

Post Graduate Diploma in Physician Assistance

TRIMESTER I

Objectives:

At the end of the course, the candidate will –

1. Acquire the updated knowledge what are the basic responsibilities of a physician and what are the core activities
2. Will be able to communicate effectively through the system as well as by person.
3. In addition to it, the student will be briefed on detailed anatomy and physiology.
4. Also the student will be updated about pathological investigations as well as basic microbiology and infection control practices.

Syllabus:

1. Importance of Language in Communication: Structure of English and Common Errors; Pronunciation; common mispronunciations, Medical vocabulary: active and passive.
2. Verbal Communication: Listening Comprehension, Speech sounds in English, Mother Tongue Influence, Writing for a specific purpose: business letters, summarizing and expansion, technical writing.
3. Non- Verbal Communication: Kinetics: Proxemics, Paralanguage, Communication and Etiquette.
4. Interpersonal Communication: Client interaction, interaction with subordinates and superiors, Formal and Informal Communication.
5. Introduction to Computers: Overview, computers for the individual users, Computers for Organization, Parts of Computer system, Essential Computer Hardware and Software.
6. Interacting with computers: Keyboard , Mouse , Hand net devices, Optical input devices, Audiovisual input devices, Monitors, Printers.
7. Overview of Data Processing, Modern CPUs, Storage devices and Operating systems.
8. Software: Overview of Microsoft Office , Microsoft Word: Laying out a Document, working with documents, Desktop publishing, writing reports and papers.
9. Microsoft excel: Excel Basics, Excel Formulas and Functions, Chart Wizard, Working with Pivot tables.
10. Microsoft Power Point: Creating a Power Point Presentation, customizing the presentation, showing a presentation.
11. Microsoft Access: Creating a Database, Build your own Database tables, sorting, filtering and querying a database, generating reports and mailing labels.

12. Accounting: Types of Accounting, Rules of Debit and Credit, Accounting Principles, Accounting systems, Recording transactions in Journal, Ledger, Trial Accounts, Final accounts, Adjustment entries.
13. Introduction to Tally: Accounting information, Groups, Managing groups, Ledgers, Vouchers in Tally, Configuring vouchers, Displaying vouchers, Predefined vouchers.
14. Introduction to anatomical terms and meanings only.
15. Organization of the Human body.
16. Cell, tissues and systems.
17. Skeletal system.
18. Muscular system.
19. Digestive system.
20. Respiratory system.
21. Circulatory system.
22. Nervous system.
23. Endocrinal system.
24. Reproductive system.
25. Medical Terminology
26. Pathology of Inflammation and Repair
27. Pathology of Nutritional Disturbances
28. Necrosis, Gangrene and putrefaction
29. Circulatory Disturbances
30. Routine Hematological Investigations
31. Pathology of Cardiovascular System.
32. Pathology of Urinary System.
33. Routine Analysis of Urine.
34. Pathology of Nervous System.
35. Pathology of Endocrine System.
36. Tumors.
37. Different methods of Anesthesia: Local , regional , spinal and General Anesthesia.
38. Pharmacology of drugs used in Anesthesia and intensive care.
39. Principles of artificial ventilation CPR, Basic life support, Active life support systems.
40. Oxygen delivery systems and its applications,
41. Principles of arterial blood gas Anesthesia.
42. Pediatric ventilator management.
43. Electrolyte and fluid balance principles.
44. Introduction of diagnostic medical sciences including pathology, Microbiology, Bio chemistry Biochemistry. Collection , storage transportation and processing of specimens: Urine, Stool, Sputum, CSF, pus, Skin scrapings ETC. Familiarization with diagnostic medical sciences Radiology and Imaging processing. Invasive , Non-invasive diagnostic techniques

Trimester II

Objectives:

At the end of the course the candidate will be having practical knowledge of

1. Diagnostic areas and lab medicine
2. Anaesthesia and non cardiac areas functions

Syllabus:

Practical hands on

1. Presentations with the use of visual aid such as Power Point.
2. Conversation.
3. Extempore speech.
4. Role Play.
5. Case studies and situational analysis.
6. Survey and Reporting.
7. Practical experience and simple projects in:
 - MS office.
 - MS word.
 - MS excel.
 - MS Power point
 - MS access.
8. Tally accounting and inventory.
9. Familiarization with Basic Medical Sciences including Anatomy , Physiology, Pharmacology and Community Medicines.
10. Familiarization with Diagnostic medical sciences including Pathology, Microbiology, Biochemistry, Radiology and Imaging procedures.
11. Familiarization of Hospital Procedures Of Admission, Different laboratory Techniques , Nomenclature, Individual Tests, Procedures, Inventory, Consumables, Disposables Etc...
12. General Examination of Patient & History Taking, Ward Management & Equipment Required, Presenting a Case, Doctor patient relation and rights, Infection control and measure, Important symptoms & Signs.
13. Different methods of Anesthesia: Local , regional , spinal and General Anesthesia.
14. Pharmacology of drugs used in Anesthesia and intensive care.
15. Principles of artificial ventilation CPR, Basic life support, Active life support systems.
16. Oxygen delivery systems and its applications,
17. Principles of arterial blood gas Anesthesia.
18. Pediatric ventilator management.
19. Electrolyte and fluid balance principles.
20. Introduction of diagnostic medical sciences including pathology, Microbiology, Biochemistry.
21. Collection , storage transportation and processing of specimens: Urine, Stool, Sputum, CSF, pus, Skin scrapings ETC.
22. Familiarization with diagnostic medical sciences Radiology and Imaging processing.
23. Invasive , Non-invasive diagnostic techniques.

Trimester III

Objectives:

At the end of the course the candidate will be

1. Updated about the common cardiac diseases and it's diagnosis and cure.
2. Understanding the functions and procedures of OT, ICU, Wards and other patient care areas

Syllabus:

1. Operation Theatre : Patient preparation for surgery, Pre-surgical examination, Post surgical care in Recovery and Post-Operative Ward.
2. Operation Theatre : Pulse Oximetry, Defibrillator, Tourniquet, Boyles Apparatus, Nitrous Oxide, Use of CO₂ in OT. Oxygen Therapy, Gas cylinders, Suture Material, Electrocautery.
3. Operation Theatre : Suction Apparatus, Betadine Solution, Staplers, Implant, Microscope Sterilizations of O.T.
4. Operation Theatre : O.T. Scheduling, O.T Stock Record Maintenance, Sterlization of instruments, Infection control, O.T. Administration, Theater common Accidents.
5. Intensive Care : Alpha Bed, Care of unconscious patient, Crash Cart. Intensive care monitoring system, Respiratory care.

6. Intensive Care : Cardiac arrest, Cardiopulmonary resuscitation, cardiorespiratory failure, Mechanical Ventilator C PAP, D.C. shock, Anuria, Oligourea, care for Tracheotomy Difficult Endo Tracheal Intubation, Ryles Tube introduction.
7. Intensive Care : C.V.P, Radial artery cannulations, venepuncture, Life saving Medicines, Critical Care Patient record Maintenance.
8. Intensive Care : Epistaxis, Haemoptesis, Status Asthmaticus, status epilepticus, febrile convulsions.
9. Ward work including :
General Examination of Patient
History Taking
Eyes, Ears, Nose and Throat Examination
Examination For Infection And Foreign Bodies
Examination of Swelling, Lump, Ulcer, Veins and Joints.
- 10 Ward Management & Equipment, Instruments, Presenting a Case, Doctor patient relation and rights, Infection control and measures, Important symptoms & Signs. Care for bedsores.
- 11 Patient estimation and billing
- 12 Admission and Discharge.
- 13 Basic of Administration

Trimester IV, V & VI

Objectives:

At the end of the course the candidate will have the practical knowledge on

1. All the clinical activities in the hospital including Operation theatre, ICU, Wards and other patient related areas
2. Complete exposure to patient administration processes such as admission, billing, discharge and other related areas
3. Will be confident to act as a supportive member in the clinical team

Syllabus:

1. Practical know how about all the activities mentioned in Trimester III

Case Presentation – I Out Patient Management.

1. Introduction of Out patient department
2. Admission and discharge Administration
3. Appointment and 10 cases of Surgical cases collection
4. Hospital Data Collection and Billing procedure
5. Common complications reported.

Case Presentation – II: Critical Care Management

1. Protection of the Patient at the time of cardiac emergencies
2. Functions of handling of patient supportive equipments in critical care area
3. 10 Cases of Cardiac Respiratory Patients.
4. Approach to the emergency pediatric patients
5. Common complications reported

Other case presentation involves:

1. Infection control procedures
2. Hospital management responsibility