



**NATIONAL COMPETENCY STANDARD
FOR
ELECTROCARDIOGRAPHY (ECG) ASSISTANT
NVQ Level 3**

(Competency Standard Code: N85S031)



Validated by;

**National Apprenticeship & Industrial Training Authority
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Endorsed by;

**Tertiary & Vocational Education Commission
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**State Ministry of Skills Development, Vocational Education, Research &
Innovations**

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PREFACE

National Competency Standards (NCS) and curricula are essential elements for the implementation of a unified Technical and Vocational Education & Training System for Sri Lanka and forms the basis for the National Vocational Qualifications Framework of Sri Lanka, which provides for the award of nationally and internationally recognized qualifications. The National Competency Standards are developed in consultation with the industry and are designed using a nationally agreed specific format to maintain uniformity and consistency of standards amongst occupations.

The NCSs and curricula specify the standards of performance of a competent worker and the various contexts in which work may take place. NCS describes the knowledge, skills and attitudes required in a particular occupation and signals what students must be able to do in employment and can ideally serve as a link between education and training and the needs of the labour market. NCS and curricula together provide explicit advice to assessors and employers regarding the knowledge, skills and attitudes to be demonstrated by the candidates seeking formal recognition for the competencies acquired either following training or through work experience.

National Competency Standards focus on that is expected of a worker in the workplace rather than on the learning process.

- NCSs stress upon the ability to transfer and apply knowledge and skills to new situations and environments.
- In NCS and curricula the emphases is upon outcomes and upon the application of knowledge and skills, not just the specification of knowledge and skills.
- NCS and curricula are concerned with what people are able to do and the ability to do a task in a range of contexts.
- NCS and curricula include all aspects of workplace performance and not only narrow task skills.

NCS especially can serve a number of purposes including;

- Providing advice to curriculum developers about the knowledge, skills and attitude to be included in the curriculum.
- Providing specifications to Competency Based Assessors about the knowledge, skills and attitudes to be demonstrated by candidates.
- Providing advice to industry about job functions, which in turn can be used for the development of job descriptions, performance appraisal systems and work flow analysis. The lead organization for the development of NCS and curricula is the National Apprentice & Industrial Training Authority. The standards so developed are endorsed by the Tertiary & Vocational Education Commission as National Document.

There is a requirement to review the standards and curricula within the prescribed period as appropriate as and when required, with the assistance of relevant industry groups and incorporate the changes in the National Competency Standards and Curricula.

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Section 1- Introduction

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**NATIONAL COMPETENCY STANDARD
FOR
Electrocardiography(ECG) Assistant
NVQ Level 03
(Competency Standards Code N85S031)**

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Occupational Definition

Electrocardiography (ECG) Assistant

Electrocardiography (ECG) assistant is the person who perform basic ECG recording procedures by using an ECG machine and accessories to record the impulses transmitted by a patient's heart under supervision of ECG technician. Data acquired by electrocardiography technicians assists physicians and cardiologists in diagnosing medical conditions of patients.

Personal attributes:

This job requires the individual to work in collaboration with Doctors, Nurses, ECG technician and other healthcare providers. They must have good communication skills to accurately report and document findings/results of their patients. They should be sensitive to the needs of the patient and be able to establish a good rapport with them.

Duties:

ECG assistant's job duties include performing ECG tests when requested by a physician.

As part of the testing process, an ECG assistant will

- Perform the ECG recording
- Prepare the patients and diagnostic equipment for the procedure
- Explain the procedure to the patient before the start of the process
- Handover of the reports to the patients after Physicians reporting
- Participation in the departmental quality initiatives
- To adhere to the safety norms of the hospital and follow both patient safety and staff safety rules.
- Observe infection control procedures

**NATIONAL COMPETENCY STANDARD
FOR
Electrocardiography (ECG) Assistant
NVQ Level 03
(Competency Standard Code: N85S031)**

Section 1: Competency Standards			
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Packaging for National Vocational Qualifications (NVQ)

- National certificate at **NVQ Level 3** in the occupation of **Electrocardiography(ECG) Assistant** will be awarded to those who are competent in units U01 + U02 + U03 + U04 + U05 + BU01 + BU02 + BU03+ BU04– N85S031Q1L3

Section 2- National Competency Standards

Unit Title:	Receive the Patient/Client and Check the Prescription
Unit Descriptor:	This unit covers the competencies required to receive patient to initiate electrocardiographic test following hospital administration requirements and to check prescription or medical record
Unit Code:	N85S031U01
Element of Competence	Performance Criteria
1. Carryout receiving the patient	<p>1.1 Patient welcomed as per the organizational procedure or standards of practice including health and safety procedures</p> <p>1.2 Patient identified by referring medical records, prescription and using other accepted identifiers specified by the organization.</p> <p>1.3 Hospital administration requirements to initiate the test verified, before commencing the test as specified.</p> <p>1.4 Patient registered after the successful identification and satisfied administration requirements and as per the SOP</p>
2. Check the medical history prescription/medical records	<p>2.1 The medical record or reports of the patient checked as per the client's need.</p> <p>2.2 Patient checked to review appropriateness for the ECG procedure as specified.</p> <p>2.3 Any abnormal situations found ,reported to the immediate supervisor as per SOP</p>

Range / Context:

Work connected to this unit may take place at a hospital or cardiac monitoring center and needs to follow organization working methods and institution, association or profession code of ethics and standards of practice. This unit may be performed individually.

Competencies in this unit also limited to basic electrocardiographic tests.

Elaboration of terms

Abnormal situations may include Vital signs, back problems

The following tools, equipment and material may be used in this unit;

Section 2- National Competency Standards

Tools and equipment

- Facility for ECG procedure

Materials (Documents/References/Standards)

- Hospital administration procedure
- SOP
- Medical records

Critical aspects

The assessment must confirm that the candidate is able to;

- Identify patient by referring medical records
- Report abnormal situations
- Identify type of test requested for the patient.
- Follow health & safety procedures

Underpinning Knowledge

- Basic human anatomy physiology relevant to ECG procedure
- Medical Terminology
- ECG procedure
- Patient welcome procedure
- Patient identification procedure
- Hospital administration requirements
- Patient registration procedure
- Interpretation of medical record or reports
- Patient assessing procedure
- Organization working methods and institution, association or profession code of ethics and standards of practice
- Occupational health & safety procedure

Underpinning Skills

- Interpret prescriptions
- Record patient data like vital signs.
- Review and enter data into computer including age, name, medications etc
- Interact with the patient
- Give clear instructions to the patient and listen patiently
- Explain the purpose and clarify requirements of the patient during the test procedure
- Communicate with other people around the patient and give them clear instructions about their safety
- How to plan and organise activities related to registration procedures
- Communicate effectively with patients and family
- Identifying patient's complaints or diseases
- Apply and evaluate the information gathered from the report
- First aid and basic life supports
- Apply occupational health & safety practices

Worker behavior/Attitude/Soft skills

Section 2- National Competency Standards

- Self confidence
- Self-management
- Integrity and honesty
- Punctual and efficient
- Cooperative
- Self-motivated

Section 2- National Competency Standards

Unit Title:	Prepare and Position the Patient for ECG Test
Unit Descriptor:	This unit is about correctly positioning the patient for starting ECG test. The purpose of proper positioning is to facilitate connecting the patient to the ECG machine, at the same time ensure adequate patient comfort and privacy while maintaining strict hygienic conditions.
Unit Code:	N85S031U02
Element of Competence	Performance Criteria
1. Explain the Testing Procedure	<p>1.1 Verbal consent for the ECG test obtained from the patient as per the SOP</p> <p>1.2 Requirement of exposure of upper body area explained to the patient as per the SOP.</p> <p>1.3 Requirement of shaving explained to the patient as appropriate.</p> <p>1.4 Placing of leads on to the appropriate areas explained to the patient as appropriate.</p>
2. Prepare patient for the procedure	<p>2.1 Patients' privacy, strict safety and hygiene maintained as per the specified protocol.</p> <p>2.2 Place the patient supine position comfortably on the examination bed as per specified manner.</p> <p>2.3 Exposure of upper body and shaving the required area, (if necessary) carried out as specified.</p> <p>2.4 Any skin condition noted and any allergy to lubricant inquired into from the patient.</p> <p>2.5 Specified lubricant application and lead placing areas ensured as specified.</p>

Range / Context:

Work connected to this unit may take place at a hospital or cardiac monitoring center and needs to follow organization working methods and institution, association or profession code of ethics and standards of practice. This unit may be performed individually.

Competencies in this unit also limited to basic electrocardiographic tests.

The following tools, equipment and material may be used in this unit;

Tools and equipment

- Equipment for shaving
- Examination bed, linen etc.
- ECG Machine, leads, lubricants

Materials (Documents/References/Standards)

- SOP (Standard Operating Procedure)
- Manufacturer's instructions

Critical aspects

The assessment must confirm that the candidate is able to;

- Ensure patients' privacy, strict safety and hygiene
- Position patient as specified

Underpinning Knowledge

- Basic human anatomy physiology relevant to ECG procedure
- Medical Terminology
- Infection control policies and procedures
- Standard procedures
- Patient safety and comfort
- Patient positioning methods
- Lubricant application
- Placing leads
- Method of patient safety procedure
- Basic first –aid
- CPR procedure
- Occupational health and safety procedure
- ECG procedure
- Explaining testing procedure
- Patient positioning procedure
- Hospital administration requirements
- Exposure and shaving procedure
- Lubricant and application
- Lead placing procedure
- Organization working methods and institution, association or profession code of ethics and standards of practice
- Occupational health & safety procedure

Underpinning Skills

- Interpret prescriptions
- Shaving skills
- Interact with the patient in the local language
- Give clear instructions to the patient and listen patiently
- Explain the purpose and clarify requirements of the patient during the test procedure
- Communicate with other people around the patient and give them clear instructions about their safety
- How to plan and organize activities related to positioning procedures
- Communicate effectively with patients and family
- Inspect equipment to ensure proper working order
- Team work skills
- Apply infection control methods
- Apply first-aids
- Apply CPR
- Apply occupational health & safety practices

Section 2- National Competency Standards

Worker behavior/Attitude/Soft skills

- Self confidence
- Self-management
- Integrity and honesty
- Punctual and efficient
- Cooperative
- Self-motivated

Unit Title:	Gather Equipment & Material and Check the Functionality
Unit Descriptor:	This unit covers the competencies required to prepare ECG equipment and material before the testing to ensure its proper functionality.
Unit Code:	N85S031U03
Element of Competence	Performance Criteria
1. Prepare equipment and material	1.1 ECG equipment and material collected as per the organization working method. 1.2 The instruction manual of the equipment referred when and where required to ensure its operational procedure. 1.3 Sufficient electrical charge level of equipment checked as specified. 1.4 Fixing of cables to the equipment checked as per the instruction manual. 1.5 Sufficient length of ECG record papers ensured as specified. 1.6 Proper fixing of clips and knobs to the leads checked as per the instruction manual.
2. Check the Functionality of the equipment	2.1 Calibration level for standard values checked against their specified figures 2.2 The limb leads and chest leads to be placed, checked as per given instructions.

Range / Context:

Work connected to this unit may take place at a hospital or cardiac monitoring center and needs to follow organization working methods and institution, association or profession code of ethics and standards of practice. This unit may be performed individually.

Competencies in this unit also limited to basic electrocardiographic tests

Elaboration of terms

Material may include: Bed, bed linen, pillow, locker, step-stool, lubricant, ECG thermal paper, bed paper roll, tissue roll, ECG folders, and power connections

Standard values may include: hight-10mm/mv, speed- 25 mm/s, A/C frequency changer (filter)- 20 to 35 Hz

The following tools, equipment and material may be used in this unit;

Tools and equipment

- Examination bed, linen etc.
- ECG Machine, patient cables (leads)

Materials (Documents/References/Standards)

- SOP
- Manufacturer's instructions
- Lubricants

Critical aspects

The assessment must confirm that the candidate is able to;

- Check electrical charge level of equipment
- Check calibration level for standard values

Underpinning Knowledge

- Basic human anatomy physiology relevant to ECG procedure
- Medical Terminology
- Infection control policies and procedures
- Standard operating procedures
- ECG procedure
- ECG equipment and material
- Electrical charge level of equipment
- Fixing of cables to the equipment
- Fixing of clips and knobs
- Calibration level for standard values
- Basic first –aid
- Cardio-Pulmonary Resuscitation (CPR) procedure
- Causes for interference with the ECG recording
- Organization working methods and institution, association or profession code of ethics and standards of practice
- Occupational health and safety procedure

Underpinning Skills

- Interpret prescriptions
- Interact with the patient
- Communicate with other people around the patient and give them clear instructions about their safety
- How to plan and organize activities related to positioning procedures
- Interpret instruction manuals
- Equipment charging skill
- Fixing cables
- Check equipment and leads
- Inspect equipment to ensure proper working order
- Team work skills
- Apply infection control methods
- Apply first-aids
- Apply CPR
- Apply occupational health safety practices

Worker behavior/Attitude/Soft skills

- Self confidence
- Self-management
- Integrity and honesty
- Punctual and efficient
- Cooperative
- Self-motivated

Section 2- National Competency Standards

Unit Title:	Carry-Out Patient Monitoring for Basic ECG
Unit Descriptor:	This unit covers the competencies required to monitor patient using basic ECG test and submit ECG recording paper to the patient or specified place while ensuring adequate patient comfort, privacy and strict hygienic conditions.
Unit Code:	N85S031U04
Element of Competence	Performance Criteria
1. Place Leads	<p>1.1 Positions of placing leads identified as specified and considering patient special requirements</p> <p>1.2 Lubricants/ECG gel applied at the identified places as specified</p> <p>1.3 Leads placed on the identified /prescribed positions</p>
2. Take Recordings	<p>2.1 Required patient information included to the system</p> <p>2.2 Functionality of leads monitored throughout the recording</p> <p>2.3 Accuracy of placement of leads assured through the pattern of recordings</p> <p>2.4 Printed paper of whole ECG properly folded and submitted to the patient or sent to the specified ward/places</p> <p>2.5 Any special type of ECG request made by the clinician, taken and submitted to the patient or sent to the specified ward/places.</p>
3. Complete the monitoring procedure	<p>3.1 Leads removed and cleaned</p> <p>3.2 Lubricated areas cleaned and patient released as per the prescribed procedure.</p> <p>3.3 All details of ECG tests carried out, recorded and maintained in the appropriate register.</p>

Range / Context:

Work connected to this unit may take place at a hospital or cardiac monitoring center and needs to follow organization working methods and institution, association or profession code of ethics and standards of practice. This unit may be performed individually.

Competencies in this unit also limited to basic electrocardiographic tests

Elaboration of terms in performance criteria

Positions of placing leads may include: Limb Leads-upper limb, (left & right), lower limb, (left & right), Chest Leads-V1 to V6

Special requirements may include: wound, amputated limbs, abnormal heart positions (Right hand side)

Patient information may include: age, name, gender

Special type of ECG may include: 3 lead ECG strip

The following tools, equipment & material are included within this unit.

Tools and equipment

- Examination bed,
- ECG Machine,
- Patient cables

Materials (Documents/References/Standards)

- Linen, paper bed rolls etc.
- Tissue papers
- Lubricants
- Thermal paper
ECG folders
- SOP
- Manufacturer's instructions
- Patient register

Critical aspects

The assessment must confirm that the candidate is able to;

- Place leads on correct positions
- Identify accuracy of lead placements as per the recording obtained
- Monitor the leads while ECG is being taken

Underpinning Knowledge

- Basic human anatomy physiology relevant to ECG procedure
- Medical Terminology
- Infection control policies and procedures
- Standard procedures
- ECG procedure
- ECG equipment and material
- Positions of placing leads
- Application of lubricants
- Placing leads
- Taking ECG in patients with wounds, legs and hands amputated.
- Functionality of leads
- Removing leads
- Basic first –aid
- (CPR) procedure

Underpinning Skills

- Interpret prescriptions
- Interact with the patient
- Communicate with other people around the patient and give them clear instructions about their safety
- How to plan and organize activities related to positioning procedures
- Leads handling and positioning skills
- Functionality monitoring skills
- Interpret instruction manuals
- Team work skills
- Apply infection control methods
- Apply first-aids
- Apply CPR
- Apply occupational health safety practices

Section 2- National Competency Standards

- Organization working methods and institution, association or profession code of ethics and standards of practice
- Occupational health and safety procedure

Worker behavior/Attitude/Soft skills

- Self confidence
- Self-management
- Integrity and honesty
- Advanced commonsense
- Punctual and efficient
- Cooperative
- Self-motivated

Unit Title:	Clean, Disinfect and Re-Arrange the Equipment and Room
Unit Descriptor:	This unit is about the complying with infection control policies and procedures and It is applicable to health care workers who are responsible for workplace procedures to maintain Infection control and applies to all allied health professionals.
Unit Code:	N85S031U05
Element of Competence	Performance Criteria
1. Identify the risk	<p>1.1 Standard precautions to prevent the spread of infection identified in accordance with organization requirements</p> <p>1.2 Additional precautions identified when standard precautions alone may not be sufficient to prevent transmission of infection, especially in times of epidemics.</p> <p>1.3 Activities and tasks that put patients and/or other health care workers at risk identified, documented and reported.</p>
2. Follow procedures for risks	<p>2.1 Hand hygiene maintained by washing hands before and after patient contact and/or after any activity likely to cause contamination.</p> <p>2.2 Personal protective clothing and equipment wear that complies with infection control standards</p> <p>2.3 Protocols for care, following exposure to blood or other body fluids followed as required and spills removed in accordance with the policies and procedures of the organization</p> <p>2.4 Records and materials kept as per SOP.</p>
3. Carryout waste disposal	<p>3.1 Waste disposed safely in accordance with policies and procedures of the organization and legislative requirements.</p> <p>3.2 All work surfaces cleaned and dis-infected before and after each session or when visibly soiled.</p> <p>3.3 Equipment decontaminated requiring special processing in accordance with infection control guidelines to ensure full compliance with cleaning, disinfection and sterilization protocols.</p> <p>3.4 Surface covers replaced where applicable and cleaning equipment maintained and stored.</p>

Range / Context:

Work connected to this unit may take place at a hospital or cardiac monitoring center and needs to follow organization working methods and institution, association or profession code of ethics and standards of practice. This unit may be performed individually.

Competencies in this unit also limited to basic electrocardiographic tests

The following tools, equipment & material are included within this unit.

Tools and equipment

- Personal protective equipment
- Cleaning brushes

Materials

(Documents/References/Standards)

- Detergent
- Disinfectant
- Tissue papers
- Waste disposal containers
- SOP
- Infection control manual
- Material Safety Data Sheets (MSDS)

Critical aspects

The assessment must confirm that the candidate is able to;

- Implement universal infection control measures.

Underpinning Knowledge

- Basic microbiology including: - bacteria and bacterial spores, fungi and viruses
- The required actions and reporting procedures for any accidents, spillages and contamination
- The requirements of the relevant external agencies involved in the transport and receipt of waste
- The importance of segregating different types of waste and how to perform
- Organization working methods and institution, association or profession code of ethics and standards of practice

Underpinning Skills

- Consistently apply hand washing, personal hygiene and personal protection protocols
- Consistently apply clean techniques
- Consistently apply protocols to limit contamination
- Take into account opportunities to address waste minimization, environmental responsibility and sustainable practice issues
- Apply additional precautions when standard precautions are not sufficient

Section 2- National Competency Standards

Worker behavior/Attitude/Soft skills

- Self confidence
- Self-management
- Integrity and honesty
- Punctual and efficient
- Cooperative
- Self-motivated

Section 2- National Competency Standards

Unit Title :	Practice workplace communication and interpersonal relations
Unit Descriptor :	This unit covers the competencies required to co-operate with others, interact effectively and deal with information within the workplace.
Unit Code:	N85S031BU1
Element	Performance Criteria
1. Co-operate with others in performing work	1.1 Work is performed in co-operation with others in a friendly & courteous manner 1.2 Verbal and non-verbal communication are used appropriately 1.3 Ideas, opinions and interactions are shared & respected consistently 1.4 Work is performed in co-operation with others and related staff
2. Work with people of diverse backgrounds	2.1 People of a variety of backgrounds are accepted without prejudice 2.2 Respect for cultural, ethnic and gender differences are practiced consistently
3. Obtain record and convey workplace information	3.1 Effective questioning, active listening reading and speaking skills are used to gather information 3.2 Information and ideas are transferred without distortion 3.3 Work place interaction is conducted in a courteous manner 3.4 Approved work instructions are obtained and followed in a methodical manner 3.5 Collected information are recorded for future reference
4. Fill work related documents	4.1 Work related forms and formats is are identified 4.2 Identified forms and formats perfected 4.3 Reporting requirements to supervisor is completed accurately in accordance with Standard Operating Procedures (SOP) within stipulated time

Range/Context:

The performance of activities included in this unit may take place in workplace. Communication will include verbal, non-verbal, written, printed and electronic forms. It applies to individuals, groups and co-workers as well as other stakeholders connected with the work

The following tools, equipment & material are included within this unit.

Tools/ instruments and Documents/References/Standards equipment

- Pens/pencils/rulers/calculator
- Paper/notebooks
- Telephones
- Charts
- Graphics
- Memos
- Formats & Forms (Time Record sheets, Quality record sheets and material order sheets)
- Standard Organizational Procedures and accepted ethical standards and norms

Critical Aspects:

The assessment must confirm that the candidate is able to;

- Obtain accurate information from superior/co-workers/stakeholders
- Accurate recording of information (Defects)
- Convey information to relevant parties accurately

UNDERPINNING KNOWLEDGE

- Safety symbols & procedures
- Basic English relevant to workplace and type of work
- Organization's rules, regulations and Standard Operation Procedures (SOP)
- General norms of polite conduct
- Forms of address appropriate to customers and persons in different positions
- Customer details and Organizational structure
- Basic knowledge of customer base and practices of different ethnic and religious groups
- Good telephone manners
- Basic understanding of gender issues
- Basic knowledge of modern trends in relevant field

UNDERPINNING SKILLS

- Speak clearly in mother tongue and express varied ideas
- Write clearly and legibly in mother tongue
- Read and understand simple English relevant to the workplace
- Read and understand workplace manual relevant to the field
- Write simple explanations in English language
- Communicate effectively using the telephone
- Perform simple calculations
- Make simple sketches

UNIT TITLE :	Apply occupational literacy and numeracy
UNIT DESCRIPTOR :	This unit covers the competencies required to apply identified literacy and numeracy demands in the workplace to ensure and enhance smooth workflow
UNIT CODE:	N85S031BU2
ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Identify literacy and numeracy demands of the workplace	1.1 Literacy requirements of workplace tasks, related documents and procedures are identified 1.2 Numeracy requirements of workplace tasks, documents and procedures are identified
2. Apply a range of skills that support workplace literacy and numeracy	2.1 Identified literacy requirements are applied to workplace as and when required 2.2 Identified numeracy requirements are applied to workplace as and when required

Range/Context:

Performance related to this unit may take place at workplace and training centre. Activities included in to this unit performed as an individual or member of a team.

Elaboration of terms

- **Literacy requirements of workplace** in PC 1.1 may include:
 - reading skills to understand written information, such as signs, work instructions, policies, procedures, legislation, specifications, checklists and reports
 - writing skills to complete or produce written texts, such as emails, checklists, work record sheets, safety or reports and SMS
- **Numeracy requirements of workplace in PC 1.2 may include:**
 - add, subtract, multiply and divide
 - locate information in tables, use numbers, read various scales and gauges, use calculations (such as determine weight of load, quantity)
 - record and interpret data, such as forms and checklists

Critical Aspects:

The assessment must confirm that the candidate is able to;

- Interpret written material accurately
- Convey ideas clearly and correctly in writing
- Adopt appropriate method in mathematical calculations

Section 2- National Competency Standards

The following tools, equipment, material and documents are included within this unit.

Tools/ instruments and equipment

- Pens/pencils
- Paper/notebooks
- Calculator
- Geometrical Instruments
- Measuring tapes
- Compass

Documents/References/Standards

- Charts
- Manuals
- Memos
- Formats & Forms (Time Record sheets, Quality record sheets, and material order sheets)
- Accepted rules of grammar and syntax

Required Knowledge, Skills and Worker behavior/Attitude/Soft skills

Knowledge

- Literacy requirements of workplace
- Numeracy requirements of workplace
- Features of literacy and numeracy
- Literacy and numeracy demands of everyday workplace tasks, documents and procedures
- Benefits of literacy and numeracy skill development in the workplace
- Basics of Geometry

Skills

- Learning skills to identify the broad literacy and numeracy skills that underpin workplace tasks
- Reading skills to read routine workplace documents
- Planning and organizing skills to apply strategies to support workplace literacy and numeracy
- Self-management skills to apply strategies to support workplace literacy and numeracy
- Perform calculations
- Draw Geometrical views

Section 2- National Competency Standards

UNIT TITLE :	Work in team
UNIT DESCRIPTOR :	This unit covers the competencies required to achieve, maintain, and enhance the team goals, spirit and team responsibilities
UNIT CODE:	N85S031BU03
ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Communication with team members	<p>1.1 Effective communication strategies are followed in preventing misunderstanding and enhancing clarity while mitigating gender & culture differences</p> <p>1.2 Information and ideas are shared with team members to enhance work outcome</p>
2. Participate in team work activities	<p>2.1 Individual tasks & goals are communicated to team members according to the work plan agreed</p> <p>2.2 Periodic meetings are conducted by team leader to evaluate the progress of the team and the members.</p> <p>2.3 Other team members are encouraged and supported in undertaking required roles and responsibilities</p>

Range/Context:

Performance related to this unit may take place at workplace and training centre. Activities included in to this unit performed as an individual or member of a team.

Elaboration of terms

- **Effective communication strategies** in PC 1.1 may include:
 - active listening
 - questioning
 - observing
 - giving feedback
 - empathy
 - Interpreting body language

Critical Aspects:

The assessment must confirm that the candidate is able to;

- Support to achieve team goals and individual goals
- Follow designated work plan for the job
- Make / support appropriate decisions respecting to other's ideas
- Motivate / be motivated to achieve team goals

The following tools, equipment, material and documents are included within this unit.

Tools/ instruments and equipment

Documents/References/Standards

Section 2- National Competency Standards

- Depending on the job assigned to the team for the purpose of assessing this unit, required tools, equipment and material will be provided
- Work plans
- Manuals
- Standard Operational Procedures
- Handbooks
- General rules and norms guiding team behaviour

Required Knowledge, Skills and Worker behavior/Attitude/Soft skills

Knowledge	Skills
<ul style="list-style-type: none">• Simple concepts of team behaviour• Elementary group dynamics• Knowledge of Standard Organizational Procedures (SOP), work instructions and relevant regulatory requirements• Motivational theories• Methods of appreciating team members achievements• Methods of mentoring and coaching team members	<ul style="list-style-type: none">• Encouraging team members• Following instructions• Demonstrating interpersonal skills• Listening and using a variety of communication skills• Providing suggestions and information• Reporting information• Contributing to the achievement of tasks consistent with agreed goals• Skills of appreciating team members achievements• Skills of mentoring and coaching team members

Section 2- National Competency Standards

Unit Title :	Practice occupational health and safety procedures in an workplace
Unit Descriptor :	This unit describes the performance outcomes required to identify and follow safety and emergency procedures in workplace. It involves those health and safety procedures to be followed when using ECG machine, and materials. It includes the individual's responsibility for safety and emergency response in the event of an accident or incident.
Unit Code:	N85S031BU04
Element	Performance Criteria
1. Identify and follow workplace safety procedures	<p>1.1 Work place procedure relating to personal safety are identified and followed</p> <p>1.2 Unsafe situations and hazards/risks are identified and reported according to workplace procedures</p> <p>1.3 Equipment breakdowns are identified and reported according to workshop procedures</p> <p>1.4 Fire hazards are identified, different fire protection equipment and material and their methods of use identified as required for different types of fires</p> <p>1.5 Work place procedures and safety requirements for handling hazardous materials are identified and followed</p> <p>1.6 Manual handling procedures and ergonomic parameters are identified and followed</p> <p>1.7 Health and Safety awareness programmes are participated</p> <p>1.8 Appropriate PPE used/ worn according to organisation's requirements & manufacturer's instructions</p> <p>1.9 First aid and CPR procedures performed as needed</p> <p>1.10 Daily and weekly safety & health check list followed as per organization requirement</p>
2. Identify and follow workplace emergency procedures	<p>2.1 Physical, electrical, chemical and biological hazards recognized, identified and reported promptly.</p> <p>2.2 Workplace emergency procedures regarding illness and accidents are identified and followed</p> <p>2.3 Safety warning alarms and workplace evacuation procedures, emergency protection area and fire exits are identified and followed</p> <p>2.4 Firefighting appliances and equipment are located and identified for emergency use and application</p> <p>2.5 Relevant persons are identified for contacting in the event of an incident, accident or sickness of self, co-workers, staff, customers and others</p>

Section 2- National Competency Standards

	2.6 Accident and incident documentation requirements are followed work place procedures
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Range/Context:

Activities included in this unit may take place in a work place, and will include but not be limited to identifying potential hazards, taking effective preventive action to control or minimise such hazards, using personal protective equipment, using fire extinguishers and maintaining records of safety related activities.

Elaboration of terms:

Workplace procedures must include procedures for:

- Selecting and using personal protective equipment (PPE)
- Identifying hazards
- Emergency, fire and accident
- Regular cleaning of uniforms as specified.

Relevant persons must include:

Those holding a current recognized qualification in any of the following:

- First aid
- Cardiopulmonary resuscitation
- Fire warden and workplace evacuation
- Occupational or work health and safety representative.

Critical Aspects:

- Identify potential hazards
- Adhere to safety procedures
- Current Cardiopulmonary resuscitation technics.

The following tools, equipment & material are included within this unit.

Tools/ instruments and equipment

- Safety signs and symbols
- Posters
- PPE
- First aid box with essential items
- Fire protection equipment

Documents/References/Standards

- Organisation's health & safety procedure manual
- Equipment manual issued by manufacturer

Section 2- National Competency Standards

Underpinning Knowledge	Underpinning Skills
<p>Individuals must be able to demonstrate knowledge of: basic aspects of relevant OHS legislation, including:</p> <ul style="list-style-type: none"> • Employer responsibilities for workplace • Employee responsibilities to participate in health and safety practices • Employee responsibility to ensure own work practices protect the safety of self, other workers and other people in the workplace • manual handling, including: • Using correct lifting techniques and equipment • work place practices, including: • Housekeeping • Observing personal hygiene • Identifying slip hazards and trip hazards • Prevention of electrical Hazards • emergency procedures, including: • Personnel responsibilities • Evacuation procedures and assembly points. 	<ul style="list-style-type: none"> • Learning skills to: Locate sources of information relating to safety requirements. • Reading skills to: Interpret information from manufacturer and literature when seeking procedures required carrying out work safely. • Writing skills to: Legibly and accurately enter information into work place safety documents and check sheets. • Oral communication skills to: Clarify instructions inform personnel of work place hazards. • Planning and organizing skills to: Plan own work requirements to achieve required outcomes while working according to safety requirements. • Self-management skills to: Follow work place safety requirements without constant supervision identify and look after own safety.

Section 3

COMPETENCY BASED TRAINING CURRICULUM FOR

FOR THE OCCUPATION OF

Electrocardiography(ECG) Assistant

NVQ Level 3

List of Curriculum Modules		Module Code No	Duration (Hours)		Page
			Theory	Practical	
1. Section 2: Curriculum					
1.	Introduction to Healthcare	N85S031M01	20	20	31
2.	Basic Human Anatomy and Physiology	N85S031M02	45	30	32
3.	Fundamentals of ECG	N85S031M03	20	40	33
4.	Preparing and Positioning the Patient for ECG	N85S031M04	10	30	35
5.	ECG Procedure	N85S031M05	30	75	36
6.	Infection Control Policies and Procedure	N85S031M06	20	30	37
7.	Communication skills for workplace	N85S031BM01	21	21	38
8.	Calculation & Basic Science	N85S031BM02	12	06	39
9.	Team work	N85S031BM03	21	21	40
10.	Occupational health and safety procedures and practices	N85S031BM04	24	24	41
Total Duration			520		

Competency Profile

COMPETENCY AREAS ←————— COMPETENCIES —————→

A. Receive the Patient and Prepare the Patient for ECG Test	A1. Welcome patient	A2. Identify patient	A3. Describe Hospital administration requirements	A4. Register patient	A5 Check medical record, prescription or reports
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	A6 Obtain consent for the ECG test	A7 Explain requirement of exposure of upper body area	A8 Explain Placing of leads on to the appropriate areas	A9 Place the patient in supine position comfortably	A10 Carry out exposure of upper body and shaving the required area
	A11 Apply Specified lubricant	A12 Place leads of the ECG machine			

B. Gather Equipment & Material and Check The Functionality	B1 Collect ECG equipment and material	B2 Refer the instruction manual of the equipment	B3 Charge the equipment	B4 check the leads are fixed	B5 Check the calibration level
	B6 Check the limb leads and chest leads				

C. Carry-out patient Monitoring for basic ECG	C1 Identify Positions of placing leads	C2 Apply lubricants/ECG gel	C3 Place leads	C4 Include Required patient information	C5 Check accuracy of placement of leads
C6 Operate the ECG machine and monitor functionality of leads	C7 Remove leads	C8 Clean Lubricated areas			

Section 3- Competency Based Training Curriculum

D. Clean, Disinfect and Re-arrange the equipment and room	D1 Wear personal protective clothing and equipment	D2 Identify infection risks and implement an appropriate response	D3 Perform standard precautions to prevent the spread of infection	D4 Perform additional precautions if necessary	D5 Remove spill	D6 Maintain hand hygiene
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D7 Dispose waste	D8 Clean all work surfaces	D9 decontaminate equipment	D10 replace surface covers
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Programme Structure

Competency Area		Module		Competencies	Time (Hours)
	Basic Module (Technical)	M 01	Introduction to Healthcare		40
	Basic Module (Technical)	M02	Basic Human Anatomy and Physiology		75
	Basic Module (Technical)	M03	Fundamentals of ECG		60
A	Receive the Patient and Prepare the Patient for ECG Test	M 04	Preparing and Positioning the Patient for ECG	A-1 to A-12	40
B	Gather Equipment & Material and Check The Functionality	M05	ECG Procedure	B-1 to B-6 C-1 to C-8	105
C	Carry-out patient Monitoring for basic ECG				
D	Clean, Disinfect and Re-arrange the equipment and room	M06	Infection Control Policies and Procedure	D-1 to D-10	50
	Basic Units (Soft Skills)	BM01	Communication skills for workplace		42
		BM02	Calculation & Basic Science		18
		BM03	Team work		42
		BM04	Occupational health and safety procedures and practices		48

Mapping Table

	Relevant Units	Relevant Modules	Relevant Tasks
N85S031Q1L3	N85S031U01 N85S031U02 N85S031U03 N85S031U04 N85S031U05 N85S031BU01 N85S031BU02 N85S031BU03 N85S031BU04	N85S031M01 N85S031M02 N85S031M03 N85S031M04 N85S031M05 N85S031M06 N85S031BM01 N85S031BM02 N85S031BM03 N85S031BM04	A-1 to A-12 B-1 to B-6 C-1 to C- 8 D-1 to D-10

Section 3- Competency Based Training Curriculum

Module Title	Introduction to Healthcare
Module Code	N85S031M01
Module Type	Basic Module (Technical)
Duration (Hrs)	40 Hours (Theory 20– & Practical -20)
Learning Outcomes	After completion of this module the trainee will be able to: <ul style="list-style-type: none"> • Describe the overview of the occupation • Describe health sector professions, terminology and ethical practices
Learning Content	Theory <ul style="list-style-type: none"> • Introduction to the course • Evolution of medicine – overview • Role of Allied Health Professionals <ul style="list-style-type: none"> ○ Medical Specialties • Role of the ECG Technician • Purpose of Electrocardiograms. • Occupational overview • Career outlook • Medical Terminology and terminology associated with ECGs • Law, policy and Ethical practice in healthcare • Professional principles and values in healthcare
	Practical
	Role play: scenario based on ethical practice Group Assignment: prepare a brief report including medical terminology related to <ul style="list-style-type: none"> ○ Cardiology ○ ECG ○ Admission procedure
Teaching-Learning activities	<ul style="list-style-type: none"> • Lectures • Assignments • Discussions • Presentations
Forms of assessment	Formative Assessment & Summative Assessment

Section 3- Competency Based Training Curriculum

Module Title	Basic Human Anatomy and Physiology
Module Code	N85S031M02
Module Type	Basic Module (Technical)
Duration (Hrs)	75 Hours (Theory –45 & Practical -30)
Learning Outcomes	After completion of this module the trainee will be able to: <ul style="list-style-type: none"> • Describe organ systems within the body • Identify organs and body system using diagrams
Learning Content	Theory
	<ul style="list-style-type: none"> • Brief introduction to the organ systems within the human body and their functions <ul style="list-style-type: none"> ○ Cells, tissue & muscles ○ Body fluids ○ Skelton system ○ Circulatory system ○ Respiratory system ○ Nervous system ○ Digestive system ○ Urinary system ○ Re-productive system ○ Immune system ○ Integumentary system ○ Five sensors • Anatomy and physiology of cardiac system <ul style="list-style-type: none"> ○ Structure and Function of the heart • Physiological disorder of circulatory system
	Practical
	Group Assignment: identify organs and body system using diagrams, submit a brief report on cardiac system
Teaching-Learning activities	<ul style="list-style-type: none"> • Lectures • Assignments • Discussions • Presentations
Forms of assessment	Formative Assessment & Summative Assessment

Section 3- Competency Based Training Curriculum

Module Title	Fundamentals of ECG
Module Code	N85S031M03
Module Type	Basic Module (Technical)
Duration (Hrs)	60 Hours (Theory –20 & Practical -40)
Learning Outcomes	<p>After completion of this module the trainee will be able to:</p> <ul style="list-style-type: none"> • Describe The heart and the electrocardiogram • Describe vital signs • Describe the electrocardiograph • Handle ECG equipment
Learning Content	<p>Theory</p> <ul style="list-style-type: none"> • The heart and the electrocardiogram • Electrophysiology • Fundamentals of electricity • Electrical Conduction in the Heart <ul style="list-style-type: none"> ○ Triangular representations of the heart positions ○ Heart inclination and angle • Vital signs <ul style="list-style-type: none"> ○ Blood Pressure Basics ○ Pulse rate ○ Respiration ○ Temperature ○ Oxygen saturation • The systolic and diastolic phases of the heart • The muscles of the heart • Cardiac conduction system • ECG-Electrocardiograph <ul style="list-style-type: none"> ○ The generation of ECGs ○ Classification by function ○ Classification by power supply system ○ Automatic analyzing system • Electrocardiogram leads <ul style="list-style-type: none"> ○ Unipolar chest leads ○ The corresponding part of each lead • Reading an ECG <ul style="list-style-type: none"> ○ Basic ECG waveforms ○ Definition of waves ○ Normal heart and variations <ul style="list-style-type: none"> ○ Judgment for variations • Classification of ECG equipment • Electrocardiograph handling instructions <ul style="list-style-type: none"> ○ Identify controls ○ Setting the controls ○ Power code connection and paper loading ○ Adjusting waveform
	<p>Practical</p>
	<ul style="list-style-type: none"> • Check and record vital signs

Section 3- Competency Based Training Curriculum

	<p>Group Assignment:</p> <ul style="list-style-type: none">• Prepare equipment and check its functionality• Reflective approaches in person centered practice• Brief report on basic ECG waveforms and definition of waves• Discuss the points of judgment of wave pattern variations referring waveform
Teaching-Learning activities	<ul style="list-style-type: none">• Lectures• Assignments• Discussions• Presentations
Forms of assessment	Formative Assessment & Summative Assessment

Section 3- Competency Based Training Curriculum

Module Title	Preparing and Positioning the Patient for ECG
Module Code	N85S031M04
Module Type	Core Module
Duration (Hrs)	40 Hours (Theory –10 & Practical -30)
Learning Outcomes	After completion of this module the trainee will be able to: <ul style="list-style-type: none"> • Describe the purpose of proper positioning of the patient • Interpret the prescription • Position the patient
Learning Content	Theory <ul style="list-style-type: none"> • Welcome patient • Patient identification • Hospital administration procedure for test • Patient registration procedure • How to interpret medical records and prescription • Patient appropriateness for the ECG procedure Patent preparation: <ul style="list-style-type: none"> • Patients’ privacy, strict safety and hygiene • Patient relaxation and its importance • Suitable clothing • Exposure of upper body and shaving • Identify positioning of chest electrodes
	Practical
	Group Assignment: <ul style="list-style-type: none"> • Role play on patient welcome and registration procedure • Role play on patient positioning and preparing procedure • Brief report about positioning and places of chest electrodes with diagrams
Teaching-Learning activities	<ul style="list-style-type: none"> • Lectures • Assignments • Discussions • Presentations
Forms of assessment	Formative Assessment & Summative Assessment

Section 3- Competency Based Training Curriculum

Module Title	ECG Procedure
Module Code	N85S031M05
Module Type	Core Module
Duration (Hrs)	105 Hours (Theory –30 & Practical -75)
Learning Outcomes	<p>After completion of this module the trainee will be able to:</p> <ul style="list-style-type: none"> • Explain the ECG procedure • Carry-out ECG tests • Follow post-test procedure
Learning Content	<p>Theory</p> <ul style="list-style-type: none"> • Infection control policies and procedures • Patient safety and comfort • Insert patient information • Consider special requirements of the patient <ul style="list-style-type: none"> ○ wound, amputated limbs, abnormal heart positions • Patient positioning methods • Lubricant application • Placing leads • Connecting patient cables • Functionality of leads • Accuracy of placement of leads • ECG recording • Superimposing of wave forms • Post –recording procedure <ul style="list-style-type: none"> ○ Remove all electrodes ○ Clean all lubricants ○ Assist the patient ○ Cleaning electrodes ○ Readiness for next ECG <p>• Responding for emergencies</p>
	Practical
	<p>Group Assignment:</p> <ul style="list-style-type: none"> • ECG in actual situation • Interpret recordings • Carry out post recording procedure
Teaching-Learning activities	<ul style="list-style-type: none"> • Lectures • Assignments • Discussions • Presentations
Forms of assessment	Formative Assessment & Summative Assessment

Section 3- Competency Based Training Curriculum

Module Title	Infection Control Policies and Procedure
Module Code	N85S031M06
Module Type	Core Module
Duration (Hrs)	50 Hours (Theory –20 & Practical -30)
Learning Outcomes	After completion of this module the trainee will be able to: <ul style="list-style-type: none"> • Describe the chain of infection • Carry-out disinfection procedure
Learning Content	Theory <ul style="list-style-type: none"> • Basic microbiology including: - bacteria and bacterial spores, fungi and virus etc. • Prevention and control of spreading of infections <ul style="list-style-type: none"> ○ Respiratory infection eg. Covid-19 ○ Common communicable diseases • Infection risks and implement an appropriate response • Care following exposure to blood or other body fluids • Hand hygiene and it's importance • Personal protective equipment (PPE) • The required actions and reporting procedures for any accidents, spillages and contamination due to wounds or skin lesions • The importance of segregating different types of waste and discarding procedure • Universal health precautions
	Practical
	Assignment: <ul style="list-style-type: none"> • List down possible risks in a health unit • Propose methods for prevention and control of spreading of infections • List down the activities and tasks that put patients and/or other health care workers at risk • Waste segregation and disposal procedure • Demonstrate the hand hygiene methods
Teaching-Learning activities	<ul style="list-style-type: none"> • Lectures • Assignments • Discussions • Presentations
Forms of assessment	Formative Assessment & Summative Assessment

Section 3- Competency Based Training Curriculum

Module Title	Communication Skills for Workplace
Module Code	N85S031BM01
Module Type	Basic module
Duration (Hrs.)	42 Hours (Theory - 21 & Practical- 21)
Learning Outcomes	After completion of this module the trainee will be able to: -communicate ideas and information at the workplace effectively
Learning Content	<p>Theory:</p> <ul style="list-style-type: none"> • Listening skills • Telephone etiquettes • Presentation skills • Verbal and non-verbal communication • Safety symbols & procedures • Basic English relevant to workplace and type of work • Organization's rules, regulations and procedures • General norms of polite conduct • Forms of Different manner of address appropriately to customers, superior and subordinates and persons in different positions • Customs and practices of different ethnic and religious groups • Gender issues relevant to the communications • Trends in related technology • Friendliness through a friendly tone, a personal question, or simply a smile, encourage coworkers to engage in open and honest communication • Respect – convey respect for others and their ideas <p>Practical:</p> <ul style="list-style-type: none"> • Role plays and dramas
Teaching-Learning activities	<ul style="list-style-type: none"> • Illustrated talk • Demonstrations • Individual practices • Assignments <ol style="list-style-type: none"> 1. Prepare a list of 100-150 technical/vocational terms in English used in ECG taking process 2. Collect manufactures' guidelines/work instructions operation manuals related in ECG taking process
Forms of assessment	Formative Assessment + Summative Assessment

Section 3- Competency Based Training Curriculum

Module Title	Calculation & Basic Science
Module Code	N85S031BM02
Module Type	Basic Module
Duration (Hrs)	18 Hours (Theory - 12 & Practical- 06)
Learning Outcomes	After completion of this module the trainee will be able to: <ul style="list-style-type: none"> - perform basic arithmetic in the workplace when and where required - interpret appropriate codes, abbreviations and symbols - use basic computer applications
Learning Content	<p>Theory</p> <ul style="list-style-type: none"> • Basic Arithmetic. • Units and measurements • Conversion from metric to BS and vice versa). • Measuring instrument: Description, care & use of: - Measuring tape, Measuring cup and Measuring scale • Basic electricity: Electricity principles, Ground connections, Voltage, Current, Resistance • Description of Chemical effects:
	<p>Practical</p> <ul style="list-style-type: none"> • Basic Calculations • Measuring Practices
Teaching-Learning activities	<ul style="list-style-type: none"> • Illustrated talk • Show video clips • Demonstrations
Forms of assessment	Formative Assessment + Summative Assessment

Section 3- Competency Based Training Curriculum

Module Title	Team Work
Module Code	N85S031BM03
Duration (Hrs)	42 Hours (Theory - 21 & Practical- 21)
Module Type	Basic Module
Learning Outcomes	At the end of this module student should be able to; <ul style="list-style-type: none"> - contribute positively to the work in team environment - work effectively with others in a socially diverse environment - respect and understand the views of others - give, receive and act upon feedback - identify and describe own roles and roles of others
Learning Content	Theory: <ul style="list-style-type: none"> • Simple concepts of team behavior • Elementary group dynamics • Basic knowledge in social and demographic structures
	Practical <ul style="list-style-type: none"> • Identify and establish team purpose, team member's roles and responsibilities. • Coach and motivate team. • Assignments <ol style="list-style-type: none"> 1. Form a group for workplace cleaning, waste disposal and give the feedback on group effort 2. Arrange sports activities / social events
Teaching-Learning activities	<ul style="list-style-type: none"> • Assignments • Lecturers • Role plays • Case studies • Team building activities • Coaching and mentoring
Forms of assessment	Formative Assessment + Summative Assessment

Section 3- Competency Based Training Curriculum

Module Title	Occupational Safety & Health
Module Code	N85S031BM04
Module Type	Basic Module
Duration (Hrs)	48 Hours (Theory - 24 & Practical - 24)
Learning Outcomes	After completion of this module the trainee will be able to: - describe importance of safety and health -work safely in procedures related ECG taking procedures - arrange the place to minimize the risk - avoid unsafe situations and hazards/risk
Learning Content	<p>Theory</p> <ul style="list-style-type: none"> • Importance of safety and universal precautions to be observed in the workplace. • Safety signs - for danger, warning, caution & personal safety message • Safe handling of blood and body fluid spillage • Fire extinguishers used for different types of fire. • safe disposal of waste • Proper use of Personnel Protecting Equipment (PPE) • Avoiding unsafe acts and conditions • Evacuation procedures and emergency protection area & fire exists • Types of hazards and hazards control practices and procedures • Ergonomic parameters • Manual handling procedures • Accidents and incidents documentation • Importance of periodical medical checkups • Energy Conservation
	<p>Practical</p> <ul style="list-style-type: none"> • Use of Personnel Protective Equipment (PPE) • Maintenance and cleanliness of Workplace • Demonstration on First aid • Fire safety and use of fire extinguishers. • Demonstration safety disposal of waste materials
Teaching-Learning activities	<ul style="list-style-type: none"> • Illustrated talk • Show video clips • Demonstrations
Forms of assessment	Formative Assessment + Summative Assessment

Assessment Guide:

Forms of assessment

Assessment shall be based on evidence collected through workplace performance or a combination of evidence collected through training and work place performance.

Assessment context

This unit may be assessed on the job, off the job or a combination of on and off the job. The unit should be assessed individually.

Assessment conditions

The candidate will have access to:

- all tools, equipment, material and documentation required.

The candidate will be permitted to refer the following documents:

- material, safety data sheets
- health and safety regulations
- Goods and material data sheet (PDS)
- company specification sheets
- manufacturer's instructional brochures and manuals / Operator's hand book

The candidate will be required to:

- Orally or by other methods of communication, answer questions asked by the assessor.
- Identify superiors and clients who can be approached for the collection of competency evidence where appropriate.
- Present evidence of credit for any off job training related to this unit.

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria and that he/she possess the required underpinning knowledge.

Special notes

During assessment, the candidate will;

- demonstrate safe work practices at all times
- Communicate information about processes, events or tasks being undertaken to ensure a safe and efficient working environment.
- perform all tasks in accordance with standard operating procedures.
- perform all tasks to specifications
- take responsibility for the accuracy of his/her own work
- Use accepted methods for calculation.

Tasks involved will be completed within reasonable time frames relating to typical workplace activities.

Resources required for assessment

These include material, tools and equipment listed within this unit

Section 5- Tools, equipment and materials requirement for the training program

Tools, material and equipment require for the training program

(Approximately 15 students)

No	Item	Quantity
1.	Examination bed	1
2.	Bed sheets	2
3.	Pillow cases	3
4.	ECG Machine	1
5.	Equipment for shaving (kit)	3
6.	ECG Gel (Lubricants)	3
7.	Personal protective equipment	5
8.	Cleaning brushes (small brushes)	1
9.	Tissue papers for cleaning	25
10.	Tissue Bed rolls (for bed)	10
11.	Thermal paper	20
12.	ECG folders	25
13.	Sink	1
14.	Hand wash	3 bottle
15.	Sanitizer bottles	2
16.	Stapler machine, pin	2
17.	Pen	15
18.	Gloves	30
19.	Chair and small cupboard	1
20.	Stool	1
21.	Power cable with switch	1
22.	Waste bins	3

<p>NATIONAL COMPETENCY STANDARD FOR Electrocardiography (ECG) Assistant (Competency Standard Code: N85S031)</p>	
<p>NATIONAL CERTIFICATE AT NVQ LEVEL 3 IN THE OCCUPATION OF Electrocardiography (ECG) Assistant</p>	
1. Endorsement date: 05.10.2021	2. Date of review: 05.10.2024
3. Purpose of the Qualification	To certify that the holder of this qualification has acquired the competencies contained in the units listed in section 5 below.
4. Regulations for the Qualification/s	The holder should have been assessed by a licensed assessor and found competent in the units listed in section 5 and certified by the TVEC.
5. Qualification Code & Packages	Included in the Page no. 2
6. Prerequisite	Physically able to carry out the intended activity and required literacy and numeracy level for the occupation.
7. Accreditation Requirement	The qualifications shall be offered in compliance with the accreditation requirements of the TVEC as stipulated in the National Vocational Qualifications framework of Sri Lanka.
8. Certification	TVEC shall certify the qualifications in terms of the regulation at section 4 above
9. Transition Arrangements	The competency-based assessments shall be undertaken by the registered assessors until TVEC arranges to issue licenses to the assessors.
10. Requirement of conducting Knowledge Assessment	Not Required
11. Contact for Comments	Chairman, National Apprentice & Industrial Training Authority, 971, Sri Jayawardanapura Mawatha, Welikada, Rajagiriya. Director General, Tertiary & Vocational Education Commission, 354/2, Nipunatha Piyasa, Elvitigala Mawatha, Colombo 05

