

## HEALTHCARE SESSION PLAN 2025-26 (STANDARD XII)



MONTH	UNITS	TOPICS COVERED	
		THEORY	PRACTICAL
Apr-25	Unit 1: Medical record/ Documentation	In this session, you will learn about the purpose and importance of documentation. You will also study the significance of documentation as per the needs of the patient	Make a chart on documentation of hospital in notebook
		Relevant Knowledge Purpose of Documentation A) The purpose of documenting medical records are – i) To provide better and evidence based care. ii) Accurate and fast diagnosis leading to better treatment at lower costs of care. iii) Avoid repeating investigations. iv) Provide personalized care. v) Improved application of health policy decisions. vi) Provide evidence for medico-legal decisions and disputes. vii) Effective communication among health professionals. All these translate into improved personal and public health.	Visit a nearby hospital and observe the records maintained in different department: Department Type of Record
		Patient medical card is the written, legal record of all pertinent interactions with the patient – assessing, diagnosing, planning, implementing and evaluating. It is a legal record that is permanent and retrievable for future purposes.	Preparing posters of steps for active listening
		Principles of Documentation                      Content of Medical                      DocumentationMaintaining Record	
May-25	UNIT 1: COMMUNICATION SKILLS – IV	#Communication stylesassertive, aggressive, passiveaggressive, submissive, etc.	Demonstration and practice of writing sentences and paragraphs on topics related to the subject
	<b>SUMMER VACATION (11TH MAY- 30TH JUNE)</b>		
Jun-25	<b>SUMMER VACATION (11TH MAY- 30TH JUNE) DURING SUMMER VACATION STUDENTS WILL DO INTERNSHIP AT NEAREST HOSPITAL OR CLINIC</b>		
		REVISION OF Unit 1: Medical record/ Documentation/UNIT 1: COMMUNICATION SKILLS	Group discussion on identifying needs and desire

Jul-25	REVISION OF Unit 1: Medical record/ Documentation/UNIT 1: COMMUNICATION SKILLS –UNIT 2: Unit 2: Role of General Duty Assistant in Elderly Care and Child Care	ROLE OF GENERAL DUTY ASSISTANT IN ELDERLY AND CHILDCARE SESSION 1: INTRODUCTION TO CARE OF ELDERLY SESSION 2: AGE RELATED CHANGES IN PEOPLE SESSION 3: BASIC NEEDS OF ELDERLY SESSION 4: TAKING CARE OF COMMON PROBLEMS OF ELDERLY SESSION 5: CARING FOR INFANTS AND CHILDREN	Discussion on sources of motivation and inspiration
	UNIT 2: SELF - MANAGEMENT SKILLS – IV	#Concept, history and importance of Organic farming.	Demonstrate the knowledge of different personality types
		#Describe the meaning of personality	
		# Present status and contribution in the National economy.  #Describe how personality influence others	
	UNIT 3 BIO-MEDICAL WASTE MANAGEMENT	Introduction to Bio-medical Waste Management In this session, you will learn about the concept of Bio-medical waste management. You will study about the risks involved with poor waste management, classification of hospital waste and disposal of biomedical waste.	DRAW DIFFERENT TYPES OF DUSBEEN USES IN HOSPITAL
		SESSION 1: INTRODUCTION TO BIO-MEDICAL WASTE MANAGEMENT SESSION 2: SOURCES AND DISPOSAL OF BIO-MEDICAL WASTE SESSION 3: SEGREGATION AND TRANSPORTATION OF BIO MEDICAL WASTE  SESSION 4: ROLE OF HOSPITAL STAFF IN BIO-MEDICAL WASTE MANAGEMENT	Visit a nearby hospital. Wear personal protection equipment and identify the different wastes. Classify them according to the latest guidelines.

Aug-25	<b>/UNIT 2: SELF - MANAGEMENT SKILLS – IV/UNIT 3: INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS – IV</b>	<p>S.No. Category Type of waste Colour &amp; Type of Container</p> <p>1. Yellow Category – Human Anatomical Waste – Animal Anatomical Waste – Soiled Waste – Discarded or Expired Medicine – Microbiology, Biotechnology and other clinical laboratory waste – Chemical waste (yellow-e) – chemical Liquid Waste Yellow coloured non-chlorinated Plastic Bags Note: (i) Chemical Waste (yellow-e) comprising of un-used residual or date expired liquid chemicals including spent hypo of X-Ray, should be stored in yellow container</p> <p>2. Red Category Contaminated Waste (Recyclable) Red Coloured Non Chlorinated Plastic Bags (having thickness equal to more than 50 µ) and Containers</p> <p>3. White Category Waste Sharps including metals White Coloured translucent, puncture proof, leak proof, Temper Proof containers</p> <p>4. Blue Category • Glassware • Metallic Body Implants Puncture proof, leak proof boxes of</p>	<p>Demonstration and practice on the following:</p> <p>Introduction to the spreadsheet application</p>
	<b>UNIT 3: INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS – IV</b>		<p>Listing the spreadsheet applications</p> <p>Creating a new worksheet</p>
Sep-25	<b>Unit 1: Medical record/ Documentation UNIT 2: Role of General Duty Assistant in UNIT 3 BIO-MEDICAL WASTE MANAGEMENT/UNIT 3: INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS – IV</b>	<p>REVISION TIME OF ALL 3 UNITS Unit 1: Medical record/ Documentation UNIT 2: Role of General Duty Assistant in UNIT 3 BIO-MEDICAL WASTE MANAGEMENT</p>	<p>Opening the workbook and enter text</p> <p>Resizing fonts and styles</p> <p>Copying and move the cell data</p> <p>Sorting and Filter the data</p> <p>Applying elementary formulas and functions</p>
		# . Introduction to word processing.	
<b>MID TERM EXAMINATION 16 SEPTEMBER 2025-1 OCTOBER 2025</b>			
	<b>UNIT 4 OPERATION THEATRE</b>	<p>Zones and Areas in Operation Theatre Complex In this session, you will learn about the aims of planning of operation theatre (OT) and the zones and areas in Operation Theatre complex.</p>	<p>. Visit a nearby hospital and prepare the list of staff working in the OT. Staff Roles and Functions Protecting the spreadsheet with password Printing a spreadsheet Saving the spreadsheet in various formats.</p>
		<p>SESSION 1: ZONES AND AREAS IN OPERATION THEATRE COMPLEX SESSION 2: ORIGINIZATION OF OPERATION THEATRE (OT) SESSION 3: PREPARATION OF PATIENT FOR OPERATION SESSION 4: POST-OPERATIVE CARE</p>	

Oct-25	<b>/UNIT 3: INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS – IV</b>	<p>Clean ZonePreoperating room, recovery room, Theater work room, and anesthesia store room</p> <p>Disposal Zonedirty room, disposal corridor and janitors corridor</p> <p>Protective Zone</p> <p>Patient's waiting area and reception, Trolley bay, Lifts, Stairs, Switch room, Pre anesthesia room, changing room, store room.</p> <p>Sterile Zone</p> <p>Operating suite in particular, Scrub room, Anesthesia room, Instruments trolley area.</p>	<p>Demonstration and practice on the following:</p> <p>Listing the software packages for presentation</p> <p>Explaining the features of presentation</p>
		<p>Introduction to presentation</p> <p>Software packages for presentation</p> <p>Creating a new presentation</p> <p>Adding a slide</p> <p>Deleting a slide</p> <p>Entering and editing text.</p> <p>Formatting text</p>	<p>Creating a new presentation</p> <p>Adding a slide to presentation.</p> <p>Deleting a slide</p> <p>Entering and edit text</p> <p>Formatting text</p> <p>Inserting clipart and images</p>
	<b>UNIT 5 ROLE OF GENERAL DUTY ASSISTANT IN DISASTER MANAGEMENT AND EMERGENCY RESPONSE</b>	<p>Disaster Management and Emergency Response</p> <p>In this session, you will learn about goals, cycle and phases of disaster management. As a healthcare worker, you should develop the ability to identify the critical events in disaster and take necessary steps to notify the concerned authority or prevent the spread. You should also be able to understand the response to be made to personal, environmental and public safety as per the regulations and norms</p>	<p>. Visit a hotel/multiplex/shopping mall to observe and record your observations on the following:</p> <p>(i) Emergency exits.</p> <p>(ii) Location of fire alarms.</p> <p>(iii) Assembly points.</p> <p>(iv) Nearest alternative telephone.</p> <p>(v) Internal shelter areas.</p> <p>(vi) First Aid equipment.</p>
		<p>ROLE OF GENERAL DUTY ASSISTANT IN DISASTER MANAGEMENT AND EMERGENCY RESPONSE</p> <p>SESSION 1: DISASTER MANAGEMENT AND EMERGENCY RESPONSE</p> <p>SESSION 2: ROLE AND RESPONSIBILITY OF EMERGENCY RESPONSE TEAM</p> <p>SESSION 3: RESPONSE TEAM FIGHTING FIRE</p>	<p>Administering self- rating questionnaire and score responses on each of the competencies</p>

Nov-25	Unit V: Subsidiary Enterprises in Agriculture/UNIT 4: ENTREPRENEURIAL SKILLS- IV	<p>Classification of Fires</p> <p>Most fires that occur will fall into one or more of the following classes:</p> <p>Class A: It comprises of fires involving ordinary combustible materials, such as paper, wood, and textile fibers. Cooling, blanketing, or wetting extinguishing agents are used for extinguishing such fires.</p> <p>Class B: It comprises of fires involving flammable liquids such as gasoline, thinners, oilbased paints and greases. Extinguishers for this type of fire include carbon dioxide, dry chemical and halogenated agent types.</p> <p>Class C: It comprises of fires involving energized electrical equipment. The most common type of extinguisher for this class is carbon dioxide extinguisher.</p> <p>Class D: It comprises of fires involving combustible metals such as magnesium, sodium, potassium, titanium, and aluminum. Special dry powder extinguishing agents are required for this class of fire, and must be tailored to the specific hazardous material.</p> <p>Class K: It comprises of fires involving commercial cooking appliances with vegetable oils, animal oils, or fats at high temperatures belong to the category of class K. Wet potassium acetate, which is a low pH- based extinguishing agent, is used for extinguishing this class of fire.</p>	<p>Collect small story/ anecdote of prominent successful entrepreneurs</p> <p>Identify entrepreneurial competencies reflected in each story and connect it to the definition of behavioral competencies</p> <p>Preparation of competencies profile of students</p>
		<p>Entrepreneurial competencies in particular: self - confidence, initiative, seeing and acting on opportunities, concern for quality, goal setting and risk taking, problem solving and creativity, systematic planning and efficiency, information seeking, persistence, influencing and negotiating, team building</p>	<p>Games and exercises on changing entrepreneurial behavior and development of competencies for enhancing self-confidence, problem solving, goal setting, information seeking, team building and creativity</p>
Dec-25	UNIT 6 SELF MANAGEMENT AND CAREER SCOPE UNIT 5: GREEN SKILLS – IV	<p>Relevant Knowledge</p> <p>In this session, you will learn about the steps of setting a goal and various learning approaches in higher education.</p> <p>2. Write down your goal(s)</p> <p>3. Determine why the goal is important</p> <p>4. Set a Target date to achieve the goal</p> <p>5. Take small steps to achieve the goal</p> <p>People with goals succeed because they know wheretyey’re going.</p> <p>–Earl Nightingale</p>	<p>Identify five priority needs of your life and prepare the short term and long term goal to achieve them.</p> <p>Listing of green jobs and preparation of posters on green job profiles</p> <p>Prepare posters on green jobs.</p>
		<p>SELF MANAGEMENT AND CAREER SCOPE</p> <p>SESSION 1: GOAL SETTING STRATEGIES 101</p> <p>SESSION 2: SELF MANAGEMENT 104</p> <p>SESSION 3: TIME MANAGEMENT 107</p> <p>SESSION 4: CRITICAL THINKING 110</p> <p>SESSION 5: STRESS MANAGEMENT</p>	
		<p>Green jobs in green tourism</p> <p>Green jobs in building and construction</p>	
		<p>Green jobs in appropriate technology</p> <p>Role of green jobs in Improving energy and raw materials use</p>	

	<div></div> <div>WINTER BREAK 1 JAN 2026-15 JAN 2026</div> <div></div>		
Jan-26	REVISION OF UNIT 6 SELF MANAGEMENT AND CAREER SCOPE	Role of green jobs minimizing waste and pollution	Listing of green jobs and preparation of posters on green job profiles Prepare posters on green jobs.
		Role of green jobs in protecting and restoring ecosystems	
Feb-26	UNIT 5: GREEN SKILLS – IV	Role of green jobs in support adaptation to the effects of climate change	Listing of green jobs and preparation of posters on green job profiles Prepare posters on green jobs
	REVISION		
Mar-26	ANNUAL EXAMINATION 2026		