****

**REPUBLIC OF KENYA**

**COMPETENCY BASED CURRICULUM**

**FOR**

**PERIOPERATIVE THEATRE TECHNOLOGY**

**LEVEL 6**



TVET CDACC

P.O. BOX 15745-00100

NAIROBI

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# FOREWORD

The provision of quality education and training is fundamental to the Government’s overall strategy for social economic development. Quality education and training will contribute to achievement Kenya’s development blue print and sustainable development goals.

Reforms in the education sector are necessary for the achievement of Kenya Vision 2030 and meeting the provisions of the Constitution of Kenya 2010. The education sector had to be aligned to the Constitution and this resulted to the formulation of the Policy Framework for Reforming Education and Training (Sessional Paper No. 4 of 2016). A key feature of this policy is the radical change in the design and delivery of the TVET training. This policy document requires that training in TVET be competency based, curriculum development be industry led, certification be based on demonstration of competence and mode of delivery allows for multiple entry and exit in TVET programmes.

These reforms demand that Industry takes a leading role in curriculum development to ensure the curriculum addresses its competence needs. It is against this background that this Curriculum has been developed.

It is my conviction that this curriculum will play a great role towards development of competent human resource for the Health sector’s growth and sustainable development.

**PRINCIPAL SECRETARY, VOCATIONAL AND TECHNICAL TRAINING**

**MINISTRY OF EDUCATION**

# PREFACE

Kenya Vision 2030 aims to transform the country into a newly industrializing, “middle-income country providing a high-quality life to all its citizens by the year 2030”. Kenya intends to create a globally competitive and adaptive human resource base to meet the requirements of a rapidly industrializing economy through life-long education and training. TVET has a responsibility of facilitating the process of inculcating knowledge, skills and attitudes necessary for catapulting the nation to a globally competitive country, hence the paradigm shift to embrace Competency Based Education and Training (CBET).

The Technical and Vocational Education and Training Act No. 29 of 2013 and the Sessional Paper No. 4 of 2016 on Reforming Education and Training in Kenya, emphasized the need toreform curriculum development, assessment and certification. This called for a shift to CBET to address the mismatch between skills acquired through training and skills needed by industry as well as increase the global competitiveness of Kenyan labour force.

TVET Curriculum Development, Assessment and Certification Council (TVET CDACC), in conjunction with Perioperative Theatre Technology Sector Skills Advisory Committee (SSAC) and Kenya School of Medical Sciences and Technology have developed this curriculum.

This curriculum is designed and organized with an outline of learning outcomes; suggested delivery methods, training/learning resources and methods of assessing the trainee’s achievement. The curriculum is competency-based and allows multiple entry and exit to the course.

I am grateful to the Council Members, Council Secretariat, Perioperative Theatre Technology SSAC, expert workers and all those who participated in the development of this curriculum.

**CHAIRMAN, TVET CDACC**

# ACKNOWLEDGEMENT

This curriculum has been designed for competency-based training and has independent units of learning that allow the trainee flexibility in entry and exit. In developing the curriculum, significant involvement and support was received from various organizations.

I take this opportunity to acknowledge the Kenya School of Medical Sciences and Technology board of directors and management for initiating and supporting the process of developing this curriculum.

I recognize with appreciation the role of the Perioperative Theatre Technology Sector Skills Advisory Committee (SSAC) in ensuring that competencies required by the industry are addressed in the curriculum. I also thank all stakeholders in the Health sector for their valuable input and all those who participated in the process of developing this curriculum.

I am convinced that this curriculum will go a long way in ensuring that workers in Perioperative Theatre Technology acquire competencies that will enable them to perform their work more efficiently.

**COUNCIL SECRETARY/CEO**

**TVET CDACC**

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# 

# ABBREVIATIONS AND ACRONYMS

A : Control version

BC : Basic Competency

CDACC : Curriculum Development, Assessment and Certification Council

CM:Common Competency

CR : Core Competency

CU : Curriculum

HE : Health sector

ICT : Information Communication Technology

NEMA : National Environmental Management Authority

OS : Occupational Standards

OSHA : Occupation Safety and Health Act

OSHS : Occupation Safety and Health Standards

PPE : Personal Protective Equipment

PTT : Perioperative Theatre Technology

SSAC : Sector Skills Advisory Committee

TT : Theatre Technology

TVET : Technical and Vocational Education and Training

# KEY TO UNIT CODE

HE/CU/TT/BC/01/6/A

Industry or sector

Curriculum

Occupational area

Type of competency

Competency number

Competency level

Control version

# COURSE OVERVIEW

This course is designed to equip an individual with competencies required to provide services in a Perioperative Theatre set-up in a Hospital. It entails preventing nosocomial infections; providing technical services to the theatre team; ensuring safety of patients and the theatre team; participating in operation theatre clinical services and maintaining theatre instruments and apparatus. It also involves administration and management of an operation theatre department in a hospital.

**Units of Learning**

This course consists of the following Basic, Common and Core units of learning:

**BASIC UNITS OF LEARNING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Code** | **Unit Title** | **Duration in Hours** | **Credit Factor** |
| HE/CU/TT/BC/01/6/A | Communication Skills | 40 | 4 |
| HE/CU/TT/BC/02/6/A | Numeracy Skills | 60 | 6 |
| HE/CU/TT/BC/03/6/A | Digital Literacy | 60 | 6 |
| HE/CU/TT/BC/04/6/A | Entrepreneurship Skills | 100 | 10 |
| HE/CU/TT/BC/05/6/A | Employability Skills | 80 | 8 |
| HE/CU/TT/BC/06/6/A | Environmental Literacy | 40 | 4 |
| HE/CU/TT/BC/07/6/A | Occupational Safety and Health Practices | 40 | 4 |
| **Total** | | **420** | **42** |

**COMMON UNITS OF LEARNING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Code** | **Unit Title** | **Duration in Hours** | **Credit Factor** |
| HE/CU/TT/CC/01/6/A | Human Anatomy and Physiology | 120 | 8 |
| HE/CU/TT/CC/02/6/A | Basic Hospital Procedures | 50 | 5 |
| HE/CU/TT/CC/03/6/A | Common Diseases | 70 | 7 |
| HE/CU/TT/CC/04/6/A | Provision of First-aid Services | 50 | 5 |
| HE/CU/TT/CC/05/6/A | Application of Medical-legal Ethics | 40 | 4 |
| HE/CU/TT/CC/06/6/A | Provision of Health Education and Promotion Services | 50 | 5 |
| HE/CU/TT/CC/07/6/A | Provision of Psychosocial Health Support | 50 | 5 |
| **Total** | | **430** | **43** |

**Core** **Units of Learning**

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Code** | **Unit Title** | **Duration in Hours** | **Credit Factor** |
| HE/CU/TT/CR/01/6/A | Provision of Perioperative Theatre Safety Precautions | 120 | 12 |
| HE/CU/TT/CR/02/6/A | Prevention of Nosocomial Infections | 120 | 12 |
| HE/CU/TT/CR/03/6/A | Maintenance of Perioperative Theatre Instruments and Apparatus | 150 | 15 |
| HE/CU/TT/CR/04/6/A | Provision of Perioperative Theatre Technical Services | 150 | 15 |
| HE/CU/TT/CR/05/6/A | Execution of Perioperative Theatre Administrative Services | 200 | 20 |
| HE/CU/TT/CR/06/6/A | Management of Perioperative Theatre Resources | 150 | 15 |
| HE/CU/TT/CR/07/6/A | Participation in Perioperative Theatre Clinical Services | 300 | 40 |
|  | Industrial Attachment | 480 | 48 |
| **Total** | | **1670** | **167** |
| **GRAND TOTAL** | | **2480** | **248** |

The total duration of the course for an average trainee is a minimum of 2480 hours which is equivalent to 52 weeks at 30 hours of learning per week

**Entry Requirements**

An individual entering this course should have any of the following minimum requirements:

1. Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus)

**Or**

1. Certificate Level 5 in Perioperative Theatre Technology or related course

**Or**

1. Equivalent qualifications as determined by Kenya National Qualifications Authority (KNQA)

**And/or**

1. As may be guided by relevant regulatory body

**Industrial Attachment**

An individual enrolled in this course will be required to undergone an industrial attachment for a period of 3 months in a recognized hospital with perioperative theatre.

**Assessment**

The course will be assessed at two levels:

1. **Internal assessment**: conducted continuously by the trainer (internal assessor) who is monitored by an accredited internal verifier.
2. **External assessment:** conducted by an accredited external assessor who is monitored by an accredited external verifier.

The assessor and verifiers are accredited by TVET CDACC which also coordinates external assessment.

**Certification**

An individual candidate will be awarded a Record of Achievement on demonstration of competence in a unit of competency. To be awarded Certificate in Perioperative Theatre Technology Level 6, an individual must demonstrate competence in all the units of competency.

These certificates will be awarded by TVET CDACC in conjunction with the training provider.

# BASIC UNITS OF LEARNING

# COMMUNICATION SKILLS

**UNIT CODE:** HE/CU/TT/BC/01/6/A

**Relationship to Occupational Standards**

This unit addresses the unit of competency: Demonstrate communication skills

**Duration of Unit:** 40 hours

**Unit Description**

This unit covers the competencies required in meeting communication needs of clients and colleagues and developing, establishing, maintaining communication pathways and strategies. It also covers competencies for conducting interview, facilitating group discussion and representing the organization in various forums.

**Summary of Learning Outcomes**

1. Meet communication needs of clients and colleagues
2. Develop communication strategies
3. Establish and maintain communication pathways
4. Promote use of communication strategies
5. Conduct interview
6. Facilitate group discussion
7. Represent the organization

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Meet communication needs of clients and colleagues | * Communication process * Modes of communication * Medium of communication * Effective communication * Barriers to communication * Flow of communication * Sources of information * Organizational policies * Organization requirements for written and electronic communication methods * Report writing * Effective questioning techniques (clarifying and probing) * Workplace etiquette * Ethical work practices in handling communication * Active listening * Feedback * Interpretation * Flexibility in communication * Types of communication strategies * Elements of communication strategy | * Interview * Written |
| 1. Develop communication strategies | * Dynamics of groups * Styles of group leadership * Openness and flexibility in communication * Communication skills relevant to client groups | * Interview * Written |
| 1. Establish and maintain communication pathways | * Types of communication pathways | * Interview * Written |
| 1. Promote use of communication strategies | * Application of elements of communication strategies * Effective communication techniques | * Interview * Written |
| 1. Conduct interview | * Types of interview * Establishing rapport * Facilitating resolution of issues * Developing action plans | * Interview * Written |
| 1. Facilitate group discussion | * Identification of communication needs * Dynamics of groups * Styles of group leadership * Presentation of information * Encouraging group members participation * Evaluating group communication strategies | * Interview * Written |
| 1. Represent the organization | * Presentation techniques * Development of a presentation * Multi-media utilization in presentation * Communication skills relevant to client groups | * Interview * Written |

**Suggested Delivery Methods**

* Discussion
* Role playing
* Simulation
* Direct instruction
* Practice by trainee

**Recommended Resources**

* Desktop computers/laptops
* Internet connection
* Projectors
* Telephone

# NUMERACY SKILLS

**UNIT CODE:** HE/CU/TT/BC/02/6/A

**Relationship to Occupational Standards**

This unit addresses the unit of competency: Demonstrate numeracy skills

**Duration of Unit:** 60 hours

**Unit Description**

This unit describes the competencies required by a worker in order to apply a wide range of mathematical calculations for work; apply ratios, rates and proportions to solve problems; estimate, measure and calculate measurement for work; Use detailed maps to plan travel routes for work; Use geometry to draw and construct 2D and 3D shapes for work; Collect, organize and interpret statistical data; Use routine formula and algebraic expressions for work and use common functions of a scientific calculator

**Summary of Learning Outcomes**

1. Apply a wide range of mathematical calculations for work
2. Apply ratios, rates and proportions to solve problems
3. Estimate, measure and calculate measurement for work
4. Use detailed maps to plan travel routes for work
5. Use geometry to draw and construct 2D and 3D shapes for work
6. Collect, organize and interpret statistical data
7. Use routine formula and algebraic expressions for work
8. Use common functions of a scientific calculator

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Apply a wide range of mathematical calculations for work | * Fundamentals of mathematics * Addition, subtraction, multiplication and division of positive and negative numbers * Algebraic expressions manipulation * Forms of fractions, decimals and percentages * Expression of numbers as powers and roots | * Written tests * Assignments * Supervised exercises |
| 1. Apply ratios, rates and proportions to solve problems | * Rates, ratios and proportions * Meaning * Conversions into percentages * Direct and inverse proportions determination * Performing calculations * Construction of graphs, charts and tables * Recording of information | * Written tests * Oral questioning * Assignments * Supervised exercises |
| 1. Estimate, measure and calculate measurement for work | * Units of measurements and their symbols * Identification and selection of measuring equipment * Conversion of units of measurement * Perimeters of regular figures * Areas of regular figures * Volumes of regular figures * Carrying out measurements * Recording of information | * Assignments * Supervised exercises * Written tests |
| 1. Use detailed maps to plan travel routes for work | * Identification of features in routine maps and plans * Symbols and keys used in routine maps and plans * Identification and interpretation of orientation of map to North * Demonstrate understanding of direction and location * Apply simple scale to estimate length of objects, or distance to location or object * Give and receive directions using both formal and informal language * Planning of routes * Calculation of distance, speed and time | * Oral * Written * Practical test * Observation |
| 1. Use geometry to draw and construct 2D and 3D shapes for work | * Identify two dimensional shapes and routine three dimensional shapes in everyday objects and in different orientations * Explain the use and application of shapes * Use formal and informal mathematical language and symbols to describe and compare the features of two dimensional shapes and routine three dimensional shapes * Identify common angles * Estimate common angles in everyday objects * Evaluation of unknown angles * Use formal and informal mathematical language to describe and compare common angles * Symmetry and similarity * Use common geometric instruments to draw two dimensional shapes * Construct routine three dimensional objects from given nets |  |
| 1. Collect, organize and interpret statistical data | * + Classification of data * Grouped data * Ungrouped data   + Data collection * Observation * Recording   + Distinguishing between sampling and census   + Importance of sampling   + Errors in sampling   + Types of sampling and their limitations e.g. * Stratified random * Cluster * Judgmental   + Tabulation of data * Class intervals * Class boundaries * Frequency tables * Cumulative frequency   + Diagrammatic and graphical presentation of data e.g. * Histograms * Frequency polygons * Bar charts * Pie charts * Cumulative frequency curves * Interpretation of data | * Assignments * Supervised exercises * Written tests |
| 1. Use routine formula and algebraic expressions for work | * + Solving linear equations   + Linear graphs * Plotting * Interpretation   + Applications of linear graphs * Curves of first and second degree * Plotting * Interpretation | * Assignments * Supervised exercises * Written tests |
| 8. Use common functions of a scientific calculator | * Identify and use keys for common functions on a calculator * Calculate using whole numbers, money and routine decimals and percentages * Calculate with routine fractions and percentages * Apply order of operations to solve multi-step calculations * Interpret display and record result | * Oral * Written * Practical test * Observation |

**Suggested Delivery Methods**

* Group discussions
* Demonstration by trainer
* Practical work by trainee
* Exercises

**Recommended Resources**

* Calculators
* Rulers, pencils, erasers
* Charts with presentations of data
* Graph books
* Dice

# DIGITAL LITERACY

**UNIT CODE:** HE/CU/TT/BC/03/6/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Demonstrate digital literacy

**Duration of Unit:** 60 hours

**Unit Description**

This unit describes competencies required to use a computer and other digital devices for the purposes of communication, work performance and management at the workplace.

**Summary of Learning Outcomes**

1. Identify computer software and hardware
2. Apply security measures to data, hardware, software in automated environment
3. Apply computer software in solving tasks
4. Apply internet and email in communication at workplace
5. Apply desktop publishing in official assignments
6. Prepare presentation packages

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Identify computer hardware and software | * Concepts of ICT * Functions of ICT * History of computers * Components of a computer * Classification of computers | * Written tests * Oral presentation * Observation |
| 1. Apply security measures to data, hardware and software | * Data security and control * Security threats and control measures * Types of computer crimes * Detection and protection against computer crimes * Laws governing protection of ICT | * Written tests * Oral presentation * Observation * Project |
| 1. Apply computer software in solving tasks | * Operating system * Word processing * Spread sheets * Data base design and manipulation * Data manipulation, storage and retrieval | * Oral questioning * Observation * Project |
| 1. Apply internet and email in communication at workplace | * Computer networks * Network configurations * Uses of internet * Electronic mail (e-mail) concept | * Oral questioning * Observation * Oral presentation * Written report |
| 1. Apply desktop publishing in official assignments | * Concept of desktop publishing * Opening publication window * Identifying different tools and tool bars * Determining page layout * Opening, saving and closing files * Drawing various shapes using DTP * Using colour pellets to enhance a document * Inserting text frames * Importing and exporting text * Object linking and embedding * Designing of various publications * Printing of various publications | * Oral questioning * Observation * Oral presentation * Written report * Project |
| 1. Prepare presentation packages | * Types of presentation packages * Procedure of creating slides * Formatting slides * Presentation of slides * Procedure for editing objects | * Oral questioning * Observation * Oral presentation * Written report * Project |

**Suggested Delivery Methods**

* Instructor led facilitation of theory
* Demonstration by trainer
* Practical work by trainee
* Viewing of related videos
* Project
* Group discussions

**Recommended Resources**

* Desk top computers
* Laptop computers
* Other digital devices
* Printers
* Storage devices
* Internet access
* Computer software

# ENTREPRENEURSHIP EDUCATION

**UNIT CODE:** HE/CU/TT/BC/04/6/A

Relationship to occupational standards

This unit addresses the unit of competency: Demonstrate understanding of entrepreneurship

**Duration of unit:** 100 hours

Unit Description

This unit covers the competencies required to demonstrate understanding of entrepreneurship. It involves demonstrating understanding of an entrepreneur, entrepreneurship and self-employment. It also involves identifying entrepreneurship opportunities, creating entrepreneurial awareness, applying entrepreneurial motivation and developing business innovative strategies.

**Summary of Learning Outcomes**

* 1. Demonstrate understanding of who an entrepreneur
  2. Demonstrate knowledge of entrepreneurship and self-employment
  3. Identify entrepreneurship opportunities
  4. Create entrepreneurial awareness
  5. Apply entrepreneurial motivation
  6. Develop business innovative strategies
  7. Develop Business plan

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Demonstrate knowledge of entrepreneurship and self-employment | * Importance of self-employment * Requirements for entry into self-employment * Role of an Entrepreneur in business * Contributions of Entrepreneurs to National development * Entrepreneurship culture in Kenya * Born or made entrepreneurs | * Observation * Case studies * Individual/group assignments * Projects * Written tests   Oral questions  Third party report  Interviews |
| 1. Identify entrepreneurship opportunities | * Business ideas and opportunities * Sources of business ideas * Business life cycle * Legal aspects of business * Assessment of product demand * Business environment * Factors to consider when evaluating business environment * Technology in business | * Observation * Case studies * Individual/group assignments * Projects * Written tests * Oral questions * Third party report * Interviews |
| 1. Create entrepreneurial awareness | * Forms of businesses * Sources of business finance * Factors in selecting source of business finance * Governing policies on Small Scale Enterprises (SSEs) * Problems of starting and operating SSEs | * Observation * Case studies * Individual/group assignments * Projects * Written tests * Oral questions * Third party report * Interviews |
| 1. Apply entrepreneurial motivation | * Internal and external motivation * Motivational theories * Self-assessment * Entrepreneurial orientation * Effective communications in entrepreneurship * Principles of communication * Entrepreneurial motivation | * Observation * Case studies * Individual/group assignments * Projects * Written tests * Oral questions * Third party report * Interviews |
| 1. Develop business innovative strategies | * Innovation in business * Small business Strategic Plan * Creativity in business development * Linkages with other entrepreneurs * ICT in business growth and development | * Observation * Case studies * Individual/group assignments * Projects * Written tests * Oral questions * Third party report * Interviews |
| 1. Develop Business Plan | * Business description * Marketing plan * Organizational/Management * plan * Production/operation plan * Financial plan * Executive summary * Presentation of Business Plan | * Observation * Case studies * Individual/group assignments * Projects * Written tests * Oral questions * Third party report * Interviews |

**Suggested Methods of instruction:**

1. Direct instruction
2. Project
3. Case studies
4. Field trips
5. Discussions
6. Demonstration
7. Question and answer
8. Problem solving
9. Experiential
10. Internship
11. Team training
12. Guest speakers

Recommended Resources

1. Case studies
2. Business plan templates
3. Computers
4. Overhead projectors
5. Internet
6. Mobile phone
7. Video clips
8. Films
9. Newspapers and Handouts
10. Business Journals
11. Writing materials

# EMPLOYABILITY SKILLS

**UNIT CODE:** HE/CU/TT/BC/05/6/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Demonstrate employability skills

**Duration of Unit:** 80 hours

**Unit Description**

This unit covers competencies required to demonstrate employability skills. It involves conducting self-management, demonstrating interpersonal communication, critical safe work habits, leading a workplace team, planning and organizing work, maintaining professional growth and development, demonstrating workplace learning, problem solving skills and managing ethical performance.

**Summary of Learning Outcomes**

1. Conduct self-management
2. Demonstrate interpersonal communication
3. Demonstrate critical safe work habits
4. Lead a workplace team
5. Plan and organize work
6. Maintain professional growth and development
7. Demonstrate workplace learning
8. Demonstrate problem solving skills
9. Manage ethical performance

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Conduct self-management | * Self-awareness * Formulating personal vision, mission and goals * Strategies for overcoming life challenges * Managing emotions * Emotional intelligence * Assertiveness versus aggressiveness * Expressing personal thoughts, feelings and beliefs * Developing and maintaining high self-esteem * Developing and maintaining positive self-image * Setting performance targets * Monitoring and evaluating performance * Articulating ideas and aspirations * Accountability and responsibility * Good work habits * Self-awareness * Values and beliefs * Self-development * Financial literacy * Healthy lifestyle practices * Adopting safety practices | * Observation * Written * Oral interview * Third party report |
| 1. Demonstrate interpersonal communication | * Meaning of interpersonal communication * Listening skills * Types of audience * Public speaking * Writing skills * Negotiation skills * Reading skills * Meaning of empathy * Understanding customers’ needs * Establishing communication networks * Assertiveness * Sharing information |  |
| 1. Demonstrate critical safe work habits | * Stress and stress management * Time concept * Punctuality and time consciousness * Leisure * Integratingpersonal objectives into organizational objectives * Resources mobilization * Resources utilization * Setting work priorities * Developing healthy relationships * HIV and AIDS * Drug and substance abuse * Managing emerging issues | * Observation * Written * Oral interview * Third party report |
| 1. Lead a workplace team | * Leadership qualities * Power and authority * Team building * Determination of team roles and objectives * Team parameters and relationships * Individual responsibilities in a team * Forms of communication * Complementing team activities * Gender and gender mainstreaming * Human rights * Developing healthy relationships * Maintaining relationships * Conflicts and conflict resolution * Coaching and mentoring skills | * Observation * Oral interview * Written * Third party report |
| 1. Plan and organize work | * Functions of management * Planning * Organizing * Time management * Decision making concept * Task allocation * Developing work plans * Developing work goals/objectives and deliverables * Monitoring work activities * Evaluating work activities * Resource mobilization * Resource allocation * Resource utilization * Proactive planning * Risk evaluation * Problem solving * Collecting, analysing and organising information * Negotiation | * Observation * Oral interview * Written * Third party report |
| 1. Maintain professional growth and development | * Avenues for professional growth * Training and career opportunities * Assessing training needs * Mobilizing training resources * Licenses and certifications for professional growth and development * Pursuing personal and organizational goals * Managing work priorities and commitments * Recognizing career advancement | * Observation * Oral interview * Written * Third party report |
| 1. Demonstrate workplace learning | * Managing own learning * Mentoring * Coaching * Contributing to the learning community at the workplace * Cultural aspects of work * Networking * Variety of learning context * Application of learning * Safe use of technology * Taking initiative/proactivity * Flexibility * Identifying opportunities * Generating new ideas * Workplace innovation * Performance improvement * Managing emerging issues * Future trends and concerns in learning | * Observation * Oral interview * Written * Third party report |
| 1. Demonstrate problem solving skills | * Critical thinking process * Data analysis tools * Decision making * Creative thinking * Development of creative, innovative and practical solutions * Independence in identifying and solving problems * Solving problems in teams * Application of problem-solving strategies * Testing assumptions * Resolving customer concerns | * Observation * Oral interview * Written * Third party report |
| 1. Manage ethical performance | * Meaning of ethics * Ethical perspectives * Principles of ethics * Ethical standards * Organization code of ethics * Common ethical dilemmas * Organization culture * Corruption, bribery and conflict of interest * Privacy and data protection * Diversity, harassment and mutual respect * Financial responsibility/accountability * Etiquette * Personal and professional integrity * Commitment to jurisdictional laws * Emerging issues in ethics | * Observation * Oral interview * Written * Third party report |

**Suggested Methods of Delivery**

* Instructor lead facilitation of theory
* Demonstrations
* Simulation/Role play
* Group Discussion
* Presentations
* Projects
* Case studies
* Assignments

**Recommended Resources**

* Computers
* Stationery
* Charts
* Video clips
* Audio tapes
* Radio sets
* TV sets
* LCD projectors

# ENVIRONMENTAL LITERACY

**UNIT CODE**:HE/CU/TT/BC/06/6/A

**Relationship to Occupational Standards**:

This unit addresses the unit standard: **Demonstrate environmental literacy**

**Duration of Unit:** 40 hours

**Unit Description**

This unit describes the competencies required to control environmental hazard, control environmental pollution, comply with workplace sustainable resource use, evaluate current practices in relation to resource usage, identify environmental legislations/conventions for environmental concerns, implement specific environmental programs, monitor activities on environmental protection/programs, analyze resource use and develop resource conservation plans.

**Summary of Learning Outcomes**

1. Control environmental hazard
2. Control environmental Pollution
3. Demonstrate sustainable resource use
4. Evaluate current practices in relation to resource usage
5. Identify Environmental legislations/conventions for environmental concerns
6. Implement specific environmental programs
7. Monitor activities on Environmental protection/Programs
8. Analyze resource use
9. Develop resource conservation plans

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Control environmental hazard | * Purposes and content of Environmental Management and Coordination Act 1999 * Storage methods for environmentally hazardous materials * Disposal methods of hazardous wastes * Types and uses of PPE in line with environmental regulations * Occupational Safety and Health Standards (OSHS) | * Written questions * Oral questions * Observation of work procedures |
| 1. Control environmental Pollution control | * Types of pollution * Environmental pollution control measures * Types of solid wastes * Procedures for solid waste management * Different types of noise pollution * Methods for minimizing noise pollution | * Written questions * Oral questions * Observation of work procedures * Role play |
| 1. Demonstrate sustainable resource use | * Types of resources * Techniques in measuring current usage of resources * Calculating current usage of resources * Methods for minimizing wastage * Waste management procedures * Principles of 3Rs (Reduce, Reuse, Recycle) * Methods for economizing or reducing resource consumption | * Written questions * Oral questions * Observation of work procedures * Role play |
| 1. Evaluate current practices in relation to resource usage | * Collection of information on environmental and resource efficiency systems and procedures, * Measurement and recording of current resource usage * Analysis and recording of current purchasing strategies. * Analysis of current work processes to access information and data * Identification of areas for improvement | * Written questions * Oral questions * Observation of work procedures * Role play |
| 1. Identify Environmental legislations/conventions for environmental concerns | * Environmental issues/concerns * Environmental legislations /conventions and local ordinances * Industrial standard /environmental practices * International Environmental Protocols (Montreal, Kyoto) * Features of an environmental strategy | * Written questions * Oral questions * Observation of work procedures |
| 1. Implement specific environmental programs | * Community needs and expectations * Resource availability * 5s of good housekeeping * Identification of programs/Activities * Setting of individual roles /responsibilities * Resolving problems /constraints encountered * Consultation with stakeholders | * Written questions * Oral questions * Observation of work procedures * Role play |
| 1. Monitor activities on Environmental protection/Programs | * Periodic monitoring and Evaluation of activities * Gathering feedback from stakeholders * Analyzing data gathered * Documentation of recommendations and submission * Setting of management support systems to sustain and enhance the program * Monitoring and reporting of environmental incidents to concerned /proper authorities | * Oral questions * Written tests * Practical test * Observation |
| 1. Analyze resource use | * Identification of resource consuming processes * Determination of quantity and nature of resource consumed * Analysis of resource flow through different parts of the process. * Classification of wastes for possible source of resources. | * Written tests * Oral questions * Practical test * Observation |
| 1. Develop resource Conservation plans | * Determination of efficiency of use/conversion of resources * Causes of low efficiency of use of resources * Plans for increasing the efficiency of resource use | * Written tests * Oral questions * Practical test * Observation |

**Suggested Delivery Methods**

* Instructor led facilitation of theory
* Practical demonstration of tasks by trainer
* Practice by trainees
* Observations and comments and corrections by trainers

**Recommended Resources**

* Standard operating and/or other workplace procedures manuals
* Specific job procedures manuals
* Environmental Management and Coordination Act 1999
* Machine/equipment manufacturer’s specifications and instructions
* Personal Protective Equipment (PPE)
* ISO standards
* Company environmental management systems (EMS)
* Montreal Protocol
* Kyoto Protocol

# OCCUPATIONAL SAFETY AND HEALTH PRACTICES

**UNIT CODE:** HE/CU/TT/BC/07/6/A

**Relationship to Occupational Standards**

This unit addresses the unit of competency: Demonstrate occupational safety and health practices

**Duration of Unit:** 40 hours

**Unit Description**

This unit describes the competencies required to comply with regulatory and organizational requirements for occupational safety and health.

**Summary of Learning Outcomes**

1. Identify workplace hazards and risk
2. Identify and implement appropriate control measures to hazards and risks
3. Implement OSH programs, procedures and policies/guidelines

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Identify workplace hazards and risks | * Identification of hazards in the workplace and/or the indicators of their presence * Evaluation and/or work environment measurements of OSH hazards/risk existing in the workplace * Gathering of OSH issues and/or concerns | * Oral questions * Written tests * Observation of trainees identify hazards and risks |
| 1. Identify and implement appropriate control measure to hazards and risks | * Prevention and control measures e.g. use of PPE * Contingency measures | * Oral questions * Written tests * Practical tests * Observation of implementation of control measures |
| 1. Implement OSH   programs, procedures  and policies/guidelines | * Company OSH program, procedures and policies/guidelines * Implementation of OSH procedures and policies/ guidelines * Training of team members and advice on OSH standards and procedures * Implementation of procedures for maintaining OSH-related records | * Oral questions * Written tests * Practical test * Observation |

**Suggested Delivery Methods**

* Instructor led facilitation of theory
* Demonstration by trainer
* Practical work by trainee
* Viewing of related videos

**Recommended Resources**

* Standard operating and/or other workplace procedures manuals
* Specific job procedures manuals
* Machine/equipment manufacturer’s specifications and instructions
* Personal Protective Equipment (PPE) e.g.
* Mask
* Face mask/shield
* Safety boots
* Safety harness
* Arm/Hand guard, gloves
* Eye protection (goggles, shield)
* Hearing protection (ear muffs, ear plugs)
* Hair Net/cap/bonnet
* Hard hat
* Face protection (mask, shield)
* Apron/Gown/coverall/jump suit
* Anti-static suits
* High-visibility reflective vest

# COMMON UNITS OF LEARNING

# HUMAN ANATOMY AND PHYSIOLOGY

**UNIT CODE:** HE/CU/TT/CC/01/6/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Demonstrate the knowledge of human anatomy and physiology

**Duration of Unit:** 120 hours

**Unit Description**

This unit specifies the competencies required to demonstrate the knowledge of human anatomy and physiology. It involves demonstrating the knowledge of organization of the human body, body fluids and their functions, body tissues; membranes and their functions, body cavities, human skeletal system, major muscles of the body and their functions, body joints, circulatory system, lymphatic system, endocrine system and its functions, nervous system and its function, digestive system and its function, urinary system and its function respiratory system and its function, special senses and their functions, reproductive system and its functions.

**Summary of Learning Outcomes**

1. Demonstrate knowledge of organization of the human body
2. Demonstrate knowledge of body fluids and their functions
3. Demonstrate knowledge of body tissues and membranes and their functions
4. Demonstrate knowledge of body cavities
5. Demonstrate knowledge of the human skeletal system
6. Demonstrate knowledge of the major muscles of the body and their functions
7. Demonstrate knowledge of the body joints
8. Demonstrate knowledge of circulatory system
9. Demonstrate knowledge of the lymphatic system
10. Demonstrate knowledge of the endocrine system and its functions
11. Demonstrate knowledge of the nervous system and its function
12. Demonstrate knowledge of the digestive system and its function
13. Demonstrate knowledge of the urinary system and its function
14. Demonstrate knowledge of the respiratory system and its function
15. Demonstrate knowledge of the special senses and their functions
16. Demonstrate knowledge of the reproductive system and its functions

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Demonstrate knowledge of organization of the human body | * Meaning of anatomical terms * Branches of human Anatomy * Organization of the human body * Functions of the human body * Cell and cell cycle * Homeostasis | Observation  Written  Oral  Third party report |
| 1. Demonstrate knowledge of human body fluids and their functions | * Meaning of terms in the endocrine system * Types human body fluids * Functions of the human body fluids * Types of electrolytes in the human body * Functions of electrolytes | Observation  Written  Oral  Third party report |
| 1. Demonstrate knowledge of body tissues and membranes and their functions | * Meaning of terms tissues and membranes * Types tissues and tissue structures * Functions of tissues | Written  Oral  Observation  Third party report |
| 1. Demonstrate knowledge of body cavities | * + Types of body cavities   + Contents of body cavities | Oral  Observation  Written  Third party report |
| 1. Demonstrate knowledge of the human skeletal system | * + Meaning of terms in the human skeletal system   + Divisions of the human skeleton   + Components of axial and appendicular skeleton   + Types of bones | Written  Oral  Observation  Third party report |
| 1. Demonstrate knowledge of the major muscles of the body and their functions | * Meaning of terms in the endocrine system   + Types of muscles   + Structure of the human body muscles   + Functions of muscles | Written  Oral  Observation  Third party report |
| 1. Demonstrate knowledge of the body joints | * Meaning of terms in the endocrine system * Types of joints * Structure of a joint * Functions of joints | Written  Oral  Observation  Third party report |
| 1. Demonstrate knowledge of circulatory system | * + Meaning of terms in the endocrine system   + Components of circulatory system   + Types of circulation   + Structure and function of the blood   + Structure and function of the heart   + Structure and function of blood vessels | Written  Oral  Observation  Third party report |
| 1. Demonstrate knowledge of the lymphatic system | * + Meaning of terms in the endocrine system   + Components of lymphatic system   + Functions of the components in the lymphatic system | Written  Oral  Observation  Third party report |
| 1. Demonstrate knowledge of the endocrine system and its functions | * Meaning of terms in the endocrine system * Components of endocrine system * Types of hormones * Functions of hormones | Written  Oral  Observation  Third party report |
| 1. Demonstrate knowledge of the nervous system and its function | * Meaning of terms in the endocrine system * Types of neurons * Structure and function of a neuron * Divisions of nervous system and their components * Types of nervous reflexes | Written  Oral  Observation  Third party report |
| 1. Demonstrate knowledge of the digestive system and its function | * + Meaning of terms in the endocrine system   + Components of digestive system   + Structure and functions of components in digestive system   + Process of digestion | Written  Oral  Observation  Third party report |
| 1. Demonstrate knowledge of the urinary system and its function | * + Meaning of terms in the endocrine system   + Components of urinary system   + Structure and functions of components in urinary system   + Process of urine formation | Written  Oral  Observation  Third party report |
| 1. Demonstrate knowledge of the respiratory system and its function | * + Meaning of terms in the endocrine system   + Components of respiratory system   + Structure and functions of components of the respiratory system   + Respiration process | Written  Oral  Observation  Third party report |
| 1. Demonstrate knowledge of the special senses and their functions | * + Meaning of terms in the endocrine system   + Types of sensory organs   + Structures of special organs   + Functions of special organs | Written  Oral  Observation  Third party report |
| 1. Demonstrate knowledge of the reproductive system and its functions | * + Meaning of terms in the endocrine system   + Components of the human reproductive system   + Structure and functions of components in the female reproductive system   + Structure and functions of components in the male reproductive system   + Process of human fertilization | Written  Oral  Observation  Third party report |

**Suggested Methods of Delivery:**

* Instructor lead facilitation of theory
* Practical demonstration of tasks
* Practice by trainee
* Simulation/Role play
* Group Discussion

**Required resources**

* Skills lab
* The human skeleton
* Manqué
* Anatomical wall charts
* Intravenous fluids
* PPE
* Computers
* Overhead projectors
* White boards

# BASIC HOSPITAL PROCEDURES

**UNIT CODE:** HE/CU/TT/CC/02/6/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Apply basic hospital procedures

**Duration of Unit:** 50 hours

**Unit Description**

This unit specifies the competencies required to apply basic hospital procedures. It involves demonstrating the knowledge of a health facility set up, medical equipment in basic patient care identifying elements of total-patient-care and applying basic patient care procedures.

**Summary of Learning Outcomes**

1. Demonstrate the knowledge of a health facility set up
2. Demonstrate the knowledge of medical equipment in basic patient care
3. Identify elements of total-patient-care
4. Apply basic patient care procedures

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Demonstrate the knowledge of a health facility set up | * Meaning of terms * Types of departments in a health facility * Management structure and ministerial organogram * Levels of health facilities * Theatre layout * Units in a theatre | Observation  Written  Oral  Third party report |
| 1. Demonstrate the knowledge of medical equipment in basic patient care | * Meaning of terms * Types of health facility equipment and instruments * Functions of health facility equipment and instruments * Care and maintenance of health facility equipment and instruments | Observation  Written  Oral  Third party report |
| 1. Identify elements of total-patient-care | * Meaning of terms * Physical elements of total-patient-care * Socio-cultural elements of total-patient-care * Psychological elements of total-patient-care, * Spiritual elements of total-patient-care | Written  Oral  Observation  Third party report |
| 1. Apply basic patient care procedures | * Meaning of terms * Types of basic patient care procedures * Patient triaging * Client flow management * Decontamination process * Storage of instruments and equipment * Waste segregation and disposal | Oral  Observation  Written  Third party report |

**Suggested Methods of Delivery:**

* Instructor lead facilitation of theory
* Practical demonstration of tasks
* Practice by trainee
* Simulation/Role play
* Group Discussion

**Required resources**

* Blood pressure machine
* Thermometers
* Weighing machine
* PPE
* Decontaminants
* Buckets with lids
* Bin liners
* Colour coded bins
* Assorted hospital equipment and instruments
* Hospital signage

# COMMON DISEASES

**UNIT CODE:** HE/CU/TT/CC/03/6/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Demonstrate the knowledge of common diseases

**Duration of Unit:** 70 hours

**Unit Description**

This unit specifies the competencies required to demonstrate the knowledge of common diseases. It involves identifying the stages of disease development, demonstrating the knowledge of communicable diseases, non-communicable diseases and management of common diseases

**Summary of Learning Outcomes**

1. Identify the stages of disease development
2. Demonstrate the knowledge of communicable diseases
3. Demonstrate the knowledge of non-communicable diseases
4. Demonstrate the knowledge on management of common diseases

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Identify the stages of disease development | * Meaning of terms * Types of diseases * Natural history of a disease * Stages of disease development | Observation  Written  Oral  Third party report |
| 1. Demonstrate the knowledge of communicable diseases | * Meaning of terms * Types of communicable diseases * Modes of transmission of communicable diseases | Observation  Written  Oral  Third party report |
| 1. Demonstrate the knowledge of non-communicable diseases | * Meaning of terms * Types of non-communicable diseases * Risk factors of non-communicable diseases | Written  Oral  Observation  Third party report |
| 1. Demonstrate the knowledge on management of common diseases | * Meaning of terms * Control and Prevention measures of common diseases * Basic management of common diseases | Oral  Observation  Written  Third party report |

**Suggested Methods of Delivery:**

* Instructor lead facilitation of theory
* Practical demonstration of tasks
* Practice by trainee
* Simulation/Role play
* Group Discussion

**List of Recommended Resources**

* Charts
* White boards
* Videos
* The centre for disease control reference materials

# PROVISION OF FIRST AID SERVICES

**UNIT CODE:** HE/CU/TT/CC/04/6/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Provide First Aid Services

**Duration of Unit:** 50 hours

**Unit Description**

This unit specifies the competencies required to provide first aid. It involves providing cardio- pulmonary resuscitation; managing choking, burns, scalds, trauma, nose bleeding, cuts, fractures, drowning, poisoning and snake bites. It also involves assisting patients with existing conditions such as asthma, epilepsy and diabetes.

**Summary of Learning Outcomes**

1. Assess the nature and extent of injury or illness
2. Provide first aid intervention
3. Evaluate first aid intervention
4. Wind-up first aid intervention

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Assess the nature and extent of injury or illness | * Principles of first aid * Scene size up * Assessment of nature and extent of injury and /or illness * Sourcing for emergency services * Decision making-triaging * Requirements for first aid | Observation  Written  Oral  Portfolio  Third party reports |
| 1. Provide first aid intervention | * Performing cardio- pulmonary resuscitation; * Management of: * Choking * Burns and scalds * Trauma * Nose bleeding * Cuts * Fractures * Drowning * Poisoning * Snake bites * Assisting patients with medical conditions such as: * Asthma * Epilepsy * Diabetes * Effective communication on casualty’s condition * Handing over casualty tomedical personnel * Monitoring Casualty’s condition | Observation  Written  Oral  Third party reports |
| 1. Evaluate first aid intervention | * Evaluating response of the casualty to the intervention * Evaluating first aider’s response to the situation | Written  Oral  Observation  Third party reports |
| 1. Wind-up first aid | * Documentation * Waste management * Report writing | Oral  Observation  Written  Portfolio  Third party reports |

**Suggested Methods of Delivery:**

* Instructor lead facilitation of theory
* Practical demonstration of tasks
* Practice by trainee
* Simulation/Role play
* Group Discussion

**List of Recommended Resources**

|  |  |
| --- | --- |
| * Trolley * Stretcher * Gloves * Spine board * Cervical collar * Sheets * First Aid kit | * Splints * Mask * Goggles * Apron/Gown/coverall/jump suit * Air ways/ adjuncts * Ambu-bag |

# APPLICATION OF MEDICAL–LEGAL ETHICS

**UNIT CODE:** HE/CU/TT/CC/05/6/A

**Duration of unit:** 40 hours

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Apply medical legal ethics in PTT

**Unit description**

This unit specifies the competencies required to apply medical legal ethics in PTT. It involves acquiring knowledge on the medical-legal and ethical issues, applying medical-legal ethics, and liaising with law enforcement team. It also involves documenting medical legal & ethical issues in PTT.

**Summary of Learning Outcomes**

1. Acquire knowledge on medical- legal ethics in PTT
2. Apply medical legal ethics in PTT
3. Liaise with law enforcement team on medical legal and ethical issues
4. Document medical legal- ethical issues in PTT

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Acquire knowledge on medical- legal ethics in PTT | * Roles and responsibilities of PTT staff * Medical-legal issues and ethics in health * Sources of law * Criminal and tort law * Law of contracts * Labour laws * Acts of Parliament related to health | Observation  Written  Oral  Third party report |
| 1. Apply medical legal ethics in PTT | * Medical-legal offences related to PTT * Medical legal implications related to PTT * Law and morality * Laws relating to persons and organizations * Employment law and Employment Act * Medical ethics | Observation  Written  Oral  Third party report |
| 1. Liaise with law enforcement team on medical legal and ethical issues | * Identification of the nature of offences * Enforcement team * Applicable laws in medical-legal issues * Leadership & Interpersonal skills * Communication of medical legal issues * Administrative skills | Written  Oral  Observation  Third party report |
| 1. Document medical legal- ethical issues in PTT | * Documentation of medical legal and ethical issues * Report writing and dissemination on medical legal issues * Waste disposal | Oral  Observation  Written  Third party report |

**Suggested Methods of Delivery:**

* Instructor lead facilitation of theory
* Practical demonstration of tasks
* Practice by trainee
* Simulation/Role play
* Group Discussion

**List of Recommended Resources**

|  |  |  |
| --- | --- | --- |
| * Computer * Tool box * Medical PPEs * Decontaminant * PT instruments | * Antiseptic * Operation Lights * Recording materials/computers * PT apparatus | * Safety boxes * Adominal packs * Waste bins * Cleaning materials |

# PROVISION OF HEALTH EDUCATION AND PROMOTION SERVICES

**UNIT CODE:** HE/CU/TT/CC/06/6/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: ProvideHealth Education and Promotion Services

**Duration of Unit:** 50hours

**Unit Description**

This unit specifies the competencies required to ProvideHealth Education and Promotion. It involves identifying and assessing health education and promotion needs, developing objectives, planning, implementing, evaluating and documenting health promotion and education activities. Its main objective is to enlighten a person or a community on healthcare.

**Summary of Learning Outcomes**

1. Carry out needs’ assessment on health education and promotion
2. Develop objectives for health education and promotion
3. Plan health education and promotion
4. Implement action plan for health education and promotion
5. Monitor and evaluate health education and promotion
6. Document health education and promotion

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Carry out needs’ assessment for health education and promotion | * Basics community health assessment techniques * Assessing health needs of a patient * Communication skills in health education and promotion * Recording and Presentation assessment reports | Observation  Written  Oral  Third party report |
| 1. Develop objectives for health education and promotion | * Principles of health promotion * Developing objectives of health promotion/education | Observation  Written  Oral  Third party report |
| 1. Plan health education and promotion | * Health promotion & education guidelines * Developing action plans * Resource mobilisation and allocation | Written  Oral  Observation  Third party report |
| 1. Implement action plan for health education and promotion | * Levels of health education and promotion * Implementing action plans and policies on health education * Teaching methodologies in Health promotion * Strategies for effective health promotion | Oral  Observation  Written  Third party report |
| 1. Monitor and evaluate health education | * Monitoring and evaluation of health education programs * Data recording and analysis in Health education | Oral  Observation  Written  Third party report |
| 1. Document health education and promotion | * Report writing * Documenting patient/community health activities | Oral  Observation  Written  Third party report |

**Suggested Methods of Delivery:**

* Instructor lead facilitation of theory
* Practical demonstration of tasks
* Practice by trainee
* Simulation/Role play
* Group Discussion

**List of Recommended Resources**

|  |  |  |
| --- | --- | --- |
| * Teaching charts * Stationery * Computer – internet, * Pamphlets * Posters /flip-charts | * Sound system * Recording materials/computers * VCD/DVDs -audio,videos | * Weighing scales/materials * Cleaning materials * Bronchures * Models |

# PROVISION OF PSYCHOSOCIAL HEALTH SUPPORT SERVICES

**UNIT CODE:** HE/CU/TT/CC/07/6/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Provide Psychosocial Healthcare Support Services

**Duration of Unit:** 50 hours

**Unit Description**

This unit specifies the competencies required to provide psychosocial health support. It involves identifying and assessing patients for psychosocial healthcare, caring for patients with psychosocial health needs, linking same patients to appropriate psychosocial healthcare, following–up on psychosocial healthcare support and documenting psychosocial health support services.

**Summary of Learning Outcomes**

1. Identify and assess patients for psychosocial healthcare need
2. Care for patients with psychosocial health needs
3. Follow up on psychosocial healthcare support
4. Document psychosocial healthcare support

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Assess patients for psychosocial healthcare need | * Basic human psychology * Basic human development and behaviour * Basic counselling principles * Basic counselling skills * Identification of psychosocial needy   patients   * Psychosocial health needs * Components of psychosocial healthcare * Patient assessment of psychosocial needs | Observation  Written  Oral  Third party report |
| 1. Care for patients with psychosocial health needs | * Prioritizing psychological needs * Standards for psychosocial health care services * Psychosocial healthcare team * Collaborative approaches * Effective communication in psychosocial health care * Critical thinking * Care for the care giver | Observation  Written  Oral  Third party report |
| 1. Follow up on psychosocial healthcare support | * Social support systems * Interpersonal skills * Monitoring psychosocial patient’s progress * Reporting of psychosocial issues | Written  Oral  Observation  Third party report |
| 1. Document psychosocial healthcare support | * + Documentation of psychosocial healthcare services   + Report writing and dissemination   + Patient agreement   + Transfer reports   + Waste disposal | Oral  Observation  Written  Third party report |

**Suggested Methods of Delivery:**

* Instructor lead facilitation of theory
* Practical demonstration of tasks
* Practice by trainee
* Simulation/Role play
* Group Discussion

**List of Recommended Resources**

|  |  |  |
| --- | --- | --- |
| * Psychologist and Counseling Act * Code of ethics of a counselor 2014 * Medical PPEs | * Recording materials/computers * Charts * Videos/audios | * Tables * Chairs * Stationery * Computer |

# CORE UNITS OF LEARNING

# EXECUTION OF PERIOPERATIVE THEATRE SAFETY PRECAUTIONS

**UNIT CODE:** HE/CU/TT/CR/01/6/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Execute Perioperative Theatre safety precautions.

**Duration of Unit:** 120 hours

**Unit Description**

This unit describes the competencies required to execute Perioperation Theatre safety precautions. It involves wearing of personal perioperation Theatre protective gears, verifying theatre checklist, patient care, proper handling of surgical instruments and consumables as well as responding to alarms in an Operation Theatre, followed in the context of theatre setting.

**Summary of Learning Outcomes**

1. Plan and prepare for Operation Theatre safety
2. Verify perioperation Theatre checklist
3. Care for patient and theatre team
4. Handle instruments, apparatus and consumables
5. Respond to perioperation Theatre alarms
6. Evaluate and wind-up Operation Theatre safety

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Prepare for perioperation Theatre safety | * Operation Theatre protective gears * Use of perioperation Theatre protective gears * Perioperation Theatre safety precautions   + Occupation health and safety in perioperation Theatre   + Perioperation Theatre Practice | Observation  Written  Oral  Third party report |
| 1. Verify perioperation Theatre checklist | * Various perioperation Theatre checklists and their contents * verification of perioperation Theatre checklists * Record keeping * Perioperation Theatre Practice | Observation  Written  Oral  Third party report |
| 1. Care for patient and theatre team | * Identification of patients * Perioperation Theatre team * Team work * Transferring patient to the operation table * Basic nursing skills * Basic life support * Positioners and Positioning of patient on operation table * Making drills and evacuation * Perioperation Theatre Practice | Written  Oral  Observation  Third party report |
| 1. Handle instruments, apparatus and consumables | * + Identification of perioperation Theatre Instrument, apparatus and consumables   + Perioperation Theatre Instrument, apparatus and consumables handling techniques   + Verification and recording of perioperation Theatre Instrument, apparatus and consumables   + Disposal of swabs and sharps   + Environmental health   + Perioperation Theatre Practice | Oral  Observation  Written  Third party report |
| 1. Respond to Operation Theatre alarms and signals | * + Types of theatre alarms   + Identifying theatre alarms and signals   + Interpreting alarms and signals   + Responding to alarms and signals   + Perioperation Theatre Practice | Written  Observation  Oral  Third party report |
| 1. Evaluate and wind-up Operation Theatre safety | * + Occupation health and safety Act   + Perioperation Theatre room layout   + Documentation of theatre safety measures   + Waste disposal   + Perioperation Theatre Practice | Written  Observation  Oral  Third party report |

**Suggested Methods of Delivery:**

* Instructor lead facilitation of theory
* Practical demonstration of tasks
* Practice by trainee
* Simulation/Role play
* Group Discussion

**List of Recommended Resources**

|  |  |  |
| --- | --- | --- |
| * Theatre checklist * Stationery * Consumables * Medical PPEs * Decontaminant | * Antiseptic * Recording materials/computers * Perioperation Theatre instruments | * Safety boxes * Waste bins * Cleaning materials * PT apparatus |

# PREVENTION OF NOSOCOMIAL INFECTIONS

**UNIT CODE:** HE/CU/TT/CR/02/6/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Prevent Nosocomial Infections

**Duration of Unit:** 120hours

**Unit Description**

This unit describes the competencies required to prevent and control nosocomial infections. It involves handling Operation Theatre instruments and patients in the Operation Theatre room. Necessary precautions are taken in the context of theatre setting to avoid infections.

**Summary of Learning Outcomes**

1. Prepare surgical instruments
2. Prepare patient for surgery
3. Dispose theatre waste

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Prepare surgical instruments and packs for surgery | * Infection prevention * Personal OT protective gears * Sterilization * Decontamination * Waste management * Aseptic techniques * Types of surgical instruments * Types of surgical packs and sets * Types of surgery * Sterilization in Operation Theatre * Safety practices in Operation Theatre * Packing of surgical instruments * Theatre layout * Laminar flow in Operation Theatre | Observation  Written  Oral  Third party report |
| 1. Participate in preparation of patient for surgery | * Basic Human anatomy and physiology * Basic nursing skills * Identification and preparation of patient for surgery * Patient positions * Prepping and draping the patient * Basic communicable and non-communicable diseases * Operation Theatre Ethics * Maintaining Operation Theatre records | Observation  Written  Oral  Third party report |
| 1. Dispose of theatre waste | * Types of wastes in Operation Theatre * Waste disposal methods * Handling of Operation Theatre waste | Oral/Observation  Written  Third party report |

**Suggested Methods of Delivery:**

* Instructor lead facilitation of theory
* Practical demonstration of tasks
* Practice by trainee
* Simulation/Role play
* Group Discussion

**List of Recommended Resources**

|  |  |  |
| --- | --- | --- |
| * Face mask * Gloves * Goggles * Theatre caps * Safety shoes/boOperation Theatre s * Patient’s gown * Surgical spirit * Decontaminant * Clamps | * Disposable gowns * Mackintosh * Operation table * Trolleries * Trays * Antiseptic * Stools * Retractor * Manikin | * Drum * Safety boxes * Gauze * Adominal packs * Swabs * Waste bins * Polythine bags * Artery Forceps * Assorted scissors |

# MAINTENANCE OF PERIOPERATIVE THEATRE

# INSTRUMENTS AND APPARATUS

**UNIT CODE:** HE/CU/TT/CR/03/6/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Maintain Perioperative Theatre instruments and apparatus.

**Duration of Unit:** 150hours

**Unit Description**

This unit describes the competencies required in maintaining Operation Theatre instruments and apparatuses. It involves necessary precautions importantly followed in the context of Operation Theatre setting to avoid breakage, accidents, and infection. It also includes general repair of Operation Theatre instruments and apparatus.

**Summary of Learning Outcomes**

1. Prepare to dis-assemble and assemble Perioperation Theatre instruments
2. Check and assemble Perioperation Theatre instruments
3. Pack and sterilize Perioperation Theatre instruments
4. Store Operation Theatre instruments and apparatus
5. Evaluate care of instruments and apparatuses in Perioperation Theatre

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Prepare to dis-assemble and assemble Operation Theatre instruments | * Safety practices in Operation Theatre * Tools for dis-assembling and assembling * Classification of surgical instrument * Operation Theatre Practice | Observation  Written  Oral  Third party report |
| 1. Check and assemble Operation Theatre instruments | * Establishing the working condition of Operation Theatre instruments * Referral of faulty Operation Theatre instruments * assemble various parts of Operation Theatre instruments and apparatus * Operation Theatre practice | Observation  Written  Oral  Third party report |
| 1. Pack and sterilize Operation Theatre instruments | * Types of sterilization   + Packing techniques | Observation  Written  Oral  Third party report |
| 1. Store Operation Theatre instruments and apparatus | * Storage of Operation Theatre instruments and apparatus * Maintaining Operation Theatre instruments storage records * Principles of Operation Theatre instruments storages * Operation Theatre Storage methods, techniques and structures | Written  Oral  Observation  Third party report |
| 1. Evaluate care of instruments and apparatus in Operation Theatre | * + Testing of Operation Theatre instruments and apparatus functionality   + Care and maintenance of various Operation Theatre instruments and apparatus   + Waste disposal   + Referral of dysfunctional instruments and apparatus   + Preparation of Operation Theatre instrument report | Oral  Observation  Written  Third party report |

**Suggested Methods of Delivery:**

* Instructor lead facilitation of theory
* Practical demonstration of tasks
* Practice by trainee
* Simulation/Role play
* Group Discussion

**List of Recommended Resources**

|  |  |  |
| --- | --- | --- |
| * Computer * Tool box * Medical PPEs * Decontaminant * Operation Theatre instruments | * Antiseptic * Operation Lights * Recording materials/computers * Operation Theatre apparatus | * Safety boxes * Adominal packs * Waste bins * Cleaning materials |

# PROVISION OF PERIOPARATIVE THEATRE

# TECHNICAL SERVICES

**UNIT CODE:** HE/CU/TT/CR/04/6/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Provide Perioperative Theatre Technical Services

**Duration of Unit:** 150 hours

**Unit Description**

This unit describes the competencies required to provide Perioperative Theatre Technical Services which involves testing, operating and organizing surgical instruments and apparatuses.

**Summary of Learning Outcomes**

1. Prepare to provide Perioperative Theatre Technical services
2. Perform Perioperative Theatre Technical services
3. Evaluate Perioperative Theatre Technical services
4. Wind-up Perioperative Theatre Technical services

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Prepare to provide Operation Theatre Technical services | * + Safety practices in Perioperative Theatre   + Standard operating procedures   + Aseptic techniques * Perioperative Theatre layout * Perioperative Theatre instruments and apparatus * Perioperative Theatre supplies * Types of surgeries   + Decontamination   + Basic anaesthesia   + Basic pharmacology in theatre   + Perioperative Theatre ethics   + Identification and reporting of faulty Operation Theatre apparatus | Observation  Written  Oral  Third party report |
| 1. Perform Operation Theatre Technical services | * + Adjustment of operating table   + Anaesthetic machines and their operation   + Suction machine and its operation   + Diathermy machine and its operation   + Lighting in operation theatre   + Endoscopy/colonoscopy machine and their operation   + Scopes and their operation   + Operation Theatre accessories and appliances and their use | Observation  Written  Oral  Third party report |
| 1. Evaluate Operation Theatre Technical services | * + Operation Theatre maintenance procedures   + Referral of faulty equipment and apparatus   + Monitoring and evaluation in Operation Theatre | Oral  Observation  Written  Third party report |
| 1. Wind-up Operation Theatre Technical services | * + Decontamination in Operation Theatre instrument and apparatus   + Re-arrangement of theatre room   + Referral of faulty equipment and apparatus   + Documentation of Operation Theatre technical service | Oral  Observation  Written  Third party report |

**Suggested Methods of Delivery:**

* Instructor lead facilitation of theory
* Practical demonstration of tasks
* Practice by trainee
* Simulation/Role play
* Group Discussion

**List of Recommended Resources**

|  |  |  |
| --- | --- | --- |
| * Face mask * Gloves * Goggles * Theatre caps * Safety shoes/boOperation Theatre s * Patient’s gown * Surgical spirit * Decontaminant * Clamps * Patient monitors * BP machine * Stethoscope * Thermometers | * Disposable gowns * Mackintosh * Operation table * Trolleries * Trays * Antiseptic * Stools * Retractor * Toniquet * Branula * Syringes &Needles * Operation Lights * Scopes | * Safety boxes * Gauze * Adominal packs * Swabs * Waste bins * Polythine bags * Artery Forceps * Assorted scissors * Specimen containers * Specimen preservertive * Cleaning materials * Recording materials/computers |

# EXECUTION OF PERIOPERATIVE THEATRE ADMINISTRATIVE SERVICES

**UNIT CODE:** HE/CU/TT/CR/05/6/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Execute Perioperative Theatre Administrative Services

**Duration of Unit:** 200 hours

**Unit Description**

This unit describes the competencies required to execute Perioperation Theatre administrative services. It involves implementation of Perioperation Theatre policies and performing administrative duties. It also entails the day to day running of Perioperation Theatre facility.

**Summary of Learning Outcomes**

1. Plan administrative duties in Perioperation Theatre
2. Provide supervisory services in Perioperation Theatre
3. Implement Perioperation Theatre policies
4. Provide liaison services in Perioperation Theatre
5. Monitor and evaluate delivery of Perioperation Theatre services

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Plan administrative duties in Operation Theatre | * Basic Principles of administration * Workplace policy compliance * SOPs * Resources in Operation Theatre Administrative skills | Observation  Written  Oral  Third party reports |
| 1. Provide supervisory services in Operation Theatre | * Resource management   + Human   + Time   + Finance   + Materials and supplies | Observation  Written  Oral  Third party reports |
| 1. Implement Operation Theatre policies | * Environmental laws and regulations * HR policies and regulations * Labour laws and regulations * Resources management policy * Development of Strategic Plans * Execution of strategic plan | Written  Oral  Observation  Third party reports |
| 1. Provide liaison services in Operation Theatre | * Organizational structure * Public relations * Interpersonal skills * Medico-legal aspects in Operation Theatre | Oral  Observation  Written  Third party reports |
| 1. Monitor and evaluate delivery of Operation Theatre services | * Monitoring and evaluation (M&E) * Customer satisfaction surveys * Performance evaluation * Development and use of M&E Tools * Collecting and analysing M&E data * Investigative skills * Critical thinking * Report writing in Operation Theatre | Oral  Observation  Written  Third party reports |

**Suggested Methods of Delivery**:

* Instructor lead facilitation of theory
* Practical demonstration of tasks
* Practice by trainee
* Simulation/Role play
* Group Discussion

**List of Recommended Resources**

|  |
| --- |
| * Human * Computers * Stationery * Telephone * Internet services * Relevant policy, acts and regulations |

# MANAGEMENT OF PERIOPERATIVE THEATRE RESOURCES

**UNIT CODE:** HE/CU/TT/CR/06/6/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Manage Perioperative Theatre Resources

**Duration of Unit:** 150 hours

**Unit Description**

This unit describes the knowledge, skills and attitudes required to manage Perioperation Theatre resources. It involves planning, organizing, directing and controlling Perioperation Theatre resources and activities. It also involves documenting Perioperation Theatre resources.

**Summary of Learning Outcomes**

1. Plan and Prepare to Manage Perioperation Theatre resources
2. Organise Perioperation Theatre resources
3. Direct Perioperation Theatre resources
4. Control Perioperation Theatre resources
5. Document Perioperation Theatre resources

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Prepare to manage Perioperation Theatre resources | * Basic management * Management theories * Perioperation Theatre resources * Theatre layout * Resource mobilization | Observation  Written  Oral  Third party report |
| 1. Organise Perioperation Theatre resources | * Staffing procedures/recruitment procedures * Resource allocation * Organization structure/protocol * Communication methods * Ethics in PT | Observation  Written  Oral  Third party report |
| 1. Direct Perioperation Theatre resources and activities | * Interpersonal skills * Employment Act * Work place policies * Law and Labour regulations * Leadership skills | Written  Oral  Observation  Third party report |
| 1. Control Perioperation Theatre resources | * Resource management * Medical legal aspects in Perioperation Theatre * Creative and Critical thinking * Basic monitoring and evaluation * Observation skills * Interviewing skills * Investigative skills | Written  Oral  Observation  Third party reports |
| 1. Document PT resources | * Records keeping in PT * Inventories in Operation Theatre | Written  Oral  Observation  Third party reports |

**Suggested Methods of delivery**

1. Instructor led facilitation theory
2. Practical demonstration
3. Simulation/role play

4. Group discussions

5. Trainee practical

**List of Recommended Resources**

|  |  |
| --- | --- |
| * Face mask * Gloves * Goggles * Computers /Internet services * Telephone * Relevant policy, acts and regulations | * Tables/Chairs/benches/Stools * Lockable shelves * Trolleries * Trays * Antiseptic * Safety boxes * Stationery |

# PARTICIPATION IN PERIOPERATIVE THEATRE

# CLINICAL SERVICES

**UNIT CODE:** HE/CU/TT/CR/07/6/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Participate in Provision of Perioperative Theatre Clinical Services.

**Duration of Unit:** 300 hours

**Unit Description**

This unit describes the competencies required to participate in provision of Perioperation Theatre Clinical Services. It involves preparing emergency trolley, undertaking patients’ and procedure verification, patient wheeling, assisting in inducing, monitoring and reversal of the patient.

**Summary of Learning Outcomes**

1. Prepare for Perioperation Theatre clinical services
2. Assist in Perioperation Theatre clinical services
3. Evaluate Perioperation Theatre clinical services
4. Wide-up Perioperation Theatre clinical services

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Prepare for Perioperation Theatre clinical services | * + Basic pharmacology   + Emergency trolley and its purpose   + Preparation of emergency trolley   + Use of drugs in the emergency trolley   + Uses of drugs in the drug trolley   + Preparation of drug trolley   + Aseptic techniques   + Patient Identification   + Preparation of operation table   + Types of surgeries   + Basic anaesthesia   + Preparation of induction and reversal materials   + Safety practices in Perioperation Theatre   + Theatre Layout | Observation  Written  Oral |
| 2.Assist in Perioperation Theatre clinical services | * Verification and reception of patients in theatre * Wheeling of patients to the PT table * Positioning of patient on the PT table * Anaesthetics and handling of anaesthetic materials * Patient monitoring techniques * Patient reversal materials and their use * Prepping and draping the patient * Basic Human anatomy and physiology in anaesthesia * Basic nursing skills * Perioperation Theatre Ethics | Observation  Written  Oral |
| 3.Evaluate Perioperation Theatre clinical services | * Peri-Operative Monitoring * Reporting patient’s condition | Written  Oral  Observation |
| 4.Wind-up Perioperation Theatre clinical services | * Re-arranging the Operation Theatre * Documentation of patients’ condition * Specimen handling * Decontamination * Types of wastes in Operation Theatre and respective disposal methods * Last offices services in Operation Theatre | Oral  Observation  Written |

**Suggested Methods of Delivery:**

* Instructor lead facilitation of theory
* Practical demonstration of tasks
* Practice by trainee
* Simulation/Role play
* Group Discussion
* Individual assignment

**List of Recommended Resources**

|  |  |  |
| --- | --- | --- |
| * Face mask * Gloves * Goggles * Theatre caps * Safety shoes/boOperation Theatre s * Patient’s gown * Surgical spirit * Decontaminant * Clamps * Patient monitors * BP machine | * Disposable gowns * Mackintosh * Operation table * Trolleries * Trays * Antiseptic * Stools * Retractor * Toniquet * Branula * Syringes &Needles * Operation Lights | * Safety boxes * Gauze * Adominal packs * Swabs * Waste bins * Polythine bags * Artery Forceps * Assorted scissors * Specimen containers * Specimen preservertive * Stethoscope * Thermometers |