

**STATE COUNCIL OF MEDICAL  
SCIENCES ODISHA**



**CERTIFIED WARD TECHNICIAN  
(CWT)**

# Syllabus for Certified Ward Technician

This program is aimed at training candidates for the job of a "Ward Technician", in the "Healthcare" Sector/Industry and aims at building the following key competencies amongst the learner

**After completing this programme, participants will be able to:**

- Discuss & verbalize the role of a basic healthcare provider
- Demonstrate techniques to maintain the personal hygiene needs of a patient
- Practice infection control measures
- Demonstrate the ability to perform clinical skills essential in providing basic healthcare services
- Promote safety, understand usage of protective devices and demonstrate precautions to be taken while usage of Oxygen
- Demonstrate professional behavior, personal qualities and characteristics of a Ward Technician.
- Demonstrate right methods of bio medical waste management
- Demonstrate Basic Life Support, Cardio Pulmonary Resuscitation and other actions in the event of medical and facility emergencies
- Demonstrate good communication, communicate accurately and appropriately in the role of Ward Technician and demonstrate professional appearance and demeanor

This course encompasses 21 out of 21 National Occupational Standards (NOS) of "Ward Technician" Qualification Pack issued by "SCAMSO: State Council of Allied Medical Sciences, Odisha".

S.N O	Module	Key Learning Outcomes	Equipment Required
1	<b>Introduction to Healthcare Systems</b> <b>Theory Duration</b>  <b>Practical Duration</b>	<ul style="list-style-type: none"><li>• Basic understanding of Healthcare Service Providers (primary, secondary &amp; tertiary)</li><li>• Basic understanding of services offered to patients in a hospital</li><li>• Basic understanding of various departments in the hospital</li></ul>	Self learning and understanding Mannequin, chart and poster demonstration, heart impressions for easy learning and understanding

2	<p><b>Broad functions of Ward Technician (WT)</b></p> <p><b>Theory Duration</b></p> <p><b>Practical Duration</b></p>	<ul style="list-style-type: none"> <li>• To develop broad understanding of the functions to be performed by WT</li> <li>• Understand the functions to be performed by WT during admission and discharge of patient</li> <li>• To develop understanding of Patient Comforts and Safety</li> <li>• To understand the daily care need of patient</li> <li>• Understand the Role of WT while transporting sample /drug of the patient</li> <li>• Understand the importance of providing assistance to the patient whenever required</li> <li>• Understand the importance of observing patient needs and providing assistance to the patient while admission and discharge</li> <li>• Understand the importance of cleaning/sterilization/ disinfection of hospital premises and medical equipment's under supervision</li> <li>• Understand the need for keeping medical equipment , connections, wiring, tubing including medical gases connectors in good condition and ready for patient use under supervision</li> <li>• Knowledge of various routes of drug administration</li> <li>• Sensitization on importance of drug dosage</li> <li>• To develop broad understanding for providing support to patient while feeding normally or assisted devices (Ryle's tube)</li> <li>• Demonstrate steps involved while dressing the patients</li> <li>• Describe the difference in procedure of dressing in special situations like physical disability, infant, un-conscious patients, etc.</li> <li>• Provide for the patient's daily care</li> <li>• Understand the Role of WT while transporting sample /drug of the patient</li> </ul>	<p>Mock environment of clinic and hospital environment, home care setups with home based articles, family planning methods, emergency kits etc, sample drug</p>
3	<p><b>Introduction to Human Body-Structure &amp; Function</b></p>	<ul style="list-style-type: none"> <li>• Understanding different parts of body</li> <li>• Understanding different systems of body</li> <li>• Understanding different positions of body</li> </ul>	<p>Mannequin, charts, demonstration kits of different body parts</p>

4	<b>Personnel Hygiene &amp; Professional Behaviour</b>  <b>Theory Duration</b>  <b>Practical Duration</b>	<ul style="list-style-type: none"> <li>• To develop understanding of the concept of Healthy Living</li> <li>• To develop understanding &amp; procedures of Hand Hygiene</li> <li>• To develop techniques of Grooming</li> <li>• To be equipped with Techniques of Use of PPE</li> <li>• To be vaccinated against common infectious diseases</li> <li>• How to maintain peaceful environment</li> <li>• Learn General and Specific etiquettes to be observed on duty</li> </ul> <p>Describe the importance of conservation of resources in medical facility</p>	Patient daily care articles, PPE, vaccination, hand hygiene techniques
5	<b>Bio Medical Waste Management</b>  <b>Theory Duration</b>  <b>Practical Duration</b>	<ul style="list-style-type: none"> <li>• To gain understanding of importance of proper and safe disposal of bio-medical waste &amp; treatment</li> <li>• To gain understanding of categories of bio-medical waste</li> <li>• To learn about disposal of bio-medical waste – colour coding, types of containers, transportation of waste, etc.</li> <li>• To gain broad understanding of standards for bio- medical waste disposal</li> <li>• To gain broad understanding of means of bio-medical waste treatment</li> </ul>	Different coded color bins, different variety of bio medical waste management, Visit to treatment plan of bio medical waste etc
6	<b>Emergency Medical Response</b>  <b>Theory Duration</b>  <b>Practical Duration</b>	<ul style="list-style-type: none"> <li>• Describe chain of survival</li> <li>• Demonstrate Cardio Pulmonary Resuscitation(CPR)</li> <li>• Rescue of a child</li> </ul>	Emergency situations, crash cart trolley, O2 cylinder etc
7	<b>Body Mechanics</b>  <b>Theory Duration</b>  <b>Practical Duration</b>	<ul style="list-style-type: none"> <li>• Learn the kinetics of joints and movements</li> <li>• Learn mechanisms that affect movements in human body</li> <li>• To understand general principles of movements and to learn the</li> <li>• To understand the process and precaution to be taken care of while transferring the patient</li> </ul>	Mannequin, charts, demonstration kits of different body mechanics, internet use

8	<b>Positioning/ Transferring / Mobility of patients</b>  <b>Theory Duration</b>   <b>Practical Duration</b>	<ul style="list-style-type: none"> <li>• Describe importance of positioning for a patient in treatment and recovery</li> <li>• Introduction to various types of position</li> <li>• Learn various kinds of means available for transferring patients</li> <li>• Describe care to be taken while transferring patient</li> <li>• Understand usage of Wheel chair, stretcher, shifting of patient from bed to stretcher, stretcher to Operation Theatre table Etc., and in special situations</li> <li>• Understand importance of physical moments for well being.</li> <li>• Describe usage of modes used for mobility and their maintenance</li> <li>• Describe care while patient is walking or using assisted devices</li> </ul>	Mannequin, charts, demonstration kits of different body mechanics & positions & internet use, stretcher, wheelchair, trolley, patient assisted devices
9	<b>Observing and Reporting</b>  <b>Theory Duration</b>   <b>Practical Duration</b>	<ul style="list-style-type: none"> <li>• Understand the importance of observing and reporting to authority for said or unsaid findings, if any</li> <li>• Understanding the importance of verbally informing the person in authority</li> </ul>	Use of internet to adopt best practices across the world for professional etiquettes, Sample forms and feedback forms
10	<b>Consent, Documentation &amp; Records</b>  <b>Theory Duration</b>   <b>Practical Duration</b>	<ul style="list-style-type: none"> <li>• Understand guidelines for documentation</li> <li>• Learn various types of records of importance for Patient Care Assistant</li> <li>• Understand use and importance of records and consent taking</li> <li>• Understand abbreviations and symbols</li> <li>• Enter, transcribe, record, store, or maintain information in written or electronic/magnetic form</li> </ul>	Sample forms and feedback forms
11	<b>Patient's Rights &amp; Environment</b>   <b>Theory Duration</b>   <b>Practical Duration</b>	<ul style="list-style-type: none"> <li>• Describe necessary arrangements to ensure patient safety and comfort</li> <li>• Understand sensitivities involved in patient's right</li> <li>• Learn WT role in maintaining patient's rights</li> </ul>	internet use to learn patient rights



15	<b>Fall Prevention</b> <b>Theory Duration</b>  <b>Practical Duration</b>	<ul style="list-style-type: none"> <li>Describe standards for prevention of patient's fall</li> <li>Describe care to be taken to avoid fall in high risk patients</li> <li>Describe measures to be taken to prevent falls</li> <li>Describe action in event of a fall incident</li> </ul>	Mannequins, patient protection and assisted devices
16	<b>Mortuary Management</b> <b>Theory Duration</b>  <b>Practical Duration</b>	<ul style="list-style-type: none"> <li>Learn Managing last offices</li> <li>Packaging dead bodies in case of non communicable and communicable diseases</li> </ul>	Dead body kind mannequin, bed sheets, bandages, cotton, disinfectants
17	<b>Special Procedures</b> <b>Theory Duration</b>  <b>Practical Duration</b>	<ul style="list-style-type: none"> <li>To understand the role of PCA during Special Procedure while assisting nurse/physician</li> </ul> <ol style="list-style-type: none"> <li>Application of heat and cold</li> <li>Administering Oxygen</li> <li>Suctioning</li> <li>Catheterization</li> <li>Intravenous Observations</li> <li>Enema</li> <li>Specimen collection</li> <li>Medicine dispensing</li> </ol>	O2 cylinder, suction kit, catheter, specimen, Ryle's tube, suction apparatus, heat and cold application methods Patient safety tools such as wheel chairs, trolleys, side rails, PPE, First Aid kit, Betadine, cotton, bandages, sanitizers, disinfectants etc.
18	<b>Role of Ward Technician - Sanitation, Safety &amp; First Aid</b>  <b>Theory Duration</b>  <b>Practical Duration</b>	<ul style="list-style-type: none"> <li>Describe common emergency conditions and what to do in medical emergencies</li> <li>Describe basics of first aid</li> <li>To develop understanding and precautions to ensure self safety</li> <li>Provide care to the patients while moving.</li> <li>Demonstrate the use of protective devices (restraints, safety devices)</li> <li>Practice safe methods while using medical gases in hospital (if any)</li> </ul>	Hand sanitizers, PPE, Hand washing techniques, sterilizer, disinfectants etc

19	<b>Infections control and prevention</b>  <b>Theory Duration</b>  <b>Practical Duration</b>	<ul style="list-style-type: none"> <li>• Identification of deviation from normal health</li> <li>• Explain Hospital borne infections</li> <li>• Explain practices to curb the disease</li> <li>• Explain different types of Spillages and their management</li> </ul>	Crash cart, emergency codes, fire extinguisher
20	<b>Institutional Emergencies, Fire safety and &amp; security</b>  <b>Theory Duration</b>  <b>Practical Duration</b>	<ul style="list-style-type: none"> <li>• Learn actions to be initiated in case of fire</li> <li>• Describe how to use fire extinguisher</li> <li>• Understand suspicious behavior of individuals and tracking the same.</li> </ul>	Crash cart, emergency codes, fire extinguisher
21	<b>Emergencies in health care and response to patient call</b>  <b>Theory Duration</b>  <b>Practical Duration</b>	<ul style="list-style-type: none"> <li>• Describe emergencies in Hospital and general conditions</li> <li>• Describe fire emergencies and action to be initiated in fire emergencies</li> </ul>	Crash cart, emergency codes, fire extinguisher
22	<b>Basic Computer Knowledge</b>  <b>Theory Duration</b>  <b>Practical Duration</b>	<b>To gain broad understanding about Application of computers in laboratory Practice</b> <ul style="list-style-type: none"> <li>• Introduction to Computers:</li> <li>• Block diagram</li> <li>• Input and Output devices</li> <li>• Storage devices</li> </ul> <b>Introduction to operating systems</b> <ul style="list-style-type: none"> <li>• Need of Operating systems (OS)</li> <li>• Function of OS</li> <li>• Windows 2000 – Utilities and basic operations</li> <li>• Microsoft office 2000 – MS Word, MS Excel</li> </ul>	Computer with internet facility

23	<b>Soft Skills And Communications</b>  <b>Theory Duration</b>  <b>Practical Duration</b>	<ul style="list-style-type: none"> <li>• Understand Art of Effective Communication</li> <li>• Able to handle effective Communication with Patients &amp; Family</li> <li>• Able to handle effective Communication with Peers/ colleagues using medical terminology in communication</li> <li>• Learn basic reading and writing skills</li> <li>• Learn sentence formation</li> <li>• Learn grammar and composition</li> <li>• Learn how to enhance vocabulary</li> <li>• Learn Goal setting, team building, team work, time management, thinking and reasoning &amp; communicating with others</li> <li>• Learn problem solving</li> <li>• Understand need for customer service and service excellence in Medical service</li> <li>• Understand work ethics in hospital set up</li> <li>• Learn objection handling</li> <li>• Learn Telephone and Email etiquettes</li> <li>• Learn Basic computer working like feeding the data, saving the data and retrieving the data.</li> <li>• Learn to analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently</li> <li>• Learn identification of rapidly changing situations and adapt accordingly</li> <li>• Learn decision making ability</li> <li>• Learn planning and organization of work</li> </ul>	Self learning and understanding
	<b>Total Duration</b>	<b>Unique Equipment Required:</b> Little Anne, Ambu Mask (Adult), AED Trainer with Adult Pad, Pocket Mask, Stop Watch, Oxygen Cylinder, Oxygen Key, Oxygen Cylinder Trolley, Hospital Bed,	
	<b>Theory Duration</b>  <b>Practical Duration</b>	Bedside Locker, Cardiac Table, Bed Sheet, Pillow, Pillow Cover, Blanket, Student Chair, Wheel Chair, Walker, Crutch, Table (3 ft by 6 ft), Cupboard, Stretcher, Cane, Back Rest, Foot Rest, Steel Basin, Bed pan, Urinal (Male & Female), Air Cushion, Sand Bag, Weighing Machine, Fire Extinguisher, Oral Care Set, Steel Tray, Artery Forcep, Dissecting Forcep, Scissor, Nail Cutter, Nail Filer, Splint, Cervical Collar, Spine Board, Steel Plate, Steel Glass, Steel Bowl, Spoon, Steel Jug, Bath Tub, Kidney Tray, IV Stand, Measuring Glass, Measuring Tape, Projector, White Board, Extension Cord, Speaker, Writing Pad, Goggles, Towel, Gown, Gloves (disposable)	

		– packet, Gloves (surgical) – packet, Liquid Soap Bottle, Mask – packet, Shoe Cover – packet, Hair Cap – packet, Mackintosh, Sponge Cloth, Wet Wipes – packet, Comb, Tooth Brush, Toothpaste, Hair Oil, Shampoo Bottle, Bath Soap, Talcum powder, Different Colour Plastic Bags with Dustbins, Urobag, Sample Collection Bottle, Gauze Piece (4X4), Betadine Solution Bottle, Cotton Rolls, Normal Saline Bottle, Micropore, Spatula, Blood Concentrate, Hydrogen Peroxide Bottle, Cleaning Solution (Colin), Syringe destroyer, Syringe Sterilizer, Needle burner, Thermometer, Syringe 50 cc/ml, B.P. Monitoring Machine, Call bell, Enamel basin, Hot Water Bottle, Ice caps, Transfer forceps, Drum, Suction Apparatus, Foley catheter, Euro bags, Suction Catheter, Ryle's tube, Vacutainer (red/black/violet), Tourniquet, Examination table, Rubber sheet, Draw Sheet	
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Theory – 250 Hrs.

Practical / Clinical – 350 Hrs.

Total – 600 Hrs. of classes

At the end of 6<sup>th</sup> month final exam will be held. A candidate has to secure 50% to get the certificate of (CEMGT)

Distribution of Marks

Theory – 40

Clinical / Practical – 50

Internal Assessment – 10

Total – 100

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