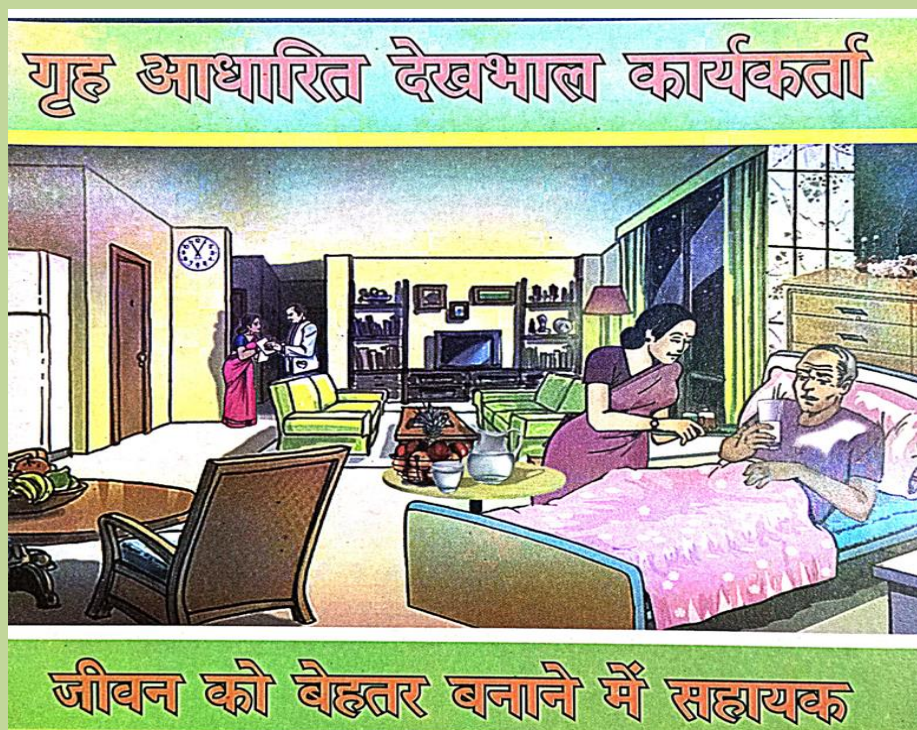


Programme Guide



Certificate in Home Based Health Care (CHBHC)



School of Health Sciences
Indira Gandhi National Open University
New Delhi

Certificate in Home Based Health Care

We welcome and congratulate you for having enrolled as a learner in the Programme of Certificate in Home Based Health Care. You and many other learners who have enrolled in this programme have done so with different objectives in their mind. Some of you may have taken up the programme to improve your knowledge and some to develop skills. Whatever the reason may be, we are sure that this package will provide you great satisfaction during and at the end of the programme. As a course team, we feel that every learner who takes up this programme will become familiar with the home care concept, systems of human body, and various illnesses and develop skills to take care of the patient.

With these few words we request you to very carefully go through this programme guide. At any stage of the programme, if you face a problem, open your programme guide to find an answer to your problem. In most cases you will find an answer. In the very few cases in which you don't find the answer you would at least be guided as to where to find the answer.

1. ABOUT THE UNIVERSITY

The Indira Gandhi National Open University established in 1985 through an Act of Parliament, ranks as one of the premier educational institutions in the world. Within 18 years of its coming into existence, it has contributed significantly to the development of higher education in India. It has been a world leader in open-distance education and the Centre of Excellence award in Distance Education was conferred on it in 1993 by the Commonwealth of Learning (COL). It also received the "Award of Excellence for Distance Education Materials" in 1999 from COL.

Objectives

In order to fulfill its vision of providing access to quality education to all citizens of this country, the University is mandated to:

- Impart education and knowledge through various means and suited to the open and distance education mode;
- Provide higher education to large sections of the population, particularly to the disadvantaged segments of society;
- Encourage, coordinate and assist open universities and distance education institutions to raise standards of education in the country; and
- Promote national integration and strengthen the natural and human resources of the country through the medium of education.

Functions

IGNOU serves two main functions:

- 1) It offers various academic programmes that lead to Certificates, Diplomas and Degrees. It develops and produces courses for delivery through open learning and distance education modes. It is actively involved in research, training and extension education activities
- 2) In its capacity as an apex body, it coordinates and monitors the open learning and distance education systems in the country through Distance Education Council and has provided expertise and assistance to such institutions both within the country and abroad.

Features

IGNOU has certain unique features such as:

- National jurisdiction
- Flexible admission rules
- Individualized study
- Flexibility in terms of place, pace and duration of study
- Use of latest information and communication technologies
- An effective student support services network
- Cost-effective modular programmes, and
- Resource sharing, collaboration and networking with open universities and dual mode conventional universities

Organizational Structure

The organizational structure is presented in Fig. 1.

Fig. 1 Organizational Structure

Instructional System

The university follows a multimedia approach in imparting instructions to its learners (Fig. 2.)

Fig. 2. Instructional System

Course Preparation

Learning material is especially prepared by team of experts drawn from different Universities/Institutions all over the country as well as in-house faculty. This material is scrutinized by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before they are finally sent for printing. Similarly, audio and video cassettes are produced in consultation with the course writers, in-house faculty and producers. This material is previewed and reviewed by the faculty as well as outside media experts and edited or modified, wherever necessary, before they are finally dispatched to the Study Centres and Doordarshan.

Credit System

The University follows the 'Credit System' for most of its programmes. Each credit amounts to 30 hours of study comprising all learning activities. Reading and comprehending the print material, listening to audio, watching of video, attending counselling sessions, teleconference and writing assignment report. Thus, a four credit course involves 120 hours. This helps the student to understand the academic effort one has to put in, in order to successfully complete a course. Completion of an academic programme e.g. Certificate in home based care provider requires successful clearing of both the assignment and the term-end examination of each course.

Evaluation

In IGNOU there is continuous evaluation and term end evaluation. Continuous evaluation carries 30% weightage and term end evaluation has 70% weightage in theory course.

Continuous evaluation is related to the assignment that each student has to submit for being eligible to appear for the term-end examination. The evaluation of the performance of the students in continuous evaluation and term-end examination will be based on marks.

Examinations are held twice a year – in the months of June and December and Study Centres are normally the Examination Centre.

Student Support Services

IGNOU has an extensive network of study centres, work centres and programme centres as well as partner institutions through which it reaches out to its student located in different parts of the country. Academic counselling is an important component of distance teaching/learning transaction and consists of tutoring and general counselling programme study centre. Programme Study Centre/Work centres have been established for programmes with practical component, i.e. clinical experience in health sciences.

At a study centre, the following services are provided:

- Subject specific academic counselling
- Audio and video viewing
- Library facilities
- Teleconferencing
- Information services related to rules, regulations and schedules of the university
- Assignment submissions, evaluation and feedback
- Term-end examinations
- Computer access
- Practicals

2. COMMON TERMINOLOGIES USED IN DISTANCE LEARNING

As a distance learning student it is important for you to familiarize yourself with the following terminologies which would be commonly used while you are pursuing this programme.

Programme

By a programme, we mean the curriculum or combination of courses in a particular field of a study. For example, Certificate in Competency Enhancement for ANM/FHW, Post-Basic B. Sc. Nursing Programme, Post Graduate Diploma in Maternal and Child Health, Health care Waste Management. Diploma programme in Management, Diploma programme in Distance Education, M.A. English etc.

Course

The programme is divided into courses. In conventional system of education, when we talk of a course, we usually refer to a subject on level such as fundamentals of postgraduate chemistry, primary level maths, undergraduate biology and so on. In distance education, the term course includes more than this. It is used to describe the teaching materials and other components of the study. A typical distance education course will, for example, consist of a number of texts, audio and video components, contact sessions, assignments, library work, project work etc.

Thus, each course consists of a few printed booklets called blocks, a few audios, a few videos, some assignments and whatever else may go with it.

Block

A course is divided into blocks. The block appears in the form of a booklet of around 60/80 printed pages. Generally, each block represents one untitled theme e.g. Certificate in Home Based Care Provider programme has block title: Home Based Care.

The text material is sent to the learners in the form of blocks as a learner may feel a greater sense of achievement each time S/He completes a block. A single big book can be threatening from the pedagogic point of view.

Remember that each COURSE consists of a few BLOCKS which appear as booklets.

Unit

The term unit, of course, in the context of IGNOU, is used to denote a division of a block, at one level in terms of the theme or topic/a lesson and at another level as the material used to teach the topic.

Each unit is broken into sections and sub-sections for the clarity of the presentation of concepts, information, illustrations etc.

Each unit is, thus an individual lesson and fits into the block it belongs to.

Credit

In IGNOU, the student study hours are measured in credit systems. One credit is equivalent to 30 learning hours. Each block of your theory represents one credit i.e. a learner on an average would require 30 hours to complete reading a block and attempting the associated assignments.

Study Centres

Although the Open University system demands a student to work mainly at home, face to face interaction is also essential. This face-to-face interaction serves to solve administrative as well as academic problems faced by the students. To facilitate this, study centers are chosen all over the country. Study centers function under the regional centers. For professional programmes study centres are established.

Programme Study Centre

For professional programmes, programme study centres are established which also function under the regional centres of IGNOU.

Academic Counsellor

Teachers identified and trained in the programme offered by IGNOU to guide the students for theory and practical training.

3. UNIVERSITY RULES

Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, Other Backward Classes, Wards of Parliamentary Force and Physically Handicapped students as per the Government of India rules.

Scholarships and Reimbursement of Fees

Reserved categories, viz. scheduled castes/scheduled tribes and physically handicapped students, have to pay the fee at the time of admission to the university along with other students.

Physically handicapped students admitted to IGNOU are eligible for Government of India Scholarships. They are advised to collect scholarship forms from the Directorate of Social Welfare Office or the Social Welfare Officer of the concerned state government and submit the filled-in forms to them through the concerned Regional Director of IGNOU. Similarly, for reimbursement of programme fees, SC/ST students have to submit their scholarship forms to the Directorate of Social Welfare Office of the respective state government through the concerned Regional Director.

Change or Correction of Address

There is a printed Performa for a change/correction of address at your Programme Study Centre given in Appendix – VIII. This performa is normally sent to you along with the study material. In case there is any correction or change in you address, you are directed to make use of that printed proforma. The contact address is **The Registrar, SR&E Division, IGNOU, Maidan Garhi, New Delhi-110 068**. You are advised

not to write letters to any other officer in the University in this regard. Normally, it takes four to six weeks to effect the change. Therefore, you are advised to make your own arrangements to redirect the mail to the changed address during the period.

Change of Study Centre

For the purpose of change of Programme Study Centre you have to send a request to the Regional Director of your Regional Centre. A copy of the same may be sent to Student Registration and Evaluation Division at the Headquarters.

Counseling facilities and practical contact facilities for a programme may have been over in the centres. As such you are advised to make sure that these facilities are available for the programme you have chosen at the changed centre. As far as possible, the request for change of Study Centre is considered, however the allotment of new Study Centre is subject to the availability of seats for the programme at the new centre asked for. It is changed either in the beginning of the programme or on completion of the particular year in when you want to change, this is to facilitate that you are able to attend the counseling and clinical fieldwork.

Change of Region

When you want transfer from one Region to another, you have to write to that effect to the Regional Centre from where you seek a transfer making copies to the Regional Centre where you would like to be transferred to and to the Registrar (SR&E), New Delhi. Further, you have to obtain a certificate from the Programme In-charge of the Programme Study Centre from where you are seeking the transfer regarding the number of assignments submitted. The Regional Director from where you are seeking the transfer will transfer all records to the Regional Centre where you seek transfer under intimation to you and Registrar (SR&E). The records are normally sent by Registered Post to guard against loss in the postal transit.

Validity of Admission Lists

Candidates who are offered admission have to join on or before the due dates specified by the University. In case they want to seek admission for the next session, they have to apply afresh and go through the admission process again.

Incomplete and Late Applications

Incomplete and late application forms/Re-registration forms, wrong options of courses or electives in degree and diploma programmes, furnishing false information will be summarily rejected without any intimation to the candidates. The candidates are, therefore, advised to fill the relevant columns carefully and enclose all the attested copies of the necessary certificates asked for and submit the form to the **Regional Director Concerned** on or before the due date. In this regard no correspondence will be entertained.

Simultaneous Registration

Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any certificate programme of 6 months duration. However, if there is any clash of dates of counselling or examination schedule of the two programmes taken, University will not be in a position to make adjustment.

Disputes on Admission and other University Matters

The place of jurisdiction for filing of a suit if necessary will be only at New Delhi/Delhi.

4. About the School

The School of Health Sciences was set up in 1991 with the objective of augmenting educational avenues and providing in-service training to medical, nursing, paramedical and allied personnel through the distance education mode.

The school is pioneer in developing innovative competency based programmes in various disciplines of Health Sciences. Hands-on training is provided through diversified approaches of a network of medical colleges, nursing colleges, district level hospitals and community health centres and NGO's. School has developed socially useful Programmes.

The main functions of the School are as follows:

- Planning, developing and launching academic programmes of various levels (degree, diploma, certificate) for categories of health personnel.
- Developing health related awareness courses for the general public
- Conducting research on health related issues

Ongoing Academic Programmes

The School has launched the following academic programmes:

Post Basic Bachelor of Science in Nursing [B. Sc. N. (PB)] is a three year degree programme for in-service nurses. The programme was launched in July 1994 and is recognized by Indian Nursing Council (INC). The programme has been revised based on the revised syllabus of INC (2001). The Post-Basic B. Sc. Nursing Programme comprises 108 credits (40 credits in theory and 68 credits in practical). It has 22 courses, 11 course each in theory and practical.

Post Graduate Diploma in Maternal and Child Health (PGDMCH) is a one year programme of 36 credits (14 credits in theory and 18 credits in practical). This programme was launched in 1997 and has undergone revision. The revised programme was implemented in January 2003.

Post Graduate Diploma in Hospital and Health Management (PGDHHM) is programme comprises 32 credits (18 credits in theory and 14 credits in practical) including project work. This programme aims at improving the managerial skills of practicing Doctors, Health Professionals and Allied Health Care Professionals working in health care professions for providing effective and efficient hospital and health care services.

Post Graduate Diploma in Geriatric Medicine (PGDGM) is a one year programme of 32 credits (14 credits in theory and 18 credits in practical). This programme was launched in January 2004.

Post Graduate Diploma in Community Cardiology (PGDCC) is a two years programme for MBBS doctors in collaboration with Narayana Hrudayalaya, Bangalore. This programme comprises 72 credits, 30 credits in theory and 42 credits in practical.

B. Sc. (Hons.) in Optometry and Ophthalmic Techniques is a four year programme aimed to develop a multipurpose ophthalmic manpower at paramedical level. This programme is being developed in collaboration with Federation of Ophthalmic Research and Education Centres (FOREC)

Diploma in Nursing Administration (DNA) is a one year programme of 28 credits for working nurses. This programme will help to upgrade the knowledge and skills of the in-service nurses in the administrative competence.

Certificate in Health Care Waste Management for South-East Asian Countries (CHCWM) is a six months programme. The programme comprises 14 credits and developed in collaboration with WHO-SEARO

Certificate in Competency Enhancement for Auxiliary Nurse Midwife (ANM)/Female Health Worker (FHW) (CCEANM) is a 32 credits programme (14 credits in theory and 18 credits in practical) and has 4 theory and 4 practical courses.

5. CERTIFICATE IN HOME BASED Health CARE (CHBHC)

Certificate programme for home based health care is a 6 months programme of 14 credits (Theory 4 credits, practicals 10 credits) for 10th passed students. This programme has been developed to prepare a work force in the country with the skills required to look after elderly and people suffering from chronic progressive illnesses.

Programme Objectives:

The broad objectives of this programme are to:

- prepare a work force in the country with the skills required to look after elderly and people suffering from chronic progressive illnesses (sickness).
- provide care to people at home setting after discharge from specialised care.
- help the family members and patients to cope with the stress of care to their long term ailing relatives.
- provide quality of life for the patient and the family members.

Minimum Educational qualification - 10th Passed.

Number of seats – 30 Students per Programme Study Centre

Duration of the Program - Minimum **six** months - Maximum **two** years

Medium of Instruction - English/Hindi

Programme Fee - Rs. 2400/- per student*(subject to any change)

Programme Structure

The programme consists of 14 credits (4 credits in theory and 10 credits in practical) and has one Theory and one Practical course as given below.

Programme Structure

Course Code	Title	Credits	Hours
CNS-HC 001	Basics of Home Based Care	4	120
CNS-HCP 001	Skills related to Home Based Care	10	300
	Total	14	420

*** One credit is equal to 30 study hours.**

Programme Package

Programme Package comprising of 8 booklets as given below:-

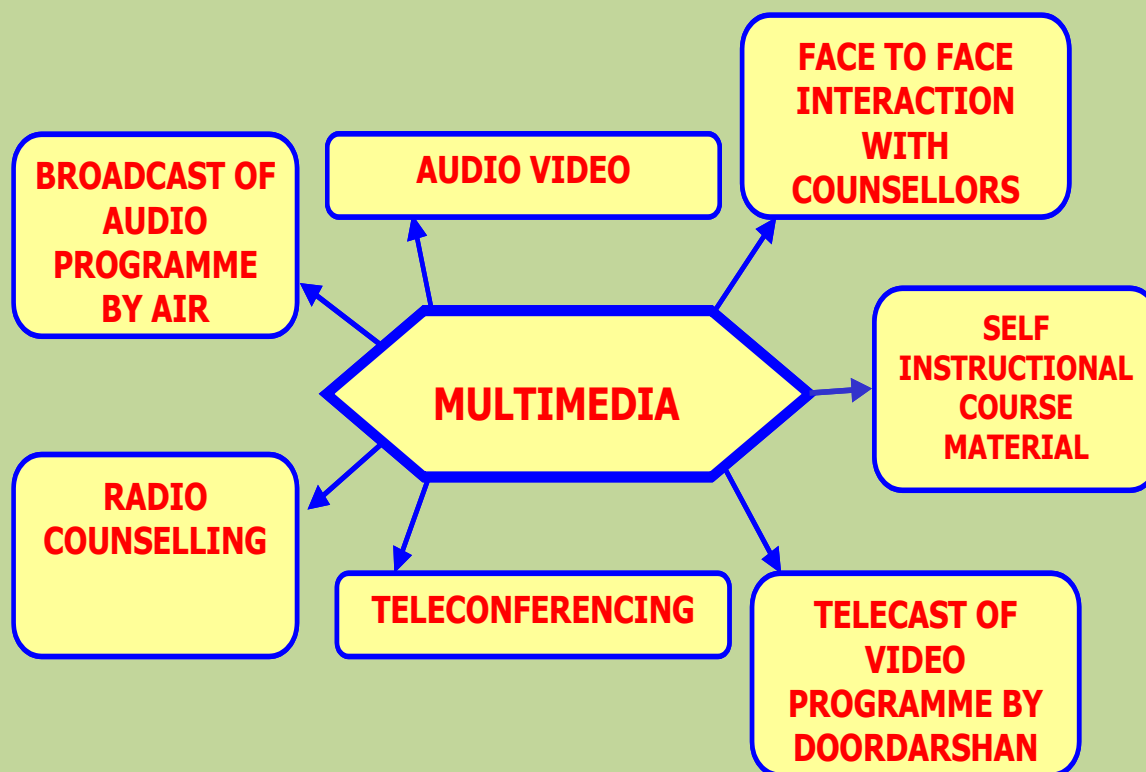
Theory Block	-	4
Practical Manual	-	2
Programme Guide	-	1
Assignment	-	1

Theory blocks		Practical Blocks	
Course – one	4 Blocks	Course – one	2 Blocks
Programme Guide	1		
Assignment	1		

Method of Instruction

Multimedia approach will be followed to provide instruction which includes,

- Self Instructional Course Material in both languages i.e. English and Hindi
- Counselling sessions
- Practical contact sessions
- Teleconferencing
- Radio counselling
- Telecast and broadcast
- Audio and Video Programme



Self Instructional Course Material

Self –instructional Course Material

The printed study material for both theory and practical components of the programme will be supplied to the learners.

Counselling Sessions / Face to Face Teaching

You will have to attend theory counselling and practical sessions at programme study centre. The scheduled date and time will be informed by the Programme In-charge at proper time.

Theory Course Counselling

Theory Counselling/Training will be organized in Programme Study Centres located in School of Nursing / Hospital /Community Health Centre/ NGO/ Nursing Home with facilities of 20 to 50 beds for indoor patients. Learners will have to attend counselling sessions at Programme Study Centres. There will be total of 30 counselling sessions approximately 8 days (60 hours) for one theory course. Each session will be of 2 hours of duration. You will be attending theory sessions as eight hours per day. The face-to-face counselling will be supplemented by Teleconferencing and Radio counselling telecast etc. Attendance in counselling will be compulsory and mandatory for appearing in term end examination. Course wise scheme for counselling sessions is given in table 1.

Table 1: Scheme of Theory Counselling Sessions

Course code	Course Title	Credits	Hours	Counselling Sessions	Counselling Hours
CNS-HC 001	Home Based Care	4	120	30	60

Total Hours	=	120 Hrs.
Total hours of Counselling	=	60 Hrs.
1 Session	=	2 Hrs.
Total Counselling sessions	=	30
Total Counselling sessions per day	=	8 Hrs.
Total days required	=	8 days
Self Study	=	60 Hrs.

Hands on Training/Practical

Learners will be placed in hospital/ Community Health Centre/ NGO/ Nursing for practical training for 150 hrs. (Almost for 19 days). Each practical session will be of 4 hours duration. During this period learners will complete supervised practice under the supervision of counsellors in the clinic. The scheme of Contact Hours/Practical Training Hours is given in table 2 below.

Table 2 Scheme of Practical Counselling Sessions

Course Code	Course Title	Credits	Hours	Self -Activity Hrs.	Supervised Activity Hours
Practical CNS – HCP 001	Skills related to Home Based Care	10	300	150	150
Total			300	150	150

Total hours =	300
1 session =	4 hrs.
Supervised =	150/8 = 19 days (approximately)

Teleconferencing

Teleconferencing is a one-way video and two-way audio facility. During teleconferencing session, you will get an opportunity to interact by phone facility or Fax with the resource persons/experts who participate in teleconferencing sessions and clear your doubts immediately.

The teleconferencing facility will be available at the regional centre and many study centres. The teleconferencing schedule will be sent to the programme in-charge and regional director who would inform the students. Teleconferencing is done through the Gyan Darshan Channel. You must regularly attend these sessions. This will help you to clarify doubts and interact with other learners all over the country.

Radio Counselling

Radio counselling will be held once in 3 months through F.M. and students can ask questions free of cost with phone in facilities right from your home. A toll free telephone number 110012345 has been provided for this purpose.

Audio-video Programmes

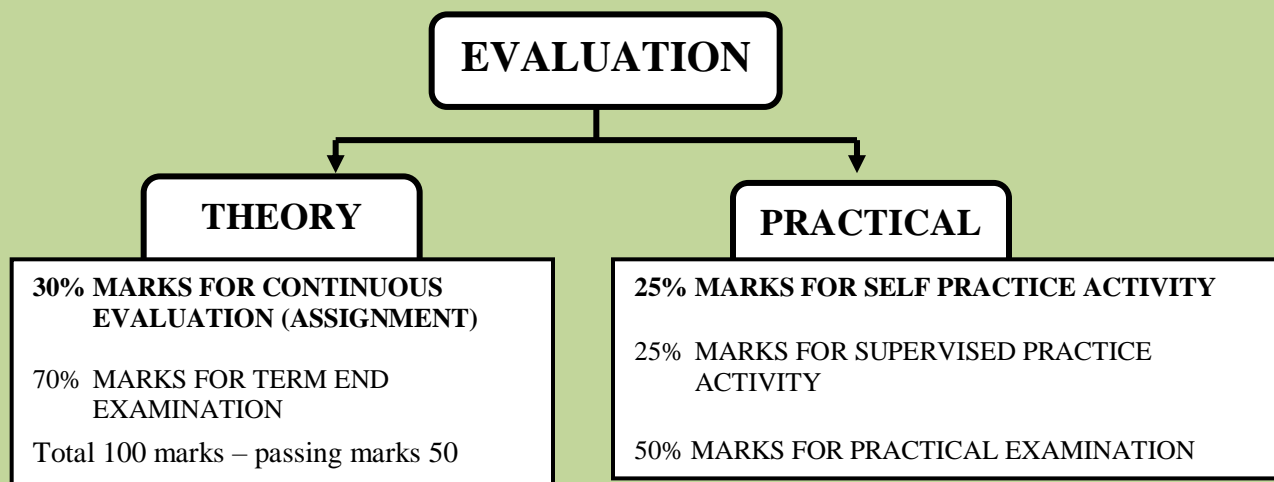
Audio and video programmes for each course will be prepared to support your learning. These Audio Video programme in the form of cassettes will be available at all PSC. These Audio and Video cassettes will be provided for viewing and listening. You can also hire the cassettes for viewing and listening.

Attendance

You will be required to complete 90% attendance in theory counselling to become eligible for appearing in Term End Examination. Similarly, you will be required to complete 90% attendance in practical contact sessions to become eligible for appearing in practical examination.

6. EVALUATION

There will continuous evaluation and term end examination for theory and practical components 30% weightage will be given to continuous evaluation and 70% to term end examination in both theory and practical courses. Learners will be required to obtain 50% marks separately in continuous evaluation and term end examination in both theory and practical components of each course.



6.1 Term – end Examination

In Term-end Examination learners will have to appear in one theory courses. The duration of examination for the course will be three hours. The theory course/paper will carry maximum 70 marks. You will have to obtain 50% marks (i.e. 35 marks out of 70 as pass percentage in theory) and 50 marks out of 100 in assignment. The practical examination will be conducted PSC before/after theory examination. The scheme of theory evaluation is given in Table – 3.

Table 3: Scheme of Theory Evaluation

Course	Assignment	Pass percentage	Term-end Examination	Pass Percentage	Total Marks	Pass Percentage
CNS-HC 001	100	50	70	35	100	50

6.2 Continuous Evaluation of Practicals

You will be assessed in a work centre. You will have to maintain diary during self-practice at your work place, supervised practice at Work Centre/ Programme Study Centre. The self practice activities and supervised practice activities will carry 50% weightage i.e., 25marks for self-practice and 25marks for supervised practice. The counselor at the Programme Study Centre shall evaluate diary. Distribution of marks in practical is given in Table – 4.

Table 4: Scheme of Evaluation (Practical)

Course	Continues Evaluation				Practical Examination		Total Marks
	MM. Self Practice	Pass Marks	MM. Supervised Practice	Pass Marks	Max. Marks	Pass Marks	
CNS - HCP 001	25	12.5	25	12.5	50	25	100

6.3 Practical Term-end Examination

There will be practical term-end examination. The term-end examination of practicals will carry 50 marks.

Criteria of evaluation for practicals examination is given below:

- The final practical examination will be conducted at the centre where you had your practical contact session.
- The practical examination will be conducted before/after the theory examination.
- A panel of examiners comprising an external and internal examiner will be appointed for conducting the practical examination.
- The programme In-charge of the Programme Study Centre will compile the marks of self and supervised practical examination. And send it to the regional centre/student Evaluation Division.

Course	TEE MM	Pass Mark	Assignment MM	Passing Mark	Total	Pass Total (%) Marks
CNS HC 001	70	35	30	15	100	50%

6.4 Modalities for Conducting a Final Examination

Examination date sheets (schedule which indicates the date and time of examination for each course) are sent to all the Study Centres and website www.ignou.ac.in in advance. The same is also notified through IGNOU News Letter from time to time. Thus, normally the date sheet for June examination are sent in the month of January and December examinations in the month of July.

It is an essential to submit the Examination form for taking examination. Copies of the examination forms are available at Study Centre/Regional Centres/SE Division at Headquarters. A copy is also enclosed here at Appendix IX. You can take photocopy of this form and use it. The fee of the examination is Rs. 50 per course.

The filled in examination form is to be submitted to the Assistant Registrar (S&E), Indira Gandhi National Open University, Maidan Garhi, New Delhi -110068. The last date for submission of examination forms are 31st March for the examination to be held in June and 30th September for examinations to be held in December.

After receiving the examination form from you, the University will send intimation slip to you before the commencement of examinations. If you do not receive the intimation slip 15 days before the commencement of examination, you may contact your Programme Study Centre/Regional Centre/S&E Division at headquarters. If your name is registered for examinations in the list sent by the Study Centre, even if you have not received intimation slip or misplaced the intimation slip, you can take the examination by showing your identity Card (Student Card) to the examination centre superintendent.

Your enrolment numbers is your Roll Number for examinations. Be careful in writing it. Any mistake in the Roll Number / enrollment number will result in non-declaration of your result.

It is your duty to check for that course registered for that course eligible to appear for the examination or not. If you neglect this and take the examination without being eligible for it, your result will be cancelled.

While communicating with the University regarding examination, please clearly write you enrolment number and complete address. In the absence of such details, we will not be able to attend to your problem.

Gold Medal

The University has decided to award a Gold Medal to the candidate securing highest marks of 75% and above in aggregate in the total programme and has successfully completed the programme in minimum stipulated period.

Certificate

You may complete the programme within minimum stipulated period of six months or within a maximum period of two years. After successful completion you will be awarded a certificate for the programme by IGNOU.

7 HOW WILL YOU STUDY THE COURSE MATERIAL?

Theory Course

The students of distance education system are adult learners. Hence, the self-instructional materials are written with the objective and style so as to make the reading interesting and easily understandable. A schematic representation of the design of units is given below to facilitate your access to the contents.

Unit X*

X.0 Objectives

X.1 Introduction

X.2 Section 1 (Main Theme)

X.2.1 Sub-section 1 of Section 1

X.2.2 Sub-section 2 of Section 1

.....
.....

Check Your Progress

X.3 Section 2 (Main Theme)

X.3.1 Sub-section 1 of Section 2

X.3.2 Sub-section 2 of Section 2

.....
.....

Check Your Progress

Check Your Progress

X.m Let Us Sum Up

X.n Answers to Check Your Progress

* 'X' stands for the serial number of the unit concerned.

Please start reading from the very beginning of the block i.e. Block Introduction which gives you an idea of contents of a block and then go through the units. In each unit read the objectives, introduction and then the text. The objectives explain briefly:

- What we have presented in the unit, and
- What we expect from you once you complete working on the unit.

After going through the unit you should be able to:-

- 1) Learn about the title presented in each unit, under each sub sections.
- 2) The unit introduction tells you about the content of the unit. The text gives you the content that you need to learn.

- 3) The last section of each unit under the heading 'Let Us Sum Up' summarises the whole unit for purposes of giving brief summary and revision of the entire unit

In each unit there are self-check exercises under the caption 'Check Your Progress' at a few places in each unit. Do not skip these exercises. The answers to these exercises are mentioned at the end of the unit. This exercise further enhances your learning of topic and revision helps in better grasping of knowledge.

Broad margins in the booklets are there for you to write your notes on. Do use these margins. This will help you prepare for the examination.

Practical Component

Every course has a practical component. The skills that you need to learn under each course are listed in Appendix III. Please maintain record of all the cases, as mentioned below, that you are seeing as a part of the learning exercise.

Please refer to Appendix IV that summarizes the hours that you need to spend in practical component of each course. The time allotment at PSC will be used for demonstration of skills to you for your self practice to enhance your skills. To ensure that you have understood the steps involved in each of the skills demonstrated, you should also practice the skills as per guidelines given in the practical manual. If you can get more opportunity to practice the skills in the hospital and community that will help you to gain mastery. However, if you do not get more chances, you could practice the same procedure at your home/neighbourhood.

At PSC you will be guided by supervisor and at home you will have to practice all the skills taught to you at PSC. Try to clear all your doubts in all the Courses, before you leave PSC and start self activities at your home/neighbourhood.

The duration of practical component is mentioned against each course. The practical manuals provided for each course would provide you information in details about the skills that you need to perform. This manual will also guide you in carrying out the procedures both under supervision and later on for self-practice.

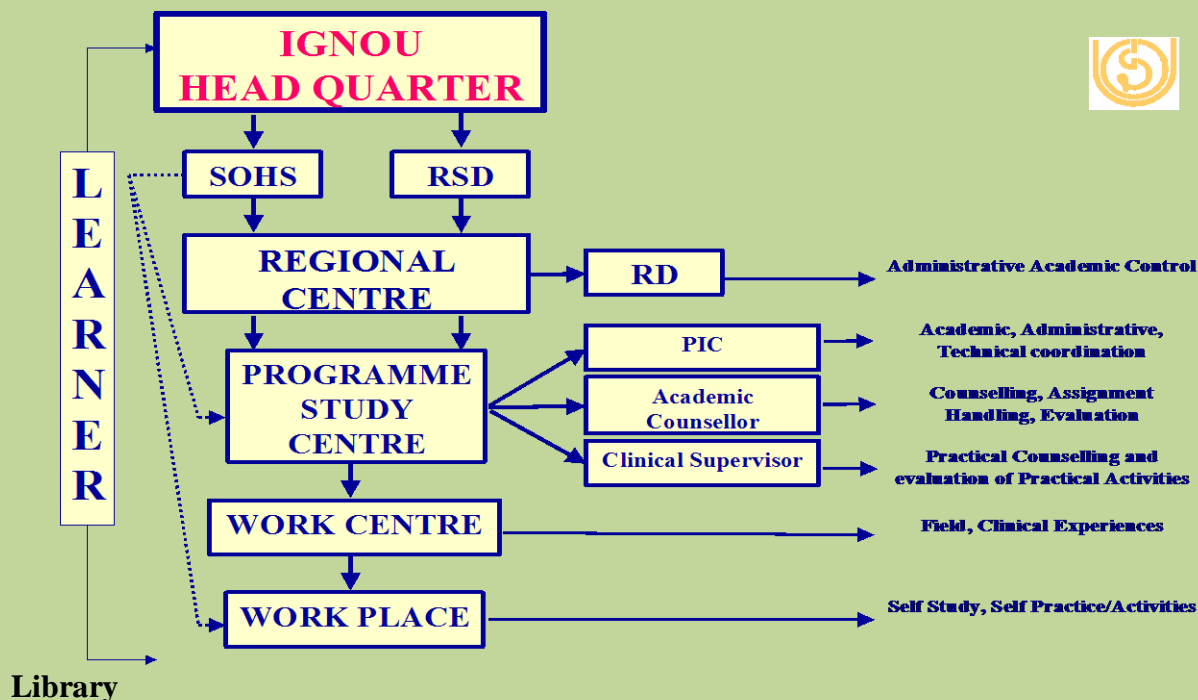
Before going for clinical experience kindly go through your practical manuals. This will help you in performing skills accurately.

8 IMPLEMENTATION OF THE PROGRAMME

The programme will be implemented through a network of Programme Study Centres (PSCs) all over the country. The Programme Study Centres will be located in Schools of Nursing/Command health center and NGO/hospitals with 20-50 beds. For hands on training learners will be placed in hospitals/Community Health Centres/Primary Health Centres and community which will be attached to the respective Programme Study Centres. A team of trained teachers called academic counsellors will be identified and trained for providing academic counselling and practical skills for supervised practice activities in these areas. In addition the learners will be required to do self-practices at their own home/neighbourhood and maintain the record in daily diaries.

Posting of Students to Programme Study Centre

There will be a maximum of 30 students in each programme study centre. You will be provided supervised practical training for a period of 19 days. This can be divided into two spells as per feasibility of institution/programme study centre



The programme study centre will be provided with relevant course material, reference books, audio-video aids integrated with the course material. The study centre extends these facilities to all the learners attached to the study centre on a specific day decided by the programme in-charge. The student can make use of the books on the spot or listen to the audio cassette or watch a video cassette.

There will be availability of reference book and audio-video material related to the programme

9 OTHER USEFUL INFORMATION

IGNOU News Letter

The University publishes IGNOU News Letter three times a year in English as well as in Hindi. It is mailed to each student free of cost. All the important information relevant to the students is published in the news letter.

Student Support Cell (SSC)

The Student Support Cell (SSC) established since 1998 at IGNOU headquarters, provides complete information pertaining to the old and newly launched academic programmes of IGNOU. It provides information regarding the term-end examination result held in June/December including the practical marks, addresses of various regional centres, the details of various programmes activated at different centres and dispatch position of study material. In case of non-receipt of materials by students, the status of the material is also provided.

In addition to the above, SSC also forwards the request received from the students regarding the change of address, corrections in the student's name and father's name, incorporation of assignments /practical marks, open on all the week days except Sunday and Gazetted holidays. You are also advised to get in touch with the Programme in-charge of you Programme Study Centre.

Some Useful Addresses

S. No.	Purpose	Address	Contact numbers
1.	Matters related to admission, examination, certification	Registrar (SR&ED) Indira Gandhi National Open University Maidan Garhi, New Delhi – 110068	Tel.: 011-29532482/ 29535828 Fax: 011-29534429 e-mail: sred@ignou.ac.in
	Admission related problem	Assistant Registrar (Examination)	Tel.: 011-29535027
	Examination Centres, Results, Dates sheet, Rechecking, Provisional Certificate	Deputy Registrar (Examination-II)	Tel.: 011-29536743
	Assignment Marks	Deputy Registrar	Tel.: 011-29532294
2.	New assignments, Non-receipt of study material, purchase of study material, etc.	Registrar (MPDD) Indira Gandhi National Open University Maidan Garhi, New Delhi – 110068	Tel.: 011-29532450 Fax: 011-29535083 e-mail: mpdd@ignou.ac.in
	Purchase of Study Material	Marketing Cell, MPDD, IGNOU Maidan Garhi, New Delhi – 110068	
3.	Academic matters	Director (SOHS) Indira Gandhi National Open University Maidan Garhi, New Delhi – 110068	Tel.: 011-29533078 Fax: 011-29534935 e-mail: sohs@ignou.ac.in
4.	Teleconference, Audio conference	Director (EMPC) Indira Gandhi National Open University Maidan Garhi, New Delhi – 110068	Tel.: 011-29534299 Telefax: 011-29533079 e-mail: vkara@ignou.ac.in
	Purchase of Audio-video tapes	Marketing Unit, EMPC, IGNOU Maidan Garhi, New Delhi – 110068	
5.	Enquiry for any problem	Deputy Director Student Services Centre, IGNOU Maidan Garhi, New Delhi – 110068	Tel.: 011-29533869/ 29533870/29533128 Fax: 011-29535714 e-mail: ssc@ignou.ac.in

IGNOU admissions are made strictly on the basis of merit. Only those learners who satisfy the eligibility criteria fixed by the University will be admitted. Learners will not be admitted if they are not eligible as per the eligibility criteria. Therefore, the candidates should not be misled by the false promises of admission made by any private individuals or institution.

10 SYLLABI OF THE COURSES

Course Code : **CNS-HC – 001**
Title of the Course : **Home Based Care**
Credits : **4**
Hours : **120**

Title of the Course	Credits	Study Hours
Home Based Care	4	120
Total	4	120

Aims

The main of the course is to review, upgrade and update the knowledge and skills of learners related to Home Based Care.

Objectives:

After completion of this course, you will be able to:-

- Explain the concepts of home based care.
- Describe the qualities of home based care provider
- Discuss the communication skills.
- Develop rapport with the patient and family members.
- Explain human body system and related functions.
- Identify problems related to body systems and recognize signs and symptoms.
- Provide care keeping in mind various needs of the patient.
- Give care to the dying person
- Give first aid to a person in emergency situation.
- Listen to the problems of patient & family members and provide counselling accordingly.

Course Outline

Block 1 : **Basics of Home Based Care**
Unit 1 : Introduction to Home Based Care
Unit 2 : Communication and Interpersonal Relationship
Unit 3 : Infection, Prevention and Control
Unit 4 : First Aid at Home
Unit 5 : Care of Elderly

Block 2 : Health Conditions / Problems Requiring Home Based Care

Unit 1 : Introduction to Human Body Systems

Unit 2 : Introduction to Health Conditions/ Problems Related to brain (Nervous System)

Unit 3 : Introduction to Health Conditions / Problems Related to Digestive and Urinary Organs

Unit 4 : Introduction to Health Conditions Related to Heart, Blood vessels and Lungs

Unit 5 : Introduction to Health Condition / Problems Related to Bones, Joints, muscles and other conditions

Block 3 : Components of Basic Care – I

Unit 1 : Hygienic Measure

Unit 2 : Comfort and Safety Measures

Unit 3 : Administration of Medicine

Unit 4 : Dietary Management

Block 4 : Components of Basic Care - II

Unit 1 : Supportive Care

Unit 2 : Care of Dying Person

Unit 3 : Monitoring and Follow Up

Practical

Course Code : CNS – HCP 001

Title of the Course : Skills related to Home Based Care

Credit : 10

Hours : 300

Title of the Course	Credits	Study Hours
Skills related to Home Based Care	10	300
Total	10	300

Objectives

After completing this course the learners should be able to:

- Take history of the patient
- Assess the problems with chief complaints
- Provide care related to personal hygiene
- Counsel the patients and family in terminal stage of illness
- Carry out procedures
- Help the patient in meeting physical, emotional, social, nutritional, elimination needs,
- Maintain record of medicine vital signs, intake/output

Course Outline

Practical Manual – I

- Skill – 1 : History Taking skills
- Skill – 2 : House keeping skills
- Skill – 3 : Skill Related to Personal Hygiene
- Skill – 4 : Measurement of Vital Signs - TPR
- Skill – 5 : Measurement of Blood Pressure
- Skill – 6 : Giving Positions with Use of Comfort Devices
- Skill – 7 : Helping the Patient in Exercises
- Skill – 8 : Skills in Giving Medicines

Practical Manual – II

- Skill – 9 : Skills related to collection and testing of samples at home.
- Skill – 10 : Skill Related to the Nutritional Needs
- Skill – 11 : Skill Related to the Elimination Needs
- Skill – 12 : Skills in Giving Inhalation
- Skill – 13 : Skills in Dressing and Suction
- Skill – 14 : Skill Related to Hot and Cold Application
- Skill – 15 : Assist the Patient in Ambulation
- Skill – 16 : Education to the Patient

Appendix

Distribution of Supervised Practice Hours for Each Activity

S.No.	Activity	Hours			Marks
		Demonstration Hours	Self Practice Hours	Total Hours	
1.	Skill – 1 History Taking skills	2	4	6	4
2.	Skill – 2 House keeping skills	2	4	6	4
3.	Skill – 3 Skill Related to Personal Hygiene	6	12	18	12
4.	Skill – 4 Measurement of Vital Signs - TPR	4	8	12	8
5.	Skill – 5 Measurement of Blood Pressure	6	12	18	12
6.	Skill – 6 Giving Positions with Use of Comfort Devices	2	4	6	4
7.	Skill – 7 Helping the Patient in Exercises	2	4	6	4
8.	Skill – 8 Skills in Giving Medicines	4	8	12	8
9.	Skill – 9 Skills related to collection and testing of samples at home	2	4	6	4
10.	Skill – 10 Skill Related to the Nutritional Needs	4	8	12	8
11.	Skill – 11 Skill Related to the Elimination Needs	4	8	12	8
12.	Skill – 12 Skills in Giving Inhalation	2	4	6	4
13.	Skill – 13 Skills in Dressing and Suction	4	8	12	8
14.	Skill – 14 Skill Related to Hot and Cold Application	2	4	6	4
15.	Skill – 15 Assist the Patient in Ambulation	2	4	6	4
16.	Skill – 16 Education to the Patient	2	4	6	4
	Total	50	100	150	100

Distribution of self Practice Hours for Each Activity

S.No.	Activity	Hours			Marks
		Demonstration Hours	Self Practice Hours	Total Hours	
1.	Skill – 1 History Taking skills	2	4	6	4
2.	Skill – 2 House keeping skills	2	4	6	4
3.	Skill – 3 Skill Related to Personal Hygiene	6	12	18	12
4.	Skill – 4 Measurement of Vital Signs - TPR	4	8	12	8
5.	Skill – 5 Measurement of Blood Pressure	6	12	18	12
6.	Skill – 6 Giving Positions with Use of Comfort Devices	2	4	6	4
7.	Skill – 7 Helping the Patient in Exercises	2	4	6	4
8.	Skill – 8 Skills in Giving Medicines	4	8	12	8
9.	Skill – 9 Skills related to collection and testing of samples at home	2	4	6	4
10.	Skill – 10 Skill Related to the Nutritional Needs	4	8	12	8
11.	Skill – 11 Skill Related to the Elimination Needs	4	8	12	8
12.	Skill – 12 Skills in Giving Inhalation	2	4	6	4
13.	Skill – 13 Skills in Dressing and Suction	4	8	12	8
14.	Skill – 14 Skill Related to Hot and Cold Application	2	4	6	4
15.	Skill – 15 Assist the Patient in Ambulation	2	4	6	4
16.	Skill – 16 Education to the Patient	2	4	6	4
	Total	50	100	150	100