



## Synopsis

### SPECIALIST DIPLOMA IN CARE GIVING

This Specialist Diploma programme is designed to equip students with a wide range of knowledge and skills in Care Giving.

#### **Course Objectives**

Upon completion of this programme, participants will be equipped with a broad understanding of the theoretical and practical (skills) aspects of CARE GIVING.

Participants are expected to become competent caregivers with abilities in providing quality care for elderly, new born, infant and individuals with special needs.

#### **Outcome:**

Upon completion of the course, participants will be able to:

- Transform and Utilise the education in Care Giving into practical skills in Care Giving.
- Obtained knowledge on a variety of approaches and practical skills needed to facilitate care of recipients
- Develop effective interpersonal and communication skills to collaborate with recipients and family members

#### **Course Outline**

1. Introduction to health care & role of Caregiver
2. Communication & Interpersonal Skills
3. Safety & Hygiene in Care giving
4. Human Body Systems
5. Common Diseases, Signs & Symptoms
6. Vital signs
7. Positioning, Moving & ambulation
8. Providing Personal Care & Comfort
9. Specialized Care
10. Newborn & Infants Care
11. Caring for the elderly
12. Nutrition

#### **1. Introduction to health care & role of Caregiver**

This module is designed to equip participants with knowledge and skills in:

- Health care in Singapore
- Types of health care organizations
- Role or Job of Caregiver
- Ethical & legal issue
- Personal qualities of Caregiver

#### **2. Communication & Interpersonal Skills**

This module is designed to equip participants with knowledge and skills in:

- Communication skills
- Communicating on the job
- Observation, reporting & recording
- Common terminology
- Relating to patients
- Basic human needs
- Stress of illness
- Relating to patient & patient's family
- Cultural diversity



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### **3. Safety & Hygiene in Care giving**

This module is designed to equip participants with knowledge and skills in:

- Infection control: Chain of infection, Hand washing, Gloving, Masking, Gowning
- Environmental safety, accident prevention & disaster planning
- Handling emergency situations: ABC, AED, Choking, Seizures, Falls

### **4. Human body systems**

This module is designed to equip participants with knowledge in:

- Anatomy & physiology
- Growth & development
- Respiratory system
- Circulatory system
- Gastrointestinal system
- Urinary system
- Endocrine system
- Reproductive system
- Musculoskeletal system
- Nervous system
- Anatomical atlas

### **5. Common diseases, signs & symptoms**

This module is designed to equip participants with knowledge in:

- Aids
- Cancer
- Patient with breathing problems
- Heart patient
- Dementia patient
- Patients with Parkinson's Disease
- Patient with Ostomy
- Diabetic patient
- Orthopedic patient
- Stroke patient
- Patients with disabilities
- Patients with mental health & psychological disorders

### **6. Vital signs**

This module is designed to equip participants with knowledge and skills in:

- Taking a patient's vital signs
- Measuring body temperature
- Measuring blood pressure
- Measuring weight & height

### **7. Positioning, Moving & ambulation**

This module is designed to equip participants with knowledge and skills in:

- Positioning a patient in bed
- Positioning a patient in a chair
- Moving a patient
- Transporting a patient
- Assisting with ambulation



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### **8. Providing Personal Care & Comfort**

This module is designed to equip participants with knowledge and skills in:

- Bed making
- Bathing
- Oral hygiene
- Hair care
- Foot care
- Nail care
- Caring for eyeglasses & hearing aids
- Skin care
- Toileting
- Perineal Care
- Catheter care
- Specimen collection & testing
- Rest & sleep
- Restorative care & rehabilitation

### **9. Specialized Care**

This module is designed to equip participants with knowledge and skills in:

- Preoperative Care
- Postoperative Care
- Subacute Care
- Long Term Care
- Death & Dying

### **10. Newborn & Infants Care**

This module is designed to equip participants with knowledge and skills in:

- New born baby physical aspects
- Feeding
- Bathing
- Skin care
- Diaper Care
- Immunization
- Growth & development
- Common ailments in babies
- Neonatal jaundice
- Safety & First Aid

### **11. Caring for the elderly**

This module is designed to equip participants with knowledge:

- The ageing experience
- Legal & ethical considerations
- Activity , rest & sleep
- Common medical & clinical problems
- Rehabilitation & restorative care
- Advanced Directive. Living will and Power of Attorney
- End of live issues for the elderly

### **12. Nutrition**

This module is designed to equip participants with knowledge in:

- Nutrition basics
- Digestion & absorption



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- Carbohydrates
- Protein
- Fat
- Vitamins & minerals
- Fluids
- Feeding patients
- Obesity & eating disorders
- Nutrition across the lifespan

### Admission Requirements

To be considered for admission into the programme, applicants should have the following qualifications.

- level or equivalent or e.g. High School Diploma
- Mature candidate with minimum 2 years working experience in related industry
- Related Caregiver's Certificate

### Total Course Duration

The course duration is 12 months for both Full time and Part-time students. Course duration is specified as follows:

	Duration	Face to Face Lecture per module	Tutorial per module
Part Time	12 Months	18 hours per module	Nil
Full Time	12 Months	18 hours per module	36 hours

The course is divided into the modules to be taught and allocation hours are shown in the table below.

Module Name	(Hr)
1. Introduction to health care & role of Caregiver	18
2. Communication & Interpersonal Skills	18
3. Safety & Hygiene in Care giving	18
4. Human body systems	18
5. Common diseases, signs & symptoms	18
6. Vital signs	18
7. Positioning, Moving & ambulation	18
8. Providing Personal Care & Comfort	18
9. Specialized Care	18
10. Newborn & Infants Care	18
11. Caring for the elderly	18
12. Nutrition	18
Total	216

### Assessment and Grading

For each module, the students' level-of-understanding of the subject-areas will be assessed through combinations of Classroom participation / demonstration / simulation of skills learnt / Project assignments & Final Written Examination



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The Final written examination will contribute to 50% of the assessment, while the remaining 50% will be from the Classroom participation / demonstration / simulation of skills learnt / Project assignments. To further enhance the quality of the assessment, a reduction of 5% of the assignment's total-mark will for late submission of respective assignment and poor attendance.

Grading will be given for each module, depending on the total score obtained by the student. The grading with corresponding scores is shown in the table below.

Grade	Score
A+	Score 75 and above
A	70 to 74
B+	65 to 69
B	60 to 64
C+	55 to 59
C	50 to 54
Fail	49 and below

### **Diploma Award Criteria:**

- Students will pass all modules for Award of Specialist Diploma in Care Giving.
- Achieve minimum of 75% Classroom attendance for Part Time & 90% for full time students.
- Classroom participation / demonstration / simulation of skills learnt;
- Project assignments & Final Written Examination.

### **Course Delivery mode:**

#### Face to Face Teaching

Teaching and learning are undertaken in the form of lectures, tutorial and small-group discussions, assignment, test and examination. All modules will be taught in English or Chinese.

Face-to-face

Online  
NA

Total contact hours<sup>1</sup>: 216 (full-time)

Total contact hours: 216 (part-time)

<sup>1</sup> Refers to direct, face-to-face instructional contact with a teacher.