



**IGNOU**

# **Certificate Course in General Duty Assistance (CGDA)**

**ASSIGNMENTS Jan. 2023**

CGDA/AS 1-2

**Skill Training Cell  
School of Health Sciences  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi-110 068**

Dear Student,

Assignments are compulsory for completing the theory course. Please note that you are required to score 50% marks in the each assignments separately. The assignments carry a weightage of 30% marks towards the final evaluation in theory component and **submission of related assignment is a prerequisite** for appearing in theory term-end examination for respective course. The subject area of assignment and its last date of submission are mentioned below:

Last Date of Submission	Course Code	Blocks Involved	Assignment Code
30 <sup>th</sup> April, 2023	BHT-001/TMA/2023	1, 2, 3&4	BHT-001/TMA/2023/AS-1
30 <sup>th</sup> April, 2023	BHT-002/TMA/2023	1 & 2	BHT-002/TMA/2023/AS-2

Please take note of the following points before writing your assignment:

- Use only foolscap (A4) size paper for writing your responses. **Only hand written assignment** will be accepted. Typed or printed copies of assignment will not be accepted.
- Tie all the pages after numbering them carefully.
- Write the question number with each answer.
- **All the questions are compulsory.**  
*Zero marks will be given if it is found that the answers were copied from other student*
- Assignment will be evaluated out of 100 marks. Weightage is indicated in against each question.

#### Suggestions for writing an assignment:

Read the assignments carefully. Go through the units on which the answers are based. Draw a rough outline of your answer. Make a logical order. Then write your answer neatly and submit. Give illustrations and tables wherever necessary. You may keep a photo copy of the answer sheets for future reference.

Answer each assignment in separate sheets. On the first page of the assignment response sheet, write the course code, course title, assignment code, name of your programme study centre and date of submission. Your Roll No., Name and Full address should be mentioned in the top right corner of the first page. The first page of your response sheet should look like the format given.

Course Code _____	Enrollment No. _____
Course Title _____	Name _____
Assignment Code _____	Address _____
PSC _____	_____
Date of Submission _____	_____

Please submit the assignments to your Programme-in-charge (PIC) only.

**Assignment 1 for course Foundation of General Duty Assistance  
(Block 1, 2, 3&4)**

**Programme Code: CGDA  
Course Code: BHT-001  
Assignment Code: BHT-001/TMA/2023  
Maximum Marks: 100  
Last date of Submission: 30<sup>th</sup> April, 2023**

**This Assignment consists of Ten Long Answer questions of 10 marks each.**

1. Discuss the health care system in India.
2. Describe the role of General duty assistant in providing care to patients in hospital.
3. Discuss the factors affecting effective communication.
4. Why it is important for General duty assistant to learn about the structure and function of human body system.
5.
  - a) Enlist the different types of comfortable positions used for the patient?
  - b) Explain any three positions?
6. List down the steps for transfer the patient for the following:
  - a) From bed to stretcher and from stretcher to bed.
  - b) From bed to Wheel Chair and from wheel chair to bed.
7. Describe the physical changes in patients during hospital stay which has to be observed carefully and reported immediately to nursing officer or Doctor.
8. Describe the methods of solid wastes disposal should be followed in hospital?
9. Describe the procedure for handover of the following:
  - a) Patient documents while transferring from one unit to another unit of hospital
  - b) Patient sample from ward to laboratory .
10. Discuss the steps transportation of Biomedical Waste to Common Collection Facility (CCF)

**Assignment 2 for course Basic Needs of Patient Care  
(Block 1 &2)**

**Programme Code: CGDA  
Course Code: BHT-002  
Assignment Code: BHT-002/TMA/2023  
Maximum Marks: 100  
Last date of Submission: 30<sup>th</sup> April, 2023**

**This Assignment consists of Ten Long Answer questions of 10 marks each.**

1. Discuss the general principles while dressing and undressing the patient before and after bathing .
2. Explain the different types of bath may be provided to patient during hospitalization.
3. Describe the disinfection procedure for various articles used in ward for patient care.
4. Explain the procedure of oral hygiene in bed ridden patient?
5. Explain the after care of glass equipments and metal equipments used in the hospital for patient care.
6. Describe the pediculosis treatment you may need to give to hospitalized patients.
7. Describe the general precautions while cleaning and replacing urinary bag for catheterized patient.
8. Explain the care of the patient with urine and bowel incontinence.
9. Explain the steps for cleaning of suction bottle and tubing's.
10. Describe the principles of basic aseptic technique in the Intensive Care Unit and operating room.