



**IGNOU**

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

**ASSIGNMENTS July . 2021**

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> November , 2021	BHT-001/TMA/2020	1, 2, 3&4	BHT-001/TMA/2020/AS-1
30 <sup>th</sup> November , 2021	BHT-002/TMA/2020	1,&2	BHT-002/TMA/2020/AS-2

Please take not 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/2021**

**Programme Code: CGDA  
Course Code:  
Assignment Code:  
Maximum Marks: 100  
Last date of Submission: 30/11/2021**

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

1. (a) Discuss the key elements of national health mission.  
(b) Explain briefly about the Pradhan Mantri Jan Aarogya Yojana (PMJAY).
2. Describe the role of General duty assistant in hospital setting.
3. Describe the Situations that can cause disciplinary action against GDA in hospital.
4. Explain the Communication process. Discuss the factors affecting communication process.
5. List the organs of digestive system and discuss the functions of each organ.
6. **Explain** the different types of comfortable positions used for the patient?
7. Describe the disinfection of room and articles after the discharge of patient?
8. (a) Explain the difference between infection and disease.  
(b) Describe the basic principles of infection control practices.
9. Describe the methods of solid wastes disposal should be followed in hospital?
10. Describe the procedure for handover of the following :
  - a) Patient documents while transferring from one unit to another unit of hospital
  - b) Patient sample to lab.

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

**Programme Code: CGDA**

**Course Code: BHT-002**

**Assignment Code: BHT-002/TMA/2021**

**Programme Code: CGDA**

**Course Code:**

**Assignment Code:**

**Maximum Marks: 100**

**Last date of Submission: 30/11/2021**

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

1. Explain the dimensions of health?
2. (a) Discuss the different types of bath?  
(b) Describe the disinfection procedure of items used for bathing?
3. Describe the disinfection procedure for various articles used in ward for patient care.
4. Describe Bedsores.  
Explain the common sites of bedsores?
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. Explain the tips for maintaining hair hygiene.
7. Describe the general precautions while assisting the patient in feeding?
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.