

# General Duty Assistant

(Job Role)

Qualification Pack: Ref. Id. HSS/Q5101

Sector : Health Care

Textbook for Class XI

# CONTENTS

<b>Unit 1: Hospital Management System</b>	<b>01</b>
Session 1: Health Care Delivery System	02
Session 2: Qualities of a General Duty Assistant	13
Session 3: Codes of Conduct for General Duty Assistant	17
Session 4: Personal Hygiene Practices for General Duty Assistant	22
<b>Unit 2: Role of General Duty Assistant for Outpatient Care</b>	<b>28</b>
Session 1: Role and Functions of Medical Receptionist	29
Session 2: Identifying Vital Signs in Patients	31
Session 3: Assisting in the Examination of Patient	37
<b>Unit 3: Role of General Duty Assistant for Inpatient Care</b>	<b>41</b>
Session 1: Role of General Duty Assistant during the Admission of Patients	42
Session 2: Activities of Patient Care	50
Session 3: Bed Making for the Patient	57
Session 4: Transportation of Specimens	63
Session 5: Care of the Body after Death	66
<b>Unit 4: First Aid</b>	<b>70</b>
Session 1: Principles and Rules of First Aid	71
Session 2: Identify Facilities, Equipment and Materials for First Aid	76
Session 3: Performing the Role of First Aider for Fever, Heatstroke, Back Pain, Asthma and Food-borne Illness	80
<b>Unit 5: Maintaining Safe, Healthy and Secure Environment</b>	<b>88</b>
Session 1: Promoting a Safe Working Environment	89