CERTIFICATE IN GENERAL DUTY ASSISTANT

Six-Month Suggested Course Syllabus

Duration	6 Months	**Course Type**	Certificate Course
Sector	Healthcare / Paramedical	**Eligibility**	10th Pass (Suggested)
Mode	Theory + Practical + Hospital Training	**Assessment**	Theory + Practical

1. Month-Wise Subject Structure

Month	Subject Code	Subject Name
1	GDA-101	Introduction to Healthcare & Hospital Management
1	GDA-102	Basic Human Anatomy & Physiology
2	GDA-103	Fundamentals of Patient Care
2	GDA-104	Personal Hygiene, Grooming & Patient Bathing
3	GDA-105	Nutrition, Feeding & Hydration
3	GDA-106	Patient Positioning, Mobility & Transportation
4	GDA-107	Infection Prevention & Control
4	GDA-108	Biomedical Waste Management
5	GDA-109	Patient Safety, Emergency Care & Basic Life Support
5	GDA-110	Hospital Procedures & Patient Documentation
6	GDA-111	Practical Training & Clinical Skills
6	GDA-112	Hospital Internship & Assessment

2. Detailed Subject Contents

GDA-101: Introduction to Healthcare & Hospital Management

- Introduction to healthcare services
- Hospital departments and their functions
- Roles and responsibilities of a General Duty Assistant
- Basic medical terminology
- Professional ethics and patient rights

GDA-102: Basic Human Anatomy & Physiology

- Structure of the human body
- Skeletal and muscular systems
- Digestive system
- Respiratory system
- Circulatory system
- Nervous system

GDA-103: Fundamentals of Patient Care

- Basic patient care principles
- Assistance during patient admission and discharge
- Patient comfort and hygiene
- Bed-making procedures
- Patient communication

GDA-104: Personal Hygiene, Grooming & Patient Bathing

- Bed bath and oral care
- Hair, skin and nail care
- Dressing and grooming assistance
- Maintaining personal hygiene
- Patient privacy and dignity

GDA-105: Nutrition, Feeding & Hydration

- Basic nutrition and balanced diet
- Assisting patients with feeding
- Maintaining hydration
- Food hygiene and safety

GDA-106: Patient Positioning, Mobility & Transportation

- Common patient positions
- Transferring patients from bed to wheelchair
- Safe lifting and moving techniques
- Use of mobility aids
- Transportation of patients and samples

GDA-107: Infection Prevention & Control

- Types and sources of infection
- Hand hygiene
- Personal Protective Equipment (PPE)
- Infection prevention techniques
- Sterilization and disinfection

GDA-108: Biomedical Waste Management

- Categories of biomedical waste
- Waste segregation
- Colour-coded waste containers
- Safe waste disposal
- Hospital cleanliness and sanitation

GDA-109: Patient Safety, Emergency Care & Basic Life Support

- Patient safety procedures
- Basic Life Support (BLS) awareness
- CPR practice under qualified supervision
- Fire safety
- Emergency response and reporting

GDA-110: Hospital Procedures & Patient Documentation

- Patient records and documentation
- Maintaining patient charts
- Handling and storing medical supplies
- Reporting changes in patient condition
- Communication with nursing and healthcare staff

GDA-111: Practical Training & Clinical Skills

- Bed-making practice
- Patient bathing and grooming
- Feeding assistance
- Patient positioning and transfer
- PPE use and infection-control demonstrations

GDA-112: Hospital Internship & Assessment

- Hospital and ward orientation
- Supervised practical patient-care training
- Assistance to nursing staff within the GDA role
- Hospital discipline and professional conduct
- Final theoretical and practical assessment

3. Suggested Six-Month Course Delivery Plan

Component	Duration	Coverage
Theory Classes	2 Months	Classroom instruction and foundational knowledge
Practical Training	2 Months	Demonstrations, skills practice and supervised lab work
Hospital Internship	2 Months	Supervised clinical exposure and workplace learning
Total	**6 Months**	**Complete course duration**

4. Reference Qualification & Important Note

This is a suggested institute-level syllabus and the subject codes GDA-101 to GDA-112 are proposed internal codes. They are not official HSSC/NSDC subject codes. For reference, the Healthcare Sector Skill Council lists the General Duty Assistant qualification as HSS/Q5101. IGNOU's Certificate in General Duty Assistance has its own course structure and codes, including BHT-001, BHT-002 and BHTL-003. Before advertising the course as government-recognized, HSSC/NSDC approved, or awarding a regulated qualification, the institute should verify the applicable current qualification, awarding-body requirements, trainer criteria, assessment and affiliation conditions.

End of Syllabus