

Syllabus for the trade

Of

# **OLD AGE CARE**

(Semester Pattern)

Under

Craftsman Training Scheme

Designed in: 2014

By

Government of India

**CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE**

Directorate General of Employment & Training

Ministry of Labour & Employment

EN - 81, Sector - V, Salt Lake City,

Kolkata, **West Bengal - 700 091.**

## GENERAL INFORMATION

1. **Name of the Trade** : Old Age Care
  2. **NCO Code No.** : 5132.90, 5139
  3. **Duration of Craftsman Training** : One year (2 semesters)
  4. **Power Norms** : 2.0 KW
  5. **Space Norm** : a) Work shop: 100 Sq. Meter  
: b) Class Room: 30 Sq. Meter
  6. **Entry Qualification** : Passed 10th class examination
  7. **Unit Strength** : 20 Trainees
  8. **Instructors/Trainer's Qualification** : a) NTC/NAC in the trade with three years' experience in the relevant field.  

OR

: b) Diploma in Nursing or Midwifery with two years' experience in the relevant field.  

OR

c) Degree in Nursing or Midwifery with one year experience in the relevant field
  9. **Desirable Qualification** : Preference will be given to a candidate with Craft Instructor Certificate (CIC)
- Note:*
- a) At least one Instructor must have degree /Diploma in the relevant field
  - b) For practical the trainees should be taken to some old age care home for practice wherever necessary.
  - c) Aptitude Test to ascertain the capacity of trainees to serve the ageing should be conducted
10. **Job Description** : After successful completion of training, the person will be able to: -
    - Assist people with self-medication
    - Provide support with health issues and daily living tasks such as washing, dressing, eating, transport and budgeting
    - ensure those in residential care are washed, dressed, fed and ready for educational and recreational activities
    - assist those in residential care during domestic activities such as eating meals and showering
    - Provide companionship and support during daily activities for those who are sick or aged
    - Cook and serve meals, clean premises, wash, iron and perform other household tasks
    - Implement appropriate strategies for managing problems related to dementia
    - Perform the range of skills and tasks required in the day to

day care of clients in nursing homes or hospitals, those attending day care centers or in need of assistance in their own homes.

### Syllabus for the trade “Old Age Care” Under CTS Scheme

**Duration:** Six months

**Semester:** First

**Semester Code:** OAC: SEM I

Week	Trade Practical	Trade Theory
1	a) Familiarization with old age care.	<p><b>a) Introduction to Old Age Care.</b> Necessity of an old age Home &amp; care for old age people who have none to look after or one who wishes to enjoy the isolated life</p> <p><b>b) Career opportunities in Old Age Care.</b></p> <p><b>c) Organizational hierarchy of Old Age Care Department</b></p> <p><b>d) Attributes of Old Age Care services personals</b></p> <p><b>e) Duties and responsibilities of Old Age Care service personals</b></p>
2	a) Practice on communication skills	<p><b>a) Essential of Grammar</b></p> <p><b>b) Part of speech, punctuation, Vocabulary building phonetics</b></p>
3	<p><b>a) Practice on letter writing</b></p> <ul style="list-style-type: none"> <li>➤ Formal &amp; informal</li> <li>➤ Drafting the application</li> </ul>	<p><b>a) Office Management</b></p> <ul style="list-style-type: none"> <li>➤ Types of correspondence</li> <li>➤ Receipts &amp; dispatch of mail</li> <li>➤ Filing system</li> <li>➤ Classification of mail</li> <li>➤ Role &amp; function of correspondence</li> </ul>
4	<p><b>a) Practice on the Maintenance of: -</b></p> <ul style="list-style-type: none"> <li>➤ Registered Records</li> <li>➤ Other documents of old age care</li> <li>➤ Daily accounting</li> </ul>	<p><b>a) Maintenance of Register, Record and other documents of old age care</b></p> <p><b>b) Maintenance of daily accounting</b></p>
5	<p><b>a) Computer Operational Skills.</b></p> <p><b>b) Demonstration and identification of different input /output devices – CPU, VDU, Keyboard, Interconnecting Cords, Hard disk, CD ROMs etc. Key Boarding Skills. Pen drive, other USB based devices</b></p> <p><b>c) Demonstration on Window O.S. Booting practice, Use of task bar, start button, title</b></p>	<p><b>a) History of Computers &amp; Different Type of Computers.</b></p> <p><b>b) Introduction of Personal Computer / Microcomputer and Operating System (UNIX, WINDOWS, MS DOS, NETWARE)</b></p> <p><b>c) Profiling an Operating System.</b></p> <p><b>d) Booting Sequence: Operating System files and command Processor file.</b></p>

	<p>bar, mouse menu and window's help, using My Computer and Recycle bin etc.</p> <p><b>d)</b> Opening and closing different windows, creating and renaming files and folders.</p> <p><b>e)</b> Hands on practice of basic files, Directory manipulation commands – Introduction to Linux O.S.</p>	<p><b>e)</b> Definition of a file; File names. Booting from CD and HDD. Warm and Cold reboot</p>
6	<p><b>a) Demonstration Practice on MS Office:</b></p> <p><b>i. Word Processing ( MS Word) :</b></p> <ul style="list-style-type: none"> <li>➤ Creating, Saving, quitting &amp; Opening Document,</li> <li>➤ Moving Around Document,</li> <li>➤ Manipulating Windows using tool bar,</li> <li>➤ Editing Text – Insert, delete, move, copy, paste, Finding, replacing text, spell check, grammar check etc.</li> <li>➤ Creating modifying Tables and doing calculation,</li> <li>➤ Creating a formation of charts and graphs etc.</li> <li>➤ Creating and printing merged documents using mail merge.</li> </ul>	<p><b>a) Microsoft – Word Processing Package</b></p> <ul style="list-style-type: none"> <li>➤ Text selection,</li> <li>➤ Opening Documents and Creating Documents,</li> <li>➤ Saving Documents / Quitting Documents,</li> <li>➤ Cursor Control,</li> <li>➤ Printing Documents, Using the Interface (Menu, Toolbars),</li> <li>➤ Editing Text (copy, Delete, Move etc.),</li> <li>➤ Finding and Replacing Text,</li> <li>➤ Spell Check / Auto Correct Feature,</li> <li>➤ Grammar Facility,</li> <li>➤ Auto text, Character and page formatting</li> </ul>
7	<p><b>ii. Worksheet (MS EXCEL):</b></p> <ul style="list-style-type: none"> <li>➤ Elements of worksheets, application of electronic worksheet and entering data in Worksheet,</li> <li>➤ Saving and Quitting, Opening and Moving around worksheet,</li> <li>➤ Formatting cells and Data copying</li> <li>➤ Printing, editing and entering formula.</li> </ul> <p><b>iii. MS – Power point :</b></p> <ul style="list-style-type: none"> <li>➤ Preparation of different slides,</li> <li>➤ Presentation planning,</li> <li>➤ insert, modify, delete, theme, animation etc.</li> </ul>	<p><b>a)</b> Functions of Computer Peripherals,</p> <ul style="list-style-type: none"> <li>➤ Laser Printer,</li> <li>➤ DOT Matrix INK JET Printer.</li> <li>➤ COLOR LASER printer</li> </ul> <p><b>b)</b> Introduction to MS- Excel</p> <ul style="list-style-type: none"> <li>➤ Fundamentals of MS-Excel</li> <li>➤ Spreadsheet</li> <li>➤ Features &amp; Description</li> </ul> <p><b>c)</b> An overview of Power Point</p> <ul style="list-style-type: none"> <li>➤ Presentation &amp; Slides</li> <li>➤ Handouts</li> </ul>
8-9	<p><b>iv. <u>Data Base ( MS-Access):</u></b></p> <ul style="list-style-type: none"> <li>➤ Data Base Management System –</li> <li>➤ Microsoft Access Interface,</li> <li>➤ Title Bar, Menu Bar, Tables, Query, Forms, Report, Printing And Closing Etc.</li> </ul>	<p><b>a)</b> Introduction to MS-Access</p> <ul style="list-style-type: none"> <li>➤ Fundamental of MS-Access</li> <li>➤ Creating Data Base</li> <li>➤ Retrieving &amp; Inserting Information from an Access Data Base.</li> </ul>
10	<p><b>a) Internet Operational Skills:</b></p> <ul style="list-style-type: none"> <li>➤ Networking concept, LAN WAN,</li> <li>➤ Services on Internet – Websites (www) E-Mails, Voice Mails, Browser and search engines.</li> <li>➤ Searching &amp; Downloading,</li> <li>➤ Printing, saving portion of web page.</li> <li>➤ E-Mail addressing, Inbox, outbox, viewing, sending and saving mails.</li> <li>➤ Sending same mails to various Users</li> </ul>	<p><b>a) Networking and Internet Communication Concept.</b></p> <p><b>b)</b> Knowing about how to set up an internet connection</p> <p><b>c)</b> Connect using a dial-up modem / Broadband connection with username and password.</p> <p><b>d)</b> Internet Explorer and its features.</p> <p><b>e)</b> Introduction to the uses of World Wide Web and Internet Browser</p>

	(multi-address) & sending attachment and enclosures. Web Page Transaction.	<b>f)</b> Introduction to the Search Engine Google & its features <b>g)</b> Creating an email ID <b>h)</b> Knowing about the "Outlook Express" <b>i)</b> Sending mail through outlook express <b>j)</b> File attachment with the email.
11-12	<b>a)</b> Practice on: - <ul style="list-style-type: none"> <li>➤ Preparation &amp; preservation of food</li> <li>➤ General principles of refrigeration of food</li> <li>➤ Preservation of food</li> </ul> <b>b)</b> Study of food habits of different regions. <ul style="list-style-type: none"> <li>➤ Preparation of dietary chart</li> <li>➤ Dietary changes with Age</li> </ul> <b>c)</b> Health <ul style="list-style-type: none"> <li>➤ Factors affecting health – positive &amp; negative</li> </ul>	<b>a)</b> Introduction to Nutrition: <ul style="list-style-type: none"> <li>➤ Types of nutrients</li> <li>➤ Nutritive value of different food stuff</li> <li>➤ Balanced diet</li> </ul> <b>b)</b> Health & diseases <ul style="list-style-type: none"> <li>➤ Factors affecting health</li> <li>➤ Health habits</li> <li>➤ Old aged disease.</li> </ul> <b>c)</b> Classification & function of foods
13-14	<b>a)</b> Knowledge of general occupational safety, health and hygiene. <b>b)</b> Group discussion and practice with demonstration on importance of personal hygiene. <b>c)</b> Motivating Individual on personal hygiene <b>d)</b> Importance of exercise, rest, sleep, and good grooming.	<b>a)</b> Definition of hygiene and introduction of its importance <b>b)</b> Factor influencing health and healthy living <b>c)</b> Principle related to maintenance of normal circulation and normal respiration.
15-16	<b>a)</b> Demonstration on the component of personal hygiene health hazard associated to the habit and recognizing the positive and negative trends in the community. <b>b)</b> Dusting, sweeping, mopping and scrubbing-etc.	<b>a)</b> Introduction to hygiene and healthful living. Concept of health and disease. <b>b)</b> Personal hygiene. (Care of skin, hair, hand, teeth and feet.) <b>c)</b> Cleaning, methods, frequency and schedule. <b>d)</b> Steps of dusting, mopping, sweeping, vacuum cleaning etc.
17-20	<b>On the job Training (OJT) (4 weeks)</b> <b>a) Note: -</b> <i>During OJT student have to maintain a log book on daily basis indicating activities performed during the day which shall also be countersigned by the section / department supervisor.</i>	
21-23	<b>a)</b> Practice on: - <ul style="list-style-type: none"> <li>➤ Sociology</li> <li>➤ Physiology</li> <li>➤ Anatomy of Human body</li> <li>➤ Nursing</li> </ul>	<b>a)</b> Basic knowledge of Sociology, Physiology, Anatomy of Human body & Nursing
24	Revision	
25	Examination	
26	Holidays	

**Duration:** Six months

**Semester:** Second

**Semester Code:** OAC: SEM II

<b>Week</b>	<b>Trade Practical</b>	<b>Trade Theory</b>
1	<p>a) Application of kitchen hygiene such as storage of food grain and cooked foods.</p> <p>b) Proper ventilation, light, cleaning equipment /utensils.</p> <p>c) Identify the kitchen related personnel hygienic factor.</p> <p>d) Practice of Ironing, storing, cleaning, discarding of linen</p> <p>e) Practice of bed making</p>	<p>a) Knowledge of cleaning methods of food and food contacting areas.</p> <p>b) Safety precautions for gas oven, electric oven and heater.</p> <p>c) Knowledge of Laundry &amp; Linen Management.</p> <p>d) Knowledge of Bed making &amp; arrangement of housekeeping trolley</p>
2	<p>a) <b>Orientation</b> on effects of climate and environment on the human body,</p> <p>b) Simple yogic saunas for general health</p>	<p>a) Environment effect &amp; seasonal effect in different regions</p>
3	<p>a) Demonstration &amp; Practice on: -</p> <ul style="list-style-type: none"><li>➤ Problems related to Physical &amp; Psychological effect of old aged People.</li></ul>	<p>a) Gerontology (Science of ageing) as a discipline</p> <p>b) Govt. role - Various project, policy &amp; Law.</p> <p>c) Maintenance cleanings and discipline in all respect.</p>
4	<p>a) Familiarization with Specific problems, which might occur for male &amp; female Care.</p>	<p>a) Specific problems, which might occur for male &amp; their care.</p> <p>b) Specific problems, which might occur for female &amp; their care.</p>
5-6	<p>a) Contact with various hospital for emergency</p> <p>b) Medicare.</p> <p>c) Shelter and old aged Home.</p>	<p>a) Identification of Med claim facilities &amp; their implementation.</p>
7	<p>a) Practice on: -</p> <ul style="list-style-type: none"><li>➤ Organizing social activities.</li><li>➤ Counseling (Psychology parts).</li></ul>	<p>a) Study of organizing social activities.</p> <p>b) Counseling (Psychology parts).</p>
8	<p>a) Practice on daily routine starting from rising in the morning to going for sleeping at night.</p>	<p>a) Daily routine starting from rising in the morning to going for sleeping at night.</p> <p>b) Organizing prayer, reading of various religious books of different religion as applicable.</p>
9-10	<p>a) Demonstration of: -</p> <ul style="list-style-type: none"><li>➤ Little physical exercise for their healthy living</li><li>➤ Yoga</li></ul>	<p>a) Discussion on the benefits of Physical Exercise and Yoga on health.</p>
11	<p>a) Practice on organizing the recreational activities such as group discussion, symposium Film show &amp; Entertainment (education mental occupation.</p>	<p>a) Organizing the recreational activities such as group discussion, symposium &amp; Film show &amp; Entertainment (education mental occupation)</p>
12-13	<p>a) Practice on organizing games &amp; sports appropriate to old age people.</p> <p>b) Involvement of boarders for cooking and others management activities. (Occupational therapy )</p>	<p>a) Knowledge of Infrastructure facilities.</p>

	c) Infrastructure facilities (cots, bedding, utensils, ambulance) & their maintenances.	
14-15	a) Understanding the Nursing process and first aid b) Nursing ethics & etiquette in care situation c) Demonstration of nursing skills in comfort & pain management	a) Importance of nursing and first aid b) Common nursing / medical terminology
16	a) Drill on different type of fire and natural Hazards. b) Demonstration and instruction by Fire department of fire Brigade	a) Principle of working of different type of fire extinguisher and different firefighting equipment. b) Classification of fire. c) Basic method of extinction of fire.
17-20	<b>On the job Training (OJT) (4 weeks)</b> <b>Note:</b> - <i>During OJT student have to maintain a log book on daily basis indicating activities performed during the day which shall also be countersigned by the section / department supervisor.</i>	
21-22	a) Growing of: - ➤ flower plants ➤ Other ornamental plants ➤ vegetables ➤ fruit trees b) Use of recycled water in gardening, cultivating & fertilizing to grass & plants	a) Mode of creating peaceful atmosphere. b) Organizing games & sports appropriate to old age people. c) Involvement of boarders for cooking and others management activities. (Occupational therapy)
23-24	d) Practice on organizing games & sports appropriate to old age people. e) Involvement of boarders for cooking and others management activities. (Occupational therapy ) f) Infrastructure facilities (cots, bedding, utensils, ambulance) & their maintenances.	b) Knowledge of Infrastructure facilities. c) Basic knowledge of gardening & horticulture.
25	Revision	
26	Examination	

- A) **The team for management Faculty of the home should comprise:**
- 1) One resident manager trained in general administration and first aid.
  - 2) One doctor on call who can be summoned in need.
  - 3) General attendants in the ratio of 1:5 residents during the day and 1:10 residents at night.
  - 4) A Cook plus helpers, Alternatively, Catering can be outsourced to any reliable caterer.
  - 5) Room cleaning staff in the ratio of 1:10 rooms.
  - 6) Nutritionist Consultant.
- B) **In addition to the core team as above, the home must also provide supplementary services as below:**
- 1) A panel of volunteers to provide companionship and render engagement services such as reading to residents, writing letters etc.
  - 2) A panel of counselors to provide psychological counseling as depression is a common problem to among residents.
  - 3) A panel of personal attendants, to be retained as per the requirement of residents.
  - 4) Arrangement with a local hospital or nursing home, which has diagnostic and intensive care facilities.
- C) **FACULTY GROUP**
- 1) Medical Practitioner (MBBS) (Consultant / Advisor / Part-time)
  - 2) 5 yrs. Experience in working with Old Age Home
  - 3) Graduate / Diploma / Degree with
  - 4) Physiotherapy / 3yrs. Nursing BSC Nursing.



**List of Tools & Equipment**

<b>S. No.</b>	<b>Description of Item</b>	<b>Quantity</b>
1.	Single Bed	2 Nos.
2.	Rack, Almirah	2 Nos.
3.	Small Table	2 Nos.
4.	Hanger	5 Nos.
5.	Bedroom	1 No.
6.	Diner/lunch room	1 No. each
7.	Common room	2 Nos.(Common for all trainees)
8.	Physiotherapy, Yoga room	1 No.
9.	Vacuum cleaner	1 No.
10.	Public telephone	1 No.
11.	Magazines, Books	1 each
12.	Grab handle, call bell, wheel chair	1 each
13.	First aid Box	2 Nos.
14.	Almirah with (8) self	2 Nos.
15.	Stretcher	1 No.
16.	Sphygmomanometer	1 No.
17.	Thermometer	1 No.
18.	Stethoscope	1 No.
19.	Glucometer (Automatic)	1 No.