



College of Vocational Education of Sri Lanka
“Governed by The St. Judy Homenursing international Associate”

STUDENT’S HAND BOOK

Version: 02/2019

Nurse Assistant – NVQ Level -03 & 04

Course Code: C2CNA2FT

College of Vocational education of Sri Lanka
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ABBREVIATIONS

Following abbreviations are used in the fore going document

STJ	St.Judy Homenursing International Associate
ISO	International Organization for Standardization
NTS	Nurses Training School
IHS	Institute of Health and Safety
IPHC	Institute of Pre hospital Care
TVEC	Tertiary and Vocational Education Commission
PHSRC	Private Health Services regulatory Council of Ministry of Health
GPV	Grade Point Value
GPA	Grade point average
SGPA	Semester Grade point average
FGPA	FinalGrade point average
O/L	Ordinary Level (GCE)
A/L	Advanced Level (GCE)
NVQ	National Vocational Qualifications
CEO	Chief Executive Officer
GM	General Manager
AGM	Additional General Manager
MR	Management Representative
QMA	Quality Management Assistant
MA	Management Assistant
HOD	Head of Division
MIS	Management Information System
GCE	General Certificate of Education
IQA	Internal Quality Audits
QAP	Quality Assurance Procedure
QM	Quality Manual
QMS	Quality Management System
QP	Quality Plan
QR	Quality Records

The College of Vocational Education:

College of Vocational Education (CVE) of The St. Judy Homenursing International Associate Sri Lanka is highly respected by employers and industry for providing career-focused education and training.

CVE specializes in vocational courses in both the Higher Education and Further Education sectors with a growing portfolio of Apprenticeships.

Most of our Courses are accredited by Tertiary and Vocational Education Commission of Sri Lanka, one of the Srilankan's top ranked academic institutions, and our reputation for excellence means the College is a popular choice for students, who join us from more than 9 provinces.

CVE conducts programs from Certificate to Bachelors and Master's Degrees in the areas of Nursing, Pharmacy, Emergency medical Services, Occupational Health & Safety and Teaching Development.

Vision

To create sustainable quality training programs so the St. Judy College will always be the choice of our clients.

Mission

- ➔ To make world class Health, Safety, Rescue and Quality a way of life.
- ➔ To create a working environment in which our work force can achieve job satisfaction and career development.
- ➔ To provide our clients professional training services with the most competent instructors and best equipment.
- ➔ To manage the company on a sound and professional financial basis in order to achieve the best reasonable return on investment.

Objectives:

We hope to achieve above vision and mission by,

- To develop high quality, professionally groomed health Care, Safety and Medical manpower.
- To be amongst the top ranking Institutions of Safety, Health and Medical manpower Trainings.
- To act as a facilitator for knowledge generation & dissemination

Our Goal:

Making Better Healthier and Safe Society through Quality Education in Sri Lanka

MESSAGE FROM CHIEF PATRON:

I am very pleased to have been able to watch The St.Judy College of Vocational Education expanding from a small first aid training provider to a much larger organization that offers a valuable facility for the people of Eastern Sri Lanka.

Two very important areas are covered:

- Providing Nurse Training to enable new careers to look after sick, ill and disabled people.
- Providing basic and more advanced first aid and emergency care training to reduce pain and suffering, and to save lives in the event of an accident or emergency situation.
- High quality training in both these areas is very important, and the management and teachers of The St. Judy College of Vocational Education aim to provide the very best possible education opportunity – whether it is for young people, volunteers, or professional students.

My congratulations go to the graduates who have successfully completed courses with St Judy's, and I send my best wishes to all the staff and current or potential students. This learning can truly make a significant difference to the lives of the individuals, their families and those they care for.

Judith Elise Moore, OSSTJ, M.Ed., BA (Hons), PGDip, MCSP
Chief Patron

MESSAGE FROM CEO:

In today's economic climate, organizations are looking more critically at their need for medical and safety training as well as their operational requirements, and the costs involved. Your requirement for cost effective training with minimum down-time has never been more acute, yet the standard of provision must remain high. At The St.Judy College of Vocational Education, we are continually updating our portfolio to meet changing demands from you the client, for effective basic, intermediate, and advanced trauma and medical care, and we are now meeting these needs by introducing short modular extended skills training courses that can serve as stand-alone targeted training, or which together help build into an Advanced Emergency Medical Technician qualification.

The benefits to you of modular training are that it enables you flexibility in releasing your people for high quality training at a time that suits you, it minimizes down-time per week, and ensures that your specific training requirements are met. We have also developed our on-line training by moving Emergency Medical Technician pre-course reading to a series of on-line exercises. This enables us to provide more in-depth practical learning time on courses, and benefits you with a more flexible and user-friendly approach to pre-course study.

M.A.A. Wahid, BSc, MSc, PGDE
Chief Executive Officer

MESSAGE FROM GENERAL MANAGER:

Welcome to The St.Judy College of Vocational Education.

With an ageing population and growing demand for healthcare services, there is a corresponding increase in demand for healthcare professionals. In view of the current shortage of trained healthcare personnel, St.Judy is committed to empowering individuals to embark on a healthcare career in Sri Lanka.

We firmly believe in providing a holistic educational experience which is not just academically enriching and intellectually stimulating, but also socially and culturally engaging. We have an excellent team of experienced and knowledgeable faculty who share our vision and dedication to train competent and caring healthcare professionals.

St.Judy is a vibrant and great place to learn, teach and work in. Our cultural diversity and international staff add value in preparing our students to live and work in an increasingly globalized environment. Whether are you new to healthcare, experienced or overseas trained, we have the right course for you. You can choose to specialize in nursing or pick up one of our healthcare vocational training programs which suit you the most.

We invite you to get to know us better. Join us and embark on an invigorating journey towards a new career in healthcare today!

**M.M.S.Mansoor, BSc, EMT
General Manager**

MESSAGE FROM REGISTRAR:

It is my pleasure to exhale a few words of welcome to all instructors and trainees attached to The St. Judy College of Vocational Education.

We are committed to preparing students for a fulfilling life. Education makes us complete, perfect citizen and deserves us for good life. It is the key to self-improvement, civility and respect. You deserve a chance to fulfill your dreams in a good learning environment. Come to The St. Judy College of Vocational Education to get this lifetime opportunity and we shall be delighted to give you the professional touch. We shall be happy to see you emerge victorious.

M.T.M.Isarutheen L.L.B.
Registrar

Corporate information

Designation	Contact Number	Email
Director General	0672059804	dg@stjudy.org
General Manager	0672059804	info@stjudy.org
Registrar & Head of Academic Affairs	0672226797, 075 979 979 3	admission@stjudy.org
Head of Assessment & Quality Assurance	0672226797	assessment@stjudy.org
Tertiary and vocational Education Commission Registration No : P18/0077		
Health ministry Registration No : PHSRC/OMI/234		
General Telephone: 0672226797, 0672225969 , 0674904414		
General Email: info@stjudy.org		
Web :www.stjudy.org		
Address: - 220, Second floor, Batticaloa Road Kalmunai-32300, Sri Lanka		

QYALITY POLICY

The St.Judy College of Vocational Education is committed to become a Leading Safety and Medical Manpower Training Provider in the North and Eastern Provincial area of Sri Lanka by generating wise knowledgeable and skillfulness competent persons through quality delivery of training.

In this process the training center continuously improve the trainer quality improvement process to meet the customer's satisfaction.

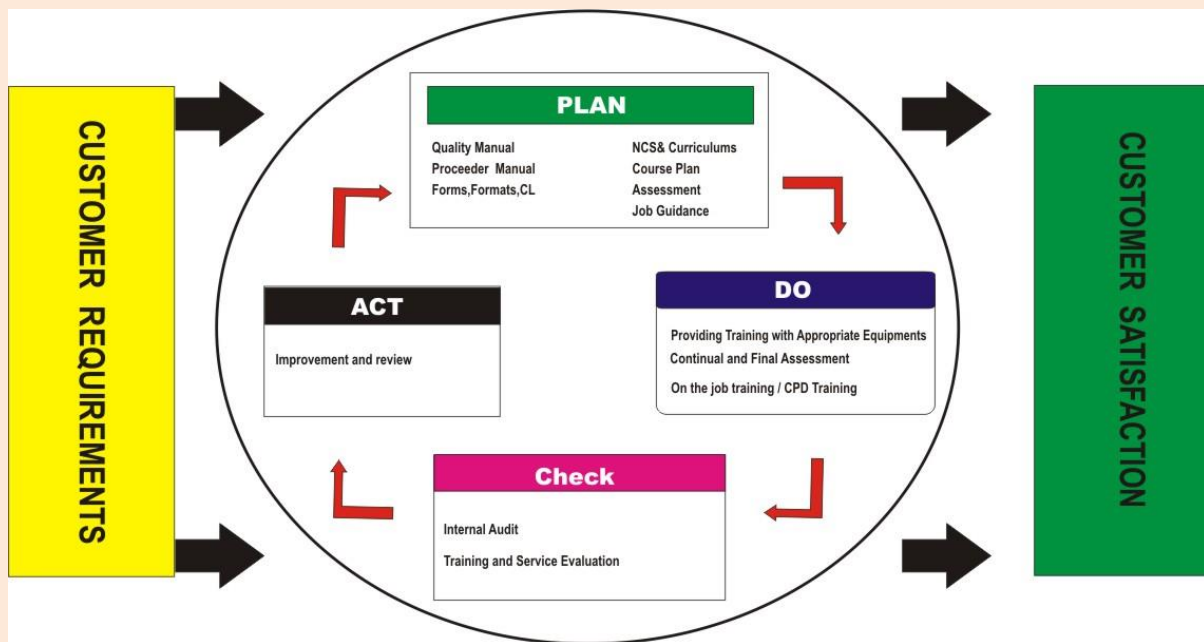
QYALITY OBJECTIVES

- i. Accreditation Nurse NVQ Level 6 course with TVEC before Dec 2019
- ii. Accreditation Nurse Assistant NVQ Level 4 course with TVEC before March 2019
- iii. Confirm 80% of student's attendance for the relevant training programme.
- iv. Reduced drop-out ratio by 10% by annually.
- v. At the management review meeting measurable objectives are identified and established at functional level in the areas of selection process, education process, industrial training process, and other appropriate process.

QUALITY MANAGEMENT SYSTEM - QMS

1. The St. Judy College of Vocational Education has identified the following processes which are required for the Quality Management System.
 - a) Selection Process
 - b) Education & Training Process
 - Institutional Process
 - Assessment of learning Process
 - Certification
 - c) Internal Quality Audit Process
 - d) Management Review Process

2. The sequence and interaction of the processes are appearing in the diagrams of process interaction and process flow (sequence) chart.



3. The St. Judy College of Vocational Education has identified the following criteria and methods to ensure the operation and the control of these processes are effective.
 - a) Tutorials and practical works, Daily diary.
 - b) Evaluating teaching staff, Trainer Guides, Learner Guides, Lesson plans teaching aids, year plans, and document related to the training delivery.
 - c) Continues assessment during the Institutional Training and industrial training and final assessment.
4. The Board of Director of St.Judy (BOD) has provided the necessary resources and information required to support the operation and monitoring of these processes such as teaching staff, teaching aids, tools, equipment and infrastructure through General Manager.
5. The St. Judy College of Vocational Education measures, monitor and analysis these processes through Assessments, evaluations and customer feedback.
6. The St. Judy College of Vocational Education implement actions required to achieve the planned result and continual improvement of the processes by monitoring and analyzing the data at the management review.
 - St. Judy College of Vocational Education obtains customer feedback during each Institutional Training and industrial training program and initiate corrective and preventive action.
 - St. Judy College of Vocational Education evaluates the effectiveness of corrective and preventive actions from the next customer feedback and analyzing the progress for further continual improvement at the management review.
 - Evaluate the coverage of the lesson plan and display.
- Educational field trip for the students which is close relatives of their study places / industries / factories. Evaluate the field trip through the feedback form.

Admission Guidelines for Nurse Assistant NVQ Level 03:

Entry Requirement:

For admission, a candidate should have at least six (5) passes or at least two (2) years' work experience from Recognized Institution.

Duration of Course

This shall be

Eighteen 01 Year. (Part Time) – Sat & Sun

Six (06) Months (Full time) – Mon – Fri day

Admission Quota

Normally a maximum number of Thirty (30) students shall be admitted per batch.

CURRICULUM

1	Introduction to Basic Human Anatomy & physiology
2	Basic First aid & BLS
3	Prepare the unit of the client
4	Maintain personal hygiene, mobility and position of the client
5	Provide meal to the client
6	Give Medication
7	Check and record vital signs
8	Care of wound
9	Maintain effective communication with the client and the family

Admission Guidelines for Nurse Assistant NVQ Level 04:

Entry Requirement:

1. For New Students

For admission, a candidate should have at least six (6) passes which must include Science, & English at GCE (O/L) at no more than three (3) sittings.

2. Holders of Nursing Care Experience from Government & Private Hospitals

at least two (2) years' work experience with Nurse Assistant Certificate from Recognized Institution.

Duration of Course

This shall be

Eighteen (18) Months. (Part Time) – Sat & Sun

One (01) Year (Full time) – Mon – Fri day

Admission Quota

Normally a maximum number of Thirty (30) students shall be admitted per batch.

CURRICULUM

1	Introduction to Basic Human Anatomy & physiology	8	Give Medication
2	Basic First aid & BLS	9	Check and record vital signs
3	Prepare the unit of the client	10	Care of an infant and child
4	Maintain personal hygiene, mobility and position of the client	11	Give assistance for a client with special needs including non-developmental disorders
5	Provide meal to the client	12	Care of wound
6	Care of an elderly person	13	Assist in advanced nursing procedures
7	Care of post-natal mother and newborn baby	14	Maintain effective communication with the client and the family

Scheme of the Marks Allocation

Scheme of mark allocation

When we conducted Examination for NVQ Courses, Continual Assessment Examination and Final Assessment Examination shall be conducted. The method of allocation as follows.

Mark for continual Assessment Examination shall be computed for 70%.

Mark for final Assessment Examination shall be computed for 30%.

CONTINUAL ASSESSMENT EXAMINATION

These Examinations will be conducted at the end of each Module or Combining two or three modules. Allocation of mark at each continual Assessment will be as follows.

Written Examination – Average 30% marks

This Examination will include 50% MCQ, 20% Structure Type Questions and 30% essay Type Questions. The total mark will be computed for 100% and this earned mark will be adjusted to 30%

Practical Examination

This Examination will be allocated for 50%

Oral & Visual Examination

This Examination will be allocated for 10%

Assignments

This Assignment will be allocated for 10%

The result of the above mentioned Examinations will finally be adjusted to 70%.

Example:

(01) Continual assessment mark x 70% ÷ 100% = U x Average mark for continual assessment

$$(80\% \times 70\% \div 100 = 56\%)$$

(02) Total marks for continual assessment ÷ Total No. of Continual Assessment x 70% ÷ 100% = Final mark for continual assessment

(705 ÷ 9 Continual Assessment x 70% ÷ 100 = 54.8%)

FINAL ASSESSMENT EXAMINATION

This shall be conducted at the end of the course. The mark will be allocated for Final Examination as follows.

Written Examination – for average 30% marks

This Examination will include 50% MCQ, 20% Structure Type Questions and 30% essay Type Questions. The total mark will be computed for 100% and this earned mark will finally be adjusted to 30%

Practical Examination

This Examination will be allocated for 50%

Assignments

This Assignment will be allocated for 20%

The results of the above mentioned Examinations will be adjusted to 30%.

Example:

(01) Final Examination mark x 30% ÷ 100% = Average marks of the
Final Examination
(70% x 30% ÷ 100 = 21%)

ALLOCATION OF FINAL MARKS AND GRADING

The Scheme of allocation of the grand total marks is computed by adding the average marks of continual assessment and average marks of Final Examination.

Example:

Marks of continual assessment + Marks of Final assessment = Grand Total marks
(56 + 21 = 77%)

GRADING SYSTEM:

Grading System	
Overall marks	Grade
> 85	A ⁺
80 - 84	A
75 - 79	A ⁻
70 - 74	B ⁺
65 - 69	B
60 - 64	B ⁻
55 - 59	C ⁺
50 - 54	C
45 - 49	C ⁻
40 - 44	D ⁺
35 - 39	D
< 35	F

REGISTRATION: for NVQ Level 03

Registration is the acceptance of the selected applicant as a student in the St.Judy College of Vocational education. Prior to registration the applicant is issued with an offer letter for a particular academic programme along with a voucher to pay the relevant course fee, of which following may be the constituents:

- Course Registration fee :5000/-
- Course fee : 30000/- [you have 06 instalment (5000/- X 06 months)]
- Unit /Module Examination : 1000/-
- NVQ Assessment & Certification fee : 7500/-
- Student ID Fee : 500/-

REGISTRATION: for NVQ Level 04

Registration is the acceptance of the selected applicant as a student in the St.Judy College of Vocational education. Prior to registration the applicant is issued with an offer letter for a particular academic programme along with a voucher to pay the relevant course fee, of which following may be the constituents:

- Course Registration fee :10000/-
- Course fee : 60000/- [you have 12 instalment (5000/- X 12 months)]
- Unit /Module Examination : 1000/-
- NVQ Assessment & Certification fee : 7500/-
- Student ID Fee : 500/-

The letter calling for registration will request the applicant to produce the original documents of the following:

1. School leaving certificate Copy (Certified by JP/ GN)
2. Physical & Mental fitness Certificate
3. No.of 03 Passport size & Stamp size photos
4. National Identity Card or Passport Copy (Certified by JP/ GN)
5. Birth Certificate Copy (Certified by JP/ GN)
6. Certificates of all educational qualifications Copy (Certified by JP/ GN)
7. Any other documents depending on the study programme
8. Documentary evidence for the payment of the Registration fees, etc.

The St. Judy College of Vocational education. has no obligations to refund the above fees in case of a disqualification of an applicant for reasons due to lapse/s from the part of the applicant at the registration stage. The applicant who is duly registered for an academic programme shall become a student of the St.Judy College of Vocational education. and will receive a Student number and a Student Identification Card.



DECLARATION BY THE CANDIDATE OR STUDENT

I _____ have carefully read and fully understood the law prohibiting ragging referred in the Prohibition of Ragging and Other Forms of Violence in Educational Institutions Act, No 20 of 1998 and the St.Judy Circular No: _____ of _____.

I hereby under take that:

- 1) I will not indulge in any behavior or act that may come under the definition of ragging
- 2) I will not participate in or abet or propagate ragging in any form
- 3) I will not hurt anyone physically or psychologically or cause any other harm
- 4) I hereby agree that if found guilty of any form of ragging, I may be punished as per The law enforced and by-laws of the St.Judy Homenursing international.

Signed this on the _____ day of the month of _____ in the year _____

Signature of the Student

Name: _____

Admission No: _____

Address _____

UNDERTAKING BY THE PARENT / GUARDIAN

I _____ have carefully read and fully understood the law prohibiting ragging referred in the Prohibition of Ragging and Other Forms of Violence in Educational Institutions Act, No 20 of 1998 and the St.Judy Circular No: _____ of _____.

- I. I assure you that my son/daughter/ward will not indulge in any form of ragging.
- II. I hereby agree that if he or she is found guilty of any form of ragging he or she May be punished as per the law enforce and by-laws of the St.Judy Homenursing International.

Signature of Parent or Guardian _____ NIC Number: _____

Name: _____ Relationship to the student _____

Address _____



Discipline Procedure

Circular No: STJ/SDP/2016/01

Disciplinary Rules and Regulations for students

1. Students should be present in the class room at the correct time and place your signature at the time of arrival and departure on the attendance sheet.
2. You should attend all the classes, in case of your attendance are less than 80% you will not be allowed to sit any examination.
3. When you travel by bus, to attend to the class and leave, you are very strictly requested to behave in a disciplinary manner with the passengers, bus driver and conductor and not to make any inconveniences to anybody.
4. Follow the instruction of the General Manger or Authorized person
5. You should avoid any kind of non-academicals activities without permission within the premises of this institution.
6. Not involving any kind of activities banned by the Government
7. On any account, your conduct and activities should not express or induce any types of discrimination, differences among religions and races of the students.
8. You should obey to the instruction of Academicals and Non-academicals staff within this organization.
9. On any occasions, ragging or supporting the ragging directly or indirectly is considered as an illegal activity should be completely prohibited. (You may have to face the consequences of legal measures for the ragging in the educational institutions according to the circular released on 29/04/1999).
10. Bringing and usage of Alcohol, tobacco and other drugs within the premises is completely banned.
11. You are liable to take care of equipment and materials you use in the laboratory and you should hand over the items that you received from this institution.
12. You should take the whole responsibilities to protect yourself from any accident or undesirable incidents while undertaking any tour, practical activities and other outside activities during the period of education in this institution and this institution will not hold any responsibility for any undesirable events.
13. You are kindly requested to behave brotherhood with other colleges and other students.
14. On no account, you should involve in any kind of illegal activities.
15. You will not be allowed to go outside of this institution for any purpose of making funs, cooking etc. individually or group wise, you should preserve the reputation of this institution by avoiding such an activity.
16. You are liable to avoid activities that may damage the properties of this institution.
17. Bringing into the institution any types of leaflets, notices, advertising materials and uniform is prohibited that are not related to our educational activities and institution.
18. You are requested to wear your identity card at all time while you are in this institution and comply with examination of your documents by the course coordinator when needed.

19. You are not allowed to keep outside or use any materials that produce noise such as mobile phone or camera inside the class room.
20. If any necessity rose to go outside of the premises before end of the class session, you are requested to get the approval of the instructor and written approval from course coordinator and registrar.
21. All students are requested to attend the class room wearing the due and approved uniform.
22. You are prohibited to use computers and net work link of this institution in an unauthorized way.
23. The students who make argument in improper way with Director, General Manager and Registrar will be suspended for minimum three months.
24. You are prohibited from using uniform, identity card, and Seal that identify this institution for non-academicals activities.

I assure my cordial consent accepting these rules and regulations of this institution above Mentioned and I am liable to accept any decision that taken by the General Manager or Registrar Against to me in case of any violation of these rules and regulation.

Name of Trainee:

.....
Signature of the student

.....
NIC & Passport Number

Contact Number:

Date:

Name of parent /Guardians:

.....
Signature of the parent /Guardians

.....
NIC & Passport Number

Contact Number:

Date: