

**Curriculum
for
Medical Assistant Training Course**

Compiled & Edited by

The State Medical Faculty of Bangladesh

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&

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Foreword

With increasing public expectations about the health care services, the quality of care itself is under scrutiny all over the world. Therefore a positive change is needed in the role of Medical Assistant. The role of teachers and students in teaching learning with positive changes in paramedics & auxiliaries education also need to be reviewed and further developed.

This new curriculum has developed and designed scientifically which is responsive to the needs of the learners and focused towards the need of consumers. The present curriculum with its assessment methods is expected to effectively judge competencies acquired with competencies required to cater the health need of our community people. It is gratifying to note that all concerned in the promotion of paramedic health science in the country have involved themselves in the planning and formulation of this need-based curriculum

Topics like behavioural science including communication skill, medical ethics community health problem management have been given the required emphasis in this document. Though curriculum is not the sole determinant of the outcome, yet it is very important as it guides the faculty in preparing their instruction, tells the students where to go, what to do and what knowledge, skills and attitude they are to develop. The ultimate criterion of measuring curriculum in the training and education of medical assistants is the standard and quality of community health care services provided by the medical assistants with required competencies in preventive, promotive & first line curative management.

In conclusion, I would like to state that, the curriculum planning process should be continuous, dynamic and never-ending. If it is to serve best, the needs of the individual students, educational institutions and the expectations of clients of community to whom we are ultimately accountable, need to be evaluated and given due attention.

I congratulate all who were involved in reviewing, updating & redesigning and developing the curriculum, particularly the Centre for Medical Education. They have done a commendable job and deserve all appreciations. My special thanks to Rtm International & KATALYST for financial support

Prof. Dr. Shah Monir Hossain
Director General of Health Services
DGHS

Preface

Curriculum planning and designing is not a static process, rather a continuous process done regularly through a system. More than one decade have elapsed, in 1985 a national Curriculum for Medical Assistants was developed which was supposed to be community-oriented and competency based. The curriculum was partially implemented with the advancement of health science and application of newer techniques in community practices in developed and developing countries. It was felt necessary that it should be reviewed and updated to make it more technology oriented and competency based.

Initially a number of workshops were held with Curriculum Working Group of different disciplines from medical assistant training school (MATS) and a draft curriculum was produced. Subsequently, in order to develop a consensus, decision was taken to hold Review Workshops through active participation of different groups of faculty members. A working group examined the revised medical assistant curriculum to give it a final shape.

The revised Curriculum for Medical Assistants is expected to be implemented with the newly admitted students in near future session. The success of this curriculum which is made more community oriented and need-based depends on its proper implementation with active leadership of the teachers and interactive participation of students.

It is expected that this curriculum will serve as present day guideline for the students of MATS and its faculty members. In order to further improve, update and make it effective, this curriculum needs constant review and revision with time to time updating.

My sincere thanks to Dr. Abdul Jabbar Mollick, Secretary, SMF,B, for his overall supervision in this activity. My cordial thanks are extended to Dr. Ahmed Al-Kabir, President, Rtm International & KATALYST for financial support for this activity.

My special thanks to Dr. Md. Humayun Kabir Talukder, Associate Professor (Teaching Methodology), Centre for Medical Education (CME) under the co-ordinatorship of whom the whole curriculum development process was continued and completed. His team in the Centre for Medical Education (CME) deserves special appreciation.

Lastly, I would like to extend my deep and sincere gratitude to all faculty members of different MATS and others who shared their expertise and insights and worked hard to produce this valuable document.

Prof. Dr. Khnondhaker Md. Shefyetullah

Director

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Acknowledgement

This is indeed a pleasant responsibility to bring out this MATS curriculum, which has been developed through a participatory approach by a team of teachers of MATS and medical educationists.

I would like to express my deep gratitude to Prof. Dr. Shah Monir Hossain, Director General of Health Services, Prof. Dr. Khondhaker Md. Shefyetullah, Director of Medical Education and HMPD, DGHS, under the leadership of whom the plan of reviewing and updating the MATS curriculum has been materialized, and who provided immense support and encouragement to finish the work.

My sincere thanks are extended to Dr. Ahmed Al-Kabir, President, Rtm International & KATALYST for financial support which enabled us to do the job.

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My thanks to all others of CME, who were involved directly or indirectly in preparation of this curriculum.

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A) Basic Information of the Curriculum

Objective of the course:

To produce medical assistant with required knowledge, skill and attitude to provide promotive, preventive and first line curative care to the community .

- 1.1. **Name of the Course** : " Medical Assistant Training Course"
- 1.2. **Duration of the Course** : Three years plus one year internship
- 1.3. **The academic session will start** from the month of January or July .
- 1.4. **Medium of instruction and examination** : English.
Selection of students:
- 1.5. Following are the requisites for admission into the MATS
 - ∴ SSC Pass or equivalent as per Govt. decision
 - ∴ Science with Biology.

GPA and others criteria and conditions as per Govt. decision

1.6 **The Course is divided into three parts.**

1st Year-12 months

2nd Year 12 months

3rd Year 12 months

1.6.1 **Duration of 1st year** is twelve months.

The following four basic subjects will be taught

1. Basic English
2. Basic Computer Science
3. Basic Community Health & Medical Ethics
4. Basic Anatomy & Physiology

1.6.2 **Duration of 2nd year** is twelve months.

The following two basic subjects will be taught:

1. Basic Pharmacology
2. Basic Pathology & Microbiology

NB: Clinical teaching (Indoor, Outdoor) on Basic Medicine & Paediatrics, Basic Surgery and Basic Obstetric & Gynaecology **will start at 2nd year**. Classes of Basic Community Medicine & Health Management will also start from 2nd year.

1.6.3 Duration of 3rd year is twelve months

The following four basic subjects will be taught:

1. Basic Medicine & Paediatrics
2. Basic Surgery
3. Basic Obstetric & Gynaecology
4. Basic Community Medicine & Health Management

1.7 Subject wise Hour Distribution (1st, 2nd year & 3rd Year)

1st Year (Hour Distribution)

Subjects	Lecture	Tutorial	Practical	Field visit	Total
Basic English	60 (40+20)	90 (70+20)	20		170
Basic Computer Science	30		100		130
Basic Community Health & Medical Ethics	90 (75 + 15)	90 (75 + 15)		60	240
Basic Anatomy & Physiology	100 (50+50)		100 (50+50)		200
	280	180	220	60	740

NB: Student computer ratio should be at least 1:10. Basic Computer science teaching should be imparted by qualified diploma holder persons or at least one year certificate holder on computer science from a recognised institute. Basic English to be taught by English teachers who have capability of communicative English

2nd Year(Hour Distribution)

Subjects	Lecture	Tutorial	Practical	Field visit	Total
Basic Pathology & Microbiology	60	136	42		238
Basic Pharmacology	59	59	10	10	138
<i>Basic Community Medicine & Health Management(Group A & B)</i>	72	72		75	219
Total	191	267	52	85	595

Clinical/Ward/Bed side Teaching:200

Grand Total: 795

3rd Year(Hour Distribution)

Subjects	Lecture	Practical/ Clinical/Ward/Bed side Teaching /Indoor/Outdoor/Emergency	Clinical teaching at UHC (Indoor, Outdoor, Emergency)	Total
Basic Medicine & Pediatrics	120	210	15 x 3	330
Basic Surgery	80	120		200
Basic Gynecology & Obstetrics	80	120		200
Basic Community Medicine & Health Management (Group C & D)	55	65 (Practical -10 & Tutorial-55)		120
Total	335	515	45	850

Completion certificate from all four units will be a mandatory criteria to be eligible to seat for the final faculty examination.

1.8 Faculty Examination:

- There will be three faculty examinations after 1st year, after 2nd year and after 3rd year
 - 1 st year final = Conducted by faculty
 - 2nd year final = Conducted by faculty.
 - 3rd year final = Conducted by faculty.

Regarding class attendance - 75% will be considered as pre-requisite for form fill up for faculty examinations

Completion of card and field visit will be considered as pre-requisite for form fill up for faculty examinations

- After every One Year there will be faculty examination.
- The examinations will be conducted in English.
- Students who will not pass 1st year final faculty examination, will be allowed to attend academic activities of 2nd year but not be allowed to appear 2nd year final faculty examination before passing 1st year final faculty examination
- Students who will not pass 2nd year final faculty examination will be allowed to attend academic activities of 3rd year but will not be allowed to appear 3rd year final faculty examination without passing 2nd year final faculty examination.
- Respective institution will be the place of examination if it is approved by SMFB
- **Certificate for examinations.**
The principal of the institution in which a candidate has undergone the course shall submit on behalf of every candidate, a certificate showing the number of lectures and practical classes taken and number attended by the respective students. 75% attendance in each subject, both in lecturers and practical classes, field visit, clinical class is mandatory.
- **Arrangement for examinations.**
All arrangements supervision etc. shall be made under the order of the state Medical Faculty with co-ordination of respective principals

- **Application for examination.**

Every candidate for three faculty examinations shall apply through the Head of the institute to the Secretary, State Medical Faculty of Bangladesh in prescribed forms available in the office of the institution (which will be supplied by Faculty) along with requisite four weeks before the commencement of examinations.

- **Examination fees**

For each candidate the examination fees shall be submitted as per faculty decision.

- The centre fees shall be retained in the centre and be utilized to pay the remuneration to presiding officer, hall superintendent, invigilators, clerks, bearers and sweepers etc. selected for the purpose of examinations. Remuneration of examiners will be paid by the state Medical Faculty of Bangladesh, examination scripts working papers etc. will be supplied by the Faculty.

- The fees paid by candidates who fail to pass or present themselves for the examinations shall not be refunded or carried over for a subsequent examination.

- Hours of examination: The hours of examination for written papers shall be 3 hours for each paper.

- The time tables of oral and practical, clinical examination showing the dates, times and place of examination will be notified by the secretary of the state medical Faculty of Bangladesh.

- For passing any examination (i.e. 1st, 2nd & 3rd year final faculty) an examinee is required to obtain 50% marks in written paper for each subject and 50% marks in oral - practical examinations.

- The examinees are required to pass separately in theoretical paper and in oral, practicals/ clinicals.

- **Board of Examiners for 1st year, 2nd year & 3rd year faculty examinations** shall be appointed by the Faculty. There will be examiners for each subject. The internal examiner shall be the teacher of respective subject from the same institute while the external examiner should be a teacher of same subject from another Medical Assistants Training School/medical institute.

- After the completion of examinations, the marks shall be submitted by the Principal of the respective institution within ten (10) days to the Secretary of State Medical Faculty. The Secretary, state Medical Faculty will publish the result of the successful candidates within further ten (10) days.

- For developing written question Short Answer Question (SAQ) will be chosen.

- Question setting, moderation, printing, distribution, tabulation, result publishing will be as per faculty rules, guidelines and instruction.
- The oral and practical examinations of each paper shall be conducted by two examiners jointly. The external examiner preferably be a teacher of the respective subject from another Institute.
- One of the examiners of the subject shall visit the examination hall when the written examination is being held.
- Examiners and examinees will follow the code of conduct of SMFB in examination halls.

1.9 Subject wise Marks Distribution (1st, 2nd year & 3rd Year)

1st Year (Marks Distribution)

Subjects	Marks for Written	Marks for Oral	Marks for Practical	Total Marks
Basic English Course.	50	25	25	100
Basic Computer Science	50		50	100
Basic Community Health & Medical Ethics	100 (75+25)	50	50	200
Basic Anatomy & Physiology	100 (50+50)	50	50	200
Total =	300	125	175	600

2nd Year (Marks Distribution)

Subjects	Marks for Written	Marks for Oral	Marks for Practical	Total Marks
Basic Pathology & Microbiology	100	50	50	200
Basic Pharmacology	100	50	50	200
Total=	200	100	100	400

3rd Year (Marks Distribution)

Subjects	Marks for Written	Marks for Oral	Marks for Clinical/Practical	Total Marks
Basic Medicine & Paediatrics	100	50	50	200
Basic Surgery	100	50	50	200
Basic Gynaecology & Obstetrics	100	50	50	200
Basic Community Medicine & Health Management	100	50	50	200
Total =	400	200	200	800

1.10 Internship

Duration – 12 months

- 9 months –at General /Sadar hospital or any equivalent hospital
- 3 months – at Upazila Health Complex

Each students after successful completion of 3rd year final faculty examination will go under 12 month compulsory internship. 9 months –at General /Sadar hospital or any equivalent hospital and 3 months – at Upazila Health Complex

After successful completion of 12 months rotatory internship he/she will get permanent registration.

1.11 How to use this curriculum:

This curriculum is meant for the guidance of three groups for people:

1. Students to guide them in what to learn and how to learn
2. Teachers to guide them in what to teach and how to teach
3. Examiners to guide them in what to evaluated and how to evaluated

It will be meaningful only if above groups succeed in discharging their responsibilities relating their role properly.

As there is no standard text books for the Medical Assistants the teachers must prepare their lesson plan having learning objectives, subject-content, teaching methods and methods of evaluation and list of resource materials. The whole instruction design or lesson plan should be set as per time allocation.

Subject : Basic English Language Course

Contents	Learning Objectives	Training /Learning experiences		Expected hours /days	Assessment
		Teaching Method	Aids		
Part -I a. Subjects & predicate b. Part of speech- <ul style="list-style-type: none"> ▪ Noun & its classification ▪ Pronoun & its classification ▪ Adjective & its classification ▪ Verb-Adverb ▪ Article ▪ Tense ▪ Conjugation ▪ Preposition ▪ Punctuation (capitalization, fragment, end, comma, semi colon, colon, hyphen, underlining) ▪ Spelling ▪ Wrong words c. Translation (Bengali to English, English to Bengali), short story writing, technical description, comprehension. d. Paragraph writing, application writing, letter writing, report writing, summary writing. e. Group discussion with special emphasis on present and future problems relating conversation to population and family planning, food and nutrition, environment and pollution.	On completion of the course the students will be able to - <ol style="list-style-type: none"> i. improve hand writing, spelling of words. ii. use idioms, scientific manes etc. properly including elementary knowledge of conjugation, punctuation, correction. iii. write essays, summery & paragraphs, on basic medical subjects/topics iv. understand the working manual attached with different scientific instruments and equipment/field program, lectures given by guest lecturer. v. write reports of observation in the laboratory/ward/clinic or in the field vi. understand and interpret the scientific manuals, publications etc. 	Lecture Tutorial/ group discussion	Chalk Board OHP Transparency Paper Marker Multimedia	L-40 hrs T-70 hrs	Written Viva

Subject : Basic English Language Course

Contents	Learning Objectives	Training /Learning experiences		Expected hours /days	Assessment
		Teaching Method	Aids		
Part -II Communicative English <ul style="list-style-type: none"> ▪ Reading skill ▪ Writing skill ▪ Listening skill ▪ Conversations skill 	On completion of the course the students will be able to – <ul style="list-style-type: none"> • Read competently • Write correctly • Listen appropriately • Do Conversation fluently 	Lecture Practical/ Tutorial/Communication	Multi media Laptop OHP White Board Marker Wall chart Recorder Reading materials	L-20 hrs T-40 hrs	Written - SAQ Communicative Oral/Practical

Subject : Basic Computer Science

Contents	Learning Objectives	Training /Learning experiences		Expected hours	Assessment
		Teaching Method	Aids		
<p>Detailed Contents :</p> <p>Relevant Instruction for Practical :</p> <ul style="list-style-type: none"> ▪ Information Technology - its concept and scope ▪ Computers for information storage, information seeking, information processing and information transmission ▪ Elements of computer system - computer hardware and software: data - numeric data, alpha numeric data; contents of program, processing. ▪ Computer organization, block diagram of a computer, CPU, memory. ▪ Input devices; keyboard, mouse etc; output devices; VDU and printer, scanner, plotter. ▪ Electrical requirements, inter-connections between units, connectors and cables. ▪ Secondary storage; magnetic disks-tracks and sectors, optical disk (CD and DVD Memory), primary and secondary memory: RAM, ROM, PROM etc. ▪ Capacity; device controllers, serial port, parallel port system bus 47 ▪ Exercises on file opening and closing; memory management; device management and input-output (I/O) management with respect of windows. ▪ Installation concept and precautions to be observed while installing the system and software. ▪ Introduction about operating systems such as MS-DOS and Windows. ▪ Special features, various commands of MS word and MS- Excel, PowerPoint. ▪ About the internet-server types, connectivity (TCOP/IP, shell); applications of internet like: e-mail and browsing. ▪ Various Browsers like WWW (World Wide Web); hyperlinks; HTTP (Hyper Text Transfer Protocol); FTP (File Transfer Protocol). ▪ Basic of Networking -LAN, WAN, Topologies. 	<p>On completion of the course the students will –</p> <ul style="list-style-type: none"> ▪ be acquainted with the modern computer technology. ▪ develop skills in ms word, ms-excel, power point, internet. ▪ prepare reports of various investigations ▪ collect latest information through internet. 	<p>Lectures & Practical demonstrations</p>	<p>Computer, Multi media, Computer lab. Internet, White-Board Marker.</p>	<p>Total L-30 hrs.</p>	<p>Written Viva Practical</p>

Subject : Basic Computer Science

Contents	Learning Objectives	Training /Learning experiences		Expected hours /days	Assessment
		Teaching Methods	Aids		
<p>Detailed Contents :</p> <ul style="list-style-type: none"> ▪ Identify various components of a computer and list their functions. ▪ Identification of various parts of a computer and peripherals. ▪ Practice installing a computer system by giving connection and loading the system software and application software. ▪ Installation of DOS and simple exercises on TYPE, REN, DEL, CD, MD, COPY, TREE, BACKUP commands. ▪ Exercises on entering text and data (Typing Practice). ▪ Installation of Windows 98 or 2000 etc. ▪ Features of windows as an operating system. ▪ Start ▪ Shutdown and restore. ▪ Creating and operating on the icons. ▪ Opening, closing and sizing the windows. ▪ Using elementary job commands like - creating, saving, modifying, finding and deleting a file. ▪ Creating and operating on a folder. ▪ Changing setting like, date, time color (back ground and foreground) ▪ Using short cuts, using on-line help. <p>MS-WORD</p> <ul style="list-style-type: none"> ▪ File Management ▪ Opening, creating and saving a document, locating files, copying contents in some different file (s), protecting files, giving password protection for a file. ▪ Page set up : Setting margins, tab setting, ruler, indenting ▪ Editing a document : Entering text, cut, copy, paste using tool-bars ▪ Formatting a document : Using different fonts, changing font size and colour, changing the appearance through bold/italic/underlines, highlighting a text, changing case, using subscript and superscript using different underline methods, aligning of text in document, inserting bullets and numbering. 		<p>Lectures & Practical demonstrations</p>	<p>Computer, Multi media, Computer lab. Internet, White Board Marker.</p>	<p>P-30 hrs</p>	<p>Written Viva Practical</p>

Subject : Basic Computer Science

Contents	Learning Objectives	Training /Learning experiences		Expected hours	Assessment
		Teaching Methods	Aids		
<p>Detailed Contents :</p> <ul style="list-style-type: none"> ▪ Formatting paragraph, inserting page breaks and column breaks. ▪ Use of headers footers: Inserting footnote, end note, use of comments. ▪ Inserting date, time, special symbols, importing graphic images, drawing tools. ▪ Tables and Borders : Creating a table, formatting cells, use of different border styles, shading in tables, merging of cells, partition of cells, inserting and deleting row in a table. ▪ Print preview, zoom, page set-up, printing options. ▪ Using Find, Replace options. ▪ Using Tools like: Spell checker, help, use of macros, mail merge, thesaurus word content and statistics, printing envelops and labels. ▪ Using shapes and drawing toolbar. ▪ Working with more than one window in MS Word. ▪ How to change the version of the document from one windows to another. ▪ Conversion between different text editors, software and MS word. ▪ MS -Excel : Starting excel, open worksheet, enter, edit, data, formulas to calculate values, format data, create chart, printing chart, save worksheet, switching from another spread sheet ▪ Menu Commands : Create, format charts, organise, manage data, solving problem by analyzing data, exchange with other applications. Programming with MS Excel, getting information while working. ▪ Work Books : Managing workbooks (create, open, close, save) working in work books, selecting the cells, choosing commands, data entry techniques, formula creation and links, controlling calculations, working with arrays. ▪ Editing a worksheet, copying, moving cells, pasting, inserting, deletion cells, rows, columns, find and replace text, numbers of cells, formatting worksheet. 		<p>Lectures & Practical demonstrations</p>	<p>Computer, Multi media, Computer lab. Internet, White Board Marker.</p>	<p>P-30 hrs.</p>	<p>Written Viva Practical</p>

Subject : Basic Computer Science

Contents	Learning Objectives	Training /Learning experiences		Expected hours	Assessment
		Teaching Methods	Aids		
<p>Detailed Contents :</p> <ul style="list-style-type: none"> ▪ Creating a chart : Working with chart types, changing data in chart, formatting a chart, use chart to analyze data ▪ Using a list to organize data, sorting and filtering data in list ▪ Retrieve data with MS-Query: Create a pivot table, customising a pivot table. Statistical analysis of data. ▪ Customise MS-Excel : How to change view of worksheet, outlining a worksheet, customise workspace, using templates to create default workbooks, protecting work ▪ Exchange data with other application: linking and embedding, embedding objects, linking to other applications, import, export document <p>PowerPoint :</p> <ul style="list-style-type: none"> ▪ Making Slide ▪ Slide Projection <p>Internet and its applications :</p> <ul style="list-style-type: none"> ▪ Log-in to internet ▪ Navigation for information seeking on internet ▪ Browsing and down loading of information from internet ▪ Sending and receiving e-mail ▪ Creating a message ▪ Creating and address book ▪ Attaching a file with e-mail message ▪ Receiving a message ▪ Deleting message 		Lectures & Practical demonstrations	Computer, Multi media, Computer lab. Internet, White Board Marker.	P-25 hrs	Written Viva Practical
				P-15 hrs	

Subject : Basic Community Health & Medical Ethics

Contents	Learning Objectives	Training /Learning experiences		Expected hours	Assessment
		Teaching Methods	Aids		
<p>1. Introduction to Community Health</p> <p>i. Health : Definition and determinants of Health</p> <p>ii. Disease : Definition, agents of diseases, Interaction between “host, agent and environment”</p> <p>iii. Define : Medicine, Hygiene, Public Health, Preventive Medicine, Social Medicine</p> <p>iv. Community: Definition, comprehensive health team.</p>	<p>At the end of the session the MATS students will be able to :</p> <ul style="list-style-type: none"> ▪ define the terms mentioned in the contents ▪ explain the interaction between agent, host and environment. 	<p>Lecture</p> <p>Tutorial/Group discussion</p>	<p>Model, Picture/ charts Posters Multimedia OHP White board Chalk board</p>	<p>L-7 hrs</p> <p>Tutorial/ group discussion - 7 hrs</p>	<p>Written</p> <p>Viva</p>
<p>f. Community Health; Definition, components, community health care system</p> <p>g. Primary Health Care (PHC); Definition, principles, components, concept of ‘health for all (HFA)’.</p>	<p>At the end of the session the students will be able to :</p> <ul style="list-style-type: none"> ▪ define the terms mentioned in the contents ▪ describe the community health care system ▪ describe the components and principles of PHC ▪ state the concept of HFA 	<p>Lecture</p> <p>Tutorial/Group discussion</p>	<p>Model, Picture/ charts Posters Multimedia OHP White board Chalk board</p>	<p>L-7 hrs</p> <p>Tutorial/ group discussion - 7 hrs</p>	<p>Written</p> <p>Viva</p>

Subject : Basic Community Health & Medical Ethics

Contents	Learning Objectives	Training /Learning experiences		Expected hours	Assessment
		Teaching Methods	Aids		
2. Environmental Health a. Introduction b. Water c. Human excreta/waste d. Air e. Insects of Medical importance f. Personal Hygiene	At the end of the sessions the students will be able to : <ul style="list-style-type: none"> ▪ define environments & other factors related to it ▪ explain the importance of influence of various environmental factors on health of the community 	Lecture Tutorial/Group discussion Field visit	Model, Picture/ charts/ Posters Multimedia OHP White board Chalk board Exposure to community	L-12 hrs T-12 hrs Visit-10 hrs	Written Viva Practical demonstration by students
3. Introduction to Epidemiology & Demography <ul style="list-style-type: none"> ▪ Concept of Epidemiology & its uses ▪ Definition of incidence & prevalence ▪ Definition and components of Demography ▪ Population trends and problems and its impact in Bangladesh 	At the end of the sessions the students will be able to : <ul style="list-style-type: none"> ▪ define epidemiology & its use ▪ define incidence and prevalence of disease ▪ define demography and its components ▪ outline the population trends and problems and its impacts in Bangladesh 	Lecture Tutorial/Group discussion	Model, Picture/ charts/ Posters Multimedia OHP White board Chalk board	L-5 hrs T-5 hrs	

NOTE: Field visit should be completed after completion of the specific topic and should take place under supervision of concerned teacher and the total process will be supervised by the principal of the institute

Subject : Basic Community Health & Medical Ethics

Contents	Learning Objectives	Training /Learning experiences		Expected hours	Assessment
		Teaching Methods	Aids		
4. Food & Nutrition a. Concept of food & nutrition b. Proximate Principle of food c. Sources, requirements & functions of different kinds of foods d. Concept of 'balanced diet'	At the end of the session the students will be able to : <ul style="list-style-type: none"> ▪ define food & nutrition ▪ list of sources, requirement, function, classification of protein, fat, carbohydrate, minerals and vitamins ▪ define balanced diet 	Lecture Tutorial/Group discussion Field visit	Model, Picture/ charts/ Posters Multimedia OHP White board Chalk board Exposure to community	L-5 hrs T-5 hrs Visit-10 hrs	Written Viva Practical demonstration by students
5. Maternal & Child Health and Family Planning ; a) MCH <ul style="list-style-type: none"> ▪ Concepts of MCH & reproductive health ▪ Causes of Maternal & infant mortality ▪ Prevention of Maternal & infant mortality ▪ Breast feeding ▪ EPI b. Family Planning : <ul style="list-style-type: none"> ▪ Definition of Family Planning ▪ Contraception & its methods (Types, Merits & demerits) ▪ Importance of Family Planning in context of Bangladesh 	a. MCH At the end of the session the MATS students should be able to know- <ul style="list-style-type: none"> ▪ define & explain the importance of MCH ▪ explain the importance of Breast feeding and its merits in contrast to artificial feeding ▪ educate mother regarding EPI b. Family planning <ul style="list-style-type: none"> ▪ define family planning ▪ list methods of contraception and mention merits & demerits of each ▪ describe the importance of family planning in context of Bangladesh. 			L-10 hrs T-10 hrs Visit-10	

Subject : Basic Community Health & Medical Ethics

Contents	Learning Objectives	Training /Learning experiences		Expected hours /days	Assessment
		Teaching Methods	Aids		
6. Behavioural Science a. Concepts & component of behavioural science b. Human interpersonal communication	At the end of the session the students will be able to : <ul style="list-style-type: none"> ▪ define & list the components of behavioural science ▪ describe the importance of doctor /nurse patient relationship 	Lecture Tutorial/Group discussion Field visit	Model, Picture/ charts/ Posters Multimedia OHP White board Chalk board Exposure to community	L-6 hrs T-6 hrs Visit-8 hrs	Written Viva
7. Health Education a. Concept, Principles & Methods of Health Education	At the end of the session the students will be able to : <ol style="list-style-type: none"> a. define health education b. explain the principles of health education c. describe the methods of health education 	Lecture Tutorial/Group discussion Field visit	Model, Picture/ charts/ Posters Multimedia OHP White board Chalk board Exposure to community	L-6 hrs T-6 hrs Visit-8 hrs	Written Viva
8. Mental Health a. Concepts of mental Health b. Factors causing mental illness	At the end of the session the students will be able to : <ul style="list-style-type: none"> ▪ define mental health ▪ list the indicators & common factors causing mental health 	Lecture Tutorial/Group discussion Field visit	Model, Picture/ charts/ Posters Multimedia OHP White board Chalk board Exposure to community	L-6 hrs T-6 hrs	Written Viva

Subject : Basic Community Health & Medical Ethics

Contents	Learning Objectives	Training /Learning experiences		Expected hours /days	Assessment
		Teaching Methods	Aids		
9. Occupational Health a. Definition b. Common occupational health problems at rural level c. Prevention of occupational problems	At the end of the session the students will be able to : <ul style="list-style-type: none"> • define occupational health • describe the common occupational health problems at rural level • mention prevention of occupational problems 	Lecture Tutorial/Group discussion Field Visit	Model, Picture/ charts/ Posters Multimedia OHP White board Chalk board Exposure to community	Lec- 3hrs Tuto-3 hrs Visit-6 hrs	Written Viva
10. Introduction to Bangladesh Health Service a. Organogram of Bangladesh Health Services with emphasis to Upazila & below b. Job description of UHFPO, MO, RMO, UFPO, MA, FWV, FPA, FWA, HA and other field staff c. Organisation chain of supervision from upazila & below	At the end of the session the students will be able to : <ul style="list-style-type: none"> ▪ Mention the organogram of Bangladesh health services ▪ Mention the organogram of UHC and below ▪ List the job description of UHFPO, MO, RMO, UFPO, MA, FWV, FPA, FWA, HA and other field staff ▪ Mention the chain of supervision from upazilla to below 	Lecture Tutorial/Group discussion Field visit	Model, Picture/ charts/ Posters Multimedia OHP White board Chalk board Exposure to community	Lec- 8hrs Tuto-8 hrs Visit-16 hrs	Written Viva

Subject : Basic Community Health & Medical Ethics

Contents	Learning Objectives	Training /Learning experiences		Expected hours	Assessment
		Class-room	Aids		
Medical Ethics 1. Medical ethics, Geneva, Declaration 2. central areas of health ethics <ul style="list-style-type: none"> ▪ The health care providers and patient relationship ▪ Fairness and equity ▪ Specific health issue 3. Components of Health service provider & patient relationship – <ul style="list-style-type: none"> ▪ Patient autonomy ▪ Informed consent 4. Medical Etiquette 5. Professional infamous conduct 6. Professional secrecy 7. Negligence 8. Mal practices (Professional Negligence) 9. Criminal mal practices or criminal professional negligence 10. Patient rights	At the end of the course the student will be able to – <ul style="list-style-type: none"> ▪ define medical ethics ▪ state the Geneva declaration ▪ name the central areas of health ethics ▪ explain the difficult components of health care providers are patient relationship ▪ explain patient autonomy ▪ explain informed consent ▪ explain fairness the equity in providing services ▪ define medical etiquette ▪ list and explain the professional infamous conducts ▪ define mal-practices and criminal mal practices ▪ describe professional secrecy, and privileged communication ▪ patients rights state 	Lecture Tutorial/Group discussion	OHP Multimedia Video Chalk board White board	L-15 L-15	Written Viva

Subject : Basic Anatomy & Physiology

Contents	Learning Objectives	Training /Learning experiences		Expected hours /days	Assessment
		Teaching methods	Aids		
1. General Body Structure a. Anatomical Positions b. Cell c. Tissue d. System	At the end of the session the students will be able to : 1. define anatomy, physiology, different anatomical position e.g. anterior, posterior, medial, lateral, proximal, distal etc. 2. draw a cell & label its structures 3. mention the structure & functions of the following tissue: epithelial tissue, connective tissue, muscular tissue, nervous tissue 4. name different systems of human body and mention general function of each systems	Lecture Practical demonstration	Skeleton, Models, chalk & Board, Chart & diagram, OHP, Multimedia, CD, volunteers.	Total-24 hours Lec.- 12 hrs Demo-12 hrs	Written SAQ Oral + Practical
2. Body Fluids a. Types of fluid b. Intake & output of fluid Bood & Lymphatic System a. Blood & It's cells b. Lymph & lymph nodes	At the end of the session the students will be able to : 1. mention the main types of body fluid, explain extra cellular and intercellur fluid 2. state daily intake & output of fluid 3. define dehydration& oedema At the end of the session the students will be able to : 1. state the composition & function of blood 2. state the morphological characteristics of different blood corpuscles and their functions 3. name main groups of lymph nodes & function of lymphatic system 4. identify the location of tonsil, spleen & lymph nodes and their functions.	Lecture Practical demonstration	Skeleton, Models, chalk & Board, Chart & diagram, OHP, Multimedia, CD, volunteers	Total-18 hours Lec.- 9 hrs Demo--9 hrs	Written (SAQ) Oral + Practical

Subject : Basic Anatomy & Physiology

Contents	Learning Objectives	Training /Learning experiences		Expected hours /days	Assessment
		Teaching methods	Aids		
3. Cardio-vascular system a. Heart and it's parts b. Main Vessels c. Blood pressure	At the end of the session the students will be able to : 1. name & draw the different parts of heart and their function 2. name the main arteries & veins & their surface markings 3. mention the main arteries supplying limbs, head & neck important body organs 4. explain function of arterial system, venous system, cardiac cycle 5. define cardiac output venous return 6. measure heart rate, pulse rate, blood pressure	Lecture Practical demonstration	Skeleton, Models, chalk & Board, Chart & diagram, OHP, Multimedia, CD, volunteers	Total-20 hours Lec.- 10 hrs Demo--10 hrs	Written (SAQ) Oral + Practical
4. Respiratory System a. Parts of respiratory Tract b. Paranasal Sinuses c. Respiration	At the end of the session the students will be able to : 1. name the parts of respiratory tract. and mention their function 2. indicate the position & functions of paranasal sinuses 1. draw the bronchial tree and mention their function 2. locate the tonsils & mention their function 4. explain the mechanism of respiration	Lecture Practical demonstration	Skeleton, Models, chalk & Board, Chart & diagram, OHP, Multimedia, CD, volunteers	Total-16 hours Lec.- 8 hrs Demo--8 hrs	Written (SAQ) Oral + Practical

Subject : Basic Anatomy & Physiology

Contents	Learning Objectives	Training /Learning experiences		Expected hours /days	Assessment
		Teaching methods	Aids		
5. Digestive System a. Regions of abdomen b. Parts of Alimentary Tract c. Surface Marking	At the end of the session the students will be able to : 1. Draw & name 9 (nine) anatomical regions of the abdomen 2. Draw & name deferent part of digestive system 3. Draw & name deferent part of and alimentary tract 4. State the function of the various parts of gastrointestinal tract e.g. Stomach, Duodenum, liver, Gall bladder, pancreas, small intestine, vermiform appendix , large gut, rectum 5. Draw surface markings of the following : Stomach, Duodenum, liver, Gall bladder, Spleen, pancreas, vermiform appendix 6. Describe the main composition of gastric juice, intestinal juice, bile.	Lecture Practical demonstration	Skeleton, Models, chalk & Board, Chart & diagram, OHP, Multimedia, CD, volunteers	Total-24 hours Lec.- 12 hrs Demo--12 hrs	Written (SAQ) Oral + Practical
6. Digestion & Metabolism a. Digestive juices functions b. Metabolism of CHO, Fat & Protein	At the end of the session the students will be able to : 1. Describe peristalsis 2. Describe Functions of Saliva, Gastric juice, pancreatic juice, intestinal juice, bile 3. out line the digestion & absorption of <ul style="list-style-type: none"> • Protein, Fat, Carbohydrate, 4. Define <ul style="list-style-type: none"> • Metabolism • Anabolism • catabolism 	Lecture Practical demonstration	Models, chalk & Board, Chart & diagram, OHP, Multimedia, CD, volunteers	Total-18 hrs Lec.- 9 hrs Demo--9 hrs	Written (SAQ) Oral + Practical

Subject : Basic Anatomy & Physiology

Contents	Learning Objectives	Training /Learning experiences		Expected hours /days	Assessment
		Teaching methods	Aids		
7. Skin & Musculo-skeletal System	At the end of the session the students will be able to : <ol style="list-style-type: none"> 1. List the layers of skin 2. List the functions o the skin 3. Classify bones 4. Name & identify main bones of the human skeleton 5. Function of bones 6. Classify main types of joints 7. Name & identify main joints of the human 8. Identify the major muscle groups on the body as extensors, flexors, abductors, adductors 	Lecture Practical demonstration	Skeleton, Models, chalk & Board, Chart & diagram, OHP, Multimedia, CD, volunteers	Total-24 hours Lec.- 12 hrs Demo--12 hrs	Written (SAQ) Oral + Practical
8. URO-Genital System <ol style="list-style-type: none"> a. Parts of the Urinary tract b. Parts of the genital tract c. Menstrual Cycle 	At the end of the session the students will be able to : <ol style="list-style-type: none"> 1. Draw & level the different parts of urinary system 2. Mention the function of different parts of urinary system 3. Draw & level the different parts of reproductive system – both male and female. 4. Mention the function of different parts of reproductive system – both male and female. 5. Draw & level the different structure of kidney 6. Describe parts and anatomical relation of urethra male/female 7. Describe briefly menstrual cycle. 8. Name the intrauterine stages of embryonic development 9. Out line the main factors that initiate and maintain process of the lactation. 10. Draw the surface marking of : Kidney, ureter, bladder, vas deferens 	Lecture Practical demonstration	Models, chalk & Board, Chart & diagram, OHP, Multimedia, CD, volunteers	Total-22 hrs Lec.- 11 hrs Demo--11 hrs	Written (SAQ) Oral + Practical

Subject : Basic Anatomy & Physiology

Contents	Learning Objectives	Training /Learning experiences		Expected hours /days	Assessment
		Teaching methods	Aids		
9. Nervous System a. Brain & its parts b. Central & Peripheral Nervous system c. Functions of Cranial nerves d. Eyes & Ear	At the end of the session students will be able to : 1. classify nervous system 2. define followings: neurone, sensory nerve, motor nerve, nerve plexus, reflex arch, ganglion, sympathetic & para sympathetic nervous system 3. identify following areas of the brain on a model: cerebrum, cerebellum, mid brain, pons, medulla oblongata , basal ganglia, hypothalamus, thalamus. 4. name & mention the function of cranial nerves, main functional areas of cerebrum, cerebellum, mid brain, pons, medulla oblongata, basal ganglia, hypothalamus, thalamus, spinal cord 5. mention the main peripheral nerves & their surface marking 6. mention the layers of meniges. 7. function of cerebro-spinal fluid (CSF) 8. name & identify structures of eye on a model. and mention their function 9. identify the external, middle, internal ear & tympani membrane and mention their function	Lecture Practical demonstration	Skeleton, Models, chalk & Board, Chart & diagram, OHP, Multimedia, CD, volunteers	Total-20 hours Lec.- 10 hrs Demo--10 hrs	Written (SAQ) Oral + Practical
10. Endocrine system a. Endocrine Glands b. Different hormones & their functions	At the end of the session students will be able to 1. define endocrine gland 2. Identify the location of pituitary glands, thyroid, adrenal glands, ovary, tests, islets of langerhans 3. name main endocrine glands and mention functions of pituitary glands, thyroid , adrenal glands, ovary, tests, islets of langerhans of pancreas 4. list the hormones of pituitary glands, thyroid , adrenal glands, ovary, tests, islets of langerhans	Lecture Practical demonstration	Models, chalk & Board, Chart & diagram, OHP, Multimedia, CD, volunteers	Total-14 hrs Lec.- 7 hrs Demo--7 hrs	Written (SAQ) Oral + Practical

Subject : Basic Pathology & Microbiology

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room instruction	Practical /visit	Aids		
General Pathology : Introduction Inflammation Anaemia Haemorrhage Fissure Fistulae Ischaemia Oedema Thrombosis Embolism Shock Tumours Gangrene Hypersensitivity Wound repair Necrosis	<ul style="list-style-type: none"> • The students will be able to describe in brief the Pathogenesis of diseases • The students will be able to describe in short Acute & chronic inflammation • The students will be able to describe in short : Anaemia Haemorrhage Fissure Fistulae Ischaemia Oedema Thrombosis Embolism Shock Tumours Gangrene Hypersensitivity Wound repair Necrosis 	Lecture followed by Tutorial Do Do		Overhead Projector / Chalk board / Multimedia/ CD / Chart / Pictures	Lec-1 Tut-2 Lec-3 Tut-6 Lec-5 Tut-10	Post session Written(SAQ) Viva & Practical

Subject : Basic Pathology & Microbiology

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room instruction	Practical /visit	Aids		
Microbiology Introduction Definition Classification Sterilization Bacteriology Definition Classification Mode of infection Diseases produced by the following common bacteria:	<ul style="list-style-type: none"> The students will be able to describe in brief the role of micro organism in producing disease. The students will be able to describe in brief the importance and common methods of sterilization and disinfection. The students will be able to describe in short the name of common bacteria, mode of infection & disease produced by them. 	Lecture followed by Tutorial	Practical	Overhead Projector / Slides / Chalk board / Multimedia/ CD / Chart / Pictures / Practical instruments	Lec-1hr Tut-1hr Prac-1hr	Post session Written(SAQ) Viva & Practical
<ul style="list-style-type: none"> Staphylococcus Streptococcus Pneumococcus 		Do	Do	-Do-	Lec-3hr Tut-3hr Prac-3hr	-Do-
<ul style="list-style-type: none"> Gonococcus Meningococcus 		Do	Do	-Do-	Lec-2hr Tut-2hr Prac-2hr	-Do-
<ul style="list-style-type: none"> Vibrio 		Do	Do	-Do-	Lec-1hr Tut-1hr Prac-1hr	-Do-
<ul style="list-style-type: none"> E.coli Salmonella Shigella 		Do	Do	-Do-	Lec-3hr Tut-3hr Prac-3hr	-Do-
		Do	Do	-Do-	Lec-2hr Tut-2hr Prac-2hr	-Do-

Subject : Basic Pathology & Microbiology

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room instruction	Practical /visit	Aids		
<ul style="list-style-type: none"> M.Tuberculosis M.Leprae C. Diptheria 		Lecture & Tutorial	Practical	Overhead Projector / Slides / Chalk board / Multimedia/ CD / Pictures /instruments	Lec-4hr Tut-4hr Prac-4hr	Post session Written(SAQ) Viva & Practical
Virology Definition, classification. List the medical importance virus , their spread and the diseases produced by them (including emerging and remerging virus) and their special importance to:	The students will be ale to describe in short the name of common Virus, mode of infection & diseases produced by them	-Do-	Do	-Do-	Lec-1hr Tut-1hr Prac-1hr	-Do-
<ul style="list-style-type: none"> Measls virus Influenza virus Varicella virus Herpeses virus 		-Do-	Do	-Do-	Lec-2hr Tut-2hr Prac-2hr	-Do-
<ul style="list-style-type: none"> Poliomyelitis Rota virus 		-Do-	Do	-Do-	Lec-2hr Tut-2hr Prac-2hr	-Do-
<ul style="list-style-type: none"> Hepatitis viruses 		-Do-	Do	-Do-	Lec-2hr Tut-2hr Prac-2hr	-Do-
<ul style="list-style-type: none"> Dengue virus Rabies virus 		-Do-	Do	-Do-	Lec-2hr Tut-2hr Prac-2hr	-Do-
<ul style="list-style-type: none"> HIV virus Flu viruses 		-Do-	Do	-Do-	Lec-2hr Tut-2hr Prac-2hr	-Do-
Mycology Definition, classification of fungus, common superficial fungus & diseases produced by them	The students will be able to describe the common superficial fungal diseases and superficial candidial infections in short	-Do-	Do	-Do-	Lec-2hr Tut-2hr Prac-2hr	-Do-

Subject : Basic Pathology & Microbiology

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room instruction	Practical /visit	Aids		
Parasitology Introduction Classification Mode of infection Name of disease produced by the following common parasites:	The students will be able to describe in short the name of common parasites, mode of transmission	Lecture & Tutorial		Overhead Projector / Slides / Chalk board / Multimedia/ CD / Chart / Pictures	Lec-2hr Tut- 4hr	Post session Written(SAQ) Viva & Practical
<ul style="list-style-type: none"> Entamoeba histolytica Malairial parasites 		-Do-	Practical	-Do-	Lec-2hr Tut-2hr Prac-1hr	-Do-
<ul style="list-style-type: none"> Giardia Lambia Trichomonus vaganalis 		-Do-	Practical	-Do-	Lec-1hr Tut-2hr Prac-1hr	-Do-
<ul style="list-style-type: none"> Leishmania Donovanani 		-Do-	Practical	-Do-	Lec-1hr Tut-2hr Prac-1hr	-Do-
<ul style="list-style-type: none"> A.L A.D E.V T.T 		-Do-	Practical	-Do-	Lec-2hr Tut-4hr Prac-2hr	-Do-
<ul style="list-style-type: none"> Wuchereia bancrofti (micro filarial) 		-Do-		-Do-	Lec-1hr Tut-2hr Prac-1hr	-Do-

Subject : Basic Pathology & Microbiology

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room instruction	Practical /visit	Aids		
Clinical Laboratory : <ul style="list-style-type: none"> Blood 	The students will be able to perform : Hb., ESR, T.C, D.C, M.P	Tutorial	Practical	Overhead Projector / Slides / Chalk board / Multimedia/ CD / Pictures / practical instruments / Reagents	Tut-6hrs Prac-12hrs	Post session Written (SAQ) Viva & Practical
<ul style="list-style-type: none"> Urine : 	The students will be able to perform : a) Physical examination b) Chemical examination : Sugar, Albumin, Reaction c) Microscopic examination: Puscel, R.B.C. Epithelial cell, Trichomonus	Tutorial	Practical	-Do-	Tut-6hrs Prac-12hrs	-Do-
<ul style="list-style-type: none"> Stool : 	The students will be able to perform : a) Physical examination : Blood, Mucus, worms, colour, odour b) Chemical examination: Reaction, occult blood test c) Microscopic examination: Pus cell, R.B.C Cyst & Trophozoits of : E.H E. coli Giardia	Tutorial	Practical	-Do-	Tut-6hrs Prac-12hrs	-Do-
				Ova of : A.L. A.D. T.T E.V		

Subject : Basic Pharmacology

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room instruction	Practical /visit	Aids		
1. Basic Concept of Pharmacology	At the end of learning session the students will be able to :	Lecture Group Discussion	Practical	Chalk duster & Audio visual OHP Materials / Multimedia	Lec-8hrs Tutorial & Practical- 8hrs Visit (hospital dispensary) -4hrs	Post Session Written Test and Viva
	1. define and give example Pharmacology Pharmacy Drugs Dose Therapeutic dose Toxic dose Tolerance Addiction Habituation Drug dependency Side effects Toxic effects Solution Mixture Syrup Ointments Capsules Tablets					
	2. Routes of Administration of drugs with their advantages and disadvantages.	Lecture		Chalk duster & OHP	Lec-6hrs Tuto-6hrs	
	3. Give the different naming of drugs & example	Lecture		Chalk duster & OHP		
4. Outline some factors which influence the action of drugs	Lecture		Chalk duster & OHP			

Subject : Basic Pharmacology

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room instruction	Practical /visit	Aids		
	Students must be able to : - Give the Pharmacological names : State the Types of dosages formulation - List their main actions - State their normal absorption and exertion of drugs - State their indications, contraindications and side effects - List of essential drugs for union and upazila level should be included in 13+33 drugs respectably	Lecture Class Followed by Tutorial, group discussion Question-answers and feed back		Chalk duster & OHP/ Multi media		In Course Assessment Written Test (SAQ) Viva
2. Essential drugs in groups. i. Antiseptic /Disinfectant - Gention violet - Acriflavin - Potasium Permanganate - Chlorhexidine ii. Analgesic, Anti Pyretics and Non Steriodal Anti inflammatory drugs - Asprin - Paracetamol - Pethidine iii. Anti spasmodic - Atropine - Hyocine N-Butyl Bromide					Lec-45hrs Tuto-45hrs	

Subject : Basic Pharmacology

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room instruction	Practical /visit	Aids		
iv. Antacid <ul style="list-style-type: none"> - Aluminium Hydroxide - Magnesium Hydroxide - Magnesium Trisilicate 						
v. Haematinics- <ul style="list-style-type: none"> ✓ Ferrous sulphate ✓ Folic Acid 						
vi. Anti-Helminthics <ul style="list-style-type: none"> - Mebendazole - Albendazole - Pyrental pamoate 						
vii. Anti-Malarial <ul style="list-style-type: none"> - Chloroquine - Quinine - Sulphadoxine +Pyrimethamine 						
viii. Anti Amoebic <ul style="list-style-type: none"> - Metronidazole 						
ix. Electrolyte and I/V fluids <ul style="list-style-type: none"> O.R.S I/V fluid of various strength Dextrose aqua/ Dextrose saline cholera saline 						
x. Bronchodilators- salbutamol, aminophyllin						
xi- diuretics <ul style="list-style-type: none"> - Frusemide - Thiazide 						
xii. Antipsychotic drug <ul style="list-style-type: none"> - Chlorpromazine 						
xiii. Hypnotic and Sedative <ul style="list-style-type: none"> - Phenobarbitone Diazepam 						

Subject : Basic Pharmacology

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room instruction	Practical /visit	Aids		
xiv. Antimicrobial - Phenoxyethyl Penicilline - Procanie Penicilline - Ampicillin - Amoxicillin - Cloxacillin - Tetracycline - Co-Trimoxazole, - Ciprofloxacin xv. Anti-Histamines - Chlorpheniramine - Pro methazine HCl xvi. Anti-Scabics - Benzyl-benzoate - Tetmosol xvii. Anti-Fungal - Benzoic Acid+Salicylic Acid - Griseofulvin xviii. Local Anesthetics - Lignocaine 2% with or without adrenaline xix. Hypotensive - Methyldopa, amlodipine - Propranolol, atenolol xx. Ecbolic - Ergometrin - Oxytocin xxi. Contraceptives - Oral contraceptives - emergency pill						

Subject : Basic Pharmacology

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room instruction	Practical /visit	Aids		
xxii. Vaccines <ul style="list-style-type: none"> - BCG - DPT - TT - Polio - Measles - Hepatitis B vaccine - Influenza vaccines xxiii. Vitamins and trace elements <ul style="list-style-type: none"> - Vit-A - Vit-B Complex - Vit-C - Vit-D - Vit-E - Zinc xxiv. Cortico-Steroid <ul style="list-style-type: none"> - Dexamethasone - Prednisolone 						
3. Prescription Writing 4. Preparation of ORS	At the end of the session the students will be able to : <ol style="list-style-type: none"> 1. Write and ideal prescription of diseases that includes under primary health care e.g. diarrhoea, ARI, Scabies, Ringworm, minor wound infection. 2. Student should know how to prepare O.R.S 	Lecture class and Tutorial class		Black Board Audiovisual aid & materials	10 hours	Post session written and viva

Subject : Basic Community Medicine & Health Management

Classes will be started from the beginning of 2nd year and summative examination will be held at end of 3rd year

Group-A:

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room instruction	Practical /visit	Aids		
1. Introduction to Community Medicine : 1. Definitions 2.Communicable Diseases.	At the end of learning session the students will be able to define: i. Community Medicine, Communicable diseases ii. Define explain the terms-endemic, epidemic, pandemic, sporadic, reservoir, transmission, intermediate & definite host, carriers, susceptibility, resistant immunity, vector, infection, infestation, control, eradication, disinfection, quarantine, notification, contact, isolation, fomites, surveillance, defaulter, droplets, vector, control & transmission. iii. Describe the routes of transmission	Lecture Group Discussion		Audio-visual Board	Lec-6hrs Tuto-6hrs	Post session Written (SAQ) Viva
2. Contact Diseases Scabies, ring worm, candidiasis (Oral & Vaginal), Conjunctivitis	At the end of learning session the students will be able to define: i. Describe the causative agents and factors related to etiology & transmission ii. Recognise the disease in a patient by Symptoms & signs. iii. State the drug treatment iv. Describe the means of prevention and control	Lecture Group Discussion	Case Demonstration	Audio-visual Board Picture Exposure to community / hospital	Lec-3hrs Tuto-3hrs Visit-3hrs	Post session Written (SAQ) Viva & Diagnosis and management of cases in Ward + community

* Visit= In hospital / Laboratory

Subject : Basic Community Medicine & Health Management

Group: A

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room instruction	Practical /visit	Aids		
<p>3. Sexually transmitted disease (STD)</p> <p>Trichomoniasis, gonorrhoea, syphilis, AIDS</p>	<p>At the end of learning session the students will be able to :</p> <p>i. Describe the causative agents and social factors related to transmission</p> <p>ii. Diagnosis the diseases by the symptoms & signs</p> <p>iii. State the drug treatment</p> <p>iv. Describe the means of prevention and control</p>	<p>Lecture Group Discussion</p>	<p>Case Demonstration</p>	<p>Audio-visual Board Picture Exposure to community/hospital</p>	<p>Lec-3hrs Tuto-3hrs Visit-4hrs</p>	<p>Post session Written (SAQ) Viva & Diagnosis and management of cases in Ward + community</p>
<p>4. Diseases from animals (Zoonosis)</p> <p>Rabies.</p>	<p>At the end of learning session the students will be able to :</p> <p>i. Describe the causative agents, transmission & clinical signs</p> <p>ii. Describe in detail the preventive measure</p>	<p>Lecture Group Discussion</p>	<p>Case Demonstration</p>	<p>-Do-</p>	<p>Lec-2hrs Tuto-2hrs Visit-4hrs</p>	<p>-Do-</p>
<p>5. Faecal & water borne Disease :</p> <p>(Exclusive Helminthiasis):- Diarrhoeal Diseases, Dysenteries Cholera Typhoid Food poisoning Poliomyelities, viral Hepatitis (A & E)</p>	<p>At the end of learning session the students will be able to :</p> <p>i. describe the causative agents, transmission, clinical features, and complication</p> <p>ii. assess dehydration</p> <p>iii. describe the main regime of management</p> <p>iv. describe the preventive & control measures</p>	<p>Lecture Group Discussion</p>	<p>Case Demonstration</p>	<p>-Do-</p>	<p>Lec-8hrs Tuto-8hrs Visit-8hrs</p>	<p>-Do-</p>

*visit = In hospital/Laboratory

Subject : Basic Community Medicine & Health Management

Group: A

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room instruction	Practical /visit	Aids		
Arsenicosis	At the end of learning session the students will be able to : i. State the prevalence in Bangladesh ii. Describe the cause, predisposing factors and transmission iii. Diagnose the cases by signs & symptoms iv. Describe the methods of control, prevention, survey and FOLLOW UP v. State the standard methods of management and problem included in prevention	Lecture Group Discussion	Case Demonstration	Audio-visual Board Picture Exposure to community / hospital Video	Lec-6hrs Tuto-6hrs Visit-6hrs	Post session Written (SAQ) Viva & Diagnosis of management of cases in Ward + community

* Visit= In hospital / Laboratory

Subject : Basic Community Medicine & Health Management

Group: A

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room instruction	Practical /visit	Aids		
6. Helminthiasis Hookworm, Ascariasis, Enterobiasis Strongyloidiasis Trichuriasis Taeniasis	At the end of learning session the students will be able to : i. Describe the parasite, its life cycle and transmission ii. Describe the clinical features, complications and treatment iii. Describe control and preventive measures	Lecture Group Discussion	Case Demonstration	Audio-visual Board Picture Exposure to community / hospital Video	Lec-8hrs Tuto-8hrs Visit-8hrs	Post session Written (SAQ) Viva & Diagnosis of management of cases in Ward + community
7. Infectious diseases Respiratory Tract infection (ARI), Pneumonia, meningitis, chicken pox, common cold, Influenza , Mumps, Swine flu. EPI activities: BCG, DPT, OPV, Measles, TT, Hepatitis B, Hib.	At the end of learning session the students will be able to : i. State the cause, transmission and predisposing factors ii. Diagnose the cases by clinical signs and symptoms iii. Diagnose early, know first line of treatment and refer properly iv. State the main methods of prevention & control v. State the immunization schedule (WHO)	Lecture Group Discussion	Case Demonstration	-Do-	Lec-8hrs Tuto-8hrs Visit-8hrs	-Do-

Subject : Basic Community Medicine & Health Management

Group: A

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room instruction	Practical /visit	Aids		
8. Vector Borne Disease : Malaria Dengue Filaria Kala-azar	At the end of learning session the students will be able to : i. Describe the life cycle (Malaria Specially) and causative organism and mode of transmission ii. State the main reservoir of infection iii. Diagnose the cases by signs & symptoms and /state management iv. Discus methods of control and prevention	Lecture Group Discussion	Case Demonstration	Audio-visual Board Picture Exposure to community / hospital Video	Lec-6hrs Tuto-6hrs Visit-6hrs	Post session Written (SAQ) Viva & Diagnosis of management of cases in Ward + community
9. Chronic infections diseases : Tuberculosis Leprosy	At the end of learning session the students will be able to : i. State the prevalence in Bangladesh ii. describe the cause, predisposing factors and transmission iii. Diagnose the cases by signs & symptoms iv. Explain the interpretation of tuberculin test and BCS v. Describe the methods of control, prevention, survey and FOLLOW UP. vi. State the standard methods of management and problem included in control & treatment	Lecture Group Discussion	Case Demonstration	-Do-	Lec-3hrs Tuto-3hrs Visit-4hrs	-Do-

* Visit = Infectious disease Hospital

Subject : Basic Community Medicine & Health Management

Group: A

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room instruction	Practical /visit	Aids		
10. General principle of management	At the end of learning session the students will be able to : i. definition of management, component of management ii. description planning , organising, leading, controlling. iii. definition of manager, type of manger, quality of a good manager iv. define emergency & disaster, management of disaster & disaster management team v. definition of Hospital, describe the Hospital factions (clinical & nursing & MA service, supportive, general management & Utility faction), vi. type & category Hospitals	Lecture Group Discussion	Role play Field visit	Audio-visual Board Exposure to community / hospital Video	Lec-8hrs Tuto-8hrs	Post session Written (SAQ) Viva & Observing activities in organisation of team performing task

Subject : Basic Community Medicine & Health Management

Group: B

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room instruction	Practical /visit	Aids		
<p>11. Administration : Public Health</p> <p>a) Principles of administration</p> <p>b) Collection, compilation, interpretation, presentation & use of health data.</p> <p>c) Preparation of different registers and ledgers as per Govt.</p> <p>Proforma:</p> <p>d) technique of official correspondences</p> <p>e) Medical record keeping</p>	<p>At the end of learning session the students will be able to :</p> <p>Define public health, what is the dimension of health indicators of health. (Physical, Mental, Social & spiritual)</p> <ol style="list-style-type: none"> 1. Explain the principles of administration 2. Prepare and maintain different registers 3. Collect, compile, interpret, use and display health data and send report of those to the supervising authority 4. Maintain attendance of staff and staff disciplines, leave registers etc 5. Make office correspondence 6. Prepare and forward activity reports and display those in chart in the centre 7. Prepare indent for logistic supplies, procedures and maintains stock ledgers 8. Define importance and maintenance of medical record keeping 	<p>Lecture</p> <p>Group Discussion</p>	<p>Practical demonstration</p> <p>Field visit</p> <p>Role play</p>	<p>Audio-visual Board</p> <p>Exposure to community / hospital Sample</p>	<p>Lec-3hrs</p> <p>Tuto-3hrs</p> <p>Visit-8hrs</p>	<p>Post session Written(SAQ)</p> <p>Viva & Observing activities in organisation of team performing task</p>

Subject : Basic Community Medicine & Health Management Group: B

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room instruction	Practical /visit	Aids		
12. Supervision a) Purpose & functions of supervision b) Qualities of a good supervisor c) Requirements and methods of supervision	At the end of learning session the students will be able to : 1. Explain the purpose and function of supervision 2. Supervise the field staff 3. Assess the progress of work	Lecture Group Discussion	Field visit Role play	Audio-visual Board Exposure to community / hospital	Lec-2hrs Tuto-2hrs Visit-4hrs	Post session Written (SAQ) Viva & Observing activities in organisation of team performing task
13. Health team & leadership a) Composition and function of health team b) How to establish good relations with community people	At the end of learning session the students will be able to : 1. Explain the compositions and functions of health team 2. Organise a health team for community health task 3. Establish good relation with community people 4. Co-ordinate the activities of a health team	Lecture Group Discussion	Practical demonstration Field visit Role play	Audio-visual Board Exposure to community / hospital Sample	Lec-2hrs Tuto-2hrs Visit-4hrs	-DO_
14. Communication Skill 1. Definition Purpose & major elements 2. Types & methods 3. Barriers	At the end of learning session the students will be able to : 1. Define communication & explain its purpose 2. List & explain the major elements of communication 3. Name & explain the main barriers of communication 4. Select and use appropriate methods of communication in his/her working situation	Lecture Group Discussion	Field visit Role play	Audio-visual Board Exposure to community / hospital	Lec-2hrs Tuto-2hrs Visit-4hrs	-DO_

Subject : Basic Community Medicine & Health Management

Group: B

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room instruction	Practical /visit	Aids		
<p>15. Primary Health Care:</p> <p>a. Concept of Health for all by the year of 2000 AD.</p> <p>b. Concept of Primary Health care</p> <p>c. Level of health care in context of Bangladesh</p> <p>d. Components & principles of PHC</p> <p>e. Community Health Problems</p> <p>f. Community participation & integrated approach of PHC</p>	<p>At the end of learning session the students will be able to :</p> <ol style="list-style-type: none"> 1. Define primary Health Care 2. List the components, Principal & strategies of PHC 3. Explain the term “Health for all by the year 2000 AD 4. Describe the levels of Health Care in context of Bangladesh 5. Organize community participation & involvement 6. Implement the integrated approach of PHC both intra-sectoral and inter- sectoral 	<p>Lecture Group Discussion</p>	<p>Field visit Role play</p>	<p>Audio-visual Board Exposure to community / hospital</p>	<p>Lec-2hrs Tuto-2hrs Visit-4hrs</p>	<p>Post session Written (SAQ)</p> <p>Viva & Observing activities in organisation of team performing task</p>
<p>16. HPSP & HNP-SP services Description, component</p>	<p>At the end of learning session the students will be able to :</p> <ol style="list-style-type: none"> 1. define essential service delivery (ESD) 2. List the components with contents in details (ESD) 3. Method of delivery of (ESD) 	<p>Lecture Group Discussion</p>	<p>Field visit Role play</p>	<p>Audio-visual Board Exposure to community / hospital</p>	<p>Lec-3hrs Tuto-3hrs</p>	<p>-DO_</p>

Subject : Basic Community Medicine & Health Management**Group: C**

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room instruction	Practical /visit	Aids		
1 : Non communicable Disease of public health importance a. Hypertension b. Diabetes c. Bronchial Asthma d. Ischemic heart disease e. Rheumatic fever f. Cancer g. Drowning h. Snake bite i. Injury	At the end of learning session the students will be able to : <ul style="list-style-type: none"> • State sign and symptoms of a. hypertension, diabetes, bronchial asthma, ischemic heart disease, rheumatic fever, cancer, snake bite • Diagnose at primary stage hypertension, diabetes, asthma, ischemic heart disease, rheumatic fever, cancer • Give 1st line of management and refer appropriately the patient with the above mentioned health problems • Measure BP and Urine Sugar 	Lecture followed by tutorials	Field visit (Exposure to community / hospital) Role play -Do- Practical at lab	Audio-visual Board Exposure to community / hospital	Lec-10hrs Tuto-10hrs Visit-10hrs	Post session Written (SAQ) Viva & Observing activities in organisation of team performing task

Subject : Basic Community Medicine & Health Management

Group: D

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room instruction	Practical /visit	Aids		
1 : Promotive, preventive and community issues of the health problems related to Medicine.	At the end of learning session the students will be able to : <ul style="list-style-type: none"> • Mention Promotive, preventive and community issues of the health problems relater to Medicine. 	Lecture followed by tutorials		Chalk and Board , OHP, Mutimedia, Chart, Diagram, Poster, Festoon etc	Lec-15hrs Tuto-15hrs	Post session Written (SAQ) Viva
2 : Promotive, preventive and community issues of the health problems related to Surgery.	At the end of learning session the students will be able to : <ul style="list-style-type: none"> • Mention Promotive, preventive and community issues of the health problems relater to Surgery. 	Lecture followed by tutorials		Chalk and Board , OHP, Mutimedia, Chart, Diagram, Poster, Festoon etc	Lec-15hrs Tuto-15hrs	Post session Written (SAQ) Viva
2 : Promotive, preventive and community issues of the health problems related to Gynaecology and Obstetrics.	At the end of learning session the students will be able to : <ul style="list-style-type: none"> • Mention Promotive, preventive and community issues of the health problems relater to Gynaecology and Obstetrics. 	Lecture followed by tutorials		Chalk and Board , OHP, Mutimedia, Chart, Diagram, Poster, Festoon etc	Lec-15hrs Tuto-15hrs	Post session Written (SAQ) Viva

Subject : Basic Medicine & Paediatrics

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room	Practical /visit	Aids		
Part-I A. Examination of Patient : 1. Clinical Examination of: a) Adult case b) Children case	At the end of learning session the students will be able to : a. I) Take basic medical history in a prescribed proforma. II) Perform a routine clinical examination b. Weight a child and graph the weight (Road to health chart) and make an assessment of the nutritional status of children.	Bed side clinical class	Hospital side & Outdoor	- Oral - Patient - Picture - Multimedia (CD/DVD) - Presentation of Pts. Examination	Bed side Clinical class - 12 Hrs Visit-6hrs	Practical examination with patient (Adult cases & children case) & viva Written(SAQ)

* Visit = Bed side teaching within tutorial class

Subject : Basic Medicine & Paediatrics

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room	Practical /visit	Aids		
2. Examination of Emergency cases & first aid	At the end of learning session the students will be able to : a. Assess the vital sign (Pulse, BP, Heart beat, Respiration, Pupil) b. Estimate presence and severity of haemorrhage (internal and external) c. Examine for injuries if present d. Make a rapid probable diagnosis of an unconscious patient e. Take appropriate First aid measure.	Lecture	Hospital emergency Dept. visit -6 hrs.	- Patient - Picture - Multimedia (CD/DVD presentation)	Lec-12hrs Visit-6hrs	Written (SAQ) Practical & Viva
3. Differential diagnosis of common complaint Fever, cough, oedema, skin rash, Dyspnoea, Red eye, abdominal pain, Ear ache, pain throat.	At the end of learning session the students will be able to : a. Ask a few relevant questions and look for a few relevant signs within a short period b. State the most common causes and main differencing features for each of these causes.	Lecture Small group teaching	Hospital Bed side & out – door	Patient Multimedia (CD/DVD presentation)	Lec-4 hrs. Visit-6hrs	Written (SAQ) Practical & Viva

* Visit = Bed side teaching within tutorial class

Subject : Basic Medicine & Paediatrics

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room	Practical /visit	Aids		
Part II Patient Care : 1. Introduction to the concept of general patient care 2. Practical General care	At the end of learning session the students will be able to : a. Theory : Explain the value of nursing care related to general patient care b. Practical I. Patient General care : - Place a patient in any of the following position (e.g.. supine, recumbent, prone, lateral) - perform tepid sponging, mouth toilet - give initial care to paralysed patient, unconscious patient, patient with head injuries and refer the patient to the appropriate place - monitor an unconscious patient (record level of consciousness, vital sign etc) II. Record of patient condition & collection of specimens : - take and record on a chart on temperature, pulse, respiration; blood pressure, fluid intake & output - Collect specimen of stool, urine, sputum, blood and pus for laboratory examination	Lecture	Practical demonstration in hospital (indoor, Outdoor & emergency)	Patient Picture - Multimedia (CD/DVD presentation) & CD Player & TV	Lec-4 hrs Visit-8 hrs	Practical & Viva Written (SAQ)

* Visit = In Tutorial class

Subject: Basic Medicine & Paediatrics

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room	Practical /visit	Aids		
3. General Procedures	At the end of learning session the students will be able to : - identify and state use of all common types of instruments used in wards and out patients - sterilize surgical instruments - dress a wound & burn - give intra muscular and intravenous, subcutaneous and intradarmal & topical drugs - apply treatment for scabies and ring worm (Topical) - clean eye and install eye droop/ointment - deliver oxygen to patient,	Lecture	Practical demonstration (CD Player & TV)	Patient/Students Viol inters Instrument, Medicine, Oxygen cylinder	Lec-12 hrs	Practical & Viva Written (SAQ)

Subject : Basic Medicine & Paediatrics

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room	Practical /visit	Aids		
Part III Diseases & Medical Emergency : A. Diseases to be studied : Stomatitis & mouth ulcer, peptic ulcer, Enteric fever, cirrhosis of the liver, Bronchitis, Bronchial Asthma, Pneumonia, status asthmaticus, pulmonary Tuberculosis, pleural effusion, hypertension, congestive cardiac failure, Ischemic heart diseases, malaria*, Anaemia & other common blood disorders,, Rheumatoid arthritis, headache, diabetes mellitus, Goitre, hysteria, malnutrition, Vitamin deficiencies	At the end of learning session the students will be able to : 1. state briefly causes, signs symptoms and important complications of common diseases in the HFWC 2. recognise the common diseases in the HFWC clinically 3. give 1 st line management of the common diseases in the HFWC, where applicable 4. give including DOTs for tuberculosis 5. state indications for referral and refer properly the patients to appropriate place * Management according to WHO guidelines.	Lecture	In Hospital & community clinics Bed side clinical class	OHP/Board - chart - Picture - Patient - Multimedia - TV& DVD	Lec-25 hrs Visit-800 hrs. (in 2 years)	Written (SAQ) Practical & Viva
B. Medical Emergencies : a) Snake bite, dog bite, b) Drowning c) Convulsion, status asthma, shock, Poisoning (Kerosine, Datura, sleeping pills, Insecticide)	At the end of learning session the students will be able to : a) Manage the injuries and complications of emergency conditions b) give adequate first line management and proper referral of disease/conditions listed	Lecture Group discussion	In Hospital & community & clinics	OHP/Board - Patient - Picture - Multimedia (TV & DVD)	Lec-6 hrs. Visit-8 hrs.	Written (SAQ) Viva & Practical Demonstration

Subject : Basic Medicine & Paediatrics

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room	Practical /visit	Aids		
Part IV Child Care : A. Growth : Child Development and infant feeding	At the end of learning session the students will be able to : Describe the growth and development and average weight of a normal child (growth chest) - outline the normal physical & mental development of children - advise mothers on infant feeding including - importance and advantages of breast feeding - dangers of artificial bottle feeding - ways and means of successful breast feeding - Advise mothers on supplementary food for infants - Advise mothers on weaning, preparation of weaning foods.	Lecture Group Discussion	Practical demonstration in hospital & community	- HOP/Board - growth - Picture - Multimedia	Lec-4 hrs Tuto-6 hrs Visit-8 hrs	Written (SAQ) Viva & Practical

Subject : Basic Medicine & Paediatrics

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room	Practical /visit	Aids		
B. Pattern of child hood diseases :	At the end of learning session the students will be able to : 1. State causes, significance and prevention of childhood diseases in Bangladesh 2. List the causes of infant morbidity in Bangladesh 3. Explain important socio economic, medical and attitudinal (superstition and hygiene related) factors that influence diseases pattern.	Lecture Group discussion	Practical demonstration in hospital & community	- OHP/Board - chart - Picture - Multimedia	Lec-12 hrs Tuto-4 hrs Visit-4 hrs	Written (SAQ) Viva & Practical
C. Paediatric emergencies :	At the end of learning session the students will be able to : 1. Give first line management of Hyperpyrexia, Dehydration, convulsions, poisoning, surgical emergencies, acute abdominal distension 3. state indications for referral and refer properly the patients to appropriate place 3. Perform competently the following procedure - all immunization procedures - weighting, plotting, weight in chart & graphing - mouth to mouth artificial respiration - resuscitation of a newborn - passing and Nasogastric tube - setting up scalp vein infusion - removal of foreign body from ear & nose	Lecture Group discussion	Practical demonstration in hospital & community	- OHP/Board - chart - Picture - Multimedia	Lec-25 hrs Tuto-4 hrs Visit-4 hrs	Written (SAQ) Viva & Practical

Subject : Basic Medicine & Paediatrics

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room	Practical /visit	Aids		
D. Common diseases of childhood : Diphtheria, ARI* (Tonsillitis, Otitis media, pneumonia), whooping, cough, childhood tuberculosis, Bronchial asthma, measles, mumps, diarrhoeal diseases and dehydration*, Anaemia, congenital heart disease, urinary tract infection, nephritis, Rheumatic fever arthritis, mephitic syndrome. meningitis, Malnutrition*, Hypothermic, (Goitre), Malaria*, Dengue*	At the end of learning session the students will be able to : 1. Recognise the common diseases of children clinically 2. state sign symptoms and differential diagnosis and complications. 3. give 1 st line management diseases in the HFWC, where applicable 4. Sate indications for referral and refer properly * Management according to WHO guideline	Lecture Bedside case demonstration	In Hospital & community	- OHP/Board - chart - Picture - Multimedia	Lec-25 hrs Visit-120 hrs	Written (SAQ) Viva & Practical Clinical assesment

Subject : Basic Surgery

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room	Practical /visit	Aids		
I. General Surgery Infection: Abscess, Tumour, Carbuncle, Cellulites, Ulcer, Tetanus, Gangrene, wounds and its Types	At the end of learning session the students will be able to : 1. state the principal of striation and prevention of infection 2. know the common cause, symptoms, signs and complications of the listed disease 3. stitch superficial uncomplicated wound, remove stitch, dress wound and drain superficial abscess, and inject local anaesthesia when necessary 4. give 1 st line management of infection, tetanus, gangrene 5. should know clinically and differentiate between benign malignant tumour. 6. Sate indications for referral and refer properly	Lecture	Case demonstration in Hospitals & Health centres	Black Board & audiovisual Aid	Lec-8 hrs Visit-10 hrs	Written (SAQ) Viva & Case presentation

Subject : Basic Surgery

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room	Practical /visit	Aids		
<p>II. Regional Surgery.</p> <p>i. Relating to thorax</p> <ul style="list-style-type: none"> • Breast lump • Breast Abscess <p>ii Relating to abdomen</p> <ul style="list-style-type: none"> • Causes of acute abdomen <p>iii. Relating to rectum and anal canal</p> <ul style="list-style-type: none"> • Haemorrhoids • Anal fissure • Anal Fistula <p>iv. Relating to pelvis and perineum</p> <ul style="list-style-type: none"> • Causes of acute and chronic retention of urine • Hematuria • Causes of inguino-scrotal swelling 	<p>At the end of learning session the students will be able to :</p> <ul style="list-style-type: none"> • state the causes, common symptoms, signs and complications of the listed diseases • .give 1st line management of the listed diseases • sate when, where and how to refer these patients 	Lecture	Case demonstration and Hospital practice	Black Board & audiovisual Aid Patient demonstration Multimedia	Lec- 10 hrs Pr-18 hrs	Written (SAQ) Viva & Case presentation

Subject : Basic Surgery

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room	Practical /visit	Aids		
V. Relating to Eye and E.N.T <ul style="list-style-type: none"> • Conjunctivitis • Stye, Chalazion • Foreign body in Ear • Wax • Causes of Epistaxis • Causes of sore throat • Acute tonsillitis 	At the end of learning session the students will be able to : <ul style="list-style-type: none"> • state the causes, common symptoms, signs and complications of the listed diseases • .give 1st line management of the listed diseases • sate when, where and how to refer these patients. 	Lecture	Practical Case demonstration	Board, OHP Multimedia	Lec-5 hrs Visit- 10 hrs	Written (SAQ) Viva & Practical
VI. Relating to teeth <ul style="list-style-type: none"> • Gingivitis • Caries teeth 3. Surgical Emergency and Traumatology <ul style="list-style-type: none"> • Wound • Haemorrhage 	At the end of learning session the students will be able to : <ul style="list-style-type: none"> • state the causes, common symptoms, signs and complications of the listed diseases • .give 1st line management of the listed diseases • sate when, where and how to refer these patients. 	Lecture Lecture	Practical Case demonstration in Hospital Practical Case demonstration	Board, Multimedia With pt. in Hospital at Emergency Board, Multimedia	Lec-10 hrs Visit- 4 hrs Lec- 10 hrs Visit- 20 hrs	Written (SAQ) Viva & Practical

Subject : Basic Surgery

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room	Practical /visit	Aids		
ii. Shock	<p>At the end of learning session the students will be able to :</p> <ul style="list-style-type: none"> state causes and types of shock estimate the severity of shock with clinical signs and symptoms give first-line management of shock state types of I/V fluid with their indication and procedure of I/V fluid administration mention the complications of shock Sate indications for referral and refer properly 	Lecture	Hospital case demonstration	Board Multimedia	Lec- 12 hrs Visit- 4 hrs	Viva & Case Presentation Written (SAQ)
iii. Burn <ul style="list-style-type: none"> Types, Causes Complication Determination Percentage of burn	<p>At the end of learning session the students will be able to</p> <ul style="list-style-type: none"> State types of burn and estimate the percentage of burn give first-line of management of burn give the open and close method of treatment in simple burn mention know the complication and danger of burn state when and how to refer a burn patient properly after initial management. 	Lecture	Hospital case demonstration	Board Multimedia	Lec-10 hrs Visit-10 hrs	Viva & Case Presentation Written (SAQ)

Subject : Basic Surgery

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room	Practical /visit	Aids		
ii. Fracture and dislocation – Definition, Types, sign symptoms and complications	At the end of learning session the students will be able to <ul style="list-style-type: none"> • recognise clinically fracture and dislocation • state specific signs, symptoms complications of fracture of clavicle, tibia, humours, radius, ulna, femur • give 1st-line conservative management of these fractures with adequate (First aid) <ul style="list-style-type: none"> - Analgesic - I/V fluid if necessary - Antibiotics - Proper immobilization - Appropriate transport procedure • manage the immediate complications like shock, haemorrhage, and wound toileting • refer properly the injured patient 	Lecture	Demonstration and performance of actual task in hospital	Board OHP Multimedia	Lec-5 hrs Pr -20 hrs	Viva & Case Presentation Written (SAQ)

Subject : Basic Surgery

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room	Practical /visit	Aids		
v. Acute abdomen - Acute appendicitis - Acute Cholecystitis - Acute Cholithiasis - Acute exacerbation of Chronic D.U - Acute hematemesis - Perforation of hollow viscus - Intestinal obstruction of different types	At the end of learning session the students will be able to <ul style="list-style-type: none"> • state signs, symptoms and complications of mentioned diseases • differentiate clinically different condition of acute abdomen • give first-line conservative management of mentioned diseases • assess improvement of general condition clinically after giving first-line conservative management • perform the proper referral procedure of the patients 	Lecture	Case Demonstration in hospital	Board Multimedia OHP	Lec- 10 hrs Pr -30 hrs	Viva & Case Presentation Written (SAQ)

Practical Skill

The following procedures should be performed by the student as indicated. This is done during emergency department/ outdoor rosters/ hospital indoor practice:

Items	To perform by the students	Viva & Practical demonstration Written (SAQ)
1. Skin and subcutaneous tissues	<ul style="list-style-type: none"> • Wound toilet • Superficial simple wound suture & stitch removal • Dressing and wound bandaging • Drain superficial abscess 	
2. Musculo-skeletal	<ul style="list-style-type: none"> • Apply arm sling and immobilization the injured part 	
3. Circulatory system	<ul style="list-style-type: none"> • Give I/V fluids • I/M Injection • External cardiac massage 	
4. Respiratory System	<ul style="list-style-type: none"> • Give artificial respiratory by mouth to mouth • Oropharyngeal suction 	
5. Digestive system	<ul style="list-style-type: none"> • Introduce nasogastric tube 	
6. Urinary system	<ul style="list-style-type: none"> • Introduce male & female urethral catheter 	
7. Anaesthetics	<ul style="list-style-type: none"> • Introduction of local anaesthetics during wound stitching 	

The M/A students should recognise/give first-line management/refer the following conditions:

- Road traffic accident with unconsciousness
- Road traffic accident with vomiting
- Facial, Maxillary and mandibular injuries
- Served muscle, served tendon
- Crush injuries of the thorax
- Penetrating wounds of thorax and abdomen
- Injuries involving pelvic and perineal region
- Spinal and head injuries
- Acute abdomen
- Fracture and dislocation
- Lacerated and crush injuries, gun shot injuries

Subject : Basic Gynaecology and Obstetrics

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room	Practical /visit	Aids		
Section -1 1. Normal Pregnancy : Gravida Primipara Multipara L.M.P E.D.D	At the end of learning activities the Students must be able to : 1. Conduct a routine obstetrical examination 2. Define the terms: <ul style="list-style-type: none"> • Gravida • Primipara • Multipara 3. Calculate the period of gestation and the expected date of delivery (EDD from the 1 st day of the last menstrual period (L.M.P) 4. Estimate the period of gestation where the date of L.M.P is not (precisely) known from the height of the fundus and time of quickening 5. Determine the following factors by palpation of the abdomen in a pregnant woman: <ul style="list-style-type: none"> • Height of the fundus • Lie of the foetus • Presentation of foetus 6 Recognise and state the symptoms and signs that indicate the onset of labour 7. Define accurately the three stages of labour and state the average time mainly in primigravida	Lecture	Bed side Presentation in hospital	Over head Projector & Chalk board, Multimedia Patient	Lec-4 hrs Visit-6 hrs	Written (SAQ) Viva & Clinical Practical

Subject : Basic Gynaecology and Obstetrics

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room	Practical /visit	Aids		
2. Labour : Definition Onset of labour Stages of labour Progress of labour	8. List and chart the observations necessary to assess the progress of first stage of labour: <ul style="list-style-type: none"> • Descent of head • Dilatation of cervix • Strength, duration and frequency of contractions 	Lecture	Case presentation in Hospital & Labour room	OHP Chalk Board Multimedia	Lec-4 hrs Visit- 8 hrs	Written (SAQ) Viva & Clinical Practical
3. Obstetrical examination : History Sign & Symptoms General examination Par –abdominal examination	9. describe briefly the establishment of breast feeding, Do the P/A exam 10. describe the normal features of the puerperium and involution of the uterus	Lecture	Bed side Case presentation	Patient	Lec-2 hrs P- 8hrs	Written (SAQ) Viva & Clinical Practical
4. Conduction of labour	MA students will conduct normal labour in presence of graduate doctor	Lecture	Bed side Clinical	Patients & Dummy	Lec-4 hrs	Written (SAQ) Viva & Clinical Practical 1

Subject : Basic Gynaecology and Obstetrics

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room	Practical /visit	Aids		
Section -2 1. Organization and function of antenatal clinic a) Health education to women b) Hb% measurement by shahlis method c) Urine sugar & albumin by heat coagulation method d) Blood pressure measurement. e) Body weight measurement f) Immunization against Tetanus g) Treatment of minor ailments (Section-3) h) Treatment of anaemia and vitamin deficiency i) High-risk patients: (Section -3)	1. MA students must be able to : <ul style="list-style-type: none"> Organize an antenatal clinic Conduct antenatal check up 	Lecture	Demonstration in the lab	OHP Chalk Board Multimedia Out door Patient OHP & Chalk board Multimedia	Lec-2 hrs Outdoor-12hrs	Written (SAQ) Viva & Clinical Practical
	1. Able to detect high risk patients	Lecture	Demonstration in the lab	OHP & Chalk board Multimedia	Lec-2 hrs	Written (SAQ) Viva & Clinical Practical

Subject: Basic Gynaecology and Obstetrics

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room	Practical /visit	Aids		
Section -3 1. Common conditions related to pregnancy & their managements	1. Able to recognise & manage the following minor ailments encountered during pregnancy : <ul style="list-style-type: none"> • Morning sickness • Headache • Heart burn • Dyspepsia • Constipation • Oedema • Vomiting 	Lecture	Bedside clinical demonstration	OHP Chalk Board Multimedia	Lec-12 hrs Visit- 8 hrs	Written (SAQ) Viva & Clinical Practical
2.General disease in Pregnancy	2. Able to recognise manage & refer if no satisfactory response follows for The following diseases : <ul style="list-style-type: none"> • Urinary tract infection • Genital tract infection • Anaemia • Moniliasis • Trichomoniasis • Gonorrhoea • Fever • Abdominal pain • Hyperemesis gravidarum 	Lecture	Bedside clinical demonstration	OHP Chalk Board Multimedia	Lec-4 hrs Visit- 8 hrs	Written (SAQ) Viva & Clinical Practical

Subject : Basic Gynaecology and Obstetrics

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room	Practical /visit	Aids		
3. High Risk Patients	Able to recognise or suspect and refer properly after giving adequate first aid management to the high risk group. Pre-eclampsia Eclampsia Abortions Ctopic Pregnancy	Lecture	Bedside clinical demonstration	OHP Chalk Board Multimedia	Lec-12 hrs Visit-4 hrs	Written (SAQ) Viva & Clinical Practical
	Any Bad obstt history Previous caesarean Section, . Still birth Jaundice, diabetic mother & other abnormalities of pregnancy ; Ante Partum haemorrhage (APH)	Lecture	Bedside clinical demonstration	OHP Chalk Board Multimedia	Lec-12 hrs Visit- 4 hrs	

Subject : Basic Gynaecology and Obstetrics

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room	Practical /visit	Aids		
4. Health of mother & Newborn	<p>Able to explain the increased food requirements during pregnancy and lactation</p> <p>Explain the ill effects of anaemia on the course of labour and preventive measures necessary to avoid them: State the principles of management of cord, eye and general hygiene of the newborn.</p>	Lecture		<p>OHP</p> <p>Chalk Board</p> <p>Multimedia</p>	<p>Lec-12 hrs</p> <p>Visit-6 hrs</p>	<p>Written (SAQ)</p> <p>Viva & Clinical Practical</p>
	<p>Explain the importance of immunization of newborn & mother.</p> <p>List the advantages of breast feeding.</p> <p>Recognise or suspect and give adequate first aid management & refer properly the following conditions related to mother :-</p> <ul style="list-style-type: none"> - cracked nipple - Mastitis - Breast abscess <p>Post partum haemorrhage (PPH)</p> <p>Retained Placenta</p>	Lecture	<p>Bedside,</p> <p>Indoor,</p> <p>Outdoor</p>	<p>Patients,</p> <p>Poster, slide</p>	<p>Lec-2 hrs</p> <p>Visit-8 hrs</p>	<p>Written (SAQ)</p> <p>Viva & Practical</p>

Subject : Basic Gynaecology and Obstetrics

Contents	Learning Objectives	Training /Learning experiences			Expected hours /days	Assessment
		Class-room	Practical /visit	Aids		
5. Family Planning	<p>Able to explain the correct use of the pill and other contraception and importance of family planning.</p> <p>Explain the importance of family planning on the economy of the family and the nation.</p> <p>List the common method of contraception in Bangladesh and able to describe in short: -</p> <p>Temporary methods :</p> <ul style="list-style-type: none"> a) Pills b) Condom c) IUD d) Injection <p>Permanent methods :</p> <ul style="list-style-type: none"> a) Vasectomy b) Tubectomy 	Lecture	Practical visit of F.P. Clinic	Sample Charts Diagram Multimedia	Lec-6 hrs Visit- 6 hrs	Written (SAQ) Viva & Practical

Internship

Each students after successful completion of 3rd year final faculty examination will go under 12 month compulsory internship. 9 months –at General /Sadar hospital or any equivalent hospital and 3 months – at Upazila Health Complex

Duration – 12 months

- 9 months –at General /Sadar hospital or any equivalent hospital. Interns to take completion certificate from the consultants and hospital authority
- 3 months – at Upazila Health Complex. Interns to take completion certificate from the UHFPO

After successful completion of 12 moths rotatory internship he/she will get permanent registration .

Medical Assistant Training School ITEM CARD

Subject : Basic Community Health

Name : _____ Roll No. _____ Year : _____ Session : _____

Sl. No	Name of Items		Marks Obtained		Remarks
			Viva	Practical	
1.	Define PHC. Principles of PHC	:			
2.	Components of PHC	:			
3.	Define MCH. Components of MCH	:			
4.	Define family planning objectives of F.P	:			
5.	What is contraception? Methods of contraceptives	:			
6.	Advantage & disadvantage of oral contraceptive pill	:			
7.	Criteria of an ideal contraceptives	:			
8.	Complications of M.R.	:			
9.	Define epidemiology. Aims & objectives of epidemiology	:			
10.	Define biostatistics uses of biostatistics	:			
11.	Define demography. Stages is demography	:			
12.	What is health educatin? Methods of it Education	:			
13.	What is mental health, Criteria of a mental health person	:			
14.	Define health, Indicators of health	:			
15.	Determinants of health	;			
16.	Define hygiene. Factors of personal hygiene	:			
17.	What is immunity. Classify immunity	:			
18.	EPI schedule	:			
19.	Adverse effects of EPI vaccination	:			
20.	Advantages of Breast feeding	:			
21.	Define balance diet, Criteria of balance diet	:			
22.	Define PEM. Difference between kwashiorkor & marasmus	:			
23.	Difference between active & passive immunity	:			
24.	What is refuse? Methods of refuse disposal:	:			
25.	What is excreta? Methods of excreta disposal	:			
26.	Effect of vit. A,D,C deficiency	:			
27.	What is ventilation? Give some air borne diseases	:			

Sl. No	Name of Items		Marks Obtained		Remarks
			Viva	Practical	
28.	What are water borne diseases	:			
29.	Classify arthropods of medical importance				
30.	What is housing? Criteria a of good housing	:			
31.	What is food? Classify food	:			
32.	What is vitamin, Classify Zoonotic diseases	:			
33.	What is Zoonotic? Classify Zoonotic diseases	:			
34.	Define MMR. Factors responsible for high MMR	:			
35.	What is IMR?: factors responsible for high IMR	:			
36.	Preventive measures against high MMR	:			
37.	Preventive measures against high IMR	:			
38.	What is incidence rate? Give its calculation	:			
39.	What is prevalence rate? Give its calculation	:			

Upper Extremity

Sl. No.	Name of Items	Total Marks	Marks Obtained	Others Examination	Remarks
1.	Clavicle	10			
2.	Scapula	10			
3.	Humerus	10			
4.	Radius	10			
5.	Ulna	10			
6.	Carpal, Meta Carpal & Phalanges	10			
7.	Joints	10			
Lower Extremity					
1.	Hip bone and bony Pelvis	10			
2.	Femur & Patella	10			
3.	Tibia & Fibula	10			
4.	Tarsal, Metatarsal & phalanges	10			
5.	Joints	10			

Abdomen

Sl. No.	Name of Items	Total Marks	Marks Obtained	Others Examination	Remarks
1.	Abdominal Region	10			
2.	Lumbar, Sacrum & Coccyx	10			
3.	Abdominal Cavity & Peritoneum	10			
4.	Intestine	10			
5.	Extra-Hepato-biliary Apparatus	10			
6.	Spleen & Liver	10			
7.	Kidney & Supra-renal Gland	10			
8.	Diaphragm	10			
9.	Male Genital Organs	10			
10.	Female Genital Organs	10			
11.	Uterus, Urinary bladder & Urethra	10			
12.	Rectum & Anal canal	10			
13.	Joints	10			

Medical Assistant Training School ITEM CARD

Subject : Basic Pharmacology

Name : _____ Roll No. _____ Year : Ist. _____ Session : _____

General Pharmacology

Sl. No	Name of Items		Marks Obtained		Remarks
			Viva	Practical	
1.	Define pharmacology. Branches of Pharmacology	:			
2.	Sources of drugs	:			
3.	Dosage form of drugs	:			
4.	Routes of drug administration	:			
5.	Advantage & disadvantage of I/V & oral route	:			
6.	Factors modifying drug action	:			
Analgesics					
1.	Define & classify analgesics	:			
2.	Pharmacological action of morphine on CNS	:			
3.	Differences between Narcotic & non narcotic analgesics	:			
4.	Indication, contraindication & adverse effects of morphine, diclofenec, Aspirin & paracetamol	:			
Cardiovascular system :					
1.	Classify antihypertensive drug	:			
2.	Name 5 antihypertensive drug & their dose	:			
3.	Indication, coutraindication & adverse effects of Propranolol & methyl dopa	:			

Respiratory System

Sl. No	Name of Items		Marks Obtained		Remarks
			Viva	Practical	
1.	Define & classify bronchodilator	:			
2.	Indication, contra indication & adverse effects of fruesemide	:			
Antibiotics					
1.	Define & classify antiobiotics	:			
2.	Indication, conotra indication & adverse effects of <ul style="list-style-type: none"> • Co- trimoxazole • Tetracycline • Penicillin 	:			
Define & classify					
1.	Antituber cular drug	:			
2.	Antimalarial drug	:			
3.	Anti amoebic drug	:			
4.	Antihelminthic drug	:			
5.	Purgative	:			
6.	Indication, contra indication, adverse effect of – metronidazole - purgative	:			
Ecbolic					
1.	Define & classify Ecbolic	:			
2.	Indication, Contraindication of oxytocin	:			
Contraceptive					
1.	Methods of contraceptive	:			
2.	Indication, contra indication & odverse effect of oral pill	:			
Vitamin					
1.	Define & classify vitamin	:			
2.	Sources & indication of Vitamin A,D,C				
1.	Define & classify antacid	:			
2.	Criteria of an ideal antacid	:			
3.	Indication, Contra in-dication of the H ₂ blocker	:			
4.	Define & classify hypogly caemic agent	:			

Medical Assistant Training School ITEM CARD

Subject : Pathology & Microbiology

Name : _____ Roll No. _____ Year : _____ Session :

Pathology

Sl. No	Name of Items		Marks Obtained		Remarks
			Viva	Practical	
1.	Nutrition	:			
2.	Inflammation: a) Acute inflammation b) Chronic inflammation	:			
3.	Healing and Repair	:			
4.	Degeneration	:			
5.	Necrosis	:			
6.	Gangrene	:			
7.	Oedema & Dehydration	:			
8.	Shock	:			
9.	Ischaemia	:			
10.	Infarction	:			
11.	Thrombosis & embolism	:			
12.	Tumour	:			
Parasitology :					
1.	Classification & Protozoa	:			
2.	Entamoeba histolytica	:			
3.	Giardiasis & Trichomoniasis	:			
4.	Mastigophora	:			
5.	Kala-azar	:			
6.	Plasmodium	:			
7.	Round worm & Hook worm	:			
8.	Filariasis	:			
9.	Echinococcus Granulosus	:			

Microbiology

Sl. No	Name of Items		Marks Obtained		Remarks
			Viva	Practical	
1.	Bacteria-general feature	:			
2.	Virus-general feature, DNA & RNA Virus	:			
3.	Immunity –general /Types	:			
4.	Coccus & bacillus classification	:			
5.	Sterilization	:			
6.	Staphylococcus	:			
7.	Strepto coccus	:			
8.	Diphtheria	:			
9.	Gonococcal infection	:			
10.	Meningococcal infection	:			
11.	Enterobacterial organism	:			
12.	Mycobacteria	:			
13.	Anaerobic organism	:			
14.	Bacterial endotoxin & exotoxin	:			
Practical					
1.	Urine	:			
2.	Jaundice	:			
3.	Stool	:			
4.	Blood	:			
5.	Sputum (gram staining. AFB staining)	:			
6.	Agglutination				

Job Description of Medical Assistant (তিন পর্যায়)

থানা কেন্দ্রে অবস্থিত হাসপাতাল

- ১। কার্যালয় : থানা স্বাস্থ্য ও পরিবার কল্যাণ কমপেণ্ডব্লক।
- ২। পদের নাম : উপ-সহকারী কমিউনিটি মেডিকেল অফিসার/ মেডিকেল এ্যাসিস্টেন্ট।
- ৩। বেতন গ্রেড : ১১শ গ্রেড।
- ৪। তত্ত্বাবধানকারী : আবাসিক মেডিকেল অফিসার।
- ক. আবাসিক মেডিকেল অফিসার কর্তৃক নির্ধারিত মাসিক রোস্টার অনুযায়ী থানা কেন্দ্রে অবস্থিত হাসপাতালের ইমার্জেন্সীতে দায়িত্ব পালনকারী চিকিৎসকের সহকারী হিসাবে কাজ করা;
- খ. আবাসিক মেডিকেল অফিসার কর্তৃক প্রদত্ত অন্যান্য বিশেষ দায়িত্ব, যেমন: ও. আর. টি. কর্নার পরিচালনা, ARI case management, DOTS পদ্ধতিতে যক্ষ্মা রোগের চিকিৎসা, কুষ্ঠ রোগের MDT পর্যালোচনা ইত্যাদি দায়িত্ব পালন করা;
- গ. সরকার কর্তৃক নির্ধারিত ঔষধ ব্যবস্থাপত্রের মধ্যে সীমাবদ্ধ থাকিয়া সাধারণ পীড়াসমূহ যেমন, ডায়রিয়া, জ্বর, চর্মরোগ, অপুষ্টি, অস্ফট, হাঁপানি, হাম ইত্যাদি রোগের চিকিৎসা প্রদান।
- ঘ. প্রয়োজনবোধে সাধারণ জখম, সর্প দংশন, কুকুরে কামড়ানো, পানিতে ডোবা, আঙুনে/এসিডে পোড়া/ঝলসানো, বিষপান, জ্বর, ব্যথা, হাঁপানি, চর্মরোগ এবং চোখ, দাঁত ও কানের সাধারণ রোগের ক্ষেত্রে প্রাথমিক চিকিৎসা;
- ঙ. রোগের কারণ, রোগ উপশমের উপায়, ঔষধ সেবনের নিয়মাবলী, খাওয়া-দাওয়ার নিয়মাবলী, রোগীর অন্যান্য করণীয় বিষয় ইত্যাদি ক্ষেত্রে অল্‌ডুর্বিভাগ ও বহির্বিভাগের রোগীর পরামর্শক (Patient Counsellor) হিসাবে দায়িত্ব পালন;
- চ. আবাসিক মেডিকেল অফিসার কর্তৃক প্রদত্ত অল্‌ডুর্বিভাগ ও বহির্বিভাগের চিকিৎসা সংক্রান্ত অন্যান্য বিশেষ দায়িত্ব;
- ছ. থানা ও নিম্ন পর্যায়ে দক্ষতাসহকারে ও সফলভাবে ইএসপি সেবা প্রদানে সহায়ক ভূমিকা পালন করা; এবং
- জ. অর্পিত অন্যান্য দায়িত্ব পালন।

থানা কেন্দ্রে হইতে দূরবর্তী হাসপাতাল

- ১। কার্যালয় : থানা স্বাস্থ্য ও পরিবার কল্যাণ কমপেণ্ডব্লক।
(থানা কেন্দ্রে হইতে দূরবর্তী ৩১ শয্যা বিশিষ্ট হাসপাতাল)
- ২। পদের নাম : উপ-সহকারী কমিউনিটি মেডিকেল অফিসার/ মেডিকেল এ্যাসিস্টেন্ট।
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- খ. আবাসিক মেডিকেল অফিসার কর্তৃক প্রদত্ত অন্যান্য বিশেষ দায়িত্ব, যেমন: ও. আর. টি. কর্নার পরিচালনা, ARI case management, DOTS পদ্ধতিতে যক্ষ্মা রোগের চিকিৎসা, কুষ্ঠ রোগের MDT পর্যানুসরণ ইত্যাদি দায়িত্ব পালন করা;
- গ. সরকার কর্তৃক নির্ধারিত ঔষধ ব্যবস্থাপত্রের মধ্যে সীমাবদ্ধ থাকিয়া সাধারণ পীড়াসমূহ যেমন, ডায়রিয়া, জ্বর, চর্মরোগ, অপুষ্টি, অম্ল, হাঁপানি, হাম ইত্যাদি রোগের চিকিৎসা প্রদান।
- ঘ. প্রয়োজনবোধে সাধারণ জখম, সর্প দংশন, কুকুরে কামড়ানো, পানিতে ডোবা, আঙুনে/এসিডে পোড়া/ঝলসানো, বিষপান, জ্বর, ব্যথা, হাঁপানি, চর্মরোগ এবং চোখ, দাঁত ও কানের সাধারণ রোগের ক্ষেত্রে প্রাথমিক চিকিৎসা;
- ঙ. রোগের কারণ, রোগ উপশমের উপায়, ঔষধ সেবনের নিয়মাবলী, খাওয়া-দাওয়ার নিয়মাবলী, রোগীর অন্যান্য করণীয় বিষয় ইত্যাদি ক্ষেত্রে অসুস্থবিভাগ ও বহিঃবিভাগের রোগীর পরামর্শক (Patient Counsellor) হিসাবে দায়িত্ব পালন;
- চ. আবাসিক মেডিকেল অফিসার কর্তৃক প্রদত্ত অসুস্থবিভাগ ও বহিঃবিভাগের চিকিৎসা সংক্রান্ত অন্যান্য বিশেষ দায়িত্ব ;
- ছ. হাসপাতালে দক্ষতাসহকারে ও সফলভাবে ইএসপি সেবা প্রদানে সহায়ক ভূমিকা পালন করা; এবং
- জ. অর্পিত অন্যান্য দায়িত্ব পালন।

ইউনিয়ন স্বাস্থ্য ও পরিবার কল্যাণ কেন্দ্র

- ১। কার্যালয় : থানা স্বাস্থ্য ও পরিবার কল্যাণ কমপেণ্ডক্স।
- ২। পদের নাম : উপ-সহকারী কমিউনিটি মেডিকেল অফিসার/ মেডিকেল এ্যাসিস্টেন্ট।
- ৩। বেতন গ্রেড : ১১শ গ্রেড।
- ৪। তত্ত্বাবধানকারী : মেডিকেল অফিসার/ মেডিকেল অফিসার (পঃকঃ)
- ক. ইউনিয়ন স্বাস্থ্য ও পরিবার কল্যাণ কেন্দ্র পরিচালনায় মেডিকেল অফিসার অথবা মেডিকেল অফিসার (পঃকঃ) কিংবা দায়িত্বপ্রাপ্ত কর্মকর্তাকে সহায়তা করা এবং প্রয়োজনবোধে তত্ত্বাবধানকারী কর্মকর্তা কর্তৃক প্রদত্ত ক্ষমতাবলে ইউনিয়ন স্বাস্থ্য ও পরিবার কল্যাণ কেন্দ্রের অফিস ব্যবস্থাপনা, নিরাপত্তা এবং পরিষ্কার-পরিচ্ছন্নতার দায়িত্ব পালন;
- খ. ইউনিয়ন স্বাস্থ্য ও পরিবার কল্যাণ কেন্দ্রে আগত ও রেফারকৃত সকল রোগীর রেজিস্ট্রেশনের ব্যবস্থা করা;
- গ. সরকার কর্তৃক নির্ধারিত ঔষধ ব্যবস্থাপত্রের মধ্যে সীমাবদ্ধ থাকিয়া সাধারণ পীড়াসমূহ যেমন, জ্বর, চর্মরোগ, অপুষ্টি, অম্ল, হাঁপানি ইত্যাদি রোগের চিকিৎসা প্রদান।
- ঘ. শিশুদের জটিল ডায়রিয়া রোগের ক্ষেত্রে **Oral Rehydration (Plan 'B')** এর সাহায্যে চিকিৎসা ও পরিবীক্ষণ করা;
- ঙ. শিশুদের আমাশয় রোগের জন্য সঠিক এন্টিবায়োটিক চিকিৎসা প্রদান;
- চ. হামের জটিল অবস্থার (পেটের ঘা, নিউমোনিয়া, উদরাময়) চিকিৎসা করা;
- ছ. শিশুদের রোগের সমন্বিত চিকিৎসা (IMCI) বিষয়ক প্রটোকল অনুযায়ী শিশু রোগের ব্যবস্থাপনা;
- জ. টিকা হইতে উদ্ভূত জটিলতা নির্ণয় ও চিকিৎসা;
- ঝ. সাধারণ জখম, সর্প দংশন, কুকুরে কামড়ানো, পানিতে ডোবা, আঙুনে/এসিডে পোড়া/ঝলসানো, বিষপান, জ্বর, ব্যথা, হাঁপানি, চর্মরোগ এবং চোখ, দাঁত ও কানের সাধারণ রোগের ক্ষেত্রে প্রাথমিক চিকিৎসা প্রদান;
- ঞ. প্রজনন পথের সংক্রমন (RTI) এবং যৌনরোগের (STD) প্রাথমিক চিকিৎসা;

- ট. যে সকল প্রজনন পথের সংক্রমণ (RTI) এবং যৌনরোগের সংক্রমণ (STI) চিকিৎসায় ফলোদয় হয় না, সেগুলি থানা কেন্দ্রে অবস্থিত হাসপাতালে রেফার করা;
- ঠ. যৌনরোগ (STD) প্রতিরোধ এবং পরিকল্পিত পরিবারের জন্য কনডম সরবরাহ করা;
- ড. যৌনরোগ (STD) এইচ আইভি/এইডস এবং যৌনরোগের সংক্রমণ (STI) হইতে সৃষ্ট বন্ধ্যাত্ব সম্পর্কে পরামর্শ দান;
- ঢ. বন্ধ্যাত্ব চিকিৎসার জন্য আগত সেবাগ্রহণকারীদের থানা কেন্দ্রে অবস্থিত হাসপাতালে রেফার করা;
- ণ. কমিউনিটি ক্লিনিক হইতে রেফারকৃত গর্ভনিরোধক দ্রব্য ব্যবহারের ফলে সৃষ্ট জটিলতা/পার্শ্ব-প্রতিক্রিয়ার চিকিৎসা করা;
- ত. পরিষ্কার-পরিচ্ছন্নতা, স্বাস্থ্য বিধি (Sanitation), খাদ্যাভ্যাস ইত্যাদি সম্পর্কিত আচার-আচরণ ও দৃষ্টিভঙ্গির পরিবর্তন (BCC) বিষয়ক বিভিন্ন পরামর্শ/ গণসংযোগ কার্যক্রমের আয়োজন ও অংশগ্রহণ;
- থ. স্বাস্থ্য, খাদ্য ও পুষ্টি, রোগ প্রতিষেধক টিকা, ক্রিমি, বুকের দুধ খাওয়ানো, পরিবেশ স্বাস্থ্য, নিরাপদ পানি ও পয়ঃনিষ্কাশন, পেটের পীড়া ইত্যাদি বিষয়ে কেন্দ্রে আগত সেবাগ্রহণকারীদের গ্রুপ ভিত্তিক পরামর্শ (Counselling) দান;
- দ. রোগের কারণ, রোগ উপশমের উপায়, ঔষধ সেবনের নিয়মাবলী, পার্শ্ব-প্রতিক্রিয়া, খাওয়া দাওয়ার নিয়মাবলী, রোগীর অন্যান্য করণীয় বিষয় ইত্যাদি ক্ষেত্রে রোগীর পরামর্শক (Patient Counsellor) হিসাবে দায়িত্ব পালন;
- ধ. প্রবীন জনগোষ্ঠীকে সুস্থ জীবন-যাপনে (Counselling) পরামর্শ ও প্রয়োজনীয় চিকিৎসা প্রদান;
- ন. প্রযোজ্য ক্ষেত্রে স্থায়ী/দীর্ঘ মেয়াদী গর্ভনিরোধক পদ্ধতি গ্রহণে আগ্রহী সেবাগ্রহণকারীদের থানা কেন্দ্রে অবস্থিত হাসপাতালে রেফার করা;
- প. মারাত্মক ডায়রিয়া, শ্বাস যন্ত্রের তীব্র সংক্রমণ (ARI), মারাত্মক ম্যালেরিয়া, উচ্চমাত্রায় জ্বর, প্রজনন পথের সংক্রমণ (RTI), যৌনরোগের সংক্রমণ (STI) সহ অন্যান্য জটিল কেইস যথাসময়ে থানা কেন্দ্রে অবস্থিত হাসপাতালে রেফার করা;
- ফ. নিজ কাজের মাসিক অগ্রিম পরিকল্পনা তত্ত্বাবধায়ক কর্মকর্তাকে প্রদান;
- ব. ইউনিয়ন স্বাস্থ্য ও পরিবার কল্যাণ কেন্দ্র হইতে প্রদানকৃত সেবার পরিসংখ্যানসহ আওতাধীন কমিউনিটি ক্লিনিক/স্যাটেলাইট ক্লিনিকসমূহ হইতে প্রদত্ত সেবার পরিসংখ্যান সংকলন ও সংরক্ষণ; এবং
- ভ. অর্পিত অন্যান্য দায়িত্ব পালন।