



HEALTH CARE SUPPORT STAFF

Approved by
Govt. of West Bengal
An Initiative of Department of
Youth Services, Govt. of West Bengal

Run by :



I·R·H·C
INSTITUTE OF
RURAL HEALTH CARE



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HEALTH CARE SUPPORT STAFF

Course Name : Health Care Support Staff

Course Duration : 6 months

Introduction

HEALTH CARE SUPPORT STAFF

Healthcare support staff play a critical role in the delivery of high-quality patient care. These individuals are responsible for a range of tasks that support the work of doctors, nurses, and other healthcare professionals. From patient transport and assistance with activities of daily living to administrative tasks like scheduling appointments and managing medical records, healthcare support staff ensure that medical facilities run smoothly and patients receive the care they need.

The course of health care support staff is designed to provide students with the knowledge and skills necessary to excel in this important field. Students will learn about the various roles and responsibilities of healthcare support staff, as well as the legal and ethical considerations that must be taken into account when working in a healthcare setting. They will also receive training in communication, teamwork, and patient care, enabling them to provide compassionate and effective support to patients and their families.

Whether you are looking to start a new career in healthcare or seeking to enhance your existing skills and knowledge, the course of health care support staff can provide you with the foundation you need to succeed in this rewarding field.

DESIRABLE AND BENEFITS OF HEALTH CARE SUPPORT STAFF

In-demand skills: The course of health care support staff in English equips students with the knowledge and skills that are in high demand in the healthcare industry. Graduates of this course are well-prepared to work in a variety of healthcare settings, including hospitals, clinics, nursing homes, and home healthcare agencies.

Comprehensive curriculum: The course covers a comprehensive range of topics, including medical terminology, patient care, infection control, basic medical procedures, communication skills, and more. This provides students with a broad understanding of the healthcare industry and prepares them for a range of roles within it.

Hands-on learning: Many health care support staff courses include practical, hands-on learning experiences, such as clinical placements or simulations. These experiences allow students to apply their knowledge in a real-world setting and gain valuable experience that will enhance their employability.

Career opportunities: Graduates of the course of health care support staff in English are highly sought after by employers. They can pursue a variety of roles within the healthcare industry, including medical assistant, nursing assistant, home health aide, and more.

Continuing education: The course also provides a foundation for students who wish to continue their education and pursue advanced degrees in healthcare. Graduates can go on to study nursing, healthcare management, or other healthcare-related fields.

Overall, the course of health care support staff in English is a desirable option for anyone who is interested in pursuing a rewarding career in healthcare. It provides students with the knowledge, skills, and practical experience they need to make a positive impact on the lives of patients and contribute to the healthcare industry.

Syllabus

Total Course Duration: 180-hour

Module 1: Introduction to Health Care Support Staff (20 hours)

- i. Roles and responsibilities of health care support staff 7hrs
- ii. Different types of health care facilities and their functions 7hrs
- iii. Understanding the importance of teamwork in a health care setting 6hrs

Module 2: Medical Terminology (30 hours)

- i. Understanding common medical terms and abbreviations 10hrs
- ii. Learning the basic anatomy and physiology of the human body 10hrs
- iii. Understanding different diseases and medical conditions 10hrs

Module 3: Communication Skills (20 hours)

- i. Developing effective communication skills with patients and healthcare professionals 8hrs
- ii. Understanding cultural differences and how to communicate with patients from different backgrounds 6hrs
- iii. Dealing with difficult patients and situations 6hrs

Module 4: Patient Care (20 hours)

- i. Understanding patient rights and responsibilities 7hrs
- ii. Assisting with patient care such as feeding, bathing, and mobility 6hrs
- iii. Basic first aid and emergency response procedures 7hrs

Module 5: Infection Control and Safety (20 hours)

- i. Understanding the principles of infection control 6hrs
- ii. Personal protective equipment (PPE) and how to use it properly 6hrs
- iii. Understanding safety protocols in a health care setting 8hrs

Module 6: Legal and Ethical Issues in Health Care (20 hours)

- i. Understanding patient confidentiality and privacy 5hrs
- ii. Legal and ethical issues related to health care delivery 7hrs
- iii. Patient rights and informed consent 8hrs

Module 7: Medical Record Keeping and Documentation (20 hours)

- i. Understanding the importance of accurate medical record keeping 7hrs
- ii. Learning to use electronic health records (EHRs) and medical billing software 4hrs
- iii. Understanding HIPAA laws and regulations 9hrs

Module 8: Professional Development (30 hours)

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| i. | Developing skills for career advancement in the health care industry | 11hrs |
| ii. | Understanding the importance of continuing education and professional development | 10hrs |
| iii. | Networking and job search skills | 9hrs |

Job Opportunity

As an employer, you understand how difficult finding the right type of employees can be. Sometimes, workers simply don't possess the skills and qualifications needed, and other times, they simply don't fit in well with your organization's culture. This can be a nightmare for your business, but when you take the time to write a spectacular and alluring job description, the chances of this happening to you are greatly reduced. An effective description will allow you to separate unqualified and uninterested applicants, from experienced and motivated applicants. If you are ready to write a compelling and eye-catching job posting, this Healthcare Support Workers Job Description Sample will guide you in the right direction

- Assist patients with basic hygiene activities
- Administer medication to patients
- Take vital signs and report findings to superiors
- Collect, store, and label biological specimens
- Sterilize medical equipment
- Keep hospital supplies properly stocked and organized
- Work closely with other healthcare professionals such as nurses, physicians, and therapists in order to provide patients with exceptional care
- Dispose of waste and hazardous materials
- Comply with all hospital rules, regulations, and procedures

The quality of candidates that your search yields depend largely on the content of your healthcare support workers job description. If, when specifying the skills required to fill the role, you list only basic job requirements, prepare to have a number of candidates who will require extensive training before feeling comfortable performing the position's required duties. Instead, solicit the input of multiple parties when preparing the description's qualifications and skills section. Include both those the new hire will work with every day as well as you're recruiting and human resources managers. This should give you a precise idea of the skills your ideal candidate should possess and how you should list them.

Minimum Eligibility

The minimum qualification for admission is class 10th Passed from any recognized board in India.