system and list its system

- List the organs of urinary system
- Discuss the following in terms of external anatomy, location, gross structure & functions:
- Kidneys
- Ureters
- Urinary bladder
- Urethra

UNIT 11: INTRODUCTION TO NERVOUS SYSTEM

At the completion of this unit student will be able to:

- Describe the structure and function of Ear
- Describe the physiology of hearing and balance
- Describe the structure and function of Eye

UNIT 12: INTRODUCTION TO ENDOCRINE SYSTEM

At the completion of this unit student will be able to:

- Define endocrine system
- Identify endocrine glands present in the body
- Hormones & their functions of endocrine glands

UNIT 13: INTRODUCTION OF REPRODUCTIVE SYSTEM

At the completion of this unit student will be able to:

- Define reproduction
- Define reproductive system
- List the structure & functions male and female reproductive system

UNIT 14: INTRODUCTION TO RESPIRATORY SYSTEM

At the completion of this unit student will be able to:

- Define respiration
- Define respiratory system
- Discuss the structure & functions of respiratory organs
- Discuss the mechanism of breathing
- Explain the types of respiration

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Community Health Nursing

Course Description

This course will introduce students to basic concepts of community health nursing with emphasis on primary health care and environmental effects on health; students will develop knowledge about health education principles and observe effects of environment on health through field visits.

Teaching/Learning strategies:

Role playing, group Activities, interactive discussions, Visual Aids, individual Assignments and field visits.

Unit 1: INTRODUCTION TO COMMUNITY HEALTH NURSING

In this unit student will discuss the history, philosophy and definition of community health nursing. They will also discuss concepts health and illness and the role of public health care team members. At the completion of this unit students will be able to:

- Defines the terms:
- Community
- Community health and community health nursing
- Urban & rural communities
- Discuss the historical background of community public health nursing from public health nursing.
- Discuss the concepts of health, wellness, illness and disease.
- Discuss the role of NA community setting.

UNIT 2: INTRODUCTION TO PRIMARY HEALTH CARE

In this unit student will have an opportunity to discuss the declarations of Alma Ata and its strategy: Primary health care, furthermore they will discuss the elements principals and applications of PHC in Pakistan.

At the completion of this unit students will be able to:

- Explain Alma Atta declaration “Health for all by the year 2000” and beyond
- Define primary care and PHC.
- Describe the five basic principal of PHC
- Explain the elements of PHC in relation to health
- Discuss application of PHC in Pakistan

UNIT: 3 INTRODUCTION TO ENVORIMENT AND COMMUNITY HEALTH

In this unit, students will explore the effects of environment on individual’s and community health, in addition, students will discuss their role, to maintain healthy environment.

At the completion of this unit students will be able to:

- Environment
- Definition of ‘Environment’
- Component of environments and factors and its impacts on community health
- Water
- Definition of safe and wholesome water
- Uses of water
- Daily requirements for one person
- Sources of water and its pollution

- Water borne diseases (viral, bacterial, protozoal, worms etc.)
- Water purification of small and large scales
- Community wastes Management
- Definition of refuse / solid waste and sewage
- Methods for solid waste and sewage disposal
- Types of latrines used in communities
- Fecal-borne diseases
- Control of fecal-borne diseases
- Types of rodents
- Diseases transmission by rodent
- Control of rodents
- Food Sanitation and Nutrition
- Definition of healthy food
- Basic food components
- Therapeutic diet
- Principles of safe food handling
- Control of food-borne diseases
- Air Ventilation and Housing
- Define ventilation
- Discuss the importance of air & ventilation
- Discuss effects of poor ventilation on health
- Describe the types standard and needs of housing
- Discuss effects of poor housing on health

UNIT 4: INTRODUCTION TO HEALTH EDUCATION

At the completion of this unit, students will be able to:

- Define the following:
- Teaching/Learning
- Health education
- Explain the purpose and goals of health education
- Define various strategies, which can be used to deliver health

UNIT 5: INTRODUCTION TO EXPAND PROGRAM OF IMMUNIZATION

At the completion of this unit, students will be able to: immunization and its schedule

- Vaccination, maintenance of cold chain
- Target diseases

FIELD VISITS

- EPI CENTRE
- Drug Rehabilitation Centre
- Water purification at large scale

- Sewerage disposal
- Cold chain process
- Health awareness in community

CLINICAL OBJECTIVES

- Discuss the structure and function of health care facilitation run by government and non-government organizations
- Identify the role and responsibilities of staff working in each visited facility
- Describe the process of
- EPI center
- Drug rehabilitation center
- Water purification at large scale
- Sewerage disposal
- Cold chain
- Discuss the role of NA in maintaining health environment
- Utilize various method of health education while providing health education to the clients.

Handling of Equipment

UNIT 1:

- Pulse oximeters
- Respiratory products
- Restraint boards
- Scissors
- Scrubs
- Shampoo basins
- Shears
- Skin prep
- Stethoscopes
- Stools
- Surface cleansers
- Syringes/ Needles
- Tape
- Tests
- Thermometers
- Tourniquets
- Tracheostomy kits
- Tubing medical

UNIT 2: EQUIPMENT USED FOR NURSING CARE

At the completion of this unit, students will be able to recognize equipment used in various Nursing care:

- Back Care
- Bed Bath
- Sponge Bath
- Hair Care
- Mouth Care
- Eye Care
- Bedding
- TPR

- Perennial Care
- Hand Washing

UNIT 3: SAFETY MEASURES

At the completion of this unit, students will be able to:

- Define safety measures
- Safety in institution
- Safety in working place
- Safety in patient room

Unit 4: STANDERED PRECAUTIONS:

- At the completion of this unit, students will be able to practice use of equipment with safety & precautions used in various nursing care:
- Safe handling of equipment
- Need stick/ injuries
- Proper disposal
- Universal precaution
- Incarnation

UNIT 5: HANDLING STERILE EQUIPMENT

At the completion of this unit, students will be able to assist with stylized equipment in different medical & surgical settings:

- Medicine ward
- Surgical ward
- ICU
- NICU
- Accident & Emergency
- Private wards
- Dialysis
- Physiotherapy
- Peads ward

UNIT 6: BODY MECHANICS

At the completion of this unit, students will be able to:

- Define body mechanics
- List basic principles of body mechanics
- Discuss advantages of performing correct techniques of body mechanics
- Demonstrate five basic movements used in body mechanics
- Demonstrate correct techniques of body mechanics while moving a patient in bed
- Assisting a patient in to a wheel chair
- Transporting a patient by wheel chair and stretcher

English

Course Description:

This course is designed to help students who work in Hospital and wish to improve their English. Students will be able to use appropriate language in variety of academics and clinical settings.

Teaching/ Learning strategies:

Individual, pair small group activities and whole class discussions

UNIT OBJECTIVES

UNIT 1: Skills of Language:

- Listening
- Speaking
- Reading
- Writing

UNIT 2: Words Building:

- The English Alphabet
- Alphabetical order
- The sounds of English
- Sounds & Syllables
- Parts of speech

UNIT 3: BUILDING VOCABULARY

- Medical root words
- Medical prefixes & Suffixes
- Initials
- Medical abbreviations

UNIT 4: CONVERSATION

- Conversation with patient
- Conversation of different departments in hospital setting

Computer Skills

Course Description:

This course will give basic understanding of computers and use of information technology in the modern world. Student will learn how to use software programs which include Word, Excel, Access and PowerPoint. The course is intended to augment the computer skills required in clinical and scholastic settings. Students will study computer applications in nursing education and practice.

Teaching/ Learning strategies:

Lecture, Computer Lab, Discussion, Handout, Flow charts, Checklist, Demonstration and re-demonstration.

UNIT 1: HISTORY OF COMPUTER:

At the completion of this unit, student will be able to:

- History of computers
- Modern concepts
- Pioneers in computer science

UNIT 2: INTRODUCTION TO COMPUTER:

At the completion of this unit, student will be able to:

Define the following:

- Computer
- Hardware
- Software
- Describe input and output devices

UNIT 3: USES OF COMPUTER

At the completion of this unit, students will be able to

- MS Word
- MS PowerPoint
- MS Excel

UNIT 4: INTRODUCTION TO COMPUTER

At the completion of this unit, students will be able to

- Web browsing
- Uses of internet in nursing