

SECTOR: HEALTHCARE

HSS103-NQ2013: Personal Hygiene and Hygiene
Standards

NVEQF Level 1 (CLASS IX)

STUDENT WORKBOOK



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Student Roll Number: _____

Batch Start Date: _____

Table of Contents

PREFACE	4
ABOUT YOUR WORKBOOK	5
SESSION 1: DEMONSTRATE GOOD HYGIENE PRACTICE	6
SESSION 2: IDENTIFY FACTORS OF EFFECTING GOOD HEALTH	13
SESSION 3: IDENTIFY IMPORTANCE OF HAND WASHING	18
SESSION 4: DEMONSTRATE PERSONAL GROOMING	22
LIST OF CONTRIBUTORS	25

Preface

The National Curriculum Framework, 2005, recommends that children’s life at school must be linked to their life outside the school. This principle makes a departure from the legacy of bookish learning which continues to shape our system and causes a gap between the school, home, community and the workplace.

The student workbook on “**Personal Hygiene and Hygiene Standards**” is a part of the qualification package developed for the implementation of National Vocational Education Qualification Framework (NVEQF), an initiative of Ministry of Human Resource Development (MHRD), Government of India to set common principles and guidelines for a nationally recognized qualification system covering Schools, Vocational Education and Training Institutions, Technical Education Institutions, Colleges and Universities. It is envisaged that the NVEQF will promote transparency of qualifications, cross-sectoral learning, student-centred learning and facilitate learner’s mobility between different qualifications, thus encouraging lifelong learning.

This student workbook, which forms a part of vocational qualification package for student’s who have passed Class VIII or equivalent examination, was created by a group of experts. The Healthcare Sector Skill Council (HSSC) approved by the National Skill Development Corporation (NSDC) for the healthcare sector developed the National Occupation Standards (NOS). The National Occupation Standards are a set of competency standards and guidelines endorsed by the representatives of Healthcare Industry for recognizing and assessing skills and knowledge needed to perform effectively in the workplace.

The Pandit Sunderlal Sharma Central Institute of Vocational Education (PSSCIVE), a constituent of National Council of Educational Research and Training (NCERT) in association with Healthcare Sector Skill Council (HSSC) has developed modular curricula and learning materials (Units) for the vocational qualification package in Healthcare sector for NVEQ levels 1 to 4; level 1 is equivalent to Class IX. Based on NOS, occupation related core competencies (knowledge, skills, and abilities) were identified for development of curricula and learning modules (Units).

This student workbook attempts to discourage rote learning and to bring about necessary flexibility in offering of courses, necessary for breaking the sharp boundaries between different subject areas. The workbook attempts to enhance these endeavours by giving higher priority and space to opportunities for contemplation and wondering, discussion in small groups and activities requiring hands-on-experience. We hope these measures will take us significantly further in the direction of a child-centred system of education outlined in the National Policy of Education (1986).

The success of this effort depends on the steps that school Principals and Teachers will take to encourage children to reflect their own learning and to pursue imaginative and on-the-job activities and questions. Participation of learners in skill development exercises and inculcation of values and creativity is possible if we involve children as participants in learning, and not as receiver of information. These aims imply considerable change in school routines and mode of functioning. Flexibility in the daily time-table would be a necessity to maintain the rigour in implementing the activities and the required number of teaching days will have to be increased for teaching and training.

ABOUT THE WORKBOOK

This workbook is to assist you with completing the Unit of Competency **HSS103-NQ2013: Personal Hygiene and Hygiene Standards**. You should work through the workbook in the classroom, at the workplace or in your own time under the guidance and supervision of your teacher or trainer. This workbook contains sessions which will help you to acquire relevant knowledge and skills (soft and hard) on various aspects of the unit of competency. Each session is small enough to be easily tackled and digested by you before you move on to the next session. Animated pictures and photographs have been included to bring about visual appeal and to make the text lively and interactive for you. You can also try to create your own illustrations using your imagination or taking the help of your teacher. Let us now see what the sections in the sessions have for you.

Section1: Introduction

This section introduces you to the topic of the Unit. It also tells you what you will learn through the various sessions covered in the Unit.

Section 2: Relevant Knowledge

This section provides you with the relevant information on the topic(s) covered in the session. The knowledge developed through this section will enable you to perform certain activities. You should read through the information to develop an understanding on the various aspects of the topic before you complete the exercise(s).

Section 3: Exercise

Each session has exercises, which you should complete on time. You will perform the activities in the classroom, at home or at the workplace. The activities included in this section will help you to develop necessary knowledge, skills and attitude that you need for becoming competent in performing the tasks at workplace. The activities should be done under the supervision of your teacher or trainer who will guide you in completing the tasks and also provide feedback to you for improving your performance. To achieve this, prepare a timetable in consultation with your teacher or trainer and strictly adhere to the stipulated norms or standards. Do not hesitate to ask your teacher or trainer to explain anything that you do not understand.

Section 4: Assessment

The review questions included in this section will help you to check your progress. You must be able to answer all the questions before you proceed to the next session.

SESSION 1: DEMONSTRATE GOOD HYGIENE PRACTICE

Relevant Knowledge

Hygiene is a set of practices performed for the preservation of health. While in modern medical sciences there is a set of standards of hygiene recommended for different situations. What is considered hygienic or not may vary between different cultures and gender groups. Some regular hygienic practices may be considered as good habits by a society, while the neglect of hygiene can be considered disgusting, disrespectful or even threatening.

Sanitation involves the hygienic disposal and treatment by the civic authority of potentially unhealthy human waste, such as sewerage and drainage.

Personal Hygiene

Personal hygiene is the first step to good grooming and good health. Elementary cleanliness is common knowledge. Neglect causes problems that you may not even be aware of. Many people with bad breath are blissfully unaware of it. Some problems may not be your fault at all, but improving standards of hygiene will control these conditions. Dandruff is a case in point. More often than you know, good looks are the result of careful and continuous grooming.

Grooming Routines

Every external part of the body demands a basic amount of attention on a regular basis. Here are some grooming routines and some complaints associated with neglect.

- Hair
- Skin
- Teeth
- Hands
- Nails
- Feet
- Menstrual Hygiene
- Dressing and Undressing
- Bathing
- Shaving

Hair

Hair is your crowning glory. Nuns are required to cover it. Orthodox Hindu widows were required to shave it. Perhaps because a good head of hair can add that much to sex appeal. If you are blessed with hair, it is easy enough to maintain it. Keep it at a length and style at which you can maintain it.

Wash your hair at least once a week using soap or mild shampoo. Avoid shampoos with borax or alkalis. Rinse well. This is more important than working up a head load of lather.

Dry your hair after a wash. Brush your hair three to four times a day with a soft bristled brush or a wide toothed comb. Wash your brush and comb every time you wash your hair.

Oil the scalp, once a week, preferably an hour before hair wash. There are no completely safe or permanent hair dyes as of now. Apart from causing scalp allergies, dyes can also cause allergic colds and throat conditions. Perform a sensitivity test every time you use hair colour.

Skin

In Hindu culture, baths were apart from daily ablutions, mandatory as part of observing pollution for various reasons and occasions. But ritual bathing, or a dip, is quite different from the daily bath personal hygiene demands.

Soap and water are essential for keeping the skin clean. A good bath once or twice a day is recommended, especially in tropical countries like India. Those who are involved in active sports or work out to a sweat would do well to take a bath after the activity.

A mild soap will do the job adequately. Germicidal or antiseptic soaps are not essential for the daily bath. You can use a bath sponge for scrubbing. Back brushes and heel scrubbers are available. But do not use abrasive material.

Wash off well after soaping. Drying with a clean towel is important. Avoid sharing soaps and towels.

Change into clean underwear after bath. Around middle age, the skin tends to go dry a bit. A moisturising oil or cream can be used. It is better to use this at night, because if you go out in the sun or commute on dusty roads when the skin is wet, dust sticks to it and oils may also give you a tan.

Teeth

Have you heard of the sixty-second battery operated wonder brush? It has been analysed that it takes only that long to give your teeth a good brush. You have to hold the brush to your teeth and say cheese (and then perhaps S-A-U-C-E for the brush to get a good scrub inside!). Well, whether it is a neem twig or battery brush, you cannot give brushing a miss.

Brush teeth twice a day and rinse well after every meal. Brushing before going to bed is important. (Especially recommended for people with a sweet tooth). For normal teeth this is adequate.

While brushing, pay attention to the fact that you are getting rid of the food particles stuck in between the teeth and in the crevices of the flatter teeth at the back, the molars and pre molars. Brush down on the upper teeth and brush up on the lower teeth. Use a circular motion. Pay attention to the tongue and the inner surface of teeth as well.

The brush should have resilient bristles. It should be rinsed well and left to dry after use. There are no perfect toothpastes or powders. Use one without harsh abrasives or strong antiseptics.

Hands

The world around us swarms with micro-organisms. Some bacteria are found on our bodies. In countries where food is eaten and prepared with bare hands extra attention has to be paid to the cleanliness of hands. Besides, a permanent layer of dust or grime reduces the sensitivity of the hands.

Wash hands thoroughly with soap and water before and after every meal and after visiting the toilet. Soaping and rinsing should cover the areas between fingers, nails and back of the hand. Hands should be dried with a clean towel after wash. The towel at the wash stand has to be washed and changed everyday.

While cooking, especially when packing lunches, you can prevent food from spoilage and minimise contamination by keeping your hands clean. While handling food avoid scratching, or touching the ears, nose, mouth or other body orifices. If you need to use a handkerchief or tissue, wash your hands after that. Keep your nails short. Nail Polish users should see that it does not chip off into the food.

Nails

For horny, largely vestigial growths at the tips of your fingers, they are pretty important, especially on reasons of hygiene and for cosmetic industry. It takes five months for nails to replace themselves. Grow nails only if you can keep them clean. Short nails make less trouble. Clip nails short, along their shape. Don't cut them so close that it pinches the skin. A healthy body ensures healthy nails. Brittle or discoloured nails show up deficiencies or disease conditions.

Do not keep your nails painted continuously. It causes the keratin, of which nails are made, to split. Pamper your hands and nails once every three weeks with a manicure. This requires soaking your hands in warm water for ten minutes, massaging of hands, thorough cleaning and shaping of nails. Choose your manicure kit with care. In some kits, the instruments are crudely made and they will do more harm than good.

Feet

Give your feet a good scrub with a sponge, pumice stone or foot scrubber that is not made of very abrasive material when having a bath. Dry after bath between toes. Keep toenails clipped.

In many Indian households it is mandatory to wash feet as you enter the house. This is fine, but make sure that your skin does not become dry due to washing too often.

Those who use shoes constantly need to slip them off now and then. This airs the socks a bit and makes them less smelly. Wear cotton socks. Wear a clean pair everyday. Powder your feet before wearing socks, which helps in keeping away sweat and fungal infections. Many people have sweaty feet, and socks and shoes can get quite smelly. If possible do not wear the same pair of shoes every day. Keep at least one more pair and use it alternatively. Go for a pedicure once in three weeks.

Give importance to wearing comfort in the choice of footwear. For those who go barefoot indoors, door mats must be cleaned or changed frequently. Extra foot care is required for diabetics.

Menstrual Hygiene

No woman feels completely comfortable when she has her period. If it is not pre menstrual tension or stomach cramps it is the problem of dealing with the menstrual flow. Technology offers sanitary pads, tampons or menstrual cups or caps to deal with the flow. The user has to decide what suits her best. Absorbent pads may be noticeable in form fitting clothes. They cause some soreness on the inner thighs.

Some women prefer tampon to external pads. A plug of absorbent cotton or gauze is inserted inside. But these should not be left unchanged beyond six hours. Some brands state that tampons left unchanged for more than 12-18 hours increases the possibility of toxic shock.

It is not clear what causes toxic shock. But there seems to be a link between tampons and Toxic Shock Syndrome (TSS). Approximately 1% of all menstruating women carry the bacteria in question (*Staphylococcus aureus*) in their vagina. Absorbent tampons provide the medium for them to grow and spread infection. TSS cases were first reported in 1978. It is marked by high fever, severe vomiting and diarrhoea. The cases can be mild to fatal.

The menstrual cup (or cap), is inserted within and collects the flow and can be emptied, cleaned and re-used.

Whatever the preference, washing is important. There need be no taboo about bath on these days. Some people have the problem of odour during menstruation. Cleanliness and change of pad/tampon as often as is necessary reduces this problem. It is not advisable to use perfumed pads or tampons. In fact, using powder in the genital area is not recommended.

Health and Hygiene Education

Health education plays an important role in the community hygiene. To prevent illness and have positive health attitude, correct and complete knowledge of health is necessary. Health is cleanliness and

cleanliness is one of the main defenses against diseases, whether contagious or self-generated. In this lesson we will discuss the actual meaning of health and hygiene, so that the aim of good health can be achieved through sanitary habits and healthy way of living.

Hygiene promotion follows the same approach as health promotion, in that it is concerned not only with the transmission of information, but with understanding and promoting the capacities of people to improve their own health, chiefly through their ability to:

- make best use of prevailing environmental-health conditions and existing services and facilities;
- act to improve environmental-health conditions; and
- make behavioural changes to reduce certain environmental risks at the household level.

Hygiene promotion is concerned with achieving improvements in health through the joint efforts of individuals, families and communities on one hand, and external agencies, health authorities, etc. on the other. It is a process in which environmental-health conditions and hygiene-related behaviours are assessed, and changes in conditions, services and behaviours are achieved. A key feature of hygiene promotion is that it depends for its success on the careful analysis of people's constraints, opportunities and strengths in any situation, to seek solutions to hygiene problems that are realistic and appropriate to people's desires and ways of living. Recent work on hygiene promotion in development and emergency situations has underlined the advantages of hygiene promotion over the more traditional and narrower approach of hygiene education and health education. Hygiene promotion and hygiene education are used broadly to include aspects of health, such as avoiding exposure to all types of hazards, as well as aspects more narrowly defined as relating to hygiene, such as the control of communicable diseases in an emergency.

Importance of Personal Hygiene

Maintaining personal hygiene is necessary for many reasons; these can be personal, social, for health reasons, psychological or simply as a way of life. Essentially keeping a good standard of hygiene helps to prevent the development and spread of infections, illnesses and bad odours.

Personal Reasons

Many people, women in particular, are very conscious of their hygiene needs and practices. This can be a result of being taught of the importance from an early age, from being picked-on at school for head lice or similar, or as a way of making themselves more attractive to the opposite sex.

Self-esteem, confidence and motivation can all be altered by our body image, often reflected on our ability to care for ourselves and keep good hygiene practices.

A bright white smile with clean and healthy teeth can endear people to us, whereas brown, unhealthy teeth can cause embarrassment and can alter our sense of well-being. Healthy hair, skin and nails are signs of a good well-balanced diet and can give us confidence in everyday life.

Social Reasons

Most people hate to be talked about, especially in a negative manner. By ensuring that our body is clean and well presented, we are more assured of projecting a positive body image that reflects our personalities. Children should be taught the importance of hygiene and how to achieve good hygiene very early to keep themselves and others healthy and to reduce the risk of being bullied at school.

Health Reasons

If a person is due to go into hospital, sometimes that person becomes very aware of his/her hygiene. The thought of being vulnerable and exposed to strangers can cause the person to become very strict on their hygiene needs. If you have cut yourself, the wound should be cleaned and dressed suitably; this can help reduced the risk of infection and pain. Conditions such as head lice, athlete's foot, etc. should be treated immediately to prevent further infections and spread to others. Hand washing cannot be emphasized enough as this simple action can prevent a plethora of illnesses and disorders developing. Many people 'forget' to wash their hands after using the toilet or before handling foods; this deed can cause a great deal of illness and even death.

Psychological Issues

By being well presented, clean and tidy, people can feel more confident, especially in social situations. Many job interviews and such like are highly dependent of hygiene as many decisions are made by first impressions within the first few minutes of meeting; these decisions are often made in the sub-conscious. Our chances of succeeding either in work or social settings, or even with the opposite sex can be altered by our maintenance of hygiene.

Maintaining hygiene practices helps to reduce the risks of ill health, but equally important affects how we and others perceive ourselves and can influence our levels of confidence and self-esteem which can affect many aspects of our lives.

Exercise

Enlist the hygiene routine to be followed to ensure good health.

Assessment

Answer the following questions:

a) What is Hygiene?

b) What are the hygiene routines to be followed to ensure good health?

c) What is the relation between health and hygiene?

Checklist for Assessment Activity

Use the following checklist to see if you have met all the requirements for assessment activity:

Part A

- Define hygiene.
- Differentiate between hygiene and sanitation.

Part B

Discussed in class the following:

- (a) What is Hygiene?
(b) What are the hygiene routines to be followed to ensure good health?
(c) What is personal hygiene?

Part C

Performance Standards

The performance standard may include, but not limited to:

Performance standards	Yes	No
Demonstrate hand washing		
Demonstrate trimming of nails		

SESSION 2: IDENTIFY FACTORS OF EFFECTING GOOD HEALTH

Relevant Knowledge

Good health is not only about not being ill, it is about being happy and feeling whole from a physical, mental and spiritual point of view.

Health is the level of functional or metabolic efficiency of a living organism. In humans, it is the general condition of a person's mind and body, usually meaning to be free from illness, injury or pain.

- Healthcare involves promoting health and preventing disease.
- Healthcare worker should present healthy appearance.
- 5 Factors for good health
 - Diet
 - Rest
 - Exercise
 - Good posture
 - Avoid use of tobacco and drugs
- Diet
 - One factor of good health
 - Eat well-balanced meals with nutritious foods
 - Provides body with materials for optimum health
 - Food from each of the five major food groups should be eaten daily (milk, meat, fish and poultry, vegetables, fruits, bread, cereals, rice and pasta)
- Rest
 - Need adequate rest and sleep
 - Provides energy and ability to deal with stress
 - Amount of sleep required varies from individual to individual
- Exercise
 - Maintains circulation and improves muscle tone
 - Helps mental attitude
 - Contributes to more restful sleep
 - Chose form best suited to your needs
 - Obtain some type of exercise daily
- Good posture
 - Prevents fatigue and puts less stress on muscles
 - Stand straight with muscles pulled in, shoulders relaxed and weight balanced equally on both feet
- Avoid use of tobacco and drugs
 - Use of tobacco, alcohol and drugs, seriously affects good health

- Tobacco affects function of heart, circulatory system, lungs and digestive system
 - Smoke offensive to many individuals
 - Many facilities are “smoke-free” environments
- Alcohol and drugs also affect good health
 - Impairs mental function
 - Decreases ability to make decisions
 - Affects many body system, especially in teens because the brain and nervous system is not fully formed
 - Use of illegal substances can result in loss of a job

Maintaining a Successful Routine Exercise

1. Begin with a visit to your physician

Tell your doctor if you are about to start a new exercise routine, especially if you’ve been inactive. He or she will recommend that you have a physical examination to preempt unwanted surprises with your health and ensure you can exercise safely.

2. Make good health as your goal

Although having a smaller waistline or fitting into a smaller size has appeal, remember that your overall health is what matters most. Vow to not make excuses, commit yourself to a lifestyle change, and start new habits that will improve your health and outlook.

3. Start slowly and gradually to build your fitness

A gradual approach to fitness will help ensure that you maintain your routine and prevent injuries.

4. Eat for balanced energy

Be sure that your overall diet is well balanced to give you the energy you need throughout the day and during your workout. Since eating just before you exercise can lead to cramping, consume an easily digestible food such as a banana at least an hour before you work out.

5. Keep a written log of your exercise schedule and set goals

In addition to being a good reminder of what you have done at each workout, a written log will give you a chance to work toward a goal and see what you have accomplished as you progress through the weeks and months.

6. Exercise each day

Establishing a routine often makes it easier to stick with an exercise program.

7. Exercise with a friend whenever possible

Walking or running with a friend will give you the chance to visit as well as ward off boredom. Many exercisers suggest their workout flies by when they have a partner.

8. Change your route if you walk or run

Check out new neighborhoods, tracks, and parks. Changing the scenery can add interest to your routine and help prevent boredom.

9. Warm up, work out, and cool down with each exercise session

Starting slowly and gradually increasing the intensity of your workout is a good way to prevent injuries.

10. Include music in your routine

Music is a good distraction from the monotony of exercise. Use faster tunes to boost the intensity of your work out and calmer music to help you cool down.

11. Consider safety

Choose routes with little traffic. Walk or jog on sidewalks whenever possible. If you exercise outside, schedule your workout during the day. When exercising at dawn, dusk, or at night, wear bright colors and reflectors so that you can be easily spotted.

12. Keep changing your exercise

Try Yoga for stretching and balance. Brisk walking, running, jogging, and spinning is useful for enhancing for endurance; and weight training to build strength. Cross training or combining a variety of exercises in your weekly routine is the best way to boost your metabolism and ensure overall strength and fitness. Make a point of adding extra activities in your day such as taking the stairs instead of the elevator and walking instead of driving to lunch.

14. Dress appropriately for your activity

Layer clothes in winter for warmth and comfort. Wear fast-drying fabrics such as polyester blends that wick away moisture and help keep you warm. Be sure your shoes fit well and are made for the activity you have chosen.

15. Focus on a pleasant memory, thought, fantasy, or activity while you work out.

Some exercisers find inspiration in positive self talk as they work out.

16. Have a positive outlook about weather

Exercising outside in light rain, on cloudy days, and even cold, windy days can energise you and make you feel more in touch with the weather elements.

17. Get plenty of sleep

Sleep is essential for getting a good work out. If you did not have enough sleep, either take a rest day or modify your work out so that it is less vigorous.

18. Drink at least 2 litres of water per day

Remember that your body is 70 percent water. If you have not had enough to drink, your workout is likely to fall short of your expectations.

19. Listen to your body

If you are tired or beginning to get a cold, take a break. Your body needs time to rest and repair.

20. For added physical activity and sociability, take a dance class

Dancing provides a terrific aerobic work out and burns up to 300 calories an hour. Remember that increased physical activity of any kind will help keep you healthy.

21. Don't let anything come between you and your fitness routine

Since exercise is one of the most important things you can do to maintain good physical and mental health, be sure to include it in your daily routine no matter what scheduling complications you encounter. Make exercise as essential as bathing, brushing your teeth, eating, and sleeping.

22. Eat a healthy diet.

A healthy, low-fat diet that is combined with regular exercise can help guard against obesity, diabetes, high blood pressure, insomnia, depression, anxiety, osteoporosis, cancer, and heart disease.

23. Reward yourself!

Take a hot bubble bath, get a massage, or get a new outfit to celebrate your hard work.

Exercise

Perform physical exercises such as brisk walking, stretching, etc. daily.

Assessment

Short Answer Questions:

a) What is good health?

b) What are the three factors that affect good health?

Checklist for Assessment Activity

Use the following checklist to see if you have met all the requirements for assessment activity:

Part A

- Define good health.
- State the factors that affect good health

Part B

Discussed in class the following:

(a) What is good health?

Part C

Performance Standards

The performance standard may include, but not limited to:

Performance standards	Yes	No
Prepare various physical exercises		
Prepare a plan for maintaining good physical health		

SESSION 3 : IDENTIFY IMPORTANCE OF HAND WASHING

Relevant Knowledge

Hand washing for hand hygiene is the act of cleaning one's hands with or without the use of water or another liquid, or with the use of soap, for the purpose of removing soil, dirt, and/or microorganisms.

Medical hand hygiene pertains to the hygiene practices related to the administration of medicine and medical care that prevents or minimizes disease and the spreading of disease. The main medical purpose of washing hands is to cleanse the hands of pathogens (including bacteria or viruses) and chemicals which can cause personal harm or disease. This is especially important for people who handle food or work in the medical field, but it is also an important practice for the general public. People can become infected with respiratory illnesses such as influenza or the common cold, for example, if they don't wash their hands before touching their eyes, nose, or mouth. The Centers for Disease Control and Prevention (CDC) has stated: "It is well documented that one of the most important measures for preventing the spread of pathogens is effective hand washing." As a general rule, hand washing protects people poorly or not at all from airborne diseases, such as measles, chickenpox, influenza, and tuberculosis. It protects best against diseases transmitted through fecal-oral routes (such as many forms of stomach flu) and direct physical contact (such as asimpetigo).

In addition to hand washing with soap and water, the use of alcohol gels is another form of killing some kinds of pathogens and healthful bacteria, but their effectiveness is disputed, and may lead to antibiotic-resistant bacterial strains.^{[1][2]}

Washing hands properly after using the toilet, changing nappies, handling animals and before and after handling food helps prevent the spread of various forms of gastroenteritis, some of which can cause serious health problems. Use soap and warm running water and wash hands for at least 10 seconds. Liquid soap is best.

Why is hand hygiene important?

The hands normally have a "resident" population of micro-organisms. Other micro-organisms (germs) are picked up during everyday activities, and these are termed "transient" organisms. We all carry millions of germs on our hands, most are harmless, but some cause colds, flu, skin infections or diarrhoea.

When we forget to wash our hands, we can spread these germs to other people. We can also infect ourselves by touching our eyes, mouths or open cuts.

Hand washing should remove these transient organisms before they are transferred to surfaces, another patient or to a susceptible area on the same patient.

Why is hand hygiene important in health care?

People receiving healthcare may be more vulnerable to infection from germs carried on their hands or other people's. Germs that naturally live on the skin and normally cause few problems may be more serious when brought into a healthcare environment.

These germs are often passed from one person to another by physical contact so it's important that patients, visitors, health care workers, nursing staff and doctors cut the risk of spreading infections by regularly cleaning their hands.

Advice of health care staff:

All health care staff should be hand washing or using an alcohol gel:

- Before and after direct patient contact;
- After helping a patient to use the toilet, bathroom or commode;
- After any contaminating procedure;
- Before putting on and after taking off gloves.

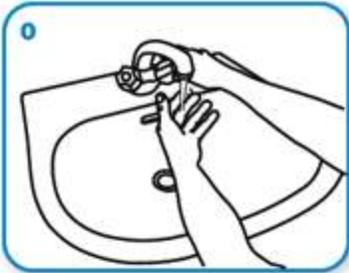
Advice for patients

Please wash your hands:

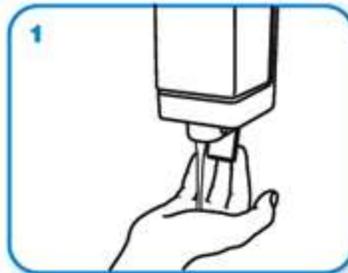
- Whenever you can see your hands are dirty
- Before eating
- After going to the toilet

You may wash them at any sink with liquid soap and warm water or use one of the hand gels available. If you have wound dressings, stitches, catheters or an intravenous line, try not to touch them any more than absolutely necessary. You could spread germs to other parts of the body.

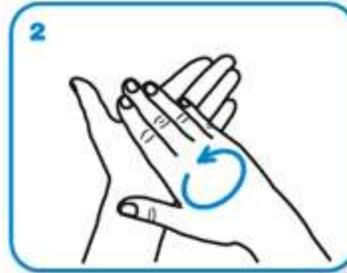
Methods of Hand Washing



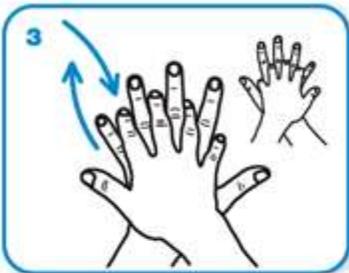
Wet hands with water



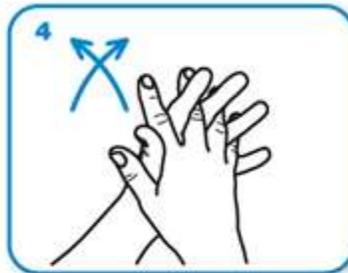
apply enough soap to cover all hand surfaces.



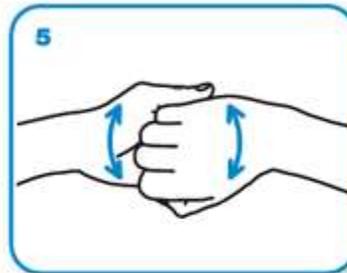
Rub hands palm to palm



right palm over left dorsum
with interlaced fingers
and vice versa



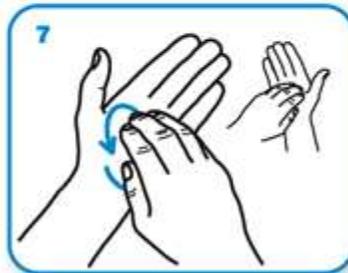
palm to palm with fingers
interlaced



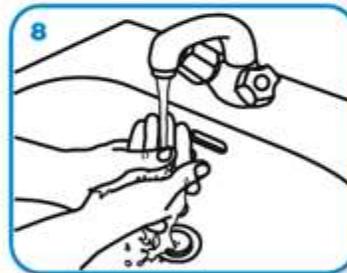
backs of fingers to opposing
palms with fingers interlocked



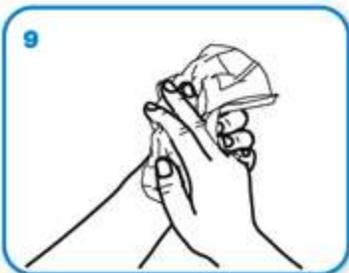
rotational rubbing of left thumb
clasped in right palm
and vice versa



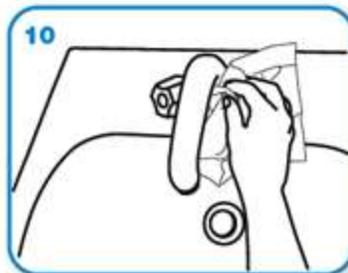
rotational rubbing, backwards
and forwards with clasped
fingers of right hand in left
palm and vice versa.



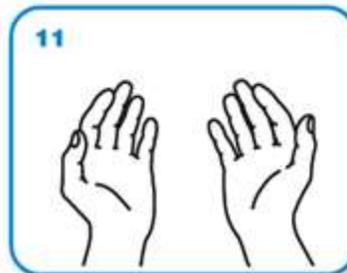
Rinse hands with water



dry thoroughly with a single
use towel



use towel to turn off faucet



...and your hands are safe.

Exercise

Perform the method of hand washing as per the procedure.

Assessment

Short Answer Questions:

a) What is hand hygiene?

b) Why do we need to practice good hand hygiene?

Checklist for Assessment Activity

Use the following checklist to see if you have met all the requirements for assessment activity:

Part A

- What is hand hygiene?
- Describe the procedure of hand washing.

Part B

Discussed in class the following:

- (a) What is hand hygiene?
- (b) Why is it important to wash hands before and after meals?
- (c) Why is it important to wash hands after use of toilet?

Part C

Performance Standards

The performance standard may include, but not limited to:

Performance standards	Yes	No
Demonstrate hand washing as per the procedure		

SESSION 4: DEMONSTRATE PERSONAL GROOMING

Relevant Knowledge

Personal grooming (also called **titivating** and **preening**) is the art of cleaning, grooming, and maintaining parts of the body.

Importance of Personal Grooming

Personal grooming is important for a positive self-image and every effort should be made to encourage and assist the resident to maintain a pleasing and attractive appearance.

- ▶ It is the process of making yourself look neat and attractive.
- ▶ The things which you do to make yourself and your appearance tidy and pleasant.

Grooming is important for a positive self-image and to encourage and assist the resident to maintain a pleasing and attractive appearance.

Basic grooming

Basic grooming involves practices that are followed daily to keep healthy and to make effective presentation. Some of these practices are as follows:

- Groom your facial hair. Avoid the patchy beard, long black mustache hairs, or chin pube goatee.
- Brush your teeth.
- Wash your hair.
- Take care of your skin.
- Trim your fingernails and toenails, and clean the dirt out from under them.
- Wear deodorant.
- Pay attention to little details like keeping your ears clean, or your nose hair trimmed, or not having a mole with a single distracting long hair growing out of it.
- Use effective communication skills while speaking to the patient and their relatives
- Wear name badge and uniform

Basic dressing

Again, a list of stereotypical mistakes:

- Don't wear white socks with dark shoes and vice versa.
- Don't wear socks with sandals.

- Don't wear T-shirts that are too big and baggy, or too small and tight.
- Don't wear the same outfit two days or more in a row.
- Don't wear a similar, uninspired outfit every day (i.e., a dull black t-shirt with jeans.)
- Don't keep wearing your clothes after they have become faded.
- Don't wear clothes that are overly wrinkled.
- Don't keep wearing something if you have dirtied or stained it.

Basic Appearance

- Get your hairs looking good. Grow it out or cut it in a fashionable style. Good looking hair can be the cornerstone of an attractive appearance.
- If you wear glasses, make sure to get some frames that look good on you.
- If you do not have great teeth, see what you can do about that. Of course this is not something anyone can do in five minutes.
- Get in shape, but do not think you absolutely have to get huge, shredded muscles. Take up rock climbing, or kick boxing, or dancing. Pick something you enjoy doing and that is not an unnecessary hassle to take part in.

Exercise

Perform good grooming habits.

Assessment

Short Answer Questions:

a) What is personal grooming?

b) Why grooming is important?

Checklist for Assessment Activity

Use the following checklist to see if you have met all the requirements for assessment activity:

Part A

- Define personal grooming.
- Why grooming is important for Patient Care Assistant?

Part B

Discussed in class the following:

- (a) What is personal grooming?
- (b) What are the grooming habits?

Part C

Performance Standards

The performance standard may include, but not limited to:

Performance standards	Yes	No
Demonstrate personal grooming		

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