



REGISTRATION FORM
ITE Skills Certificate In Health Care (Home Care)

1 Personal Particulars of Participant

Name		NRIC/FIN No	
Citizenship	Date of Birth (dd/mm/yyyy)	Gender <input type="checkbox"/> <input type="checkbox"/> M F	
Race	Telephone Nos (Home) (Office) (Handphone)		
Address			

2 Details of Organisation

Registered Name & Address	
Name of Contact Person	Designation
Email	Telephone Nos (Office) (Fax)

Signature: _____ Date: _____

(For Official Use)

Commencement Date (dd/mm/yyyy)	6 months OJT	1 year OJT
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Please select one option only)		

Payment of Fees

Course fees of \$1,600 +7% GST are payable to ITE Education Services Pte Ltd (ITEES) at least 2 weeks before commencement of course.

Cancellation

ITEES reserves the right to cancel the course without prior notice and to fully refund the course fees.

Cancellation/Withdrawal of Course

Course fees will be refunded if the notice of withdrawal in writing is received by ITEES before the course commencement date. Terms of refund will be as follows:

- Between 2 weeks to 3 weeks → 50% refund
- Less than 2 weeks → No refund

Registration

Registration is on a first-come-first-serve basis.



Annex A

CONDITIONS GOVERNING COMPANY'S ELIGIBILITY TO PARTICIPATE IN PROGRAMMES UNDER THE TRAINEESHIP SCHEME (TS)

Administration

- 1 The ITE approved Traineeship Contract must be signed with the trainees.
- 2 The deadlines for submission of registration documents, applications and claims for grants must be strictly observed.
- 3 The Training Logbooks are to be duly signed and endorsed by the supervisors/trainers assigned to the trainees and countersigned by the plant manager or equivalent and submitted to ITE at the end of the training.
- 4 The company will have to bear the cost of the training (course fees and related expenses) required for the programme and academic upgrading if necessary even if the trainee leaves the programme during the probation period.
- 5 Request for refund of course and exam fees for the unattended semester of the traineeship course must be submitted **at least two weeks** before commencement of semester.

On-the-Job Training

- 6 Technically qualified trainers should be assigned to train the trainees during the on-the-job training as well as to supervise and monitor their progress.
- 7 The company has to ensure that trainers are pedagogically trained by sending them to attend the following courses within 6 months of commencement of the traineeship programme :
 - 7.1 Coaching Skills; and
 - 7.2 Planning and Implementing OJT.
- 8 The trainees must be trained to perform at least 75% of the OJT tasks that the company had indicated it could provide and have been agreed and approved by ITE.
- 9 The OJT tasks must be performed by the trainees during their normal daily working hours.
- 10 The trainees should be assigned to perform work directly related to the OJT tasks.

Off-the-Job Training

- 11 The trainees are to attend their off-the-job training during their normal working hours. If this is not possible, provision must be made to compensate the hours spent for the off-the-job training at overtime rate.
- 12 Trainees with less than GCE 'N' level qualification ie trainees who do not have at least one GCE 'N' pass in any subject, must be sponsored to attend in one training year at least :
 - 12.1 Two modules of the BEST programme; or
 - 12.2 One module of the WISE programme; or
 - 12.3 One subject (English Language or Mathematics) in the secondary one to four normal classes under ITE's Continuing Education Programme.

TASKS FOR ON-THE-JOB TRAINING

Traineeship Programme: ISC in Healthcare (Home Care)

Note: A company must be able to provide 75% of the total tasks listed in order to be eligible to participate in the programme. If a company is unable to meet the 75% of the total tasks, they could propose alternative tasks (up to 25% of the total tasks) to be covered to meet the course requirements. Approval must be obtained from ITE before the alternative tasks could be implemented.

S/N	Task	Yes*	No*
TOPIC 1			
BASIC HEALTH CARE			
1	Perform hand washing		
2	Don and doff PPE		
3	Perform disinfection		
4	Handle and dispose body fluids/waste		
5	Measure and record height, weight, BMI, body temperature, radial pulse and respiration		
6	Perform pain assessment		
7	Measure blood pressure		
8	Perform blood glucose test		
9	Collect specimens – stool, sputum and urine		
10	Test urine		
11	Handle incoming telephone calls		
12	Attend to enquiries requests/feedback		
13	Assist in physical examination		
14	Turn/lift/transfer.ambulate patient		
15	Instill eye drops/eye ointment/ear drops/nose drops		
Sub-total			

* Please tick (✓) in appropriate column.

S/N	Task	Yes*	No*
16	Assist in/Give oxygen therapy		
17	Assist in/Give nebulizer treatment		
18	Render first aid		
19	Assist in/Change simple dressings		
20	Apply bandages		
21	Perform CPR		
	<u>TOPIC 2</u>		
	<u>HOME & IN-PATIENT CARE</u>		
22	Orientate patient to the healthcare facilities		
23	Answer patient's call bell		
24	Take and record observations		
25	Perform oral hygiene		
26	Perform grooming needs		
27	Bathe patient/Assist patient in bath/shower		
28	Perform bed-bathing		
29	Perform dressing and undressing of patient		
30	Perform skin care and foot care		
31	Make patient's beds		
32	Serve, set up and clean up the patient after meals		
33	Assist patient in eating or drinking/Feed patient		
34	Assist patient in the use of mobility aids		
35	Perform prescribed exercise (therapeutic & maintenance)		
Sub-total			

* Please tick (✓) in appropriate column.

S/N	Task	Yes*	No*
36	Assist patient in the use of elimination aids		
37	Perform urinary catheter and drainage system care		
38	Insert laxative suppository		
39	Give simple enema		
40	Perform pressure sore preventive measures		
41	Give cold pack/compress/perform tepid sponging		
42	Set up and perform oral suctioning		
43	Assist in last offices		
	<u>TOPIC 3</u>		
	<u>HOME CARE</u>		
44	Prepare simple meals		
45	Administer subcutaneous insulin injections		
46	Perform gastrostomy/naso-gastro tube feeding		
47	Perform colostomy care		
48	Perform intermittent catheterisation		
49	Assist with administration of oral medications		
	Sub-total		
	Total		

* Please tick (✓) in appropriate column.

