



PARAMEDTRONICS

Version: 1.0 (CERTIFICATION COURSE)

ARCYON INTERNATIONAL INSTITUTE OF MEDICAL SCIENCE & TECHNOLOGY COUNCIL
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1. PHLEBOTOMY

Course Objective

Sl.No.	Training Outcomes
1.	After undertaking the for Phlebotomy technicians individuals shall be capable of collecting and Preparing blood samples which shall undergo laboratory testing.
2.	The individuals trained for the occupation of Phlebotomy technicians can draw quality blood samples from patient's and prepare those specimens for medical testing.
3.	The individuals shall be trained to mark the extracted blood with the correct specification to curb the chances of it getting lost.
4.	Gaining skills required y a phlebotomy technician to prepare and maintain the equipment and supplies used during blood withdrawing procedures.
5.	Individuals trained for the occupation of Phlebotomy technicians shall be sensitized on the importance of making their patients pacified in order to be able to conclude the process of extraction and collection of blood in a smooth manner.
6.	The individuals shall gain expertise in the techniques and tricks involved in minimizing the pain and discomfort of the procedure when extracting blood from patients.
7.	The individuals shall also be trained to observe the physical state of the patient and keep notes of the same.

Course Anatomy

Total duration of the course	350 Hours – 180 days Approximately days , 6 months including theory [CR,OL(SY/AS)] and practical[LAB,IT, OL(SY/AS) Out of 350 hours, 315 hours shall be allocated to NOS modules
	Theory : 161 hours (applicable for NOS modules)
	Practical :189 hours (applicable for NOS modules)
Course structure	15 NOS modules
Assessment Criteria	Assessment will be for total 600 marks of which 500 marks are for Theory and 100 marks for practical. Each NOS will assessed both for theoretical knowledge and practical The assessment for the theory part will be based on knowledge bank of questions created by the SSC

Curriculum/Syllabus- Summary

The curriculum (also to be used as Syllabus) has got 17 modules.

Module No.	Module Name	Duration (Hours)	Theory (Hours)	Practical (Hours)
1	Bridge Module (Market, Profession & Customer Orientation, and course induction)	15	6	9
2	Overview of Anatomy and Physiology	20	20	0
3	Interpret test request forms	20	10	10
4	Prepare an appropriate site for obtaining blood Samples	40	10	30
5	Prepare and maintain necessary equipment and Supplies	35	15	20
6	Draw blood specimens from patients using correct techniques	35	15	20
7	Prepare and label the blood samples for test, procedures and identification purposes	30	15	15
8	Transport the blood samples to the laboratory	25	10	15
9	Assist the patient before, during and after collection of the specimen	25	10	15
10	Update patient records	20	10	10
11	Follow all safety and infection control procedures	15	5	10
12	Collate and communicate health information	10	5	5
13	Ensure availability of medical and diagnostic supplies	10	5	5
14	Practice Code of conduct while performing duties, Act within the limits of one's competence Authority, Work effectively with others and Manage work to meet requirements	20	10	10
15	Maintain a safe , healthy and secure working environment	10	5	5
16	Follow biomedical waste disposal protocols	10	5	5
17	Monitor and assure quality	10	5	5

2. Emergency Medicine

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Course Objective

Sl.No.	Training Outcomes
1.	Individuals trained for this job shall be able to provide emergency medical support and care to individuals who are critically ill or injured and transport them to a medical facility within stipulated time limits.
2.	Individual shall be adequately sensitized to maintain composure in extremely stressful conditions in order to assess medical situations and perform emergency lifesaving procedures

3.	Individuals shall be trained to perform their duties in a calm, reassuring and efficient manner.
4.	Individuals shall be trained to operate in medical emergencies such as - cardiovascular emergencies, cerebrovascular emergencies, environmental emergencies, obstetrics/gynecology emergencies, respiratory emergencies and diabetes emergency among others
5.	Individuals shall be trained to manage soft tissue injuries and burns, bleeding and shock, allergic reactions, musculoskeletal injuries, injuries to head and spine, severe abdominal pain and mass casualty incidents, among others.
6.	Individuals shall be trained to follow biomedical waste disposal protocols
7.	Individuals shall be trained to work in a team and be comfortable in making decisions pertaining to their area of work.

Course Anatomy

Total duration of the course	252 Hours – Approximately 50 days (*) Out of the 240 shall be consumed by the NOS modules
	Theory : 58 hours (applicable for NOS modules)
	Practical : 182 hours (applicable for NOS modules)
Course structure	33 NOS modules
Assessment Criteria	Assessment will be for total 600 marks of which 100 marks are for theory and 500 marks for practical.

Curriculum/Syllabus- Summary

The curriculum (also to be used as Syllabus) has got 35 modules

Module No.	Module Name	Module Duration (Hours)	Theory (Hours)	Practical (Hours)
1	Bridge Module (Overview of Profession and Course Induction)	2	1	1
2	Respond to emergency calls	10	2	8
3	Size up the scene at the site	5	1	4
4	Follow evidence based protocol while managing patients	5	1	4
5	Assess patient at the site	10	3	7
6	Patient triage based on the defined clinical criteria of severity of illness	5	1	4
7	Manage cardiovascular emergency	15	4	11
8	Manage cerebrovascular emergency	13	3	10
9	Manage allergic reaction	8	2	6
10	Manage poisoning or overdose	10	2	8
11	Manage environmental emergency	5	2	3
12	Manage behavioral emergency	10	2	8
13	Manage obstetrics/gynecology emergencies	10	2	8
14	Manage bleeding and shock	10	2	8
15	Manage soft tissue injuries and burns	10	2	8
16	Manage musculoskeletal injuries	10	2	8

17	Manage injuries to head and spine	10	2	8
18	Manage infants, neonates and children	10	2	8
19	Manage respiratory emergency	13	3	10
20	Manage severe abdominal pain	10	2	8
21	Manage mass casualty incident	10	2	8
22	Select the proper provider institute for transfer	5	1	4
23	Transport patient to the provider institute	8	1	7
24	Manage patient handover to the provider Institute	8	1	7
25	Manage diabetes emergency	8	2	6
26	Collate and communicate health information	2	1	1
27	Act within the limits of your competence and authority	2	1	1
28	Work effectively with others	2	1	1
29	Manage work to meet requirements	2	1	1
30	Maintain a safe, healthy and secure Environment	2	1	1
31	Practice code of conduct while performing Duties	2	1	1
32	Follow biomedical waste disposal protocols	3	1	2
33	Follow infection control policies and procedures	5	3	2
34	Monitor and assure quality	2	1	1
35	Computer Literacy	10	5	5
	TOTAL	252	64	188

3. General Duty

Course Objective

Sl.No.	Training Outcomes
1.	Individual on the job shall be able to provide patient care and help maintain a suitable environment.
2.	The individual trained as the General Duty Assistant shall be able to provide patient's daily care, patient's comfort, patient's safety and patient's health needs.
3.	The individual shall be able to work in collaboration with Doctors and Nurses and other healthcare providers and deliver the healthcare services as suggested by them.
4.	The individual should be able to demonstrate basic patient care skills, communication skills and ethical behavior.

Course Anatomy

Total duration of the course	240 Hours – Approximately 180 days (6 months)
	Theory : 90 hours (applicable for NOS modules)
	Practical : 150 hours (applicable for NOS modules)
Course structure	17 NOS modules
Assessment Criteria	Assessment will be for total 600 marks of which 200 marks are for theory and 400 marks for practical.

Curriculum/Syllabus- Summary

The curriculum (also to be used as Syllabus) has got 19 modules.

Module No.	Module Name	Module Duration (Hours)	Theory (Hours)	Practical (Hours)
1	Bridge Module (Market, Profession & Customer Orientation, course induction)	6	3	3
2	Overview of Anatomy and Physiology	15	15	0
3	Assist nurse in bathing patient	10	4	6
4	Assist nurse in grooming the patient	10	4	6
5	Assist patient in dressing-up	10	4	6
6	Support individuals to eat and drink	10	4	6
7	Assist patient in maintaining normal elimination	10	4	6
8	Transferring patient within the hospital	10	4	6
9	Prevent and control infection	10	4	6
10	Assist nurse in performing procedures as instructed in the care plan	20	5	15
11	Assist nurse in observing and reporting change in patient condition	25	5	20
12	Assist nurse in measuring patient parameters accurately	30	10	20
13	Respond to patient's call	10	2	8
14	Clean medical equipment under supervision of nurse	10	4	6
15	Transport patient samples, drugs, patient documents and manage changing and transporting laundry/linen on the floor	15	5	10
16	Carry out last office (death care)	10	4	6

17	Practice Code of conduct while performing duties, Act within the limits of one's competence Authority, Work effectively with others and Manage work to meet requirements	10	4	6
18	Maintain a safe, healthy and secure environment	7	2	5
19	Follow biomedical waste disposal protocols	8	3	5
20	Soft skill and digital literacy	4		4
240	90	150		

4. SOFT SKILLS TRAINING

Course Objective

Sl.No.	Training Outcomes
1.	enhance their skill and c practices in counsel and manage personnel who visits Healthcare Organization
2.	enhance their knowledge in resource management, advocacy as a Hospital Fr nt Desk Coordinator
3.	enhance Customer Service Excellence and Patient Satisfaction demonstrate billing activities
4.	enhance skills to work out on medical software for maintain Hospital Information System
5.	demonstrate professional behavior, personal qualities and characteristics of a Hospital Front Desk Coordinator
6.	direct patients/carer's/visitors to concerned department or authorities
7.	demonstrate correct method of bio-medical waste management
8.	demonstrate basic life support, cardiopulmonary resuscitation and other actions in the event of medical and facility emergencies
9.	Demonstrate good communication, communicate accurately and appropriately.
10.	report concerns/issues/challenges to higher authorities as per timelines

Course Anatomy

Total duration of the course	900 Hours – Approximately 300 Days , 10 months including Theory [CR,OL(SY/AS)] and Practical] Out of 900 hours, 380 hours shall be allocated to NOS modules
	Theory : 400 Thours (applicable for NOS modules)
	Practical : 500 hours (applicable for NOS modules)
Course structure	17 compulsory NOS modules
Assessment Criteria	Assessment will be for total 600 marks of which 100 marks are For theory and 500 marks for practical.
Training input – Note for trainer	For each module in the lesson plan key knowledge input to be Provided by the trainer indicated. Trainers should use suitable training methodology to deliver such value to the trainee

	At the end of some class units some activity sessions/ tests have been indicated. Trainers can introduce any more, if they like
	Trainer should adopt and innovate various training methodology in discharge of the obligations for each units
Re organising Lesson Plan	The session duration of 1 hour per session and number of sessions of 5 per day is indicative. Trainer can use suitable methods and modify these changes suiting their local requirement. This has to be done at the beginning of the course

Curriculum/Syllabus- Summary

The curriculum (also to be used as Syllabus) has got 20 modules.

Module No.	Module Name
1	Introduction to functions of Hospital Front Desk
2	Consent, Reporting & Documentation
3	Overview of basic Anatomy and physiology
4	Introduction to Medical Terminology required related to front desk functioning
5	Hospital Information System (HIS) – Medical Software Applications
6	Customer Service Excellence and Patient Satisfaction
7	Rights & Responsibilities of Patient's
8	Maintain conducive Environment in Emergency Situations
9	Safety & First Aid
10	Soft Skills & Communication
11	Infection Control & Prevention
12	Accomplish allocated task at hospital front desk
13	Ensure Customer Service Excellence & Patient Satisfaction
14	Perform payment and Billing Activities
15	Maintain interpersonal relationship with colleagues, patients and others
16	Maintain professional & medico-legal conduct
17	Maintain a safe, healthy and secure working environment
18	Follow biomedical waste disposal
