

# Certificate in Nursing Assistant

## 12 Month

### PAPER 1

FUNDAMENTALS OF NURSING, PHARMACOLOGY AND MICROBIOLOGY

### PAPER 2

ANATOMY AND PHYSIOLOGY, SOCIOLOGY, PSYCHOLOGY AND FIRST AID



### PAPER 1

### FUNDAMENTALS OF NURSING

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- ◆ A DEFINITION OF NURSING
  - ◆ B PRINCIPLES OF NURSING
  - ◆ C DEVELOPMENT OF NURSING
  - ◆ D ETIQUETTE'S OF NURSING PROFESSION
  - ◆ E ETHICS OF NURSING
  - ◆ F DUTIES AND RESPONSIBILITIES OF A NURSE
  - ◆ G QUALITIES OF A NURSE
  - ◆ H THE NURSE AND LEGISLATION
  - ◆ I INTRODUCTION OF NURSING
    - > A GENERAL VIEW
    - > ORIGIN OF NURSING
    - > GOALS AND SCOPE OF NURSING
    - > INTER PERSONAL RELATIONSHIPS
    - > BASIC NURSING PRINCIPLES
    - > NURSING PROCEDURES & NURSING TECHNIQUES
    - > IMPORTANT FACTORS OF A PROCEDURE
    - > NEEDED STEPS OR STAGES OF A PROCEDURE
  - ◆ J HOSPITAL
    - > FUNCTIONS OF HOSPITAL
    - > TYPES OF HOSPITALS
    - > HOSPITAL HOUSE KEEPING
    - > PRINCIPLES OF HOUSE KEEPING
    - > CARE OF CLOTHES, PILLOWS, MATTRESS
    - > CARE OF FURNITURE
    - > CARE OF SANITARY UNITS
    - > PLACE OF PATIENT IN THE HOSPITAL
    - > ENVIRONMENTAL HYGIENE
    - > PERSONAL HYGIENE-ORAL HYGIENE, SKIN CARE, HAIR BATH, BODY BATH, HAIR CARE, CARE OF EYE, EAR PERINEAL CARE
    - > MICRO ORGANISMS AND DISEASE TRANSMISSION
    - > IMPORTANT OF CLEANLINESS AND CLEANING AGENTS
  - ◆ K BASIC NURSING CARE NEEDS OF THE PATIENT
    - > PSYCHOLOGICAL, SOCIAL & SPIRITUAL NEEDS
    - > PHYSICAL COMFORT
    - > HYGIENIC NEEDS
    - > NUTRITIONAL NEEDS
    - > ELIMINATION NEEDS
    - > OBSERVATION
    - > MEDICATION NEEDS
    - > GIVING AND TAKING OF BED PAN
    - > GIVING AND REMOVING URINAL
    - > CONSTIPATION - DEFINITION
    - > CAUSES OF CONSTIPATION
  - ◆ L HOT AND COLD APPLICATIONS-HOT WATER BAG, FOMENTATION, DIFFERENT TYPES OF FOMENTATION, ICE BAG, COLD COMPRESS, COLD SPONGE
  - ◆ M ENEMA-DIFFERENT TYPES OF ENEMA, PURPOSE OF ENEMA
    - > EVACUANT ENEMA
    - > SIMPLE ENEMA
    - > MEDICATED ENEMA
    - > PURGATIVE
    - > ANTHELMINTIC
    - > OIL ENEMA
    - > ENEMA
      - > ASTRINGENT
      - > CARMINATIVE ENEMA
      - > RETAINED ENEMA
      - > NUTRIENT
      - > EMOLLENT
      - > STIMULANT
      - > SEDATIVE
      - > ENEMA
      - > ANAESTHETIC ENEMA

**PAPER 1****PHARMACOLOGY**

- A DEFINITION
- B DRUGS
- C PHARMACY – SOURCE OF DRUGS-FORMS OF DRUGS
- D ROUTES OF ADMINISTRATION
- E VARIOUS TYPES OF DRUGS-CLASSIFICATION  
ADVANTAGES AND DISADVANTAGES OF DRUG
- F DOSE-DEFINITION
- G MINIMUM DOSE
- H MAXIMUM DOSE – OVER DOSE
- I ORAL ADMINISTRATION
- J PURPOSE OF ADMINISTRATION
- K METHODS OF ADMINISTRATION

- L CALCULATING DOSAGE
- M DOMESTIC MEASUREMENT
- N METRIC SYSTEM
- O TABLE MEASURE
- P INJECTION-DEFINITION
- Q PURPOSE OF INJECTION
- R COMMON DANGERS OF INJECTION
- S DIFFERENT ROUTES
- T INFUSION
- U SPECIAL POINTS TO BE REMEMBERED

**PAPER 1****MICROBIOLOGY**

- A INFECTION – DEFINITION
- B STERILIZATION – DISINFECTION
- C METHODS OF TRANSMISSION OF DISEASES
- D IMMUNITY-DEFINITION –TYPES
- E BACTERIA-COMMON BACTERIA
- F VIRUSES-DEFINITION SMALL POX VIRUS, CHICKEN  
POX VIRUS, MEASLES, POLIO, AIDS VIRUSES

**PAPER 2****ANATOMY**

- A GENERAL ANATOMY OF HUMAN BODY
- B SYSTEMS OF BODY
- C FUNCTIONS OF EACH SYSTEM
- D DISEASES CAUSED TO EACH SYSTEM
- E CARE OF EACH SYSTEM

**PAPER 2****PSYCHOLOGY**

- A PSYCHOLOGY – DEFINITION
- B PSYCHOLOGY OF SICK PERSON
- C NEED FOR PSYCHOLOGICAL SUPPORT TO SICK PERSON
- D MENTAL ADJUSTMENT OF INDIVIDUALS
- E CARE OF MENTALLY RETARDED & INSANE PERSONS

**PAPER 2****ANATOMY**

- A HUMAN BODY
- B FUNCTION OF EACH ORGAN
- C DISORDERS OF ORGAN

**PAPER 2****FIRST AID**

- A FIRST AID – DEFINITION
- B FIRST AIDER-DEFINITION DUTIES & RESPONSIBILITIES
- C ARTIFICIAL RESPIRATION
- D ELECTRIC SHOCK, BURNS, SCALDS, SHOCK
- E CONTROL OF BLEEDING, UNCONSCIOUSNESS
- F BLEEDING FROM NOSE & EAR, EPILEPTIC FITS
- G FRACTURES & INJURIES, DISLOCATION, HIGH FEVER
- H SOMETHING GET STRUCK IN THE THROAT
- I DROWING
- J INSECT BITE
- K DOG BITE
- L SNAKE BITE
- M FOOD POISONING
- N CHEMICAL POISONING

**PAPER 2****SOCIOLOGY**

- A DEFINITION OF SOCIOLOGY AND SOCIAL PROBLEMS
- B HOW ILLNESS AFFECT SOCIETY
- C ROLE OF SOCIETY IN PREVENTING EPIDERMIC DISEASES