



SEMESTER – IV

PAPER CODE	SUBJECT NAME	THEORY HOURS	PRACTICAL HOURS	THEORY MARKS	PRACTICAL MARKS
NA401	OBSTETRICS & GYNECOLOGY	45 Min	1 Hrs.	50	50
NA402	NURSING MANAGEMENT	45 Min	1 Hrs.	50	50
NA403	NURSING SOCIAL & PREVENTIVE MEDICINE	45 Min	1 Hrs.	50	50
NA404	HEALTH MANAGEMENT	45 Min	1 Hrs.	50	50

OBSTETRICS & GYNECOLOGY

THEORY

1. Introduction to Obstetrics & Gynecology

- Definition, scope & importance
- Historical background
- Role of Nursing Assistant in maternal and women's health
- Ethical and legal responsibilities in obstetrics care
- Differences between obstetrics and gynecology

OBSTETRICS (Maternal Health)

2. Anatomy & Physiology Related to Reproduction

- Female reproductive organs (internal and external)
- Menstrual cycle and hormonal regulation
- Ovulation and fertilization
- Embryo and fetal development (stages of pregnancy)
- Placenta – structure, functions, abnormalities
- Amniotic fluid – importance and changes
- Pelvis – types, obstetric importance
- Changes in maternal systems during pregnancy

3. Antenatal Care (ANC)

- Objectives and importance of antenatal care
- Registration and antenatal history taking



- Routine ANC checkups and assessments
- Abdominal examination techniques
- Laboratory investigations (Hb, urine, blood group, etc.)
- Identification of high-risk pregnancies
- Immunization during pregnancy (TT, IFA)
- Common discomforts and their management
- Nutrition and rest during pregnancy
- Health education for pregnant women

4. Intranatal Care (Labour & Delivery)

- Signs and stages of labour
- Monitoring of labour using Partograph
- Conducting normal vaginal delivery
- Use of aseptic technique and delivery kits
- Active Management of Third Stage of Labour (AMTSL)
- Management of the placenta
- Episiotomy – indications, care
- Immediate care of newborn and mother
- Management of minor intranatal complications
- Assisting in referral of complicated deliveries

5. Postnatal Care (PNC)

- Care of mother after delivery
- Monitoring involution of uterus, lochia
- Breast care and lactation management
- Nutrition and hygiene in postnatal period
- Minor discomforts and their management
- Postnatal exercises and counseling
- Identification of postpartum complications
- Education on family planning and contraception
- Record keeping and follow-up visits

6. Care of Newborn

- Immediate care and assessment (APGAR score)
- Thermoregulation and kangaroo care
- Breastfeeding initiation and positioning
- Immunization (birth doses)
- Low birth weight and preterm baby care
- Common neonatal problems and early identification
- Resuscitation of newborn (under supervision)
- Education to mother and family



7. Common Gynecological Disorders

- Menstrual disorders (amenorrhea, dysmenorrhea, menorrhagia)
- Infections of reproductive tract (RTIs, STIs)
- Leucorrhoea and vaginal discharge
- Pelvic inflammatory disease (PID)
- Uterine fibroids and ovarian cysts (basic awareness)
- Infertility – causes and counseling
- Prolapse of uterus
- Menopause and postmenopausal care
- Cancer awareness – breast and cervical cancer

8. Family Planning & Reproductive Health

- Importance and objectives of family planning
- Temporary methods: condom, oral pills, IUCD
- Permanent methods: tubectomy, vasectomy
- Emergency contraception
- Adolescent reproductive and sexual health
- Role of Nursing Assistant in family welfare services
- Counseling techniques for eligible couples
- Maintenance of eligible couple register

PRACTICAL

OBSTETRICS (Midwifery Skills)

➤ Antenatal Care (ANC)

1. Handwashing and infection control before examination
2. History taking and antenatal case recording
3. Abdominal examination (Leopold's maneuvers)
4. Estimation of gestational age & calculation of EDD
5. Auscultation of fetal heart sounds (FHS)
6. Blood pressure measurement
7. Weight and height recording
8. Fundal height measurement
9. Urine testing for sugar and albumin
10. Hemoglobin estimation
11. IFA and calcium tablet administration
12. TT immunization (under supervision)
13. Identification and referral of high-risk pregnancies
14. Counseling for birth preparedness
15. Health education on danger signs, diet, rest, hygiene



➤ **Intranatal Care (Labour & Delivery)**

1. Preparation of delivery tray and labour room
2. Use of partograph to monitor labour
3. Conducting normal delivery (minimum 10 under supervision)
4. Safe cord clamping and cutting
5. Immediate newborn care (drying, wrapping, eye care)
6. Active Management of Third Stage of Labour (AMTSL)
7. Delivery of placenta and checking completeness
8. Monitoring of vital signs during labour
9. Episiotomy care (if performed)
10. Maintaining aseptic technique throughout delivery
11. Assisting in referral during obstetric emergencies
12. Documentation of delivery records

➤ **Postnatal Care (PNC)**

1. Monitoring vital signs of the mother
- Observation of lochia and uterine involution
2. Breast examination and lactation support
 3. Assisting mother in breastfeeding techniques
 4. Postnatal exercises and hygiene care
 5. Identification of postpartum complications (PPH, infection)
 6. Counseling for contraception and nutrition
 7. Newborn immunization at birth (e.g., BCG, OPV, Hep-B)
 8. Maintaining postnatal care records

➤ **Care of Newborn**

1. Assessment of newborn (APGAR score)
2. Measurement of weight, length, head circumference
3. Thermal protection – wrapping, room temperature
4. Initiation of breastfeeding within 1 hour
5. Cord care using sterile technique
6. Eye care using sterile gauze
7. Bathing and clothing the newborn
8. Kangaroo mother care (for LBW babies)
9. Identifying danger signs in newborns
10. Assisting in newborn resuscitation (under supervision)

GYNECOLOGY (Women's Reproductive Health)

➤ **Gynecological Procedures & Observations**

1. Assisting in per speculum and per vaginal examinations
2. Observation of menstrual disorders and care planning
3. Identification and care of vaginal infections (e.g., leucorrhoea)



4. Observation of gynecological surgeries (e.g., hysterectomy – if posted)
5. Care and support for menopausal women
6. Breast examination (demo on models) and health education
7. Referring suspected cases of cervical and breast cancer
8. Health teaching on menstrual hygiene

➤ **Family Planning Services**

1. Counseling on spacing and permanent methods
2. Educating couples on condom and oral pills (demo using models)
3. Assisting in IUCD insertion (observation)
4. Identifying eligible couples and maintaining register
5. Postpartum family planning counseling
6. Assisting in NSV or tubectomy camps (if posted)

NURSING MANAGEMENT

THEORY

1. Introduction to Nursing Management

- Definition, concept, and importance of nursing management
- Principles of management and supervision
- Objectives and scope of Nursing Assistant in nursing administration
- Role and responsibilities of Nursing Assistant in sub-centre and community
- Code of ethics and professional conduct

2. Planning and Organization

- Planning daily, weekly, monthly work at sub-centre
- Time management and prioritization of work
- Organization of health services at:
 - Sub-centre
 - PHC/CHC level
 - Community outreach programs
- Planning and organizing:
 - Village Health and Nutrition Days (VHND)
 - Immunization sessions
 - Health education activities
 - Outreach camps and home visits

3. Supervision and Leadership

- Difference between supervision and leadership
- Qualities of an effective supervisor



- Methods and techniques of supervision
- Supervising ASHA and Anganwadi Workers
- Coordinating with MPW(M)/LHV/Health Supervisor
- Supportive supervision and team management

4. Communication and Interpersonal Skills

- Types of communication – verbal, non-verbal, written
- Barriers to communication and how to overcome them
- Counseling skills
- Health education communication – IEC materials
- Conducting group discussions and health talks
- Community mobilization techniques

5. Record Keeping and Reporting

- Importance and principles of record maintenance
- Types of records and reports maintained at sub-centre:
 - Eligible couple register
 - Immunization register
 - Maternal and child health registers
 - Drug and supply register
 - Birth and death registers
- Writing reports (monthly/annual/submitted to PHC)
- Submission timelines and follow-up

6. Logistics and Supply Management

- Estimating requirements of drugs and equipment
- Safe storage and inventory management
- Drug stock maintenance
- Vaccine and cold chain management
- Requisition and indents for supplies
- Preventing drug wastage and expiration
- Maintaining sub-centre stock register

7. Sub-Centre Management

- Sub-centre layout and infrastructure
- Daily management of services – ANC, PNC, immunization
- Equipment maintenance and cleanliness
- Waste disposal and infection control
- Display of IEC materials and registers
- Coordination with VHSC (Village Health Sanitation Committee)
- Emergency preparedness and referral services



8. Budgeting and Financial Management (Basics)

- Basic understanding of untied funds
- Budget planning for sub-centre activities
- Utilization and maintenance of fund records
- Submitting utilization certificates
- Ensuring transparency and accountability

Monitoring & Evaluation

- Performance monitoring indicators
- Quality assurance in service delivery
- Self-assessment and peer evaluation
- Role in national health programs (NHM)
- Feedback collection from beneficiaries

PRACTICAL

I. Planning & Organizing Health Services

1. Prepare daily/weekly/monthly work plans at sub-centre
2. Organize and conduct **Village Health and Nutrition Day (VHND)**
3. Assist in organizing:
 - Immunization sessions
 - Antenatal and postnatal check-up days
 - School health programs
 - Outreach health camps
4. Time management for community visits, record keeping, and emergencies
5. Planning and conducting **health education sessions**

➤ Supervision and Coordination

1. Supervise and guide ASHA, AWW, and other field staff
2. Conduct joint home visits with ASHA
3. Provide supportive supervision during outreach sessions
4. Observe and assist in **team-based care** (LHV, MPW, Medical Officer)
5. Participate in **monthly sub-centre meetings** and VHSC meetings

➤ Record Keeping and Documentation

1. Maintain the following registers:
 - Eligible couple register
 - Immunization register



- ANC/PNC registers
 - Birth and death register
 - Family planning records
 - OPD register
 - Drug and supply stock register
2. Prepare **monthly reports** and submit to PHC
 3. Fill **referral slips and feedback forms**
 4. Update **MCH tracking formats and registers**

➤ **Supply and Logistics Management**

1. Maintain **drug stock register**
2. Check expiry dates and condition of drugs
3. Requisition and receipt of supplies from PHC
4. Maintain cold chain (ILR, deep freezer, vaccine carrier)
5. Store vaccines and medicines correctly
6. Use color-coded bins for **biomedical waste disposal**
7. Sterilization and maintenance of equipment

➤ **Budget and Financial Management (Basic Skills)**

1. Maintain **sub-centre untied fund register**
2. Record **expenditures with receipts and bills**
3. Participate in **budget planning for VHND/IEC**
4. Prepare **utilization certificates** (UCs)
5. Keep records of cashbook and vouchers

➤ **Communication and Community Mobilization**

1. Conduct **individual and group health counseling**
2. Demonstrate use of **IEC materials** (charts, models, flashcards)
3. Mobilize community for:
 - Immunization
 - Institutional delivery
 - Family planning
 - Sanitation drives
4. Collect **feedback from beneficiaries** (verbal or written)
5. Document communication barriers and follow-up actions

NURSING SOCIAL & PREVENTIVE MEDICINE

THEORY

1. Introduction to Community Health Nursing



- Definition and concept of community health
- Objectives and principles of community health nursing
- Difference between institutional and community health nursing
- Role and responsibilities of Nursing Assistant in community health
- Ethics and professional conduct in community practice

2. Determinants of Health

- Concept of health and well-being
- Factors affecting health (biological, environmental, social, economic)
- Indicators of health (IMR, MMR, life expectancy)
- Levels of disease prevention – primary, secondary, tertiary
- Health promotion strategies

3. Environment and Health

- Safe water: sources, purification methods
- Sanitation: types of latrines, waste disposal
- Pollution: water, air, noise, and soil
- Vector control: mosquitoes, flies, rodents
- Prevention of waterborne and foodborne diseases
- Housing and health
- Environmental hygiene practices

4. Nutrition and Health

- Balanced diet: definition and components
- Nutritional needs in different age groups (children, pregnant/lactating women, elderly)
- Malnutrition: types, causes, prevention
- Nutrition-related diseases (e.g., anemia, vitamin deficiency)
- Food hygiene and safety
- Nutrition education in the community

5. Epidemiology and Communicable Diseases

- Definition and uses of epidemiology
- Mode of disease transmission
- Chain of infection
- Surveillance and outbreak investigation
- Common communicable diseases:
 - Tuberculosis
 - Malaria
 - HIV/AIDS
 - Diarrheal diseases



- ARI (acute respiratory infections)
 - Leprosy
 - Hepatitis
- Prevention, control, and health education

6. Non-Communicable Diseases (NCDs)

- Definition and importance
- Risk factors and prevention
- Common NCDs:
 - Hypertension
 - Diabetes
 - Cancer
 - Cardiovascular diseases
- Lifestyle modification and awareness
- Role of Nursing Assistant in screening and referral

7. Immunization and Cold Chain

- National Immunization Schedule (NIS)
- Vaccine-preventable diseases
- Vaccine storage and cold chain management
- Use of Vaccine Vial Monitor (VVM)
- Adverse events following immunization (AEFI)
- Role of Nursing Assistant in immunization sessions

8. Family Health and Vital Statistics

- Family health care needs
- Family folder maintenance
- Vital events: Birth, death, marriage registration
- Uses of vital statistics in health planning
- Population explosion and its impact
- National population policy

9. National Health Programs & Policies

- Overview of National Health Mission (NHM)
- Key programs:
 - RMNCH+A
 - Janani Suraksha Yojana (JSY)
 - Mission Indradhanush
 - RCH program
 - School Health Program
 - Adolescent Health (RKSK)



- Role of Nursing Assistant in program implementation

Health Education and Communication

- Principles and methods of health education
- Use of IEC materials – posters, charts, models
- Interpersonal communication and group teaching
- Organizing community awareness sessions
- Counseling techniques
- Behavior change communication (BCC)

10. Home Visiting and Community Survey

- Objectives and principles of home visiting
- Tools for home visit and safety precautions
- Conducting family health survey
- Identification of high-risk families
- Referral and follow-up

11. Demography and Health Statistics

- Definition and importance of demography
- Fertility indicators: birth rate, TFR
- Mortality indicators: IMR, MMR
- Health-related statistics and their interpretation
- Census and population studies in India

PRACTICAL

➤ Community Survey & Family Care

- Conduct community mapping and family health survey
- Identification and registration of:
 - Pregnant women
 - Infants and children under 5
 - Eligible couples for family planning
- Maintain **Family folders** and update records
- Assess environmental conditions and health hazards

➤ Home Visits & Bag Technique

- Prepare and demonstrate the use of the **Nursing bag**
- Carry out home visits for:
 - Health promotion
 - Early detection of illness
 - Follow-up care



- Educate on personal hygiene, nutrition, safe water, etc.

➤ **Health Education & Communication**

- Plan and conduct:
 - **Individual health teaching**
 - **Group health teaching**
- Use of AV aids (charts, posters, models)
- Organize awareness on:
 - Sanitation
 - Communicable diseases
 - Non-communicable diseases
 - Family welfare

➤ **Nutrition Practical**

- Identify malnutrition cases in the community
- Assess nutritional status of children
- Demonstrate:
 - Preparation of low-cost nutritious meals
 - Cooking demonstrations (iron-rich/ORS preparation)
- Counsel mothers on breastfeeding, weaning, and infant feeding

➤ **Immunization & Cold Chain**

- Assist in immunization sessions at:
 - Anganwadi Centers
 - Sub-Centers
 - VHND (Village Health & Nutrition Day)
- Handle vaccines, maintain cold chain
- Observe and record:
 - Vaccination schedule (NIS)
 - Adverse Events Following Immunization (AEFI)

➤ **Environmental Health & Sanitation**

- Conduct field assessment of:
 - Water source
 - Sanitary latrines
 - Waste disposal systems
- Demonstrate:
 - Water purification techniques (boiling, chlorination)
 - Safe excreta and refuse disposal
- Participate in **Swachh Bharat** campaigns and vector control drives



➤ **Participation in National Health Programs**

- Observe and assist in:
 - Family planning camps
 - Nutrition week
 - Pulse Polio campaigns
 - Deworming and Vitamin A distribution
- Educate on:
 - JSY, JSSK, RKSK
 - National Vector Borne Disease Control Programme (NVBDCP)

➤ **School Health & Adolescent Education**

- Assist in school health check-ups
- Provide health education on:
 - Menstrual hygiene
 - Personal cleanliness
 - Nutrition and growth
- Identify common ailments and refer if necessary

➤ **Records and Reports**

- Maintain:
 - Eligible Couple Register (ECR)
 - Immunization Register
 - Family Planning Register
 - Sub-center monthly reports
- Prepare documentation for:
 - Home visits
 - Health education sessions
 - Referral cases

➤ **Coordination & Team Work**

- Work with:
 - ASHA, AWW, MPW, and PHC team
- Participate in:
 - VHND activities
 - Village Health and Sanitation Committee (VHSC) meetings
- Provide support in outreach and mobilization

HEALTH MANAGEMENT

THEORY



1. Introduction to Health Management

- Definition, concept, and principles of health management
- Importance of health management in nursing practice
- Levels of health care delivery system: Sub-center, PHC, CHC
- Role of Nursing Assistant in health system strengthening

2. Health Planning

- Objectives of health planning
- Health planning process: assessment, planning, implementation, evaluation
- National Health Policy
- Five-Year Plans and health sector reforms
- Community-based planning

3. Health Organization at Different Levels

- Structure of health services at:
 - Central level (Ministry of Health & Family Welfare)
 - State level (Directorate of Health Services)
 - District level (CMO, DMO, DHO)
 - Block and village level (PHC, CHC, SC, VHSC)
- Roles and responsibilities of:
 - ANM
 - Nursing Assistant
 - ASHA
 - Anganwadi Worker (AWW)
 - Multipurpose Health Worker (MPHW)

4. Supervision and Monitoring

- Definition and objectives of supervision
- Principles and techniques of effective supervision
- Supportive supervision vs inspection
- Role of Nursing Assistant in monitoring and reporting
- Use of monitoring tools: checklists, feedback mechanisms

5. Management of Health Services

- Time management and resource planning
- Organizing and conducting health activities (immunization, camps)
- Delegation and coordination
- Staff management and motivation
- Handling patient flow and outpatient management at sub-center level



6. Logistics and Supply Chain Management

- Principles of inventory control
- Drug and equipment management at sub-center level
- Maintaining stock registers
- First Expiry First Out (FEFO) concept
- Vaccine and cold chain management basics

7. Records and Reports

- Importance of records in health care
- Types of records maintained at SC/PHC
- Accurate and timely reporting: daily, monthly, annual
- Health Management Information System (HMIS)
- Digital health records and e-reporting systems (where applicable)

8. Financial Management at Sub-Center Level

- Understanding untied funds at sub-center
- Budget planning and utilization
- Accounting and documentation of expenses
- Basic book-keeping practices for Nursing Assistant s
- Guidelines for fund utilization and audit

9. Community Participation in Health Management

- Community involvement in planning and monitoring
- Role of Village Health Sanitation & Nutrition Committees (VHSNCs)
- Participation in Gram Panchayat meetings
- Intersectoral coordination: health, education, sanitation, nutrition

10. National Health Programs and Nursing Assistant's Role

- Overview of key programs:
 - RMNCH+A (Reproductive, Maternal, Newborn, Child & Adolescent Health)
 - Janani Suraksha Yojana (JSY), Janani Shishu Suraksha Karyakram (JSSK)
 - Mission Indradhanush
 - National Disease Control Programs
- Nursing Assistant 's role in implementation, coordination, and reporting

11. Legal and Ethical Aspects

- Legal responsibilities of Nursing Assistant in management
- Documentation and reporting of:



- Maternal deaths
- Infant deaths
- Notifiable diseases
- Ethical principles in administration
- Confidentiality and informed consent

PRACTICAL

➤ **Observation & Participation in Health Facility Administration**

- Visit and understand structure/function of:
 - Sub-Center (SC)
 - Primary Health Center (PHC)
 - Community Health Center (CHC)
- Observe:
 - Role of health supervisor, Nursing Assistant, LHV
 - Referral system and service delivery chain

➤ **Planning & Organization of Health Services**

- Assist in planning:
 - Health education sessions
 - Immunization days
 - Outreach services
- Help organize:
 - Village Health and Nutrition Days (VHND)
 - Health awareness campaigns
- Maintain an **activity calendar** for outreach services

➤ **Inventory & Supplies Management**

- Maintain records of:
 - Essential medicines
 - Vaccines and cold chain equipment
 - Instruments and disposables
- Check and verify:
 - Stock registers
 - Indents and issue records
 - Storage practices (FEFO/LIFO)
- Help in **stock verification** and record updating

➤ **Supervision & Monitoring**

- Prepare:



- Daily duty roster for sub-center
 - Supervision checklist for home visits
- Assist in:
 - Supportive supervision of ASHA & AWW
 - Feedback recording and reporting
- Observe **monitoring formats** used at PHC/CHC levels

➤ Record Keeping & Report Writing

- Prepare and maintain:
 - OPD register
 - Antenatal and immunization registers
 - Family planning registers
 - Monthly sub-center performance report
- Learn submission protocols to PHC and CHC

➤ Community Participation & Intersectoral Coordination

- Attend:
 - Village Health Sanitation and Nutrition Committee (VHSNC) meetings
 - Gram Sabha meetings
- Observe coordination with:
 - ASHA, AWW, MPW
 - Panchayati Raj institutions
- Document decisions and resolutions passed

➤ Human Resource Coordination

- Observe:
 - Staff duty scheduling
 - Leave management
 - Team coordination and conflict resolution
- Participate in:
 - Planning meeting with health staff
 - Orientation of new health volunteers

➤ Legal and Ethical Responsibilities

- Learn and observe:
 - Reporting formats for maternal & infant deaths
 - Incident/accident reporting
 - Maintenance of confidentiality and ethics in practice
- Assist in patient consent and documentation procedures