

Baba Farid University of Health Sciences



Ordinances & Syllabus

Certificate course in Operation Theatre Attendant
(One year Certificate Course)

Faridkot -151203

Ordinances
(Certificate Course in Operation Theatre Attendant)

1. Duration of course

There shall be a course leading to Certificate Course in Operation Theatre Attendant under the Faculty of Medical Sciences. The duration of the course shall be One Year.

2. Eligibility

- a) A person who attains the age of 17 years or more as on 31st of December of the year of admission and has passed the 10th Examination with Science or any recognized examination as equivalent thereto shall be eligible to join the Certificate Course in Hospital Care Attendant.

OR

- b) Any other examination recognized by the Board of Management of this University as an equivalent course / examination thereto, from time to time.

3. Medium of Instructions:

The medium of instruction during the course and examinations shall be English.

4. Examination Schedule:

4.1 The examination shall be held twice a year in the months of May/June and November/December or on such other dates as may be decided by the Board of Management on the recommendation of Faculty of Medical Sciences and Academic Council.

4.2 Normally, the University shall conduct not more than two examinations in a year, for any subject, with an interval of not less than four and not more than six months between the two examinations.

4.3 The last date by which examination forms and fee must reach the Registrar shall be as follows :-

Examinations	without late fee	with late fee of Rs.200/-	with late fee of Rs.500/-	with late fee of Rs.1500/-
May/June	March 1	March 15	March 31	April 15
Nov./Dec.	Sept. 15	Sept. 30	Oct. 15	Oct. 31

Note: Vice-Chancellor may permit acceptance of examination form and fee ten days before the commencement of examination with a late fee of Rs.2000/-. The fee structure is revisable by the University from time to time.

5. **One Year Certificate Course in Operation Theatre Attendant.**

The One Year Certificate Course in Operation Theatre Attendant shall be open to a person who

- a) has been enrolled for a period of one year preceding the examination in affiliated Colleges/Institutions to this University.
- b) has submitted his/her name to the Controller of Examination/Registrar by the Principal of the College/Institutions with the following certificates:-

- i) of having attended separately in theory and practical/clinical not less than 75% percent of the lectures delivered and practicals conducted in each of the subjects prescribed for the examination provided that deficiency in the number of lectures delivered and practicals conducted may be condoned by the Principal to the extent of 10% of the lectures delivered.
- ii) of having secured at least 50% marks of the total marks fixed for internal assessment in each subject, separately, in order to be eligible to appear in all University examinations.
- iii) of good moral character.

Note:

- 1) Internal Assessment shall be submitted to the University at least two weeks before the commencement of theory examinations or within one week from the issuance of Roll Numbers by the University. All the colleges shall adopt uniform criteria for Internal Assessment as follows:-

- a) Attendance above 90% to be acknowledged with 10% extra weight-age for Internal Assessment.
- b) At least two tests to be held in each year in addition to the pre-final (send up) examination. The Internal Assessment should be the average of all awards of these tests taken together.

c) **Criteria for calculation of Internal Assessment**

- | | |
|--|-------|
| 1. House Examinations | - 80% |
| 2. Attendance (above 90%) | - 10% |
| 3. Subject assessment (candidate's conduct and extra curricular participation) | - 10% |

- d) Additional mandatory requirement for Internal Assessment to be observed by all colleges.

- i) All test marks obtained by candidates will be displayed on Notice Boards of respective departments as and when they are awarded.
- ii) All computations of Internal Assessment of the entire class made by the HOD of the department shall be displayed on the notice board of the department showing individual test marks, advantage of all tests, attendance advantage and subjective assessment and the total Internal Assessment thus derived for at least one week before sending the awards to the Principal's office.
- iii) Professor Incharge/HOD preparing Internal Assessment shall certify that the detailed assessment of the entire class has been displayed on the department Notice Board for at least one week prior to its being submitted for onward

transmission to the University and that adequate opportunity has been given to all the students to file any objections and that the same have been addressed satisfactory.

- iv) The Principal forwarding the Internal Assessment to the University shall countersign the above referred certificate of the HOD/Professor Incharge preparing the Internal Assessment.
- e) The re-appear/fail students will be re-assessed every time for the purpose of Internal Assessment.
2. If a candidate fulfils the condition laid down in clause 5 above for one or more subject (s) he/ she may be allowed to take the examination in such subject (s) in which he/ she fulfils the requirements.
3. Every candidate before appearing in First Year Examination must have cleared House Examination securing at least 50 percent marks in both theory as well as practical separately.
- c) The One Year Certificate Course in Operation Theatre Attendant Examination shall be held in Nov/Dec and the supplementary within six months of the Final Examination.
- d) The One Year Certificate Course in Operation Theatre Attendant examination shall be held in the following subjects and candidate shall be required to pass all the subjects:-

Subject Code/ Paper	Subject	Theory	Practical	Internal Assessment	Total Marks
CCOTA-01/ Paper I	Module - I	40	40	20	100
CCOTA-02/ Paper-II	Module - II	40	40	20	100
CCOTA-03 / Paper-III	Module - III	40	40	20	100
	Total	160	160	80	400

- i) Each theory paper shall be of three hours duration.
- ii) The minimum number of marks to pass the examination shall be 50% in theory and 50% in practical including Internal Assessment in each subject separately.
- iii) The candidate who will absent himself/herself from the examination will be deemed to have been failed in that subject.
- iv) A candidate who passes in one or more subjects shall be exempted from appearing in these subject at a subsequent examination, but the candidate must pass the examination in a maximum of three (1+2) +1 (mercy chance on the discretion of Vice-Chancellor), failing which he/she will not be allowed to continue his studies.

7. Grace Marks:

There shall be grace marks up to 5 (five) be given to the best advantage of the students irrespective of Theory or Practical examinations.

8. Appointment of Examiners:

- i) There shall be two examiners –one internal and one external.
- ii) Internal Examiner shall be appointed by annual rotation from amongst the Professor & Head /Professors/Associate Professors and Assistant Professors with at least three years teaching experience. In case of non-availability of Professors/Associate Professors/Assistant Professor in the department the teacher working in another Medical College affiliate to this University, who fulfils the minimum requirements to be an examiner may be appointed as Internal Examiner.
- iii) The examiners shall be appointed by the University from the teachers working in the Medical Colleges affiliated to it, preferably from the colleges where this course is being run, on the recommendations of the Board of Studies in Medical Sciences and Faculty of Medical Sciences.

9. Paper setting and moderation of Question Papers:

The University may get each paper set from External Examiner only. The moderation of question papers may be got done under the directions of the Vice-Chancellor, if necessary.

10. Evaluation of Answer Books:

The answer books shall be got evaluated by putting fictitious roll numbers thereon or spot evaluation (table marking) or any other method under the directions of the Vice-Chancellor.

11. Minimum pass marks:

A candidate shall be declared successful who has obtained a minimum of 50% in theory and 50% in practical including Internal Assessment separately.

A successful candidate on the basis of theory and practical marks taken together shall be classified as under: -

- Second Class** : A candidate obtaining 50% or more marks but less than 60% marks
First Class : A candidate obtaining 60% or more marks
First Class with Distinction : A candidate obtaining 80% or more marks

12. Declaration of Result:

The Registrar/Controller of Examinations shall publish the result after the examination. The candidates shall be issued Detailed Marks Certificate through their Principals of colleges.

13. Award of Certificate:

On successfully passing the One Year Certificate Course in Operation Theatre Attendant, the candidate shall be awarded the Certificate in Operation Theatre Attendant.

SYLLABUS

Certificate Course in Operation Theatre Attendant

INTRODUCTION

About 150 posts of operation theatre Attendants exist in the state of Punjab. Most of these posts at present are occupied by unqualified personnel. Moreover, there is a large potential for increase in the number of these posts for the following reasons:-

There are several 50 bedded Hospitals in Punjab. All of these have operation theatres but no posts of operation theatre attendant have been provided. These will have to be created at some stage.

A large no. of private nursing homes that have come up, have an important role in providing health care to the people of the state. These nursing homes also need qualified and trained Operation Theatre Attendants.

No facilities exist in the state to meet this demand for trained and qualified personnel. At present PGIMER, Chandigarh is the only institution in the region which is running a diploma course for operation theatre attendants but the output of a trained operation theatre attendant is inadequate. By starting a certificate course in operation theatre attendant in Punjab, a pressing need of the health care delivery system in the state will be satisfied.

This course will be run by the Department of Anaesthesia under the overall control of the Principal/ Head of the Institution. The details are as under:-

OBJECTIVES OF THE COURSE

The Operation Theatre Attendants would be a great help in:

- Assisting the surgeons in preparation of the patients for surgery
- Preparing the operation theatre for surgery
- Assist in preparing instruments in the operation theatres
- Assist in shifting of patients before and after surgery
- Assist in taking pre-operative and post-operative care of the patients

EMPLOYMENT OPPORTUNITIES

A Certified Operation Theater Attendant can take gainful employment in following areas:

- Government hospitals.
- Private multi-specialty hospitals.
- Private nursing homes.

*Syllabus***Certificate Course in Operation Theatre Attendant****MODULE 1****Instructions to the Paper Setter**

- a. Question paper will be showing subject code, subject name and total marks on the top of the question paper.
- b. Each question paper of individual subject will be carrying 40 (forty) marks.
- c. There will be 8(eight) questions of 5 (five) marks each.
- d. All the questions will be compulsory.

Syllabus

Certificate Course in Operation Theatre Attendant

MODULE 1

SYLLABUS

- Anatomy:** General terminology & introduction to skeletal cardiovascular, Respiratory, Nervous, Gastro-intestinal & Genitourinary systems.
- Physiology:** Introduction and General considerations of the cardiovascular system, Respiratory, Gastro-intestinal & Genitourinary systems.
- Bacteriology:** Introduction, classification of bacteria, study of common pathogens and Obtaining & handling of specimens.
- Pathology:** Obtaining, Preservation, Handling & transport of the various types of specimens including those of blood, body fluids, secretion, CSF, bone marrow & various tissues.
- Pharmacology:** Pharmacology of disinfecting and antiseptic agent.

Theory lectures covering the following subjects:-

Subjects	Total Duration
Anatomy	5 Hours
Physiology	5 Hours
Bacteriology	4 Hours
Pathology	4 Hours
Pharmacology	4 Hours

Syllabus

CCOTA -02, PAPER II

Certificate Course in Operation Theatre Attendant

MODULE II

Surgery: General surgical techniques, asepsis, disinfection and sterilization, I/v Transfusion, assisting the various types of operations, transport of the Surgical patients, bandaging and application of P.O.P. and splints etc.

Identification and uses of surgical instruments used in the various surgical specialties such as General Surgery, Plastic Surgery, Orthopaedics Surgery, urology surgery, Eye & ENT surgery, Paediatrics surgery, Cardiothoracic and Neuro surgery.

Operating Room Management: Asepsis and aseptic techniques, scrubbing and gowning, care and preparation of gloves & lines, names and use of various instruments and their care, handling, storage & sterilization. Study of sterilizers and boilers, trolley setting for various types of operations and cleaning and disinfections of operating rooms as per details below:-

- Moral aspect of duties of operating room technicians.
- Operating room discipline and asepsis.
- Handling, cleaning and sterilization of surgical instruments such as general surgical, Eye & ENT Gynaecological, urology, Neurosurgery, Orthopaedics, Cardiothoracic & Plastic surgical instruments,
- Handling of sterilized equipment
- Endoscopy equipment its storage maintenance and sterilization.
- Indenting procedures and maintenance of stock registers etc.
- Preparation of instrument packs, linen packs, glove packs, gauze, cotton & sponges etc.
- Principles and techniques of sterilization.
- Study of structure, working and maintenance of heat sterilizers.
- Autoclaving of instruments, linen articles, gloves and other rubber equipment.
- Autoclaving of drums and draps packs.
- Checking of sterilization.
- Setting up of instrument trollies for various surgical procedures such as various general surgery, orthopaedics, cardiothoracic surgery, urology, neurosurgery, plastic surgery, paediatrics surgery, obstetrics & gyanecology, Eye & ENT operations.
- Various suture materials, their sterilization use and storage.
- Use, care, disinfection & maintenance of general operating room equipment such as operating table suction and cautery machine and operating lights.
- Cleaning, disinfection, sterilization and preparation of operating rooms.

Subjects	Total Duration
Surgery	20 Hours
Operation Room Management	60 Hours

Syllabus

CCOTA -03, PAPER III

Certificate Course in Operation Theatre Attendant

MODULE III

Details of Syllabus to be covered

Anaesthesia: Various anaesthetic techniques, maintenance & handling of anaesthesia equipment including syringes, needles, drugs, endotracheal equipment, anaesthesia machines, monitoring and resuscitation equipment, cardio-pulmonary resuscitation equipments, oxygen therapy, artificial respiration and care of the unconscious patient.

Nursing: General nursing care.

Subjects	Total Duration
Anaesthesia	20Hours
Nursing	8 Hours

PRACTICAL TRAINING

Practical aspects of the above mentioned subjects will be covered by a rotating training in the following department:

Operating Room Training in the various surgical specialties	General Surgery	13 Weeks 2 weeks
	Orthopaedic Surgery	2 weeks
	Obstetrics and Gynaecology Surgery	2 weeks
	Eye & ENT Surgery	2 weeks
	Plastic Surgery	1 week
	Urology Surgery	1 week
	Paediatrics Surgery	1 week
	Cardiothoracic Surgery	1 week
	Neuro surgery	1 week
	Anaesthesia Department	4 weeks
Emergency Department	2 weeks	
Central Sterilization Department	2 weeks	
Hospital Laundry	1 week	

STUDY

CLINICAL COURSE IN OPERATIVE HEAD SURGERY

MODULE III

Duration of Module: 7 Weeks

Objectives: To understand the clinical course of the disease, its diagnosis and management. To understand the clinical course of the disease, its diagnosis and management. To understand the clinical course of the disease, its diagnosis and management.

Topic	Duration
Introduction	1 Week
Diagnosis	2 Weeks
Management	4 Weeks

TEACHING METHODS

Teaching methods include: Lectures, Seminars, Case discussions, Clinical rounds, and Self-study.

Topic	Duration
Introduction	1 Week
Diagnosis	2 Weeks
Management	4 Weeks
Case discussions	1 Week
Clinical rounds	1 Week
Self-study	1 Week

BABA FARID UNIVERSITY OF HEALTH SCIENCES
FARIDKOT

Sub: Regarding conduct of Certificate Courses

Please find enclosed herewith a copy of the minutes of committee meeting constituted by the Registrar, regarding conduct of examination for the students of certificate courses in Nursing/ Para Medical Colleges affiliated to Baba Farid University of Health Sciences, Faridkot approved by the worthy Vice-Chancellor dated 17.8.2017.

Submitted to meeting branch to put the same in the forthcoming meeting. of Nursing!

10989
14/9/17

Supdt. (Exams)

[Signature]
14/9/17

[Signature]
14/9/17
DEO (Exam)

[Signature]
14/9/17
Jr. Asstt. (Exam)

Controller of Examinations

[Signature]
14/9/17

Meeting Branch

BABA FARID UNIVERSITY OF HEALTH SCIENCES

FARIDKOT

In continuation of the meeting regarding conduct of examinations for the students of Certificate Courses in Nursing Colleges affiliated to this University, held on 13.2.2017 in the office of the Registrar, BFUHS, a meeting of the following members was held to-day (17th August, 2017) to review the same.

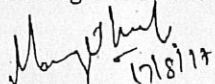
Present:-

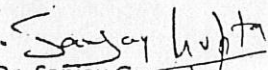
1. Dr. S. P. Singh, Registrar, BFUHS, Faridkot, Chairperson
2. Dr. Deepak John Bhatti, Sub-Dean (Colleges) BFUHS, Faridkot, Member
3. Dr. Arvind Sharma, In-charge (Admission)/Registration Branch, BFUHS, Faridkot, Member
4. Dr. Sanjay Gupta, Co-ordinator, Para Medical Courses, BFUHS, Faridkot, Member
5. Shri Rajiv Grover, Superintendent, GGSMCH, Faridkot, Member
6. Shri Manjit Singh, Superintendent, Examination Branch, Member-Secretary


After some discussion, it was decided as under:-

1. That the Nursing Colleges will conduct the examination of the students of Certificate Courses at their own level.
2. That all the concerned Nursing Colleges will send the examination forms along with requisite fee to the University and the University will issue Roll Numbers to the students. After conducting the examinations, the Nursing Colleges will send the result in a sealed cover to the Controller of the Examinations.
3. That the minimum eligibility criteria for appointment as Examiner will be Lecturer.
4. That the Nursing Colleges will send the names of the Examiners at the time of submission of Examination forms for approval by the Controller of Examinations.

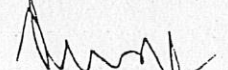
The meeting ended with a vote of thanks to the Chair.

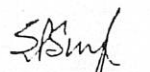

(Manjit Singh)

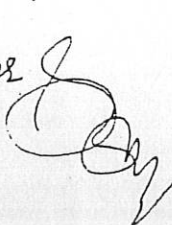

(Dr. Sanjay Gupta)


(Dr. Arvind Sharma)


(Rajiv Grover)


(Dr. Deepak John Bhatti)


(Dr. S. P. Singh)
Chairperson

Hon'ble Vice Chancellor


- 85 -

Baba Farid University of Health Sciences, Faridkot

MINUTES of a meeting of a Committee held on 13.2.2017 at 3.00 pm in the office of the Registrar, BFUHS, Faridkot regarding conduct of examination for Certificate Courses in Nursing, College affiliated to this University.

Present:

- | | |
|---|-----------------|
| 1. Dr S.P. Singh, Registrar, BFUHS, Faridkot | Chairman |
| 2. Dr Deepak J. Bhatti, Sub-Dean (Colleges), BFUHS, Faridkot | Member |
| 3. Dr Rajiv Joshi, Principal, GGSMCH, Faridkot | Special Invitee |
| 4. Sh. Sat Pal Singh, Joint Registrar, BFUHS, Faridkot | Member |
| 5. Dr Arvind Sharma, Incharge Registration/Admission Branch | Special Invitee |
| 6. Dr Sanjay Gupta, Coordinator, Para-medical Course, BFUHS, Faridkot | Member |
| 7. Sh. Surinder Pal Kapoor, Assistant Registrar (Meetings), BFUHS, Faridkot | Member |
| 8. Sh. Rajiv Grover, Superintendent, GGSMCH, Faridkot | Member |

At the outset, Dr S.P. Singh, Chairman extended hearty welcome to the members for attending the meeting. Dr Sanjay Gupta, Coordinator, Para-medical Courses informed the members that as approved by worthy Vice-Chancellor following certificate courses were started in different Colleges of Nursing-affiliated to this University:-

1. Certificate Course in Home Based Care Helper (6 months)
2. Certificate Course in Emergency-cum-Ambulance Attendant (1 year)
3. Certificate Course in Operation Theatre Attendant (1 year)
4. Certificate Course in Hospital and Home Based Attendant (1 year)

He further said that the cut off date for admission in these courses was 30th December, 2016 for the session 2016-17 and admission was made in few colleges of Nursing as per schedule. These courses were started first time in the colleges and there is communication gap regarding registration and conduct of theory examination, in between various branches of the University. After a long discussion it was **RESOLVED** that

- i) The Registration Branch will allot the Registration Numbers, immediately, to the students whose Registration Return has been received in the University, after verification of their documents and send the list of registered students to Sub-Dean (Colleges) and Controller of Examination for information. The Controller of Examination will write to all the colleges concerned to send the Examination Forms of the students along with requisite fee of Rs.2000/- (Rupees Two Thousand only) on or before 1.3.2017 (without late fee). This will be one time exception and will not be made precedent. In future colleges will submit examination forms of the students as per Schedule for submission of Examination Forms available on the University website.

Alu


Sanjay Gupta

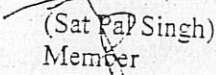
Dr. B.

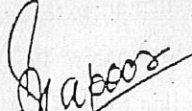
Sh. Kapoor

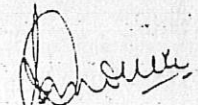
- ii) In future registration will be allowed to those students only who will be admitted by the colleges after completion of prescribed formalities for admission in these courses.
- iii) Dr Sanjay Gupta, Convener, Para-medical Courses, BFUHS, Faridkot will set three Question Papers for each subject and submit the same to Controller of Examination in a sealed cover. This will also be one time exception and in future Question Papers will be got set by the Controller of Examination.
- iv) Examination Branch will issue Date Sheet for conduct of Theory Examination of these courses. The evaluation of theory papers will be got done by the Controller of Examinations under the direction of worthy Vice-Chancellor.
- v) In future theory examination will be conducted by the University as per schedule of examination prescribed by the University.


The meeting ended with a vote of thanks to the Chair.

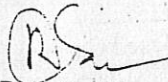

(Dr Arvind Sharma)
Special Invitee

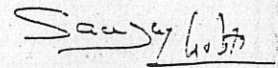

(Sat Pal Singh)
Member

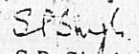

(Surinder Pal Kapoor)
Member

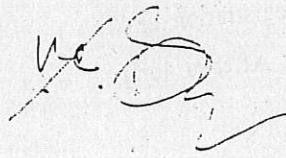

(Rajiv Grover)
Member


(Dr Deepak J. Bhatti)
Member


(Dr Rajiv Joshi)
Member


(Dr Sanjay Gupta)
Member


(Dr S.P. Singh)
Chairman



- 87 -
Office Order

A meeting regarding conduct of examinations of various certificate courses in the colleges affiliated to this University will be held on 17.8.2017 at 3.00pm under the chairmanship of the undersigned.

The following members are requested to attend the meeting on the ibid date and time.

1. Dr. S. P. Singh. Controller of Examination BFUHS, Faridkot
2. Dr. Deepak J. Bhatti. Sub Dean (Colleges), BFUHS, Faridkot
3. Dr. Arvind Sharma. Incharge Registration Admission Branch
4. Dr. Sanjay Gupta. Coordination. Para. Medical Courses. BFUHS, Faridkot
5. Sh. Rajiv Grover. Superintendent, GGSMCH, Faridkot.

This meeting is being conducted in continuation of earlier meeting held on 13.2.2017.

S.P. Singh
Registrar 16/8/17

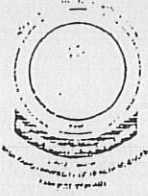
Endst. No. 07-BFUHS/E8/17/ 9347-48

Date: 16/8/17

1. SVC for kind information of the Worthy Vice-Chancellor
2. All Concerned.

S.P. Singh
Registrar 16/8

-87-A-



BABA FARID UNIVERSITY
OF HEALTH SCIENCES
Sadiq Road
Faridkot-151203 (PB) INDIA
Phone: 01639-256232, 256236
Fax: 01639-256234

www.bfuhs.ac.in

No. 06-(BFUHS-DEO)16/ 26211

Date: 24/11/16

The Director Health Services
Chandigarh
Punjab

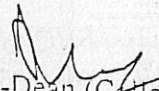
Subject: Permission of certificate courses to Nursing colleges and District hospital

In reference to the Meeting held at the office of the Principal Secretary, Health, Civil Secretariat II Chandigarh, Punjab under the chairmanship of Dr. K.K. Talwar, Advisor Health and medical education, Punjab regarding skill development in the health sector on 5th November, 2016, the university has decided to permit the following certificate courses to the nursing colleges affiliated to BFUHS, Faridkot where at least course of B.Sc. Nursing is running and in the District hospitals of Punjab.

The approval letter of same by the worthy vice-chancellor in original is attached here. You are requested to make it convenient to start these courses as early as possible. The ordinances of the courses can be obtained through e-mail from Dr. Sanjay Gupta (sanjayguptags@yahoo.in) or from the University.

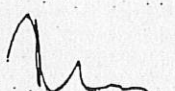
Encl: As above

Endst. No. 06-(BFUHS-DEO)16/ 26212 - 312
The above information is forwarded to:


Sub-Dean (Colleges)

Date: 24/11/16
o/c du

1. The Principals, all nursing colleges affiliated to Baba Farid University of Health Sciences Faridkot for your information.
2. Dr. Sanjay Gupta, Convener for Paramedical courses BFUHS, vide your letter no. ParaMedical/2016/1 dated 23.11.2016 regarding.
3. Master copy


Sub-Dean (Colleges)

o/c du