JobWISE - Healthcare

General Duty Assistant (GDA)

CATALOGUE
Introduction

After surveying employers and learners, it was found that one of the most common entry-level job-roles in the Healthcare sector is General Duty Assistant (also known as Nursing Assistant or Nursing Aide).

This course aims to equip learners with skills to be ready for this job-role.

The course also covers a selection of core employability skills, which are specifically recommended for individuals interested in joining the Healthcare workforce, such as Healthcare Communication and protocol related to Healthcare HES (Health, Environment and Safety).
General Duty Assistant

A General Duty Assistant is expected to perform duties related to:

- Patients’ daily care, comfort, safety and health needs
- Maintaining a suitable environment for patients
- Ensuring that a healthy and well-balanced diet is fed to the patients

This module is targeted towards learners who aspire to gain skills and basic know-how to be competent at this entry-level job-role.
General Duty Assistant

- Patient Care-Perineal Care
- Assisting Patient to Dress
- Patient Care-Bed Sore Management
- Assisted Feeding
- Patient Nutrition
- Assisted Toileting
- Catheterization
- Enema and Suppositories
- Bed to Wheelchair
- Assisting Patients to Walk
- Patient Positioning
- Bed Making-Occupied Bed
Bed Making-Unoccupied Bed
Patient Monitoring and Reporting
Vital Signs-Taking Blood pressure
Vital Signs-Taking Temperature
Vital-Signs-Pulse
Vital Signs-Respiration

General Duty Assistant

- Vital Signs-Height and Weight
- Blood Glucose Monitoring
- Electrocardiogram
- Vital Pulse Oximetry
- Patient Rights
- Transportation of Documents and Material
- Care of Dead Body
- Roles and Responsibilities of a GDA
- Oral and other Medication
- Subcutaneous Injection
Communicating with empathy and respect, is a crucial skill that every healthcare worker must be equipped with. This entails dealing with patient anxiety, giving difficult news to patients and their families, phone etiquette, dealing with patient admission/transfer/discharge, and various other such skills that learners can gain through this module.
Healthcare Communication

- Communicating With Visitors
- Explaining Prescriptions
- Breaking Bad News
- Telephone Etiquette
- Patient Transfer
- Patient Admission
- Patient Orientation

- Discharge
- Empathy with Patients
- Professional Etiquette
- Working with Patients Co-workers and Supervisors
- Dealing with Patient Anxiety
- Patient Safety
Healthcare HES (Health, Environment and Safety)

Hazards and accidents in the healthcare environment are fairly common and could inflict significant damage to persons and businesses. This module on Healthcare HES will enable healthcare employees to gain a basic understanding of environment and safety protocols, while working within the healthcare industry.
Biomedical Waste Disposal

Hand washing

Patient Room Cleaning

Cleaning and Maintaining Medical Equipment

Linen and Laundry Care

Gloving

Healthcare HES

Gowning

Hand scrubbing

Standard Precautions

Sexual Harassment

Discrimination

Electric Shock
Healthcare HES

- Choking
- Fainting
- Seizures
- Basic Life Support
- Pollution
- Burns

General Code of Conduct
Information Governance
Waste Management
Hazardous Materials
Maintaining Inventory