



NATIONAL VOCATIONAL TRAINING INSTITUTE

TESTING DIVISION

REGULATIONS AND SYLLABUS FOR

TRADE: HEALTH CARE

LEVEL: CERTIFICATE TWO

1 | NOTE: There is no separate Syllabus for trade drawing and calculations. The questions for trade drawing would be selected from Anatomy and Physiology, and the Science and Calculations questions would also be drawn from Basic Pharmacology, all in the theory.

Revised – December, 2010. Copyright reserved (NVTI- Testing Division)

A. INTRODUCTION

- i. The review of this syllabus has been generally influenced by the demands of industries due to its continuous change as a result of technological advancement and the changing needs of society.

It was also influenced by the TVET reforms under the directions of the new educational reforms with the view to opening up further education and training opportunities to TVET graduates.

The certificate TWO syllabus is designed to respond to the following level descriptors:

QUALIFICATION	KNOWLEDGE LEVEL	SKILLS AND ATTITUDE:
Certificate II	<ol style="list-style-type: none">1. To demonstrate broad knowledge base with substantial depth in area(s) of study.2. To demonstrate a command of analytical interpretation of range of data.3. To present results of study accurately and reliably.	<ol style="list-style-type: none">1. Needs varied skills and competencies in different tasks under various contexts.2. Require a wide range of technical and supervisory skills.3. Would be employed in different contexts.

- ii. This syllabus is designed to train and equip trainees with caring skills to work in the health care sector including health institutions and homes. Its purpose is to provide sound understanding of the skills.
Methodologies and techniques of the vocation appreciate the care technology and care science relevant to the work of care. The objective being to maintain a high sense of health standards in the community.

2 | NOTE: There is no separate Syllabus for trade drawing and calculations. The questions for trade drawing would be selected from Anatomy and Physiology, and the Science and Calculations questions would also be drawn from Basic Pharmacology, all in the theory.

B. GENERAL OBJECTIVES

On completion of this course, the trainee should be able to:

- i. deliver various methods of communication in the health care sector
- ii. measure and record vital signs body weight and height of clients
- iii. give basic and holistic care to the sick and their families
- iv. ensure the rights, dignity, choice, respect, confidentiality and equality of all individuals; regardless of age, race or religious beliefs.
- v. support individuals with activities of daily living
- vi. support the physical and emotional needs of individuals
- vii. promote a high sense of health safety and security in the health care environment
- viii. create and maintain a conducive and therapeutic environment for clients comfort and safety
- ix. identify and minimise issues on abuse
- x. to observe laws on Data Protection

C. THE COURSE COMPONENTS

1. Theory
2. Trade Practical
3. General

EXAMINATION: The candidates would be examined in the Three components listed above.

Practical work must be carefully planned to illustrate application of the theory and to provide maximum opportunity for the student to demonstrate her care skills.

3 | NOTE: There is no separate Syllabus for trade drawing and calculations. The questions for trade drawing would be selected from Anatomy and Physiology, and the Science and Calculations questions would also be drawn from Basic Pharmacology, all in the theory.

D. KNOWLEDGE AND SKILLS REQUIREMENT

The prime objective of the program me is to provide knowledge and skills in health care in manner that will meet the needs of the client as well as the health care facilities.

E. ENTRY TO THE COURSE

Minimum education: Must have SSS examination/Foundation certificate. However, the selection of the students for the course is within the discretion of the head of the institution

F. ELIGIBILITY FOR ENTRY TO EXAMINATION

Candidates may enter for examination only as internal candidate i.e. those who at the time of writing the examination have undertaken or have completed the course at an approved establishment.

G. EXTERNAL EXAMINERS

The practical work of candidates will be assessed by an external examiner appointed by the Commissioner.

H. EXAMINATION RESULTS AND CERTIFICATES

Each candidate will receive record of performance given the grade for the components taken.

These are:

- i) Distinction
- ii) Credit
- iii) Pass
- iv) Referred/Failure

Certificates would be issued to candidates who would pass all the components.

4 | NOTE: There is no separate Syllabus for trade drawing and calculations. The questions for trade drawing would be selected from Anatomy and Physiology, and the Science and Calculations questions would also be drawn from Basic Pharmacology, all in the theory.

NOTE:

All Technical and Vocational trainees who aspire to take advantage of the opportunities opened to them in the educational reforms should NOTE that for a trainee to progress to certificate Two (2) a pass in Certificate One (1) is compulsory.

I. APPROVAL OF COURSE

Institutions or other establishments intending to prepare trainees for the Examination must apply to:

THE COMMISSIONER
TESTING DIVISION
NVTI HEAD OFFICE
P. O. BOX MB 21, ACCRA

J. ACKNOWLEDGEMENT

NVTI wishes to acknowledge the team of experts, for preparing the materials which have been incorporated into this syllabus.

Belinda Adzimah
Dorothea Opare
Erica Ifill

In reviewing the whole materials and making necessary additions and recommendations is also appreciated.

Government's desire to improve the lot of Technical/Vocational Training, which led to the preparation of this syllabus, is hereby acknowledged.

5 | NOTE: There is no separate Syllabus for trade drawing and calculations. The questions for trade drawing would be selected from Anatomy and Physiology, and the Science and Calculations questions would also be drawn from Basic Pharmacology, all in the theory.

RECOMMENDED TEXT BOOKS

1. Nurses Dictionary
2. Text book on Pre Nursing
3. Text book on Anatomy and Physiology (for Nurses)
4. Text book on Health Care for Auxiliary/Health Care Assistant/ Nursing Assistant
5. Text book on First Aid
6. Text book on Community Health Nursing
7. Internet

LIST OF RECOMMENDED TOOLS AND EQUIPMENT

1. Hospital Beds
2. Bed cradle
3. Babies cot
4. Babies bath, clothing and accessories
5. Bed Linen: Top Sheet, Bottom Sheet, Long Mackintosh, Draw Macintosh Top sheet, Blanket, Bed Spread.
6. Dummy
7. Dummy Skeleton
8. Wound Dressing Materials: Forceps, scissors, cotton balls, gauze, bandages, and antiseptics.
9. Bed pans
10. Urinals
11. Screens
12. Bed side table or lockers
13. Cardiac Tables
14. Walkers
15. Wheel chair
16. Walking Frames
17. Bathroom Chairs
18. Electric Beds
19. Reclining Chairs

6 | NOTE: There is no separate Syllabus for trade drawing and calculations. The questions for trade drawing would be selected from Anatomy and Physiology, and the Science and Calculations questions would also be drawn from Basic Pharmacology, all in the theory.

20. Hoist
21. Washing Basins
22. Bed Side Commodes
23. Diapers
24. Crutches
25. Kidney Dishes
26. Medicine Trays

27. Thermometers
28. Sphygmomanometers
29. Stethoscopes
30. Glucometer and accessories
31. First Aid box
32. Fire extinguishers
33. Hampers
34. Injection Tray
35. Injection Needles
36. Syringes

7 | NOTE: There is no separate Syllabus for trade drawing and calculations. The questions for trade drawing would be selected from Anatomy and Physiology, and the Science and Calculations questions would also be drawn from Basic Pharmacology, all in the theory.

Revised – December, 2010. Copyright reserved (NVTI- Testing Division)

THEORY – CERTIFICATE TWO

TASK		CRITICAL POINTS	SUB-POINTS	INSTRUCTIONAL TECHNIQUES
1.0	Basic Pharmacology	<p>Definition of Pharmacology?</p> <p>Drugs commonly used in Health Care</p> <p>Pharmacology of commonly used drugs(these drugs would be treated under the following headings</p> <p>Drugs used Infections</p>	<ul style="list-style-type: none"> • Define pharmacology • Difference between Pharmacology and Pharmacy • Analgesics,(Opiates, eg Pethedine) Salicylates e.g aspirin, non steroidal anti inflammatory agents • (NSAIDS) e.g Diclofenac • Hypnotics (sedatives) e.g Barbiturates, • Miscellaneous e.g Paracetamol • Action of the drug • Metabolisim of the drug • Dosage and routes of administration • Side effects • Contraindications • Drug interactions • Overdose and First Aid management of overdose • Antibacterials e.g Pennicillin • Antiprotozoals e.g Metronidazole (flagyl) • Antimalarials e.g Artesunate • Antifungals e.g Nystatin • Antivirals e.g Zidovudine • Antihelminthes e.g Albendazole 	<ul style="list-style-type: none"> • Lectures • Discussions • Illustrations

8 | NOTE: There is no separate Syllabus for trade drawing and calculations. The questions for trade drawing would be selected from Anatomy and Physiology, and the Science and Calculations questions would also be drawn from Basic Pharmacology, all in the theory.

THEORY – CERTIFICATE TWO

TASK		CRITICAL POINTS	SUB-POINTS	INSTRUCTIONAL TECHNIQUES
		Other drugs New Drug Policies	<ul style="list-style-type: none"> • Lotions eg iodine, calamine • Antacids • ORS • Drops eg eye drops, ear drops • Ointments eg whitfields • Standard treatment guidelines • Dangerous Drug Act (DDA) 	<ul style="list-style-type: none"> • Lectures • Discussions • Illustrations
2.0	Basic Nutrition	Definition of nutrition Definition of diet Nutritional deficiencies and disorders and their management	<ul style="list-style-type: none"> • Define Nutrition and Nutrients • The various food Nutrients and their functions • Define what Diet is • “ Balanced Diet • “ Fluid Diets • “ Soft Diets • “ Regular Diets • Protein –energy malnutrition (Kwarshiokor and Marasmus) • Mineral deficiencies • Vitamin deficiencies • Diabetes Mellitis • Peptic ulcer • Hypertension • Obesity 	<ul style="list-style-type: none"> • Lectures • Discussions • Illustrations

9 | NOTE: There is no separate Syllabus for trade drawing and calculations. The questions for trade drawing would be selected from Anatomy and Physiology, and the Science and Calculations questions would also be drawn from Basic Pharmacology, all in the theory.

THEORY – CERTIFICATE TWO

TASK		CRITICAL POINTS	SUB-POINTS	INSTRUCTIONAL TECHNIQUES
3.0	Communication cert 2	Note making Report writing Data Protection 2	<ul style="list-style-type: none"> • The value of making notes from books • Methods of making notes from books • (summary, Paragraphing, outlining, numbering notes, newspaper headlines techniques. • Methods of making notes from lectures • Types of writing main parts of a report(patient care report, handing over notes) • Techniques process of report writing • Characteristics of a good report (Pre-writing, Drafting, Editing, Revising, proof-reading). 	<ul style="list-style-type: none"> • Lectures • Discussions • Illustrations
4.0	Basic care 2	Definition of pain Wound Care	<ul style="list-style-type: none"> • Definition of pain • Signs of pain discomfort and distress • Management of pain (pain relief) • Alternate therapies • Factors that promote wound healing • Factors that delay wound healing • Stages of healing • Complications of wounds • Wound dressing • Care of pressure areas • Prevention of bed sores 	<ul style="list-style-type: none"> • Lectures • Discussions • Illustrations

10 NOTE: There is no separate Syllabus for trade drawing and calculations. The questions for trade drawing would be selected from Anatomy and Physiology, and the Science and Calculations questions would also be drawn from Basic Pharmacology, all in the theory.

		Administration of drugs	<ul style="list-style-type: none"> • Care of pressure sores • Routes of administration (setting of trays and giving various routes of medications) • I.M Injections • IV injections • Local applications (hot and cold compress) • Inhalation (moist and dry, oxygen therapy) 	
		Abuse	<ul style="list-style-type: none"> • Dos and don'ts of health care profession • Ethical issues related to care giving • Neglect and exploitation • Inter and intra personal relationships in caring communication, • Neglect and exploitation 	
		Last offices	<ul style="list-style-type: none"> • Define last offices • Care of the bereaved family (grief and the grieving process) • Care of the body after death 	

11 | NOTE: There is no separate Syllabus for trade drawing and calculations. The questions for trade drawing would be selected from Anatomy and Physiology, and the Science and Calculations questions would also be drawn from Basic Pharmacology, all in the theory.

Revised – December, 2010. Copyright reserved (NVTI- Testing Division)

CERTIFICATE TWO – TRADE THEORY

TASK		CRITICAL POINTS	SUB-POINTS	INSTRUCTIONAL TECHNIQUES
5.0	Anatomy and physiology 2	<p>The Musculoskeletal system and related disorders</p> <p>Cardiovascular system and related disorders</p> <p>Digestive System and related disorders</p> <p>The skin and related disorders</p>	<ul style="list-style-type: none"> • Anatomical terms of the skeletal system • Bone formation • Bones of the skeleton • Joints (structures, types, movements) • Anatomy of the heart • Structure and function of veins and capillaries • Blood (composition, formation, of blood cells functions of blood) • Blood pressure (heart rate, cardiac output, peripheral (arteriolar) resistance control of blood pressure) • The Mouth Teeth Tongue and Salivary Glands • Oesophagus, Stomach, Small Intestines, Colon and Rectum • Pancreas, Liver and Biliary Tract • Structure of the skin • Functions of the skin 	<ul style="list-style-type: none"> • Lectures • Discussions • Illustrations

12 NOTE: There is no separate Syllabus for trade drawing and calculations. The questions for trade drawing would be selected from Anatomy and Physiology, and the Science and Calculations questions would also be drawn from Basic Pharmacology, all in the theory.

THEORY – CERTIFICATE TWO

TASK		CRITICAL POINTS	SUB-POINTS	INSTRUCTIONAL TECHNIQUES
		Nervous System and related disorders	Structure and function of the nervous system <ul style="list-style-type: none"> • Related disorders(Parkinson’s Disease, Dementia, Alzheimer’s, Brain Tumour) 	<ul style="list-style-type: none"> • Lectures • Discussions • Illustrations
6.0	Basics statistics 2	Descriptive statistics Measures of central tendency Measure of dispersion and variability	<ul style="list-style-type: none"> • Frequency distribution, graphic organization of data • Table of frequency, Histogram, Bar Chart, Pie Chart • Mode • Median • Mean • Variance • Standard deviation 	<ul style="list-style-type: none"> • Lectures • Discussions • Illustrations

13 | NOTE: There is no separate Syllabus for trade drawing and calculations. The questions for trade drawing would be selected from Anatomy and Physiology, and the Science and Calculations questions would also be drawn from Basic Pharmacology, all in the theory.

THEORY – CERTIFICATE TWO

TASK		CRITICAL POINTS	SUB-POINTS	INSTRUCTIONAL TECHNIQUES
7.0	Social science	<p>Definition of Psychology</p> <p>Human growth and development</p> <p>Definition of attitudes and behaviour</p> <p>Definition of Sociology</p> <p>Social process</p>	<ul style="list-style-type: none"> • Define Psychology • Benefits of Psychology to the Health Care Assistant • The growth cycle(pre-natal to old age) • Factors influencing growth and development • Define attitudes and behaviour • Patient and family attitudes towards illness and health. • Health care assistant/nurses attitudes towards patients and family. • Define sociology • Benefits of sociology to the Health Care Assistant • The family (nuclear and extended) kinship and lineage systems. • Socialization. • The family (nuclear and extended) kinship and lineage systems. • Socialization. 	<ul style="list-style-type: none"> • Lectures • Discussions • Illustrations

14 | NOTE: There is no separate Syllabus for trade drawing and calculations. The questions for trade drawing would be selected from Anatomy and Physiology, and the Science and Calculations questions would also be drawn from Basic Pharmacology, all in the theory.

THEORY – CERTIFICATE TWO

TASK		CRITICAL POINTS	SUB-POINTS	INSTRUCTIONAL TECHNIQUES
		Traditional religious beliefs and their social functions, the role of the supernatural in healing National Health Policies	<ul style="list-style-type: none"> Poverty and healthcare National health insurance scheme 	<ul style="list-style-type: none"> Lectures Discussions Illustrations
8.0	Basic Midwifery	Issues that affect pre and post natal care	<ul style="list-style-type: none"> Signs and symptoms of pregnancy Stages of pregnancy Stages of labour Complications of labour Family planning Child development and care 	<ul style="list-style-type: none"> Lectures Discussions Illustrations
9.0	Medical surgical conditions and care in the home	Describe the various methods of assessing clients Fluid and electrolytes	<ul style="list-style-type: none"> Head to toe assessment Vital signs Physical, social and emotional assessment <ul style="list-style-type: none"> Fluid and electrolyte imbalance 	Lecture Discussion Illustration

15 | NOTE: There is no separate Syllabus for trade drawing and calculations. The questions for trade drawing would be selected from Anatomy and Physiology, and the Science and Calculations questions would also be drawn from Basic Pharmacology, all in the theory.

THEORY – CERTIFICATE TWO

TASK	CRITICAL POINTS	SUB-POINTS	INSTRUCTIONAL TECHNIQUES
	Medical surgical disease conditions	<ul style="list-style-type: none"> • Medical surgical disease conditions of the various systems -Pathophysiology -signs and symptoms, -investigation and diagnoses -management -nursing care -follow up care in the home and prevention -health education. -Care of the Post Operative Patient 	<ul style="list-style-type: none"> • Lectures • Discussions • Illustrations

16 NOTE: There is no separate Syllabus for trade drawing and calculations. The questions for trade drawing would be selected from Anatomy and Physiology, and the Science and Calculations questions would also be drawn from Basic Pharmacology, all in the theory.