

## Rajasthan Skill & Livelihoods Development Corporation

<b>1. Module Name</b>	<b>Domestic Assistant – Elderly Care</b>
<b>2. Sector</b>	Allied Healthcare
<b>3. Entry Qualification</b>	Minimum 8 <sup>th</sup> Pass
<b>4. Minimum Age (in years)</b>	15
<b>5. Duration</b>	<b>49 days/ 294 hrs.</b>
<b>6. Provision of Tool kit</b>	No
<b>7. Terminal Competency</b>	<p>After completion of the course the trainee will be able to:</p> <ul style="list-style-type: none"> <li>➤ provide a complete support system for elderly home patient with respect to basic healthcare, hygiene and soft skills perspective;</li> <li>➤ identify common illness related to elderly people - along with the basic symptoms and cures;</li> <li>➤ support the curative process of the elderly home patient through administering suggested diet &amp; activity norms;</li> <li>➤ support the elderly home patient using basic mobility tools and requisite aids for him/her;</li> <li>➤ provide basic emergency care; and</li> <li>➤ demonstrate effective interpersonal interactions at households for taking care of elderly people;</li> </ul>

<b>Approx. hrs.</b>	
<b>8. Registration, Inauguration, introduction and objectives of the course</b>	2

<b>9. Course content</b>			
<b>Practical competencies</b>	<b>Approx. hrs.</b>	<b>Underpinning Knowledge (Theory)</b>	<b>Approx. hrs.</b>
• Identify the symptoms of common illness affecting the elderly.	6	• Emotional, nutritional and physical safety needs of elderly people.	2
• List common safety problems with administering medication to the aged.	3	• Disease prevention and rehabilitation.	2
• State commonly used medicines and ointments and their application.	6	• Common age-related diseases and support required therein.	2
• Identify different bandages and their methods of application.	6	• Basics of taking care of elderly.	2
• Demonstrate knowledge of weights, portions using estimation/measurement.	6	• Maintain a safe and healthy environment for elderly at the household.	2
• Demonstrate basic first aid and CPR procedure in a simulated environment.	12	• Basic first aid and CPR.	2
• Understand the importance of routines and the need for sleep for the elderly.	3	• Basic assistance: ✓ Aids and prostheses ✓ Correct sitting, walking and	2

		sleeping positions to avoid complications	
<ul style="list-style-type: none"> <li>State methods / techniques to maintain independent toilet use wherever applicable, recognizing the privacy needs of the elderly.</li> </ul>	18	<ul style="list-style-type: none"> <li>Basic support while walking, sleeping and use of toilet.</li> </ul>	2
<ul style="list-style-type: none"> <li>Demonstrate safe lifting and manual handling practices.</li> </ul>	18		
<ul style="list-style-type: none"> <li>Demonstrate feeding activity of elderly household members in a simulated environment.</li> </ul>	18	<ul style="list-style-type: none"> <li>Dosage measurement</li> </ul>	2
<ul style="list-style-type: none"> <li>List the important aspects of giving bath and dressing elderly household members.</li> </ul>	10	<ul style="list-style-type: none"> <li>Basics of elderly patient hygiene and upkeep.</li> </ul>	2
<ul style="list-style-type: none"> <li>Demonstrate prevention at household with respect to: <ul style="list-style-type: none"> <li>✓ Safe household chemical combination, safe pest control methods.</li> <li>✓ Basic knowledge of electrical safety.</li> </ul> </li> </ul>	6	<ul style="list-style-type: none"> <li>Use of chemicals at home.</li> </ul>	2
<ul style="list-style-type: none"> <li>Demonstrate food / dietary support to elderly, with respect to: <ul style="list-style-type: none"> <li>✓ Maintaining nutritional value of food</li> <li>✓ Maintaining hygienic handling of food and equipment.</li> <li>✓ Food safety – safe food handling and storage.</li> </ul> </li> </ul>	24	<ul style="list-style-type: none"> <li>Dietary and nutritional needs of elderly household members.</li> </ul>	2
<ul style="list-style-type: none"> <li>Demonstrate response to emergency, with respect to: <ul style="list-style-type: none"> <li>✓ Use of household fire-fighting equipment.</li> <li>✓ Knowledge of remedial action in case of accident (e.g. cuts, burns, gas).</li> <li>✓ Contact with emergency services.</li> </ul> </li> </ul>	18	<ul style="list-style-type: none"> <li>All essential telephone nos. how to make a phone call, answer telephone calls.</li> <li>Knowledge of fire hazards, safety ambulance, local police and medical help lines.</li> </ul>	2
<ul style="list-style-type: none"> <li>Demonstrate effective interpersonal interactions with elderly in a simulated environment using appropriate communication and listening skills.</li> </ul>	18	<ul style="list-style-type: none"> <li>Cultural understanding related to the different types of communication styles to use with the elderly.</li> <li>Techniques of active listening and assertiveness.</li> </ul>	4
<ul style="list-style-type: none"> <li>State common standards for Occupational safety and Health.</li> </ul>	6	<ul style="list-style-type: none"> <li>Basics of healthy cooking for elderly: <ul style="list-style-type: none"> <li>✓ Nutritional needs of elderly people.</li> </ul> </li> </ul>	12

		<ul style="list-style-type: none"> <li>✓ Culinary terms commonly used.</li> <li>✓ Range of equipment used for the required methods of cookery.</li> <li>✓ Effect of different cookery methods on the nutritional value of food.</li> <li>✓ Hygienic handling of food and equipment food safety requirements.</li> <li>✓ food safety – safe food handling and storage.</li> </ul>	
• On the job training for the above skills.	12	• Strategies to maintain the self esteem of the elderly.	2
		• Maintaining a healthy and clean environment.	2
		• Occupational Safety and health standard.	2
		• Basic data entry.	2
		• Basic spoken English.	2
		<b>Entrepreneurship &amp; Soft Skills and Computer Literacy Module:</b>	0
		• Entrepreneurship – its necessity and charms of being an entrepreneur.	1
		• Who is an entrepreneur and characteristics of a successful Entrepreneur?	2
		• How to identify Business opportunities?	2
		• Steps for setting up a small scale venture.	1
		• Institutional support for entrepreneurship (whom to contact for what)	2
		• Government (Central/ State) Schemes and assistance from Banks/ other financial institutions - Procedures and formalities for getting loan.	2
		• How to prepare Business plan?	2
		• Financial literacy-Costing, Pricing, Profitability and Break Even Analysis.	2
		• Cash management in small enterprises.	2
		• Accounting and Book Keeping	2
		• Introduction to Taxation	1
		• Shop and Establishment Act and its provisions.	1

		<ul style="list-style-type: none"> <li>• Creativity, Problem solving &amp; decision making.</li> </ul>	1
		<ul style="list-style-type: none"> <li>• Common mistakes generally made by entrepreneurs.</li> </ul>	1
		<ul style="list-style-type: none"> <li>• Interaction with successful entrepreneur and success stories.</li> </ul>	2
		<ul style="list-style-type: none"> <li>• Communication and Negotiation skills.</li> </ul>	1
		<ul style="list-style-type: none"> <li>• Interpersonal skills</li> </ul>	1
		<ul style="list-style-type: none"> <li>• How to Deal with customer attitude – Effective selling.</li> </ul>	1
		<ul style="list-style-type: none"> <li>• Marketing – Basic concepts/ Skills and effective mode of advertising.</li> </ul>	1
		<ul style="list-style-type: none"> <li>• Introduction to e-commerce.</li> </ul>	2
<b>Computer Fundamentals</b> <b>Customize the Desktop Environment e.g.</b> Desktop, Start Menu, and Taskbar etc. Configuring & Migrating Files, Folders & Settings - Folder Views, Accessibility Settings	2	<b>Computer Fundamentals, MS-Office &amp; Internet</b> introduction to Computers History of Computers Components of Hardware Peripherals	1
<b>MS Word</b> Creating, Organizing & Formatting Content Collaborating – Merge, Insert, View, Edit, Track Mode etc. Formatting & Managing Documents	4	<b>Concept of Operating System –</b> Windows XP, Exploring & Configuring the Windows XP Desktop Environment-Customize the Desktop, Start Menu, and Taskbar etc. Configuring & Migrating Files, Folders	1
<b>MS Excel</b> Creating, Analyzing & Formatting Data & Content Collaborating - Insert, View, Edit etc. Managing Workbooks	3	<b>Settings - Folder Views, Accessibility Settings</b> Features of Windows XP Understanding concepts of Word processing using MS-Word Understanding concepts of Electronic spreadsheet and various types of entries in it	1
<b>MS PowerPoint</b> Creating & Formatting Content Collaborating - Track, Edit, Add, Delete Comments, Merge Managing & Delivering Presentations.	3		
<b>Internet Concepts</b> Opening websites and downloading data Writing, reading and sending emails	4	<b>Understanding concepts of URL</b> Creating and Opening an E-mail account. Receiving and sending emails Searching information on Internet.	1
<b>Approx. Total Practical hours</b>	<b>206</b>	<b>Approx. Total Theory hours</b>	<b>86</b>
		<b>Grand Total (2+206+86)</b>	<b>294</b>

<b>10. Tools, Equipments and Material for a batch of 30 trainees</b>		
<b>S. No.</b>	<b>Item</b>	<b>Quantity</b>
1	Dressing Trolley	2 nos.
2	Medicine Trolley	2 nos.
3	Emergency Trolley	2 nos.
4	First-aid kit	15 nos.
5	Household utensils (Basic)	As required
6	Household chemicals (pesticides etc)	As required
7	Scissors	8 nos.
8	I.V Sets	8 nos.
9	Uro bags	3 nos.
10	Bed Pans	8 nos.
11	Suction Catheters	3 nos.
12	Oxygen Masks	8 nos.
13	Wound Drains	3 nos.
14	Oxygen Cylinders & Keys	3 nos.
15	Duster – 50 cm x 50 cm	30 nos.
16	Hand mops – 50 cm x 50 cm	30 nos.
17	Yellow polishing cloths	30 nos.
18	Glass cloths	8 nos.

<b>S.No.</b>	<b>Item</b>	<b>Quantity</b>	<b>S.No.</b>	<b>Item</b>	<b>Quantity</b>
	<b>Hardware</b>			<b>Software:</b>	
1	Computers/Laptops	10 (one for three trainee)	6	Microsoft Windows 7/8/10 or UNIX/ LINUX or latest software	For all Systems
2	Power backup	For all Systems	7	Microsoft Office 2007/ 2010/ 2013 or latest software	For all Systems
3	Inkjet/Laser Printer (Network/USB Printer)	1	8	Antivirus Software (TVD/ Norton/ Quick Heal Total Security/ Kaspersky/ Any Popular brand)	For all Systems
4	Speaker	1	9	Internet Connection	For all Systems
5	Spare H/W components	As per requirement			