

Government of Pakistan

National Vocational and Technical Training Commission (NAVTTC)

"Prime Minister Youth Skill Development Program"



Course Contents / Lesson Plan

Course Title: Elderly Caregiver

Duration: 9 Weeks

Author Name	Safia Manzoor (Principal, KPIMS); Sara Noman (Assistant Professor-Human Development & Family Studies); Muhammad Nasir Khan, (DACUM Facilitator)
Course Title	Elderly Caregiver
Training Objectives	<p>By the end of this course, learners will be able to:</p> <ul style="list-style-type: none"> Exhibit professional work ethics, reliability, emotional resilience, and a caring attitude for sustained caregiving roles. Deliver safe, respectful, and compassionate care to older adults in home settings. Communicate effectively with elderly clients and their families using active listening, empathy, and cultural sensitivity. Assist older adults with daily living activities, including bathing, grooming, dressing, feeding, toileting, and mobility support. Support daily routines while maintaining patient comfort, dignity, and individualized attention. Apply hygiene, infection control, and safe handling practices to reduce health risks. Promote home safety and prevent falls through proper use of mobility aids and safe environment practices. Observe and report changes in physical or emotional well-being to supervisors or family members. Follow care plans accurately, maintain documentation, and communicate relevant information effectively. •
Training Outcomes	<p>After completing this program, participants will be able to:</p> <ul style="list-style-type: none"> Deliver safe, respectful, and patient-centered care to older adults in home settings. Use active listening, empathy, and culturally sensitive communication with elderly clients and their families. Confidently support bathing, grooming, dressing, feeding, toileting, and mobility needs. Ensure individualized care routines that respect the client's dignity and preferences. Apply safe handling techniques and hygiene practices to minimize health risks. Implement home safety measures to prevent falls and use mobility aids correctly. Observe, record, and communicate changes in physical (non-medical) or emotional well-being accurately. Adhere to care instructions and maintain accurate records for continuity of care. Exhibit reliability, emotional resilience, ethical behavior, and a supportive attitude in caregiving roles. <p>Participant is not expected/should not do:</p> <ul style="list-style-type: none"> Surgical Dressing Oxygen Administration Catheterization Ryle's Tube Insertion Tracheostomy care Gastrostomy care Handling a patient on a ventilator Handling patients in emergency care and acting within the limits of competence and authority.
Entry Requirements (Trainees)	<i>Middle (8th grade)</i>

Trainer / Instructor Requirements	<p>Qualification: Generic BS Nursing (Valid PNC License)/ Post Registered Nurse (Valid PNC License); Experience: Minimum 1-year clinical experience</p> <p style="text-align: center;">OR</p> <p>Qualification: General Nursing Diploma; Experience: Minimum 3 years of clinical experience</p>																																																							
Scheme of Studies	<table border="1"> <thead> <tr> <th data-bbox="367 249 430 294">Sr. No</th><th data-bbox="430 249 970 294">Modules</th><th data-bbox="970 249 1050 294">Theory Hrs.</th><th data-bbox="1050 249 1161 294">Practical Hrs.</th><th data-bbox="1161 249 1479 294">Total Hrs.</th></tr> </thead> <tbody> <tr> <td data-bbox="367 339 430 384">1</td><td data-bbox="430 339 970 384">Introduction to Elderly Care, HSE Guidelines</td><td data-bbox="970 339 1050 384">5</td><td data-bbox="1050 339 1161 384">20</td><td data-bbox="1161 339 1479 384">25</td></tr> <tr> <td data-bbox="367 406 430 451">2</td><td data-bbox="430 406 970 451">Soft Skills & Communication</td><td data-bbox="970 406 1050 451">5</td><td data-bbox="1050 406 1161 451">20</td><td data-bbox="1161 406 1479 451">25</td></tr> <tr> <td data-bbox="367 473 430 518">3</td><td data-bbox="430 473 970 518">Activities of Daily Living (ADLs) Assistance</td><td data-bbox="970 473 1050 518">5</td><td data-bbox="1050 473 1161 518">20</td><td data-bbox="1161 473 1479 518">25</td></tr> <tr> <td data-bbox="367 541 430 586">4</td><td data-bbox="430 541 970 586">Home Safety and Fall Prevention</td><td data-bbox="970 541 1050 586">5</td><td data-bbox="1050 541 1161 586">20</td><td data-bbox="1161 541 1479 586">25</td></tr> <tr> <td data-bbox="367 608 430 653">5</td><td data-bbox="430 608 970 653">Hygiene, Infection Control, and Safe Handling</td><td data-bbox="970 608 1050 653">5</td><td data-bbox="1050 608 1161 653">20</td><td data-bbox="1161 608 1479 653">25</td></tr> <tr> <td data-bbox="367 676 430 720">6</td><td data-bbox="430 676 970 720">Nutrition and Meal Preparation</td><td data-bbox="970 676 1050 720">5</td><td data-bbox="1050 676 1161 720">20</td><td data-bbox="1161 676 1479 720">25</td></tr> <tr> <td data-bbox="367 743 430 788">7</td><td data-bbox="430 743 970 788">Basic Health Monitoring and Care Documentation</td><td data-bbox="970 743 1050 788">5</td><td data-bbox="1050 743 1161 788">20</td><td data-bbox="1161 743 1479 788">25</td></tr> <tr> <td data-bbox="367 810 430 855">8</td><td data-bbox="430 810 970 855">Professional Development</td><td data-bbox="970 810 1050 855">5</td><td data-bbox="1050 810 1161 855">20</td><td data-bbox="1161 810 1479 855">25</td></tr> <tr> <td data-bbox="367 878 430 923">9</td><td data-bbox="430 878 970 923">Daily Life Arabic and English</td><td data-bbox="970 878 1050 923">5</td><td data-bbox="1050 878 1161 923">20</td><td data-bbox="1161 878 1479 923">25</td></tr> <tr> <td data-bbox="367 923 430 968"></td><td data-bbox="430 923 970 968">Total</td><td data-bbox="970 923 1050 968">45</td><td data-bbox="1050 923 1161 968">180</td><td data-bbox="1161 923 1479 968">225</td></tr> </tbody> </table>	Sr. No	Modules	Theory Hrs.	Practical Hrs.	Total Hrs.	1	Introduction to Elderly Care, HSE Guidelines	5	20	25	2	Soft Skills & Communication	5	20	25	3	Activities of Daily Living (ADLs) Assistance	5	20	25	4	Home Safety and Fall Prevention	5	20	25	5	Hygiene, Infection Control, and Safe Handling	5	20	25	6	Nutrition and Meal Preparation	5	20	25	7	Basic Health Monitoring and Care Documentation	5	20	25	8	Professional Development	5	20	25	9	Daily Life Arabic and English	5	20	25		Total	45	180	225
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Course Duration & Delivery Plan	<p>This competency-based program combines short daily theory sessions in classrooms with hands-on practice in simulation rooms. Trainees learn core caregiving skills through demonstrations, supervised drills, and realistic scenarios using beds, mannequins, and a mock home environment. The training emphasizes practical mastery, safety, professionalism, and compassionate service delivery. The practical-to-theory balance is maintained at 20:80 across the entire course, with formative checks embedded and summative assessments.</p>																																																							
	<p>This section outlines the structure of course delivery, including total duration, weekly contact hours, and the balance between theory and practical training.</p> <p>Course Duration: 9 weeks (45 days)</p> <p>Weekly Hours: 25 hours/week</p> <p>Theory: 45 hrs. (20%) (lectures, discussions, assignments)</p> <p>Practical: 180 hrs. (80%) (practical sessions, simulations)</p> <p>Assessment:</p> <p>Written exams (20%)</p> <p>Practical assessments (80%)</p> <p>Certification:</p> <p>Certificate in Elderly Caregiver (upon successful completion)</p>																																																							
Career Progression & Job Employment	<p>POST-COURSE OPPORTUNITIES</p> <p>After completing the 2-month Elderly Caregiver course, you can:</p> <p>Apply for jobs: Care homes, private homes, community centers</p> <p>Gain experience: Build skills, gain confidence in elderly care</p> <p>Pursue further training: Specialize in dementia care, palliative care, etc.</p> <p>Consider next steps: Care management certifications</p>																																																							
No of Trainees	25																																																							
Learning Place	Classroom /workplace																																																							

Instructional Resources	<p>Resources</p> <p>11/Elderly%20Care%20Training%20Manual%20for%20CHO.pdf</p> <p>https://www.helpage.org/wp-content/uploads/2023/06/Caregiver-manual_2021.pdf</p> <p>https://play.google.com/store/apps/details?id=com.laborer&hl=en&pli=1</p> <p>https://icnarelief.org/mfs/wp-content/uploads/sites/30/2024/06/Older-Adults-MH-compressed.pdf</p> <p>https://www.unido.org/sites/default/files/2008-05/PR-12-HACCP_Textbook_neu_29_10_07_0.pdf</p> <p>https://musaned.com.sa/en/login</p> <p>https://www.hrsd.gov.sa  1919 (for reporting domestic violence across Saudi Arabia)</p> <p>https://998.gov.sa  911 (call this number for police/emergency response in Saudi Arabia)</p> <p>https://parepjeddah.org/contact , https://pakistaninksa.com</p> <p>Video Sources:</p> <p>https://www.youtube.com/@CAREGIVERdotORG/playlists</p>
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DETAIL OF COURSE CONTENTS

Module Title	Learning Units	Task/Practical
Week 1: Orientation Session / Introduction to Elderly Care, HSE Guidelines	Day 1: Introduction to Caregiving & Role of a Caregiver <ul style="list-style-type: none"> Introduction to Elderly Care Scope of work in home-based care Expectations from caregivers (professional, ethical, behavioral) Rights and responsibilities of caregivers Understanding patient dignity, respect, and privacy. 	Task 1: Trainees will be able to greet clients, introduce themselves, and maintain respectful interaction Trainees will practice personal grooming standards for caregivers, including personal hygiene (body, hair, nails), and clean and tidy dress Group activity: Identify caregiver duties vs. non-caregiver duties Reflection exercise: "What does respectful care look like?"
	Day 2: HSE Basics: Health, Safety & Environment Essentials <ul style="list-style-type: none"> Importance of HSE in caregiving Hazards in home-care settings (falls, infection, fire, lifting injuries) Standard safety rules Emergency preparedness (fire, choking, falls) Use of Fire Extinguisher 	Task 2: Trainees will be able to identify hazards in a mock home environment Safety Drill: How to respond to falls, fire alarm, or choking Demonstration: Safe body posture when standing, bending, and reaching Hands-on practice: Making a "safe room" setup for an elderly client
	Day 3: HSE: Personal Safety & Patient Safety <ul style="list-style-type: none"> Personal safety measures for caregivers Safe handling principles (non-lifting rules, body mechanics) Infection prevention basics Environmental safety for elderly clients 	Task 3: Trainees will practice proper handwashing (20-second method) & glove use Demonstration: Safe pathways; arranging furniture to reduce fall risk Simulation: Using PPE (mask, gloves, apron) correctly Drill: Responding to common hazards (wet floors, loose rugs, cords)
	Day 4: Ethical Guidelines for Domestic & Elderly Care Workers <ul style="list-style-type: none"> Code of ethics for caregivers Respecting client dignity, privacy, and confidentiality Maintaining professional boundaries in home settings Honest, transparent communication with families Rights and responsibilities under ethical domestic work standards 	Task 4: Trainees will learn ethical codes and respectful communication during sensitive care tasks Scenario practice: Handling ethical dilemmas (e.g., breach of privacy, inconsistent instructions) Case study discussion: What to do when caregiver safety or dignity is compromised
	Day 5: Ethics, Attitude & Professional Image of a Caregiver <ul style="list-style-type: none"> Ethical caregiving (respect, confidentiality, non-discrimination) Professional attitude and appearance Emotional resilience and managing stress professionally Cultural sensitivity in caregiving 	Task 5: Trainees will practice handling difficult situations with calm communication Simulation: Maintaining confidentiality in a family setting Self-assessment: Strengths & areas for improvement as a caregiver

Week 2: Soft Skills & Communication	Day 6: Foundations of Communication for Caregivers <ul style="list-style-type: none"> Verbal, non-verbal, and para-verbal skills Importance of communication in elderly care Barriers to communication with elderly clients Respectful and compassionate communication 	Task 6: Trainees will be able to greet a client, introduce themselves, and speak slowly and clearly Non-verbal drill: Practice eye contact, posture, tone, and facial expressions Activity: Identifying “good vs. poor” communication through scenario cards Simulation: Adjusting speaking style for hearing-impaired clients
	Day 7: Active Listening & Empathy <ul style="list-style-type: none"> Elements of active listening (attention, reflection, clarification) Showing empathy in caregiving Listening to emotional and behavioral cues Encouraging patient expression 	Task 7: Trainees will practice reflecting and repeating what was heard Empathy circle: Responding with empathic statements Case scenarios: Handling confused, anxious, or upset elderly clients Simulation: Providing emotional support during daily care routines
	Day 8: Culturally Sensitive Communication <ul style="list-style-type: none"> Understanding cultural differences Respecting beliefs, gender norms, privacy, and personal space Communicating with diverse families Avoiding stereotypes and judgment 	Task 8: Trainees will work in groups to identify cultural miscommunication examples Role-play: Communicating respectfully with clients from different cultures Scenario practice: Handling culturally sensitive topics (food, clothing, modesty)
	Day 9: Conflict Management & Difficult Conversations <ul style="list-style-type: none"> Sources of conflict in home care Techniques for de-escalation Professional language during disagreement Saying “No” politely but firmly (maintaining boundaries) 	Task 9: Trainees will be able to respond calmly to irritated or confused clients Simulation: Handling a family complaint or misunderstanding Communication drill: Using “I” statements and a professional tone Group problem-solving: Resolving common caregiver-client conflicts
	Day 10: Professional Soft Skills for Caregivers <ul style="list-style-type: none"> Time management, punctuality, and reliability Teamwork and cooperation with family members or nurses Maintaining confidentiality and trust Building professional boundaries 	Task 10: Trainees will be able to follow a personal “Professional Behavior Plan” Team exercise: Completing a care task collaboratively Simulation: Handling a multitasking situation (phone call, patient request, task list) Role-play: Maintaining boundaries while being polite and helpful
Week 3: Activities of Daily Living (ADLs) Assistance	Day 11: Introduction to ADLs & Patient Dignity <ul style="list-style-type: none"> What are ADLs? (Bathing, dressing, feeding, toileting, mobility, grooming) Principles of patient-centered ADL care Maintaining dignity, modesty, and comfort during ADLs Respecting privacy, cultural norms, and personal preferences Consent and communication before performing ADLs 	Task 11: Trainees will be able to demonstrate by asking for consent and explaining each step before care, using screens/curtains for privacy Role-play: Respectful communication during intimate ADLs Hands-on demo: Setting up ADL

		supplies (towels, gowns, toiletries, assistive tools)
	Day 12: Bathing, Grooming & Personal Hygiene <ul style="list-style-type: none"> Types of bathing: bed bath, partial bath, sponge bath Grooming essentials: hair care, oral care, shaving, nail hygiene Safety precautions during bathing Signs of skin issues (rashes, redness, sores) 	Task 12: Trainees will demonstrate a complete bed bath on a mannequin. Practice: Oral hygiene, combing hair, safe shaving technique Scenario: What to do if the patient feels cold, dizzy, or uncomfortable Hands-on: Changing clothes and assisting with grooming respectfully
	Day 13: Dressing, Positioning & Comfort Care <ul style="list-style-type: none"> Principles of safe and respectful dressing (modesty, comfort, cultural needs) Correct methods for dressing patients with limited mobility Positioning basics for comfort and pressure relief Identifying discomfort, pain, or mobility restrictions Encouraging independence while providing support 	Task 13: Trainees will practice dressing and undressing a patient in bed; Dressing a patient in a chair/wheelchair Simulation: Positioning a patient (supine, lateral, Fowler's, semi-Fowler's); Adjusting pillows and supports for comfort Role-play: Communicating respectfully while performing dressing tasks Activity: Follow a "Comfort & Positioning Checklist" for daily use
	Day 14: Toileting, Adult Diaper Care & Bed-Making <ul style="list-style-type: none"> Safe toileting assistance Changing adult diapers with dignity Preventing skin breakdown and maintaining perineal hygiene Types of beds: flat, Fowler's, semi-Fowler's Clean vs. occupied bed-making basics 	Task 14: Trainees will practice assisting with toilet transfer (commode, toilet seat) on a mannequin. Demo: Changing adult diapers on a mannequin with infection-control steps Practice: Making an occupied bed safely Scenario: Handling accidents respectfully and maintaining patient dignity
	Day 15: Mobility Assistance, Transfers & Fall Prevention <ul style="list-style-type: none"> Principles of safe mobility Using mobility aids: walker, cane, wheelchair Safe transfer techniques: bed-to-chair, chair-to-bed Fall prevention strategies and environment setup 	Task 15: Trainees will practice bed-to-chair transfers using proper body mechanics Hands-on practice: Using walker, cane, and wheelchair. Group activity: Preventing falls by arranging safe pathways, removing hazards Follow "Safe Mobility Checklist"
Week 4: Home Safety and Fall Prevention	Day 16: Understanding Home Safety Risks <ul style="list-style-type: none"> Concept of home safety and why elderly are at high risk Common hazards in homes (slippery surfaces, clutter, rugs, poor lighting) Role of caregiver in risk identification and reporting 	Task 16: Trainees will be able to identify 10 hazards and note corrective actions in a guided home-hazard walk-through using mock home environment Practice lighting assessment (dim vs. adequate illumination) Complete a <i>Home Safety Checklist</i>
	Day 17: Fall Risk Factors in Elderly <ul style="list-style-type: none"> Intrinsic factors: muscle weakness, dizziness, medications, cognitive decline 	Task 17: Trainees will work in groups for a case-study review: Identify intrinsic vs

	<ul style="list-style-type: none"> • Extrinsic factors: environment, footwear, floor condition • Early warning signs 	<p>extrinsic risks Demonstration of proper footwear, assistive grips, and anti-slip aids Scenario activity: caregiver responds to a fall-risk situation</p>
	<p>Day 18: Safe Mobility & Transfer Techniques</p> <ul style="list-style-type: none"> • Body mechanics for caregivers • Safe movement techniques: bed mobility, chair transfers • Proper use of wheelchair, walker, cane 	<p>Task 18: Hands-on practice: <ul style="list-style-type: none"> • Bed-to-chair transfer • Turning and repositioning • Walker-assisted walking Role-play: guiding a patient through uneven surfaces Wheelchair safety drill: brakes, footrests, positioning</p>
	<p>Day 19: Home Adaptations & Emergency Preparedness</p> <ul style="list-style-type: none"> • Simple home modifications for safety (grab bars, lighting, rug fixing) • Fire, gas leak, electrical safety basics • Emergency response & evacuation steps 	<p>Task 19: Trainees will present their understanding to follow a safety modification plan for a sample home Practice evacuation route planning Demonstration: turning off gas and electrical mains safely</p>
	<p>Day 20: Incident Reporting & Safety Monitoring</p> <ul style="list-style-type: none"> • Communicating safety concerns with family or supervisor • Daily safety monitoring checklist 	<p>Task 20: Perform a daily safety round in the simulation room Role-play: escalating a safety concern to family/employer Final assessment: hazard identification and response drill</p>
<p>Week 5: Hygiene, Infection Control, and Safe Handling</p>	<p>Day 21: Principles of Hygiene & Cleanliness</p> <ul style="list-style-type: none"> • Importance of hygiene for caregiver and patient • Types of hygiene: personal, environmental, and equipment hygiene • Maintaining a clean and safe care environment • Basic cleaning vs. disinfection 	<p>Task 21: Trainees will practice cleaning the patient's personal area (bedside, tables, chairs) Activity: Sorting cleaning items (clean vs. contaminated) Simulation: Setting up a clean and orderly patient space</p>
	<p>Day 22: Infection Prevention & Control</p> <ul style="list-style-type: none"> • Types of infections common in elderly care • Modes of transmission: contact, droplet, airborne • Standard precautions (hand hygiene, PPE, respiratory etiquette) • When and how to use gloves, masks, and aprons 	<p>Task 22: Trainees will be able to demonstrate a 7-step proper handwashing technique Hands-on: Correct use and removal (donning/doffing) of PPE Scenario practice: Preventing cross-contamination during care Activity: Creating a "Personal Infection-Control Routine"</p>
	<p>Day 23: Cleaning, Disinfection & Waste Disposal</p> <ul style="list-style-type: none"> • Cleaning vs. disinfecting: difference and purpose • Safe handling of contaminated items (linen, waste, utensils) • Proper waste disposal methods (general, infectious, sharps—if applicable) • Laundry protocols for home-based care 	<p>Task 23: Trainees will be able to demonstrate disinfecting frequently touched surfaces (doorknobs, rails, tables) Practice: Washing and handling soiled linen safely Scenario: Managing spills (food, fluids, bodily waste) Following a simple home-based cleaning checklist</p>

	<p>Day 24: Safe Patient Handling & Body Mechanics</p> <ul style="list-style-type: none"> • Principles of safe body mechanics (bending, lifting, reaching) • Protecting the caregiver's back and joints • When NOT to lift (knowing safe limits) • Working safely in tight spaces at home 	<p>Task 24:</p> <p>Trainees will practice posture exercises, including correct bending, lifting, and turning</p> <p>Drill: Sliding/rolling movement techniques using sheets</p> <p>Hands-on: Assisting patient repositioning without injury</p> <p>Simulation: Preventing caregiver injuries during routine tasks</p>
	<p>Day 25: Environmental Safety, Hazard Prevention & Emergency Response</p> <ul style="list-style-type: none"> • Identifying hazards in home-care environments • Preventing falls, slips, burns, and electrical hazards • Safe storage of chemicals and cleaning agents • Basic emergency response: choking, fire, injuries 	<p>Task 25:</p> <p>Trainees will be able to identify hazards in a mock home setup</p> <p>Simulation: Preventing and responding to household accidents</p> <p>Practice: Safe use and storage of cleaning chemicals</p>
<p>Week 6: Nutrition and Meal Preparation</p>	<p>Day 26: Basics of Nutrition for Elderly</p> <ul style="list-style-type: none"> • Importance of nutrition in ageing • Basic food groups & balanced diet • Common nutritional deficiencies in elderly (iron, calcium, protein, hydration issues) • Portion control and healthy eating habits 	<p>Task 26:</p> <p>Trainees will identify food groups using real/visual food items</p> <p>Prepare a sample balanced plate using models</p> <p>Hydration monitoring activity (intake chart)</p> <p>Spot unhealthy vs. healthy food choices (sorting activity)</p>
	<p>Day 27: Diet Requirements & Restrictions for Elderly</p> <ul style="list-style-type: none"> • Special diets: soft diet, low-salt, diabetic-friendly, high-protein diet • Dietary restrictions due to illness (BP, diabetes, kidney issues) • Recognizing signs of poor nutrition or dehydration 	<p>Task 27:</p> <p>Trainees will prepare 3 sample menus for different diet needs</p> <p>Practice reading basic nutrition labels</p> <p>Case scenarios: identify correct diet for a given patient profile</p> <p>Demonstration of measuring portion sizes</p>
	<p>Day 28: Food Safety, Hygiene & Storage</p> <ul style="list-style-type: none"> • Principles of food hygiene • Safe storage: dry, cold, frozen • Preventing contamination and cross-contamination • Checking food expiry, spoilage signs, and safe reheating 	<p>Task 28:</p> <p>Trainees will practice handwashing & kitchen hygiene drills.</p> <p>Demonstrate proper separation of raw vs. cooked foods</p> <p>Spoiled food identification: visual inspection exercise</p>
	<p>Day 29: Simple Meal Preparation Techniques</p> <ul style="list-style-type: none"> • Basic cooking methods: boiling, steaming, sautéing, mashing • Preparing soft and easy-to-chew foods • Healthy snack options for elderly • Proper hydration beverages (ORS, infused water, soups) 	<p>Task 29:</p> <p>Trainees will prepare two simple dishes (e.g., khichri, steamed vegetables, mashed potatoes)</p> <p>Prepare a soft diet meal</p> <p>Demonstrate safe knife handling & cutting techniques</p> <p>Boiling and steaming practice in groups</p>
	<p>Day 30: Meal Planning & Serving Etiquette</p> <ul style="list-style-type: none"> • Creating daily and weekly meal plans • Time management in meal preparation • Serving meals safely (temperature check, positioning) • Recording meal intake & reporting changes in appetite 	<p>Task 30:</p> <p>Trainees will be able to follow a weekly meal plan for a sample elderly patient</p> <p>Meal plating and safe tray setup</p> <p>Temperature check practice for hot/cold foods</p>

		Filling a meal intake chart after a role-play scenario
Week 7: Basic Health Monitoring and Care Documentation	<p>Day 31: Introduction to Health Monitoring</p> <ul style="list-style-type: none"> Purpose and importance of basic health monitoring Understanding baseline vs. changes Common elderly health concerns (weakness, dehydration, dizziness, fever) What caregivers can observe vs. what only medical staff can do 	<p>Task 31:</p> <p>Observation practice: identifying visible signs (skin color, breathing, discomfort) Role-play: reporting observations clearly to supervisor/family Using an observation checklist Scenario-based judgments: “urgent vs. non-urgent” changes</p>
	<p>Day 32: Measuring Vital Signs (Non-medical, Basic Level)</p> <ul style="list-style-type: none"> What are vital signs? (Temperature, blood pressure, pulse, respiration) Normal vs. abnormal ranges (basic caregiver level) Safety precautions while checking vitals 	<p>Task 32:</p> <p>Trainees will do hands-on practice:</p> <ul style="list-style-type: none"> Measuring temperature (digital thermometer) Checking pulse manually and with device Counting respiration rate <p>Recording vitals in sample charts Practice confirming device cleanliness and hygiene</p>
	<p>Day 33: Monitoring Daily Physical and Emotional Wellbeing</p> <ul style="list-style-type: none"> Identifying changes in appetite, sleep, mobility, mood, and behavior Signs of pain or discomfort Early warning signs: fever, swelling, confusion, low energy Basic mental and emotional status observation Non-invasive ventilation (BIPAP, CPAP) 	<p>Task 33:</p> <p>Trainees will be doing observation rounds: simulated patients with symptom cards Role-play: communicating gentle questions to the elderly Completing a daily wellbeing log Case scenarios: “What should the caregiver report?” Able to apply BIPAP,CPAP mask properly.</p>
	<p>Day 34: Documentation Skills & Reporting Protocols</p> <ul style="list-style-type: none"> Importance of accurate documentation Types of caregiver documentation, including checklists to follow: <ul style="list-style-type: none"> Daily care log Activity chart Vital signs sheet Incident report (verbal) Do's and don'ts of documentation (clear, factual, no assumptions) 	<p>Task 34:</p> <p>Trainees will practice a simple incident report Peer review of documentation for accuracy and clarity</p>
	<p>Day 35: Practical Scenarios, Ethical Conduct & Final Simulation</p> <ul style="list-style-type: none"> Ethics in recording and reporting Confidentiality and responsible information sharing When to escalate a concern immediately Professional communication with healthcare professionals/family 	<p>Task 35:</p> <p>Trainees will be able to do full simulation:</p> <ul style="list-style-type: none"> Take observations Measure vitals Document findings Report verbally to supervisor <p>Checklist assessment (competency check) End-of-module review and Q&A</p>
Week 8: Professional	<p>Day 36: Work Ethics, Attitude & Professional Mindset</p> <ul style="list-style-type: none"> What is professionalism in caregiving? 	<p>Task 36:</p> <p>Trainees will practice responding</p>

Development & Final Assessment	<ul style="list-style-type: none"> Positive attitude, empathy, patience Reliability, punctuality, honesty Respecting elderly clients' dignity, privacy, and boundaries Confidentiality in home-care settings Orientation of Rights related to safe working conditions and work place harassment Identification of suspicious behaviors & know basic home safety rules. How to flag or raise them to upper Authority Importance of accurate reporting, and the financial, social, and religious consequences of false or incorrect reporting 	<p>politely in challenging situations</p> <p>Daily routine & punctuality planning worksheet</p> <p>Case study: ethical vs. unethical caregiver behavior</p> <p>Task 37:</p> <p>Trainers enact situations:</p> <ul style="list-style-type: none"> Stranger at the door → trainee must respond safely Ill family member needs help → trainee assists safely <p>Discussion & Feedback:</p> <p>Trainers highlight missed hazards, explain risks, and demonstrate the safest approach</p> <p>Instructions for Trainees:</p> <ol style="list-style-type: none"> Trainer presents 3–5 simple scenarios (verbal or on paper), for example: <ul style="list-style-type: none"> A guest enters the house and behaves oddly around valuables. Someone gives unwelcome personal comments/ bad touch to a worker. Trainees answer: <ul style="list-style-type: none"> Is this safe or unsafe? Who should you report it to? (Supervisor, Employer, Family member) What action would you take first? <p>Outcome:</p> <ul style="list-style-type: none"> Trainees practice recognizing risks early. Understand safe reporting channels. Reinforce personal responsibility without fear
	Day 37: Workplace Discipline, Roles & Employer Expectations <ul style="list-style-type: none"> Understanding job descriptions & responsibilities Professional appearance & grooming standards Time management and task prioritization Employer expectations in domestic-care settings (local + Gulf contexts) Introduction to Musaned's standards for worker conduct 	Task 38: Trainees will present for grooming and a presentation check Do/don't checklist for home-care etiquette Employer scenario practice: handling feedback and instructions
	Day 38: Stress Management & Emotional Resilience <ul style="list-style-type: none"> Understanding caregiver stress Emotional regulation and self-care Coping with difficult behaviors in elderly (confusion, 	Task 39: Trainees will practice breathing and relaxation exercises Role-play: managing stress during

<ul style="list-style-type: none"> irritability) • Avoiding burnout and maintaining positivity 	<p>demanding care routines Group discussion: sharing experiences and supportive strategies</p>
<p>Day 39: Communication, Conflict Resolution & Cultural Sensitivity</p> <ul style="list-style-type: none"> • Effective communication with elderly and families • Active listening, politeness, tone, body language • Cultural norms and expectations in home-care (Pakistan + Gulf) • Conflict resolution basics for domestic work environments 	<p>Task 40: Communication role-plays: difficult conversations, refusing politely Practice using supportive language Group activity: identifying cultural do's and don'ts Conflict scenarios: step-by-step resolution practice</p>
<p>Day 40: Career Growth, Employment Procedures & Musaned Orientation</p> <ul style="list-style-type: none"> • Career pathways: caregiver → senior caregiver → supervisor • Preparing for job interviews • Documentation needed for employment (local + overseas) • Musaned App: job contracts, rights, responsibilities, safe migration guidelines • Financial literacy basics: budgeting, saving, safe remittances 	<p>Task 41: Mock job interviews Completing a sample employment profile Musaned App walkthrough (guided) Personal career development plan (goal-setting activity) Financial planning worksheet activity</p>

LIST OF MACHINERY / EQUIPMENT
For the Class of 25 Trainees (9 weeks Course)

S.No	Name of Items	Unit
Mobility aid		
1	Wheelchair	5
2	Walker	5
3	Canes	5
4	Slide Sheet/ Glide Sheets	10
Personal Care Equipment		
5	Hospital Beds/ Adjustable	2
6	Mannequins	10
7	Bedpans	5
8	Urinals	5
9	Bath chairs	5
10	Shower chairs	5
11	Commode Chair	2
12	Towels	10
13	Gowns, sheets, pillows (practice set)	10
14	Oral hygiene demo model (denture model/ dummy teeth)	10
15	Hairbrush, combs	10
16	Grooming Kit	10
Medical Equipment		
17	Blood pressure monitor	25
18	Glucometer	25
19	Digital Thermometer	25
20	First aid kit	5
21	Pulse oximeter	25
22	Device batteries	25
23	BIPAP mask, CPAP mask	5
Communication aid		
24	Hearing aid	5
25	Communication board	5
26	Whiteboard + markers	1
27	Multimedia projector	1
28	Laptop/tablet for Musaned App	1
29	Speaker for audio lessons	1
31	Hazard identification mock items (rugs, cords, clutter props)	1 each
32	Fire drill demonstration kit (dummy extinguisher/alarm)	5
33	Emergency response demonstration setup	1
Safety equipment		
34	Fall prevention mate	5
35	Bed rail	5
36	Grab bar	5
Hygiene, Infection Control & Cleaning Equipment		
37	Handwashing station/ sink	2
38	PPE demonstration set (reusable apron, mask, gloves)	10
39	Cleaning Trolley	5

40	Buckets, mops, microfiber clothes (set)	10
41	Color-coded bins (general+infectious)	2
42	Laundry Bags	10
43	Spill Management Tray (demo)	5
Nutrition & Meal Preparation Equipment		
44	Cooking Stove	5
45	Pots, pans, ladles	5 each
46	Cutting boards	10
47	Kitchen knives	10
48	Serving plates & bowls	25 each
49	Measuring cups & spoons	10
50	Food Storage Containers	10
51	Elderly friendly utensils (non-spill cups, thick-handled spoons	25 sets
Mock Home Environment Setup		
52	Bed	5
53	Table	5
54	Chair	5
55	Rugs	5
56	Extension cords (hazard demo)	1
57	Lighting Demo Setup	5
58	Storage Shelf	5
59	Kitchen Corner (practice area)	

LIST OF CONSUMABLE MATERIAL
For the Class of 25 Trainees (9-Week Course)

S.No	Name of Items	Unit
Personal care items		
1.	Gloves	5 boxes
2.	Apron	50
3.	Masks	5 pack
4.	Hand sanitizer	10 bottles
5.	Incontinence pad	25
6.	Adult diapers/pants (S,M,L,XL)	25
Hygiene products		
7	Soap	25
8.	Shampoo	25
9.	Toothbrush	25
10.	Toothpaste	25
11.	Mouth wash	25
12	Wet wipes	25
13	Skin lotion	10
14	Tissue Box	25
Nutrition & Hydration		
15.	Water bottles	25
16.	Cup	25
17.	Straws	25
18.	Food supplements (Eg Ensure, ORS sachet)	25
19	Fruits (seasonal)	1 kg
20	Vegetables (seasonal)	1 kg
21	Lentils	1 kg

22	Rice	1 kg
23	Soft diet ingredients (oats, potatoes, mashables)	
24	Seasoning items (salt, pepper, sugar)	
Cleaning supplies		
25	Disinfectants	10
26	Detergents	10
27	Bleach solution	10
28	Paper Towels	10
29	Cleaning wipes	10
30	Waste bags (general + clinical waste colors)	25
31	Gloves for cleaning tasks	25