

**ADDRESS:**

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**OPTIDENT DENTAL AND TECHNICAL INSTITUTE**  
**Intelligence plus Character**

## NURSE AID (CARE GIVING) COURSE OUTLINE

<b>HCA 301</b>	Introduction to health care set up	<ul style="list-style-type: none"> <li>• Who is a Health Care Assistant?</li> <li>• Major disciplines in health care</li> <li>• Roles of an HCA</li> <li>• Health care departments</li> <li>• Reporting channels</li> <li>• HCA and Home-Based Care</li> </ul>
<b>HCA 302</b>	Making the patients bed	<ul style="list-style-type: none"> <li>• Vacant bed</li> <li>• Occupied bed</li> <li>• Divided bed</li> <li>• Cardiac bed</li> <li>• Orthopaedic bed</li> <li>• Post-operative bed</li> </ul>
<b>HCA 303</b>	Bathing and grooming the patient	<ul style="list-style-type: none"> <li>• Complete bed bath</li> <li>• Partial bed bath</li> <li>• Tub bath</li> <li>• Showering</li> <li>• Grooming</li> <li>• Oral care</li> </ul>
<b>HCA 304</b>	General toileting	<ul style="list-style-type: none"> <li>• Using a commode</li> <li>• Using a bed pan</li> <li>• Using a urinal</li> <li>• Diaper changing</li> <li>• Normal toilet</li> <li>• Documenting the findings</li> </ul>
<b>HCA 305</b>	Moving and handling the patient	<ul style="list-style-type: none"> <li>• Transferring a patient from a bed to a chair and from a chair to a bed</li> <li>• Turning and positioning a patient on the bed</li> <li>• Caring for a patients' skin</li> <li>• Performing passive exercises</li> </ul>
<b>HCA 306</b>	Nutrition	<ul style="list-style-type: none"> <li>• Nutrition</li> <li>• Meal preparation</li> </ul>

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		<ul style="list-style-type: none"> <li>• Feeding the patient orally</li> </ul>
<b>HCA 307</b>	Basic care and management of the patient's condition	<ul style="list-style-type: none"> <li>• Various health conditions and how to handle them</li> <li>• Administration of oral medication</li> <li>• Recording and reporting all findings</li> </ul>
<b>HCA 308</b>	Infection prevention & prevention	<ul style="list-style-type: none"> <li>• Hand washing</li> <li>• Cough and sneezing etiquette</li> <li>• Donning and removing PPEs</li> <li>• Cleaning and disinfecting soiled items</li> <li>• Handling sharps</li> <li>• Carbonizing beds</li> <li>• Sluicing soiled linen and equipment</li> <li>• Dusting surfaces</li> <li>• Waste management</li> </ul>
<b>HCA 309</b>	Devices and equipment care	<ul style="list-style-type: none"> <li>• Devices and equipment used in healthcare</li> <li>• Cleaning and decontamination of equipment</li> <li>• Devices and equipment storage</li> </ul>
<b>HCA 310</b>	Patient safety and environmental safety	<ul style="list-style-type: none"> <li>• Ensuring patient safety on the bed, when walking and when seated</li> <li>• Performing pressure area care</li> <li>• Preventing the patient from extreme exposure to weather conditions</li> <li>• Safety tools and equipment</li> <li>• Maintaining dry, clean and clear floors</li> <li>• Proper lighting</li> <li>• Room ventilation</li> <li>• Walk ways</li> <li>• Fire safety</li> </ul>
<b>HCA 311</b>	Providing basic first aid	<ul style="list-style-type: none"> <li>• First aid</li> </ul>
<b>HCA 312</b>	Providing psychosocial and spiritual support	<ul style="list-style-type: none"> <li>• Engaging a patient</li> <li>• Spiritual nourishment</li> <li>• Back office</li> </ul>
<b>HCA 313</b>	Life skills 1	<ul style="list-style-type: none"> <li>• Professional etiquette</li> <li>• Professional and personal boundaries</li> <li>• Code of conduct</li> <li>• Professional values</li> </ul>
<b>HCA 314</b>	Patient and healthcare workers rights	<ul style="list-style-type: none"> <li>• Patient rights</li> <li>• Answering patient calls</li> </ul>

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		<ul style="list-style-type: none"> <li>• Healthcare workers' rights</li> </ul>
<b>HCA 315</b>	Communication skills	<ul style="list-style-type: none"> <li>• Introduction to Communication</li> <li>• Types of Communication</li> <li>• Process of Communication</li> <li>• Writing Skills</li> </ul>
<b>HCA 315</b>	Life skills 2	<ul style="list-style-type: none"> <li>• Introduction to Life Skills</li> <li>• Self –Esteem</li> <li>• Stress Management</li> <li>• Problem Solving</li> </ul>
<b>HCA 316</b>	Business skills	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Business Activities</li> <li>• Business Opportunity</li> <li>• Starting a Business</li> <li>• Business Ownership</li> <li>• Resources</li> <li>• Business Support Services</li> </ul>
<b>HCA 317</b>	Information communication technology	<ul style="list-style-type: none"> <li>• Introduction to ICT</li> <li>• Operating Systems</li> <li>• Introduction to Word Processing</li> <li>• Introduction to Internet and Email</li> <li>• Presentation Application</li> <li>• Internet And E-mail II</li> </ul>
<b>HCA 318</b>	Attachment/Assessment	

**Course duration 4 months**

**Attachement 1 month**

**Registration Ksh 2000**

**Fee ksh 60,000**

**Scrubs Ksh 4,500**

**Accomodation 15000(optional)**