

**Bachelor in Vocational Studies (Patient Care Management)**  
**B.Voc (PCM)**  
**Year -1 Diploma**

<b>I Semester</b>				
<b>S. No.</b>	<b>Course Code</b>	<b>Subject</b>	<b>Content Type</b>	<b>Credit</b>
1	BVPCM-101	Human anatomy and physiology-I	General	4
2	BVPCM-102	Personal care & Basic Nursing Procedures	Skill	5
3	BVPCM-103	Patient Care Record I	Skill	5
4	BVPCM-104	Medical Ethics and Patient care	General	3
5	BVPCM-105	Fundamental of Computers	General	3
6	BVPCM-106	General English and soft skill	General	2
7	BVPCMP-101	Human anatomy and physiology-I Lab	Skill	2
8	BVPCMP-102	Personal care & Basic Nursing Procedures Lab	Skill	2
9	BVPCMP-103	Patient Care Record I Lab	Skill	2
10	BVPCMP-105	Fundamental of Computers Lab	Skill	2
<b>Total</b>				<b>30</b>

<b>II Semester</b>				
<b>S. No.</b>	<b>Course Code</b>	<b>Subject</b>	<b>Type of Course</b>	<b>Credits</b>
1	BVPCM-201	Human anatomy and physiology II	Gen	4
2	BVPCM-202	Biomedical Waste Management-1	Skill	4
3	BVPCM-203	Bladder & Bowel Evacuation and Sampling	Skill	4
4	BVPCM-204	Patient Ambulance and Handling -1	Skill	2
5	BVPCM-205	Wound Care	General	3
6	BVPCM-206	Basics of Health Market & Economy	General	3
7	BVPCMP-201	Human anatomy and physiology II Lab	Skill	2
8	BVPCMP-202	Biomedical Waste Management-1 Lab	Skill	2
9	BVPCMP-203	Bladder & Bowel Evacuation and Sampling Lab	Skill	2
10	BVPCMP-204	Patient Ambulance and Handling -1 Lab	Skill	2
11	BVPCMP-205	Wound Care Lab	Skill	2
		Internship in Hospital		
<b>Total</b>				<b>30</b>

**B.VOC (Patient Care Management)**  
**B.Voc (PCM)**  
**Year -2 Advance Diploma**

<b>III Semester</b>				
<b>S. No.</b>	<b>Course Code</b>	<b>Subject</b>	<b>Type of Course</b>	<b>Credits</b>
1	BVPCM-301	Personal Care II	Gen	4
2	BVPCM-302	Patient Care Record –II	Skill	3
3	BVPCM-303	Advanced Nursing Procedures	Skill	4
4	BVPCM-304	Cardiac Care-1	Skill	3
5	BVPCM-305	Advance Computing skills	Gen	2
6	BVPCM-306	Human Values & Professional Ethics	Gen	4
7	BVPCMP-301	Personal Care II Lab	Skill	2
8	BVPCMP-302	Patient Care Record –II Lab	Skill	2
9	BVPCMP-303	Advanced Nursing Procedures Lab	Skill	2
10	BVPCMP-304	Cardiac Care-1 Lab	Skill	2
11	BVPCMP-305	Advance Computing skills Lab	Skill	2
<b>Total</b>				<b>30</b>
<b>IV Semester</b>				
<b>S. No.</b>	<b>Course Code</b>	<b>Subject</b>	<b>Type of Course</b>	<b>Credits</b>
1	BVPCM-401	Patient Ambulance and Handling -II	Gen	4
2	BVPCM-402	Bladder & Bowel Evacuation and Sampling-II	Skill	4
3	BVPCM-403	Health and Safety Regulation-1	Skill	4
4	BVPCM-404	Store Keeping	Gen	3
5	BVPCM-405	Health and fitness	Gen	3
6	BVPCM-406	Advance communication and soft skill	Gen	2
7	BVPCMP-401	Patient Ambulance and Handling –II Lab	Skill	2
8	BVPCMP-402	Bladder & Bowel Evacuation and Sampling-II Lab	Skill	2
9	BVPCMP-403	Health and Safety Regulation-1 Lab	Skill	2
10	BVPCMP-404	Store Keeping Lab	Skill	2
11	BVPCMP-405	Health and fitness Lab	Skill	2
		Internship in Hospital		
<b>Total</b>				<b>30</b>

**B.VOC (Patient Care Management)**  
**B.Voc (PCM)**  
**Year -3 (Degree)**

<b>V Semester</b>				
<b>S.No.</b>	<b>Course Code</b>	<b>Subject</b>	<b>Type of Course</b>	<b>Credits</b>
1	BVPCM-501	Personal Care -III	Skill	3
2	BVPCM-502	Advanced Nursing Procedures – II	Skill	3
3	BVPCM-503	Patient Care Record -III	Gen	3
4	BVPCM-504	cardiac care-II	Skill	4
5	BVPCM-505	Digital literacy and account literacy	Gen	4
6	BVPCM-506	Introduction to national healthcare system	Gen	3
7	BVPCMP-501	Personal Care –III Lab	Skill	2
8	BVPCMP-502	Advanced Nursing Procedures – II Lab	Skill	2
9	BVPCMP-503	Patient Care Record -III Lab	Skill	2
10	BVPCMP-504	Cardiac Care-II Lab	Skill	2
11	BVPCMP-505	Digital literacy and account literacy Lab	Skill	2
<b>Total</b>				<b>30</b>

<b>VI Semester</b>				
<b>S.No.</b>	<b>Course Code</b>	<b>Subject</b>	<b>Type of Course</b>	<b>Credits</b>
1	BVPCM-601	Biomedical waste management-II	Gen	4
2	BVPCM-602	Health and Safety Regulation	Gen	4
3	BVPCMP-601	Biomedical waste management-II Lab	Skill	2
4	BVPCMP-602	Health and Safety Regulation Lab	Skill	2
5	BVPCMP-603	Internship	Skill	8
6	BVPCMP-604	Project in Hospital	Skill	10
<b>Total</b>				<b>30</b>

## **Year 1 (Diploma)**

### **Semester I**

#### **BVPCM -101 Fundamental of Human Anatomy & Physiology-1**

##### **Unit -1**

Terminology and General Plan of the Body, Body Parts and Areas, Terms of Location and Position, Body Cavities and Their Membranes, Dorsal cavity, Ventral cavity, Planes and Sections, Cells: Structure, function and location, Prokaryotic and eukaryotic cells, Cell organelles, Cell division.

##### **UNIT-2**

Tissue, Types, Structure, Location and Function of Epithelial Tissue, Connective Tissue, Muscle Tissue, Nerve Tissue, Membranes, Glandular tissue The Integumentary System: structure and function of The Skin, Subcutaneous Tissue, Musculoskeletal System: Basic anatomy of important muscles and bones.

##### **UNIT-3**

Cell physiology: Structure, membrane, transport across cell membrane, Active, Passive, Organization of the Body, Body Composition, Body Fluid Volumes and its measurement, Diffusion, Osmosis, Tonicity, Homeostasis

##### **UNIT-4**

Blood-composition, function, cellular component & their function, haemoglobin & anaemia, blood groups and coagulation

#### **BVPCM 102-Personal care & Basic Nursing Procedures**

##### **UNIT-1**

Assistance in filling admission forms

Wearing Personal protection equipment (gloves and apron)

Cleaning stools

Cleaning bed pans

Sponge Bathing and tub bathing (without supervision)

Cutting nails, combing hair, cleaning eyes, nose and ears of stable patient excluding operated patients

## **UNIT-2**

Assistance in changing clothes of patients excluding surgical and orthopaedic patients

Putting incontinence pads

Help in putting patients clothes in laundry

Preparing beds

Bed for special cases

Operating hospital beds and stretchers

## **UNIT-3**

Assisting patients in transfer of patients from bed to stretcher and vice versa

Assisting midwives to turn patient in bed

Weighing patients excluding surgical, orthopaedic and paediatric patients

Serving meals

Emptying urine pots

Observing physiotherapist while physiotherapy

Chaperoning

## **UNIT--4**

Porting of various samples including blood samples and histopathology

Cleaning thermometer

Discarding biomedical waste including empty IV bottles, needles, IV set and intracath

Fetching instruments including light torch, knee hammer, tape, stethoscope, sphygmomanometer and Glucometer

Fetching dressing trolley

Fetching first aid kit

## **BVPCM-103-Patient Care Record I**

### **UNIT-1**

Writing down reading of vital parameters recorded by midwife or Healthcare

### **UNIT-2**

Writing down BP reading from digital Sphygmomanometer

### **UNIT-3**

Writing down O2 saturation from oxymeter

### **UNIT-4**

Writing down input and output of the patient under supervision of midwife

## **BVPCM-104 Medical Ethics and Patients Care**

### **UNIT 1**

Medical ethics - Definition - Goal - Scope

Introduction to Code of conduct

### **UNIT 2**

Basic principles of medical ethics –Confidentiality

Malpractice and negligence - Rational and irrational drug therapy

### **UNIT 3**

Autonomy and informed consent - Right of patients

Care of the terminally ill- Euthanasia

### **UNIT 4**

Organ transplantation, Medico legal aspects of medical records –Medico legal case and type-  
Records and document related to MLC - ownership of medical records - Confidentiality  
Privilege communication - Release of medical information - Unauthorized disclosure - retention  
of medical records - other various aspects, Professional Indemnity insurance policy ,Development  
of standardized protocol to avoid near miss or sentinel events ,Obtaining an informed consent.

## **BVPCM -105-Fundamental of Computers**

### **Unit-1**

Introduction to Computers

History of Computer, Generations, Characteristics, Advantages and limitations of Computer, Classification of Computers, Functional Components of Computer, input, Output and Processing, Concept of Hardware and Software, Data & Information. Concept of data storage. Number system. Decimal, Binary, Hexadecimal ASCII.

### **UNIT-2**

Introduction to GUI Based Operating System Basics of Operating system, Basics of DOS & LINUX, The User interface, File and directory management, Windows setting, Control Panel, devices and Printer setting, Using various window commands for desktop.

### **UNIT-3**

Word Processing

Word processing basics, Menu Bar, Opening and closing documents, save & save as, Page setup, print preview, and printing. Text creation and manipulation Editing, cut copy paste. Document creation, editing, Formatting the text – Paragraph indenting, bullets and numbering, changing case, Table manipulation – creation of table, insertion and deletion of cell, row and column.

### **UNIT-4**

Network basics, Internet Basics of computer network LAN, WAN etc, Concept of Internet, Basic of Internet Architecture, Services on Internet Architecture, World wide web and websites, Communication on Internet, Internet Services, Preparing Computer for Internet Access, ISPs and Examples, Internet Access Technologies. Web Browsing, configuring web browser, Popular search engines Downloading and printing web pages. Internet application Basics of E-mail, E-mail addressing, forwarding and searching, Composing

## **BVPCM-106-GENERAL ENGLISH AND SOFT SKILL**

### **Unit-1 Introduction to English language**

- a) Role and significance of English language in the present scenario
- b) English language: its relevance for the Indian industry.
- c) Introduction to listening, speaking, reading, writing and bench marking of the class.

## **Unit 2: Grammar and usage**

Verbs

Determiners

Active Voice and Passive Voice

Tenses

## **Unit 3:**

Letter writing & Notice Writing

## **Unit 4:**

Précis and Report writing

## **Practical Knowledge**

English communication Concept:

- a) About myself, my family and my friends
- b) Let's talk, making conversation, meeting and greeting
- c) My opinions, my likes and dislikes
- d) Life at collage, hostel and workplace: Conversation test

## **PRACTICALS**

## **BVPCMP-101.PRACTICAL ANATOMY AND PHYSIOLOGY**

### **Human anatomy (practical)**

Demonstration of

- Study of Human Skeleton parts with skeletal models.
- Study with charts and models of all organ systems mentioned above.
- Microscopic slides examination of elementary human tissues, cells.
- Major organs through models and permanent slides.



- Parts of circulatory system from models.
- Parts of respiratory system from models.
- Digestive system from models.
- Excretory system from models.

### **Human Physiology (Practical)**

- To measure pulse rate
- To measure blood pressure
- To measure temperature
- Measurement of the Vital capacity
- Determination of blood groups
- Transport of food through esophagus
- Calculation and evaluation of daily energy and nutrient intake.
- Measurement of basal metabolic rate
- Demonstration of ECG
- Bile juice secretion and excretion 11. Urine formation and excretion
- Differential Leucocyte count by Peripheral blood smear.

### **BVPCMP 102-Personal care & Basic Nursing Procedures**

#### **DEMONSTRATION OF:**

- Cleaning bed pans
- Sponge Bathing and tub bathing (without supervision)
- Cutting nails, combing hair, cleaning eyes, nose and ears of stable patient excluding operated patients
- Assistance in changing clothes of patients excluding surgical and orthopaedic patients
- Putting incontinence pads
- Help in putting patients clothes in laundry
- Preparing beds
- Bed for special cases
- Operating hospital beds and stretchers

- Assisting patients in transfer of patients from bed to stretcher and vice versa
- Assisting midwives or B. Voc. PCM to turn patient in bed
- Weighing patients excluding surgical, orthopedic and pediatric patients

### **BVPCMP-103-Patient Care Record I**

- Writing down reading of vital parameters recorded by midwife or Healthcare B. Voc.
- Writing down BP reading from digital Sphygmomanometer
- Writing down O2 saturation from oxymeter
- Writing down input and output of the patient under supervision of midwife or B. Voc. PCM

### **BVRMITP-105- PRACTICAL FUNDAMENTALS OF COMPUTER**

- Starting MS WORD, Creating and formatting a document,
- Changing fonts and point size,
- Table Creation and operations, Autocorrect, Auto text, spell Check, Word Art, Inserting objects, Page setup, Page Preview, Printing a document, Mail Merge.
- Starting Excel, Work sheet, cell inserting Data into Rows/ Columns, Alignment, Text wrapping , Sorting data, Auto Sum, Use of functions, referencing formula cells in other formulae , Naming cells, Generating graphs, Worksheet data and charts with WORD, Creating
- Hyperlink to a WORD document , Page set up, Print Preview, Printing Worksheets.
- Starting MS–Power Point,, Creating a presentation using auto content Wizard, Blank Presentation, creating, saving and printing a presentation, Adding a slide to presentation,
- Navigating through a presentation, slide sorter, slide show, editing slides, Using Clipart, Word art gallery, Adding Transition and Animation effects, setting timings for slide show, preparing

- note pages, preparing audience handouts, printing presentation documents, MS- Access,
- Creating tables and database, Internet, Use of Internet (Mailing, Browsing, Surfing)

## **SEMESTER –II**

### **BVPCM- 201 HUMAN ANATOMY AND PHYSIOLOGY II**

#### **UNIT-1**

Cardiovascular system: Basic anatomy of heart and important blood vessels Brief introduction about Lymphatic System, The Nervous System: Basic anatomy of brain and spinal cord, meninges and cerebrospinal fluid, Cranial, Endocrine System: Brief anatomy of Pituitary, Thyroid, Parathyroid, Pancreas, Adrenal, Special Senses: Basic anatomy of eye, ear and nose

#### **UNIT-2**

Genitourinary system: Basic anatomy of kidney and associated organs, male reproductive organs, female reproductive organs, Respiratory system: Basic anatomy of nose, larynx, trachea, bronchi and lung, Digestive system: basic anatomy of esophagus, stomach, small intestine, large intestine, liver, gall bladder, pancreas

#### **UNIT-3**

Cardiovascular system-general arrange, heart, arteries, veins and capillaries, heart structure and function, cardiac cycle, heart sounds, heart rate, blood pressure, mechanism of circulation, definition of hypertension & shock ,Respiratory system: parts of respiratory system, mechanism of respiration, pulmonary function, pulmonary circulation, lungs volume, Gas transport between lungs and tissues, Definition of hypoxia, dyspnoea, cyanosis, asphyxia and obstructive airways diseases Unit, Gastrointestinal physiology: Organs of GIT and their structure & function, secretion, digestion, absorption and assimilation, gastrointestinal hormones, physiology of digestion of carbohydrates, proteins & lipids, Structure & function of liver, spleen, gall bladder & pancreas, Jaundice, Cirrhosis & Pancreatitis.

#### **UNIT-4**

Excretory System: Kidneys, Nephron, Mechanism of Excretion, Urine formation (Glomerular filtration and Tubular reabsorption) , Electrolytes: their balances and imbalances Introduction of acidosis and alkalosis , Muscle nerve physiology, types of muscles, their gross structural and functional difference with reference to properties ,Nervous system- general organization of CNS, function of important structure and spinal cord, neuron, nerve impulse, type of nerves according to function, Autonomic nervous system organization & function Special senses-general organization & functions, Endocrine System: Brief introduction about endocrine glands and their secretion, common endocrinological disorder such as diabetes mellitus, hyper & hypothyroidism, dwarfism, gigantism, tetany. Reproductive System:

male & female reproductive organs, sex hormones, secondary sexual characteristics, puberty, spermatogenesis, oogenesis, menstrual cycle, pregnancy, menopause, contraceptive measures.

## **BVPCM-202 BIOMEDICAL WASTE MANAGEMENT-I**

### **UNIT-1**

Introduction to bio medical waste management: definition of bio medical waste management, hazards of bio medical waste and its management, infection control, principles of bio medical waste management.

### **UNIT-2**

Categories of BMW: Different waste category, different types of waste, to manage bio medical waste in the work place, disposal of laboratory waste.

### **UNIT-3**

Color coding: Use of different colors of bags, describe waste management in hospital, need for bio medical waste, history of bio medical waste, problems associated with BMW, waste treatment.

### **UNIT-4**

Bio safety: components of safety in Operation Theater, personal protective equipments, cleaning and disinfecting medical equipments, sterilization basic care of OT.

## **BVPCM-203-Bladder & Bowel Evacuation and Sampling**

### **UNIT-1**

proper collection and sampling.

### **UNIT-2**

Collection of stool and urine samples

### **UNIT-3**

Providing correct bottles for histopathology samples

### **UNIT-4**

Providing correct bottles for Culture and sensitivity

### **BVPCM-204-Patient Ambulance and Handling -1**

#### **UNIT-1**

Supporting physiotherapist

Adjusting hospital beds under supervision

#### **UNIT-2**

Assisting midwife or B. Voc. PCM in turning of the patient

Accompanying patient with limited walking ability

### **BVPCM-205-WOUND CARE**

#### **UNIT-1**

Identifying and tending bed sores

Setting up dressing trolley for major dressing procedure

#### **UNIT-2**

Assisting in minor and major dressing

Able to give first aid without supervision

### **BVPCM-206-BASIC OF HEALTH MARKET AND ECONOMY**

#### **Unit I**

Health Care Market An Introduction : Main Problems in the Market for Health Care, Health Care and

Economic Basics, Analyzing Health Care Markets. Demand-Side Considerations: Demand for Health

and Health Care, Market for Health Insurance

## **Unit II**

Supply-Side Considerations: Managed Care, Health Care Professionals, Hospital Services,  
Confounding Factors Public Policy in Medical Care: Policies to Enhance Access, Policies to  
Contain  
Costs, Medical Care Systems Worldwide,

## **UNIT-III**

Health Sector in India: An Overview Health Outcomes; Health Systems; Health Financing  
Evaluation of Health Programs Costing, Cost Effectiveness and Cost-Benefit Analysis; Burden  
of  
Diseases ,Role of WHO , Health Care Budget: purpose, types & practices in Indian context.

## **UNIT-IV**

Health Economics: Fundamentals of Economics: Scope & coverage of Health Economics,  
demand for  
Health Sciences; Health as an investment, population, Health & Economic Development.  
Tools of Economics-Concepts of need, demand, supply & price in Health Services.  
Methods & Techniques of Economic Evaluation of Health Programmes: Cost benefit  
& cost effective methods-output & input analysis.  
Market, monopoly, perfect & imperfect competition. Health Financing from various sources –  
Public ,  
Private, TPA.  
Economics of Health Programmes for Nutrition, diet & population control, economics of abuse of  
tobacco & alcohol, environmental influences on health and feeding.  
Economics of Communicable (STDs & Malaria) & non-communicable (IHD & Cancers)  
diseases.

## **PRACTICALS:**

### **BVPCMP-201 Practical Human Anatomy & Physiology-II**

Human Anatomy-II (Practical)

Demonstration of:

- Nervous system from models.

- Structure of eye and ear
- Structural differences between skeletal, smooth and cardiac muscles.
- Various bones
- Various joints
- Various parts of male & female reproductive system from models

#### Human Physiology- II (Practical)

- To perform total platelet count.
- To perform bleeding time.
- To perform clotting time.
- To study about CSF examination.
- To study about intrauterine contraceptive devices.
- To demonstrate microscopic structure of bones with permanent slides.

To demonstrate microscopic structure of muscles with permanent slides.

#### **BVPCMP-202 BIOMEDICAL WASTE MANAGEMENT-I**

- Proper disposal of urine and stools Categorizing biomedical waste
- Categorizing biomedical waste
- Proper disposal of urine and stools Categorizing biomedical waste
- Categorizing biomedical waste

#### **BVPCMP-203-Bladder & Bowel Evacuation and Sampling**

- Collection of stool and urine samples
- Providing correct bottles for histopathology samples
- Providing correct bottles for Culture and sensitivity
- Identification of bed sore
- Assisting in minor dressing

- Ability to give first aid without supervision

### **BVPCMP-204-Patient Ambulance and Handling 1**

- Assisting midwife in turning of the patient
- Supporting physiotherapist
- Adjusting hospital beds under supervision
- Accompanying patient with limited walking ability

### **BVPCMP-205-WOUND CARE**

#### **DEMONSTRATION OF:**

- Identifying and tending bed sores
- Setting up dressing trolley for major dressing procedure
- Assisting in minor and major dressing
- Able to give first aid without supervision



**YEAR II**  
**ADVANCE DIPLOMA**  
**SEMESTER III**

**BVPCM-301-Personal Care II**

**UNIT-1**

Assistance in filling admission forms

Wearing Personal protection equipment (gloves and apron)

Cleaning stools

Cleaning bed pans

**UNIT-1**

Sponge Bathing and tub bathing (without supervision)

Cutting nails, combing hair, cleaning eyes, nose and ears of stable patient excluding operated patients

**UNIT-4**

Assistance in changing clothes of patients excluding surgical and orthopaedic patients

Putting incontinence pads

Help in putting patients clothes in laundry

**BVPCM-302-Patient Care Record –II**

**UNIT-1**

Recording and Writing down reading of vital parameters including pulse, R/R and temperature

Recording and Writing down BP reading from digital Sphygmomanometer

**UNIT-2**

Writing down O2 saturation from oxymeter

Writing down input and output of the patient without supervision of midwife

### **UNIT-3**

Weighing and recording patients including paediatric and surgical and excluding orthopaedic.

## **BVPCM-303-Advanced Nursing Procedures**

### **UNIT-1**

Preparing beds

Bed for special cases

Operating hospital beds and stretchers

### **UNIT-2**

Assisting patients in transfer of patients from bed to stretcher and vice versa

Assisting midwives to turn patient in bed

Weighing patients excluding surgical, orthopaedic and paediatric patients

Serving meals

### **UNIT-3**

Emptying urine pots

Observing physiotherapist while physiotherapy

Chaperoning

Porting of various samples including blood samples and histopathology

Cleaning thermometer

Discarding biomedical waste including empty intra-venous (IV) bottles, needles, intra-venous set and intracath

Fetching instruments including light torch, knee hammer, tape, stethoscope, sphygmomanometer and Glucometer

## **UNIT-4**

Fetching dressing trolley

Fetching first aid kit

Use of three ways

Assisting midwife in establishing intracath and catheter

Assisting midwife in establishing catheter

Stabilising intracath and catheter after establishing by midwife

## **BVPCM-304- Cardiac Care-1**

### **UNIT-1**

Fetch portable ECG machine

Observe ECG procedure

Identifying various equipment in ICU

### **UNIT-2**

Perform ECG under supervision

Oxygen delivery system

Prepare patient for ECG

## **BVPCM-305-ADVANCE COMPUTING SKILL**

### **Unit-1**

Advance Word Processing Tools

Setting the layout of Table and documents, Mail merge techniques. Letter envelopes etc.

Using spell check and Thesaurus, Foot note and Endnotes, Using Charts, shapes and pictures in Word.

## **Unit-2**

### **Basics of Spreadsheet**

Functions of Spreadsheet, Applications, Elements of Electronic Spread sheet, creating Document saving and printing the worksheet, manipulation of cells, Functions and charts, using Formulas, Functions and charts

## **UNIT-3**

### **Advance Spreadsheet Tools**

Manipulations with charts and its types, Sorting, Filtering of data, Pivot table, data validation Techniques. Grouping and subtotaling of data. Text to column option. Printing of customized Worksheet.

## **UNIT-4**

### **Presentation Software**

Using PowerPoint, Opening an PowerPoint presentation, Saving a presentation, Entering and editing text, inserting and deleting slides in a presentations , preparation of slides , adding clip arts, charts etc., Providing Aesthetics , Enhancing text presentation ,working with color lines styles and movie and sound ,adding header and footer, presentation.

## **BVPCM-306-HUMAN VALUE AND PROFESSIONAL ETHICS**

## **UNIT-1**

### **Need, Basic Guidelines, Content and Process for**

### **Value Education**

Understanding the need, basic guidelines, content and process for Value Education

Self-Exploration its content and process, Natural Acceptance' and Experiential Validation- as the mechanism for self-exploration

Continuous Happiness and Prosperity- A look at basic Human Aspirations

Right understanding, Relationship and Physical Facilities- the basic requirements for fulfilment of

aspirations of every human being with their correct priority

Understanding Happiness and Prosperity correctly- A critical appraisal of the current scenario

Method to fulfil the above human aspirations: understanding and living in harmony at various levels

## **UNIT 2:**

Understanding Harmony in the Human Being Understanding human being

Understanding the Body as an instrument

Understanding the harmony of Body, correct appraisal of Physical needs, meaning of Prosperity in detail

## **UNIT 3:**

Understanding Harmony in the Family and Society-

Harmony in Human Relationship

Understanding Harmony in the family – the basic unit of human interaction

Understanding values in human-human relationship

Trust and Respect as the foundational values of relationship

Understanding the meaning of trust

Difference between intention and competence. Understanding the meaning of respect

Understanding the harmony in the society (society being an extension of family)

## **UNIT-4**

Natural acceptance of human values

Definitiveness of Ethical Human Conduct

Basis for Humanistic Education, Humanistic Constitution and Humanistic Universal Order

Competence in professional ethics:

- a) Ability to utilize the professional competence for augmenting universal human order
- b) Ability to identify the scope and characteristics of people-friendly and eco-friendly production systems,
- c) Ability to identify and develop appropriate technologies and management patterns for

above production systems.

Case studies of typical holistic technologies, management models and production systems

Strategy for transition from the present state to Universal Human Order:

a) At the level of individual: as socially and ecologically responsible engineers, technologists and managers

b) At the level of society: as mutually enriching institutions and organizations

### **PRACTICALS:**

#### **BVPCMP-301-Personal Care II**

DEMONSTRATION OF:

- Assistance in filling admission forms
- Wearing Personal protection equipment (gloves and apron)
- Cleaning stools
- Cleaning bed pans
- Sponge Bathing and tub bathing (without supervision)
- Cutting nails, combing hair, cleaning eyes, nose and ears of stable patient excluding operated patients

#### **BVPCMP-302-Patient Care Record –II**

DEMONSTRATION OF:

- Stabilising intracath and catheter after establishing by midwife / B. Voc. PCM
- Recording and Writing down reading of vital parameters including pulse, R/R and temperature
- Recording and Writing down BP reading from digital Sphygmomanometer
- Writing down O2 saturation from oxymeter
- Writing down input and output of the patient without supervision of midwife
- Weighing and recording patients including paediatric and surgical and excluding orthopaedic

## **BVPCMP-303-Advanced Nursing Procedures**

### **DEMONSTRATION OF:**

- Help in putting patients clothes in laundry
- Preparing beds
- Bed for special cases
- Operating hospital beds and stretchers
- Assisting patients in transfer of patients from bed to stretcher and vice versa
- Assisting midwives or B. Voc... PCM to turn patient in bed
- Weighing patients excluding surgical, orthopaedic and paediatric patients
- Fetching dressing trolley
- Fetching first aid kit
- Use of three ways
- Assisting midwife in establishing intracath and catheter
- Assisting midwife in establishing catheter

## **BVPCMP-304- cardiac care-1**

### **DEMOSTRATION OF:**

- Fetch portable ECG machine
- Observe ECG procedure
- Able to attach chest and limb leads for ECG procedure
- Attach nasal catheter and oxygen mask
- Regulate oxygen flow according the instructions of the treating physicians
- Perform ECG under supervision

### **305-BVPCMP- Practical Advance Computing skills**

- Word Processing
- Mail merge techniques
- Using Charts , shapes and pictures in word .
- Basics of Spreadsheet
- document saving and printing the worksheet
- formulas , Functions and charts
- Advance Spreadsheet Tools
- worksheet.
- Presentation Software
- Using Powerpoint working with color lines
- styles and movie and sound ,presentations.



## **SEMESTER 4**

### **BVPCM-401-Patient Ambulance and Handling -II**

#### **UNIT-1**

Assisting midwife in turning of the patient

Supporting physiotherapist

#### **UNIT-2**

Adjusting hospital beds under supervision

#### **UNIT-3**

Accompanying and assisting with limited ability to walk patients

Assisting in lifting of the patients

### **BVPCM-402-Bladder & Bowel Evacuation and Sampling-II**

#### **UNIT-1**

Collection of stool and urine samples

Providing correct bottles for histopathology samples

#### **UNIT-2**

Providing correct bottles for Culture and sensitivity

Assisting in administering enema

#### **UNIT-3**

Assisting in manual removal of faeces

## **BVPCM-403-Health and Safety Regulation-I**

### **UNIT-1**

Define and describe emergency protocols

List emergencies

List emergency protocols

### **UNIT-2**

Define Asepsis

Define nosocomial infection

### **UNIT-3**

Enlist minimum 4 measures to reduce nosocomial infections

Define and describe hospital conduct

## **BVPCM-404-Store Keeping**

### **UNIT-1**

Stocking of medicines and consumables

Maintaining medicine records under supervision

### **UNIT-1**

X-ray handling and storage

Advising others regarding handling, storage and recording medications

Importance of storekeeping and maintaining records

## **BVPCM-405-HEALTH AND FITNESS**

### **UNIT-1**

Personal Health, Nutrition, and Fitness

Your Lifestyle and Your Health

Your Role in Maintaining Your Health

Guidelines for a Healthy Diet

Dietary Guidelines and Nutritional Facts

Nutrition and Chronic Diseases

Individual Caloric and Nutritional Needs

Benefits of Physical Activity

## **UNIT-2**

Preventing Disease and Injury

Immunity and Preventing Disease

Lifesaving and Emergency Care Procedures

Strategies for Preventing Accidents

## **UNIT-3**

Growth, Development, and Sexuality

Human Reproduction and Development

Benefits of Healthy Sexual Practices

Peer Pressure and Sexual Activity

Family Planning Strategies

## **UNIT-4**

Substance Abuse

Health Effects of Using Alcohol, Tobacco, and Other Drugs

Harmful Effects of Dietary Supplements and Anabolic Steroids

Effects of Medicines and Illegal Substances

Peer Pressure Substance Abuse

## **BVPCM-406-Advance communication and soft skill**

### **UNIT-1**

Functional Grammar-II

a) Application writing

b) Paragraph writing, essay writing and précis writing

c) Pre-testing of oral and writing skills

## **UNIT-2**

Professional Skills

- a) Biodata, CV and resume writing
- b) Joining letter, cover letter and resignation letter
- c) Inter- office memo, formal Business letter, informal notes
- d) Minutes of the meeting, reporting events, summary writing

## **UNIT-3**

Presentation skills

- a) Power-point presentations and presenting techniques
- b) Body language
- c) Describing people, places and events
- d) Extempore, speech and just- a minute sessions

## **UNIT-4**

Interview skills

- a) Developing skills to- debate, discussion, basics of GD and styles of GD
- b) Discussion in groups and group discussion on current issues
- c) Steps to prepare for an interview and mock interviews

Public speaking

- a) Art of public speaking
- b) Welcome speech
- c) Farewell speech
- d) Votes of thanks

Oral practice

- a) Debate
- b) Just-a-minute
- c) Group discussion
- d) Mock interviews

### **PRACTICALS:**

#### **BVPCMP-401-Patient Ambulance and Handling -II**

##### DEMONSTRATION OF:

- Assisting midwife in turning of the patient
- Supporting physiotherapist
- Adjusting hospital beds under supervision
- Accompanying and assisting with limited ability to walk patients
- Assisting in lifting of the patients
- Proper disposal of urine and stools

#### **BVPCMP-402-Bladder & Bowel Evacuation and Sampling-II**

##### DEMONSTRATION OF:

- Collection of stool and urine samples
- Providing correct bottles for histopathology samples
- Providing correct bottles for Culture and sensitivity
- Assisting in administering enema
- Assisting in manual removal of faeces

#### **BVPCMP-403-Health and Safety Regulation-I**

##### **DEMONSTRATION OF:**

- Awareness regarding emergency protocols

- Awareness of aseptic measures to reduce nosocomial infections
- Awareness of hospital code of conduct

### **BVPCMP-404-Store Keeping**

#### **Demonstration:**

- Stocking of medicines and consumables
- Maintaining medicine records under supervision
- X-ray handling and storage

### **BVPCMP-405- PRACTICAL HEALTH AND FITNESS**

#### **DEMOSTRATION OF:**

- Personal Health
- Dietary Guidelines
- Substance Abuse
- Health Effects of Using Alcohol, Tobacco, and Other Drugs
- Effects of Medicines and Illegal Substances

# **SEMESTER- 5**

## **BVPCM-501-Personal Care -III**

### **UNIT-1**

Cleaning stools

Cleaning bed pans

Sponge Bathing and tub bathing (without supervision)

### **UNIT-2**

Cutting nails, combing hair, cleaning eyes, nose and ears of stable patient excluding operated patients

Assistance in changing clothes of patients excluding surgical and orthopaedic patients

### **UNIT-3**

Putting incontinence pads

Help in putting patients clothes in laundry

Assist in breast feeding

## **BVPCM-502-Advanced Nursing Procedures – II**

### **UNIT-1**

Preparing beds

Bed for special cases

Operating hospital beds and stretchers

Assisting patients in transfer of patients from bed to stretcher and vice versa

Assisting midwives or B. Voc. PCM to turn patient in bed

Weighing patients excluding surgical, orthopaedic and paediatric patients

Serving meals

### **UNIT-2**

Emptying urine pots

Observing physiotherapist while physiotherapy

Chaperoning

Porting of various samples including blood samples and histopathology

Cleaning thermometer

### **UNIT-3**

Discarding biomedical waste including empty intra-venous (IV) bottles, needles, intra-venous(IV) set and intracath

Fetching instruments including light torch, knee hammer, tape, stethoscope, sphygmomanometer and Glucometer

Fetching dressing trolley

Fetching first aid kit

Use of three ways

Assisting midwife in establishing intracath

Establish intracath

### **UNIT-4**

Assisting midwife in establishing catheter

Establish catheter

Stabilising intracath and catheter after establishing by midwife / B. Voc. PCM

Regulating IV flow rate according to the instructions of the consultant

Performing random BSL on glucometers (preferably under supervision) and explaining the test results

Performing urine dip sticks for albumin and glucose

## **BVPCM-503-Patient Care Record -III**

### **UNIT-1**

Recording and Writing down reading of vital parameters including pulse, R/R and temperature

Recording and Writing down BP reading from digital and mercury Sphygmomanometer



## **UNIT-2**

Writing down O2 saturation from oxymeter

Writing down input and output of the patient without supervision of midwife

## **UNIT-3**

Weighing and recording patients including paediatric and surgical and excluding orthopaedic

## **BVPCM-504- cardiac care-II**

### **UNIT-1**

Set up of ECG machine

Basic reading of ECG strips

### **UNIT-2**

Able to attach chest and limb leads for ECG procedure

Perform ECG without supervision

### **UNIT-3**

Attach nasal catheter and oxygen mask

Regulate oxygen flow according the instructions of the treating physicians

## **BVPCM-505-DIGITAL LITERACY & ACCOUNT LITRACY**

### **UNIT-1**

Review of MS office

Advance options in MS excel

Excel

Power point

Introduction to internet learning platform

Using internet-based learning platform

Using google and you tube for learning

Using smart phone to become smart

## **UNIT-2**

Benefits of digital learning

Using internet for personal requirement

Online payments method

Use of social media for advisement

Digital security and privacy

Various cybercrime and their safety guideline

Best practice for securing online and network transaction

Managing privacy and security and social media accounts

## **UNIT-3**

Introduction and basic of financial planning

Concept of time and value of money

Risk and return

Myths about easy money

Financial planning with examples

Introduction to financial market and institution investment option in post office

Sources of finance

Capital market basics

Basic of money market

Mutual funds

## **UNIT-4**

Life insurance

General insurance

Types of banks

KYC

Function of commercial banks and RBI and its function

Deposit accounts-understanding of operation

Retail finance

Personal loan

Corporate banking

Cheque collecting services

Payments modes in banking system

## **BVPCM-506-Introduction to National Healthcare System**

### **UNIT-1**

#### **1. Introduction to healthcare delivery system**

- a. Healthcare delivery system in India at primary, secondary and tertiary care
- b. Community participation in healthcare delivery system
- c. Health system in developed countries.
- d. Private Sector
- e. National Health Mission
- f. National Health Policy
- g. Issues in Health Care Delivery System in India

### **UNIT-2**

2. National Health Programme- Background objectives, action plan, targets, operations, achievements and constraints in various National Health Programme.

### **UNIT-3**

3. Introduction to AYUSH system of medicine
  - a. Introduction to Ayurveda.
  - b. Yoga and Naturopathy

- c. Unani
- d. Siddha
- e. Homeopathy
- f. Need for integration of various system of medicine

#### **UNIT-4**

4. Health scenario of India- past, present and future

Demography & Vital Statistics-

- a. Demography – its concept
- b. Vital events of life & its impact on demography
- c. Significance and recording of vital statistics
- d. Census & its impact on health policy

6. Epidemiology

- a. Principles of Epidemiology
- b. Natural History of disease
- c. Methods of Epidemiological studies
- d. Epidemiology of communicable & non-communicable diseases, disease transmission, host defense immunizing agents, cold chain, immunization, disease monitoring and surveillance.

#### **PRACTICALS:**

#### **BVPCMP-501-Personal Care -III**

#### **DEMONSTRATION OF:**

- Assistance in filling admission forms
- Wearing Personal protection equipment (gloves and apron)
- Cleaning stools
- Cleaning bed pans
- Sponge Bathing and tub bathing (without supervision)

- Cutting nails, combing hair, cleaning eyes, nose and ears of stable patient excluding operated patients
- Assistance in changing clothes of patients excluding surgical and orthopaedic patients
- Putting incontinence pads
- Help in putting patients clothes in laundry
- Assist in breast feeding

### **BVPCMP-502-Advanced Nursing Procedures – II**

#### **DEMONSTRATION OF:**

- Preparing beds
- Bed for special cases
- Operating hospital beds and stretchers
- Assisting patients in transfer of patients from bed to stretcher and vice versa
- Assisting midwives to turn patient in bed
- Porting of various samples including blood samples and histopathology
- sphygmomanometer and Glucometer
- Fetching dressing trolley
- Fetching first aid kit
- Use of three ways
- Assisting midwife in establishing intracath
- Establish intracath
- Assisting midwife in establishing catheter

### **BVPCMP-503-Patient Care Record -III**

#### **DEMONSTRATION OF:**

- Recording and Writing down reading of vital parameters including pulse, R/R and temperature
- Recording and Writing down BP reading from digital and mercury Sphygmomanometer
- Writing down O2 saturation from oxymeter

- Writing down input and output of the patient without supervision of midwife
- Weighing and recording patients including paediatric and surgical and excluding orthopaedic
- Stocking of medicines and consumables
- Maintaining medicine records without supervision

### **BVPCMP-504- cardiac care-2**

#### **DEMONSTRATION OF:**

- Able to attach chest and limb leads for ECG procedure
- Perform ECG independently
- Attach nasal catheter and oxygen mask
- Regulate oxygen flow according the instructions of the treating physicians
- Identifying various equipment in ICU
- Fetch portable ECG machine
- Able to attach chest and limb leads for ECG procedure
- Attach nasal catheter and oxygen mask
- Regulate oxygen flow according the instructions of the treating physicians

### **BVPCMP-505-Practical Digital Literacy and Account Literacy**

Uses Advance options in MS excel

Excel

Power point

Using internet-based learning platform

Using google and you tube for learning

Using smart phone to become smart

Using internet for personal requirement

Online payments method

Use of social media for advisement

# **SEMESTER-6**

## **BVPCM-601-BIOMEDICAL WASTE MANAGEMENT II**

### **UNIT-1**

Discuss importance of PPE

Describe steps for proper disposal of urine and stool

Categorize biomedical waste

Identifying biomedical waste bags

### **UNIT-2**

Dispose urine and stools

Define biomedical waste

Dispose biomedical waste in proper waste bags

Describe the importance of proper disposal of biomedical waste

## **BVPCM -602-Health and Safety Regulation II**

### **UNIT-1**

Emergency protocol

Hospital code of conduct

### **UNIT-2**

Nosocomial infections

Awareness regarding emergency protocols



### **UNIT-3**

Awareness of aseptic measures to reduce nosocomial infections

Awareness of hospital code of conduct

### **PRACTICALS:**

### **BVPCMP-601-BIOMEDICAL WASTE MANAGEMENT II**

#### **DEMONSTRATION OF:**

- importance of PPE
- steps for proper disposal of urine and stool
- Dispose urine and stools
- Categorize biomedical waste
- Identifying biomedical waste bags

### **BVPCMP -602-Health and Safety Regulation II**

#### **DEMONSTRATION OF:**

- Emergency protocol
- Hospital code of conduct
- Nosocomial infections