

# JOB ROLE: GENERAL DUTY ASSISTANT

Sector- Health Care

(Qualification Pack Code: HSS/Q5101 )



PSS Central Institute of Vocational Education  
Shymala Hills, Bhopal – 462013 , Madhya Pradesh, India

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# **UNIT 1: HOSPITAL MANAGEMENT SYSTEM**

## **Session 2: Qualities of General Duty Assistant**

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# Session Objectives

The student will be able to:-

**Explain Qualities of GDA in Hospital**

**Describe Duties of General Duty Assistant**

**Follow Patient Safety in Hospital**

# General Duty Assistant

- General Duty Assistant (GDA) provides nursing care to patients under the supervision of nurses.
- General Duty Assistant spends more time with patients in a hospital.
- GDAs must have good communication and nursing skills for better patient care.



# Essential Duties

- Assisting professional healthcare staff
- Maintaining patient safety
- Performing Administrative support functions
- Updating necessary skills and competencies



# Organizational Duties

- **Good Communication** to maintain interpersonal skills.
- **Extended service** to internal and external customers.
- Participation in **performance improvement** activities.



# Summary

- **Essential Duties and Responsibilities** includes assisting healthcare staff, administrative support functions.
- **Organizational Duties** are extended service, proper communication, interpersonal relationships and performance improvement.



# Assignment

Teacher will take children to a hospital to make them observe the following functions of general duty assistant and will fill the following portfolio:-

S. No.	Duties
1.	Nursing care
2.	Administrative support functions.
3.	Customer extended service

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# Thank You

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