



# **PARAMEDICAL COUNCIL OF INDIA**

**CERTIFICATE IN GENERAL  
DUTY ASSISTANT**

**(G.D.A.)  
(G.D.A.)**

**SYLLABUS**

Ch. No.157/1, Near Laxmi Nagar,Metro Station Gate No 1,Vikas Marg,Delhi-92

# PARAMEDICAL COUNCIL OF INDIA

Ch. No.157/1, Near Laxmi Nagar, Metro Station Gate No 1, Vikas Marg, Delhi-92

## CERTIFICATE IN GENERAL DUTY ASSISTANT

### COURSE DURATION:-

- It is 1 year + 3 months internship full time Certificate Course
- ELIGIBILITY:- 10th or equivalent examination from a recognized board with a minimum percentage requirement of 50%
- Candidate must have completed age of 17 years of age as on 31st December of admission year. There is no maximum age limit for the admission.

### ONE YEAR

- 1) **Basic Human Anatomy and Physiology:** Understanding human body mechanics and basic anatomy
- 2) **Patient Care:** Taking daily care of medication, safety, and health of patients, providing psychological support, and ensuring patients' diet is healthy and balanced
- 3) **Basic Nursing Skills:** Learning fundamental nursing procedures and techniques.
- 4) **Emergency Procedures:** Learning emergency response procedures, such as first aid and CPR.
- 5) **Infection Control:** Understanding infection prevention and control measures in healthcare settings.

### **ONE PAPER: SYLLABUS COVERS**

#### 1. BASIC HUMAN ANATOMY AND PHYSIOLOGY

- Understanding the human body's structure and functions
- Study of organs, systems, and their interrelationships
- Basic knowledge of:
  - Skeletal system
  - Muscular system
  - Nervous system

# PARAMEDICAL COUNCIL OF INDIA

Ch. No.157/1, Near Laxmi Nagar, Metro Station Gate No 1, Vikas Marg, Delhi-92

## **CERTIFICATE IN GENERAL DUTY ASSISTANT**

- Circulatory system
- Respiratory system
- Digestive system
- Endocrine system

### **2. PATIENT CARE**

- Providing physical, emotional, and psychological support to patients
- Ensuring patients' safety, comfort, and dignity
- Assisting with:
  - Daily living activities (ADLs)
  - Medication management
  - Nutrition and hydration
  - Elimination and hygiene
  - Mobility and transfers
  - Understanding patient rights and confidentiality

### **3. BASIC NURSING SKILLS**

- Learning fundamental nursing procedures and techniques
- Developing skills in:
  - Vital signs measurement (temperature, pulse, blood pressure, etc.)
  - Wound care and dressing
  - Medication administration (assisting)
  - Catheter care and management
  - Oxygen therapy and suctioning
  - Basic life support (BLS)

### **4. EMERGENCY PROCEDURES**

- Learning emergency response procedures

# PARAMEDICAL COUNCIL OF INDIA

Ch. No.157/1, Near Laxmi Nagar, Metro Station Gate No 1, Vikas Marg, Delhi-92

## **CERTIFICATE IN GENERAL DUTY ASSISTANT**

- Understanding:
- First aid principles
- Cardiopulmonary resuscitation (CPR)
- Automated external defibrillator (AED) use
- Choking relief
- Bleeding control
- Basic life support (BLS)
- Responding to medical emergencies, such as cardiac arrest, seizures, or allergic reactions

### **5. INFECTION CONTROL**

- Understanding infection prevention and control measures
- Learning about:
  - Chain of infection
  - Standard precautions (hand hygiene, PPE, etc.)
  - Transmission-based precautions (contact, droplet, airborne)
- Cleaning and disinfection procedures
- Sterilization and high-level disinfection
- Personal protective equipment (PPE) use

### **Curriculum for Practical: - One Year**

#### **• Admission Procedure –**

- The training holder is expected to have the knowledge and display expertise skills in the field of work like: • Filling the Admission Form • Signing the Consent Note • Taking Vital Signs.

#### **1. Basic Human Anatomy and Physiology –**

- Identifying anatomical structures on a human model or diagram
- Demonstrating understanding of physiological processes through case studies or simulations

# PARAMEDICAL COUNCIL OF INDIA

Ch. No.157/1, Near Laxmi Nagar, Metro Station Gate No 1, Vikas Marg, Delhi-92

## **CERTIFICATE IN GENERAL DUTY ASSISTANT**

### **2. Patient Care –**

- Practicing patient transfer techniques (e.g., wheelchair, bed)
- . Demonstrating proper bathing, grooming, and toileting techniques
- Role-playing effective communication with patients and families

### **3. Basic Nursing Skills –**

- Measuring vital signs (temperature, pulse, blood pressure, etc.) on a mannequin or real patient
- Practicing wound care and dressing techniques
- Demonstrating proper medication administration techniques (e.g., oral, topical)

### **4. Emergency Procedures –**

- Practicing CPR on a mannequin
- Demonstrating proper use of an AED
- Role-playing emergency response scenarios (e.g., cardiac arrest, choking)

### **5. Infection Control –**

- Demonstrating proper hand hygiene techniques
- Practicing donning and doffing PPE (gloves, gowns, masks)
- Cleaning and disinfecting surfaces and equipment

## **BOOK**

**1. LAB TECH ANATOMY AND PHYSIOLOGY – BY DR. N. MURGESH**

**2. LAB TECH COMMUNITY HEALTH – BY DR. N. MURGESH**

**3. LAB TECH GENERAL BIOCHEMISTRY – BY DR. DINESH KUMAR SHUKLA,**

**DR. N. MURGESH**

**4. LAB TECH CLINICAL BIOCHEMISTRY - BY DR. DINESH KUMAR SHUKLA,**

**DR. N. MURGESH**



# PARAMEDICAL COUNCIL OF INDIA

Ch. No.157/1, Near Laxmi Nagar, Metro Station Gate No 1, Vikas Marg, Delhi-92

## **CERTIFICATE IN GENERAL DUTY ASSISTANT**

5. LAB TECH CLINICAL PATHOLOGY - BY DR. N. MURGESH

6. LAB TECH HISTOPATHOLOGY & CYTOPATHOLOGY -

BY DR. DINESH KUMAR SHUKLA, DR. N. MURGESH

7. LAB TECH HAEMATOLOGY - BY DR. DINESH KUMAR SHUKLA, DR. N. MURGESH

8. LAB TECH BLOOD BANKING - BY DR. N. MURGESH

9. LAB TECH MICROBIOLOGY I - BY DR. DINESH KUMAR SHUKLA, DR. N. MURGESH

10. LAB TECH MICROBIOLOGY II - BY DR. DINESH KUMAR SHUKLA, DR. N. MURGESH

