

SYLLABUS: Nursing Orderly in W&CD

Basics of Nursing and First Aid

1. **Fundamentals of Nursing**
 - Basic Nursing Procedures
 - Patient Care Techniques
 - Hygiene and Sanitation Practices
2. **First Aid**
 - Basic First Aid Techniques
 - Management of Common Injuries
 - Emergency Response Procedures
3. **Hospital Procedures**
 - Admission and Discharge Procedures
 - Transporting Patients within the Hospital
 - Preparation of Patients for Surgery and Tests
4. **Personal Care of Patients**
 - Assisting with Personal Hygiene
 - Feeding Patients and Managing Nutrition
 - Handling and Observation of Patients

Child Care and Pediatric Nursing

1. **Introduction to Pediatric Nursing**
 - Growth and Development of Children
 - Common Pediatric Diseases and Conditions
 - Pediatric Nursing Procedures
2. **Patient Interaction and Communication**
 - Communicating with Children and Families
 - Managing Child Patient Behavior
 - Providing Emotional Support
3. **Specific Duties in Child Care**
 - Assisting in Diagnostic and Treatment Procedures
 - Handling Pathological Specimens
 - Sterilization of Instruments and Dressing Wounds

Hospital Management and Record Keeping

1. **Administration**
 - Coordination with Medical and Nursing Staff
 - Ethical and Legal Aspects of Hospital Work
2. **Record Keeping**
 - Maintaining Patient Records
 - Inventory Management of Medical Supplies
 - Reporting and Documentation

Health and Hygiene

1. **Personal Hygiene**
 - Importance of Personal Cleanliness
 - Techniques for Maintaining Hygiene
 - Impact of Hygiene on Health
2. **Environmental Sanitation**
 - Cleanliness in Hospital Wards
 - Waste Management and Disposal
 - Prevention of Hospital-Acquired Infections
3. **Nutrition and Health**
 - Basic Nutrition Principles
 - Dietary Needs of Patients
 - Importance of Hydration