REPUBLIC OF KENYA

COMPETENCY BASED CURRICULUM

FOR

COMMUNITY HEALTH ASSISTANT

LEVEL 6

KISII NATIONAL POLYTECHNIC
P.O. BOX 222-40200
KISII

FOREWORD

The provision of quality education and training is fundamental to the Government's overall strategy for social economic development. Quality education and training will contribute to achievement of Kenya's development blueprint and sustainable development goals.

Reforms in the education sector are necessary for the achievement of Kenya Vision 2030 and meeting the provisions of the Constitution of Kenya 2010. The education sector had to be aligned to the Constitution and this resulted to the formulation of the Policy Framework for Reforming Education and Training. A key feature of this policy is the radical change in the design and delivery of TVET training. This policy document requires that training in TVET be competency based, curriculum development be industry led, certification be based on demonstration of competence and mode of delivery allows for multiple entry and exit in TVET programmes.

These reforms demand that Industry takes a leading role in curriculum development to ensure the curriculum addresses its competence needs. It is against this background that this curriculum has been developed.

It is my conviction that this curriculum will play a great role towards development of competent human resource for Health sector's growth and development.

PRINCIPAL, KISII NATIONAL POLYTECHNIC

PREFACE

Kenya Vision 2030 aims to transform the country into a newly industrializing, "middle-income country providing a high-quality life to all its citizens by the year 2030". Kenya intends to create a globally competitive and adaptive human resource base to meet the requirements of a rapidly industrializing economy through life-long education and training. TVET has a responsibility of facilitating the process of inculcating knowledge, skills and attitudes necessary for catapulting the nation to a globally competitive country, hence the paradigm shift to embrace Competency Based Education and Training (CBET).

The Technical and Vocational Education and Training Act No. 29 of 2013 on Reforming Education and Training in Kenya, emphasized the need to reform curriculum development, assessment and certification. This called for a shift to CBET to address the mismatch between skills acquired through training and skills needed by industry as well as increase the global competitiveness of Kenyan labour force.

KISII NATIONAL POLYTECHNIC in conjunction with experts in Health Science department (HSC) have developed this curriculum.

This curriculum is designed and organized with an outline of learning outcomes; suggested delivery methods, training/learning resources and methods of assessing the trainee's achievement. The curriculum is competency-based and allows multiple entry and exit to the course.

I am grateful to the Council Members, Council Secretariat, Health Science Department, expert workers and all those who participated in the development of this curriculum.

Mr. DAVID MWANGI,
Secretary, Governing Council,
KISII NATIONAL POLYTECHNIC

ACKNOWLEDGMENT

This curriculum has been designed for competency-based training and has independent units of learning that allow the trainee flexibility in entry and exit. In developing the curriculum, significant involvement and support was received from various organizations.

I recognize with appreciation the role of the Health Science Trainers in ensuring that competencies required by the industry are addressed in the curriculum. I also thank all stakeholders in Community Health sector for their valuable input and all those who participated in the process of developing this curriculum.

I am convinced that this curriculum will go a long way in ensuring that workers in Community Health Sector acquires the competencies that will enable them to perform their work more efficiently and effectively.

HEAD OF SECTION, COMMUNITY HEALTH

DANIEL N. NYAMEINO

TABLE OF CONTENTS

ACRONYMS

TVET: Technical and Vocational Education and Training

CDACC: Curriculum Development, Assessment and Certification Council

CBET: Competency-Based Education and Training

ICT: Information communication technology

KNP: Kisii National Polytechnic

NEMA: National Environment Management Authority

OSH: Occupational Safety and Health

EMCA: Environmental Management Co-ordination Act

EMS: Environmental Management Systems

SOPs; Standard Operating Procedures

HE: Health

HSC: Health Science

OS: Occupational Standards

CH: Community Health

BC: Basic Competency
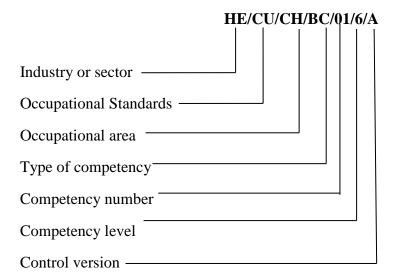
CC: Common Competency

CR: Core Competency

A: Control Version

KEY TO UNIT CODE

HE/CU/CH/BC/01/6/A

Industry or sector

Occupational Standards

Occupational area

Type of competency

Competency number

Competency level

Control version

COURSE OVERVIEW

The units of competency comprising Community Health Assistant Certificate Level 6 qualification include the following:

Basic Units of Learning

Unit Code	Unit Title	Duration in Hours	Credit factor
HE/CU/CH/BC/01/6/A	Communication skills	40	4
HE/CU/CH/BC/02/6/A	Numeracy skills	60	6
HE/CU/CH/BC/03/6/A	Digital literacy	60	6
HE/CU/CH/BC/04/6/A	Entrepreneurship education	100	10
HE/CU/CH/BC/05/6/A	Employability skills	80	8
HE/CU/CH/BC/06/6/A	Environmental literacy	40	4
HE/CU/CH/BC/07/6/A	Occupational safety and health practices	40	4
Total		**420**	**42**

Common Units of Learning

Unit Code	Unit Title	Duration in Hours	Credit factor
HE/CU/CH/CC/01/6/A	Monitoring and evaluation of community health programmes	120	12
HE/CU/CH/CC/02/6/A	Nutrition in community health	100	10
HE/CU/CH/CC/03/6/A	Epidemiology in community health works	100	10
HE/CU/CH/CC/04/6/A	Human anatomy and physiology	150	15
HE/CU/CH/CC/05/6/A	Microbiology and parasitology in community health	120	12
Total		**590**	**59**

Core Units of Learning

Unit Code	Unit Title	Duration in Hours	Credit factor
HE/CU/CH/CR/01/6/A	Management of community health care	120	12
HE/CU/CH/CR/02/6/A	Community health research	150	15
HE/CU/CH/CR/03/6/A	Community health diagnosis and partnerships	150	15
HE/CU/CH/CR/04/6/A	Community-based health care	200	20
HE/CU/CH/CR/05/6/A	Management of community health information systems	150	15
HE/CU/CH/CR/06/6/A	Community health linkages	180	18
HE/CU/CH/CR/07/6/A	Coordination of community healthy strategies	180	18
HE/CU/CH/CR/08/6/A	Management of gender, disability and vulnerable groups	150	15
	Industrial attachment	480	48
Total		**1760**	**176**
Grand total		**2770**	**277**

Entry Requirements

An individual entering this course should have any of the following minimum requirements:

a) Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus)

Or

b) Certificate Level 5 in Community Health or a related course

Or

c) Equivalent qualifications as determined by Kisii National Polytechnic (KNP)

Field attachment

An individual enrolled in this course will undergo a field attachment for a period of 12 weeks in a Community Health unit.

Assessment

The course will be assessed at two levels:

a) **Internal assessment**: conducted continuously by the trainer (internal assessor) who is monitored by an accredited internal verifier.

b) **External assessment:** conducted by an accredited external assessor who is monitored by an accredited external verifier.

The assessors and verifiers are accredited by TVET which also coordinates external assessment.

Certification

An individual will be awarded a Certificate of Competency on demonstration of competence in a unit of competency. To be awarded Certificate in Community Health Certificate Level 6, an individual must demonstrate competence in all the units of competency.

These certificates will be awarded by the Kisii National Polytechnic.

BASIC UNITS OF LEARNING

COMMUNICATION SKILLS

UNIT CODE:HE/CU/CH/BC/01/6/A

Relationship to Occupational Standards
This unit addresses the unit of competency: Demonstrate communication skills

Duration of Unit: 40 hours

Unit Description
This unit covers the competencies required in meeting communication needs of clients and colleagues and developing, establishing, maintaining communication pathways and strategies. It also covers competencies for conducting interview, facilitating group discussion and representing the organization in various forums.

Summary of Learning Outcomes
1. Meet communication needs of clients and colleagues
2. Develop communication strategies
3. Establish and maintain communication pathways
4. Promote use of communication strategies
5. Conduct interview
6. Facilitate group discussion
7. Represent the organization

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Meet communication needs of clients and colleagues	• Communication process • Modes of communication • Medium of communication • Effective communication • Barriers to communication • Flow of communication • Sources of information • Organizational policies • Organization requirements for written and electronic communication methods • Report writing • Effective questioning techniques	• Interview • Written

		(clarifying and probing)	
		• Workplace etiquette	
		• Ethical work practices in handling communication	
		• Active listening	
		• Feedback	
		• Interpretation	
		• Flexibility in communication	
		• Types of communication strategies	
		• Elements of communication strategy	
2. Develop communication strategies		• Dynamics of groups • Styles of group leadership • Openness and flexibility in communication • Communication skills relevant to client groups	• Interview • Written
3. Establish and maintain communication pathways		• Types of communication pathways	• Interview • Written
4. Promote use of communication strategies		• Application of elements of communication strategies • Effective communication techniques	• Interview • Written
5. Conduct interview		• Types of interview • Establishing rapport • Facilitating resolution of issues • Developing action plans	• Interview • Written
6. Facilitate group discussion		• Identification of communication needs • Dynamics of groups • Styles of group leadership • Presentation of information • Encouraging group members participation • Evaluating group	• Interview • Written

	communication strategies	
7. Represent the organization	• Presentation techniques • Development of a presentation • Multi-media utilization in presentation • Communication skills relevant to client groups	• Interview • Written

Suggested Delivery Methods
- Discussion
- Role playing
- Simulation
- Direct instruction
- Practice by trainee

Recommended Resources
- Desktop computers/laptops
- Internet connection
- Projectors
- Telephone

NUMERACY SKILLS

UNIT CODE: HE/CU/CH/BC/02/6/A

Relationship to Occupational Standards
This unit addresses the unit of competency: Demonstrate numeracy skills
Duration of Unit: 60 hours
Unit Description
This unit describes the competencies required by a worker in order to apply a wide range of mathematical calculations for work; apply ratios, rates and proportions to solve problems; estimate, measure and calculate measurement for work; Use detailed maps to plan travel routes for work; Use geometry to draw and construct 2D and 3D shapes for work; Collect, organize and interpret statistical data; Use routine formula and algebraic expressions for work and use common functions of a scientific calculator

Summary of Learning Outcomes
1. Apply a wide range of mathematical calculations for work
2. Apply ratios, rates and proportions to solve problems
3. Estimate, measure and calculate measurement for work
4. Use detailed maps to plan travel routes for work
5. Use geometry to draw and construct 2D and 3D shapes for work
6. Collect, organize and interpret statistical data
7. Use routine formula and algebraic expressions for work
8. Use common functions of a scientific calculator

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Apply a wide range of mathematical calculations for work	❑ Fundamentals of mathematics • Addition, subtraction, multiplication and division of positive and negative numbers • Algebraic expressions manipulation ❑ Forms of fractions, decimals and percentages ❑ Expression of numbers as	❑ Written tests ❑ Assignments ❑ Supervised exercises

		powers and roots	
2.	Apply ratios, rates and proportions to solve problems	❑ Rates, ratios and proportions • Meaning • Conversions into percentages • Direct and inverse proportions determination • Performing calculations • Construction of graphs, charts and tables • Recording of information	❑ Written tests ❑ Oral questioning ❑ Assignments ❑ Supervised exercises
3.	Estimate, measure and calculate measurement for work	❑ Units of measurements and their symbols ❑ Identification and selection of measuring equipment ❑ Conversion of units of measurement ❑ Perimeters of regular figures ❑ Areas of regular figures ❑ Volumes of regular figures ❑ Carrying out measurements ❑ Recording of information	❑ Assignments ❑ Supervised exercises ❑ Written tests
4.	Use detailed maps to plan travel routes for work	▪ Identification of features in routine maps and plans ▪ Symbols and keys used in routine maps and plans ▪ Identification and interpretation of orientation of map to North ▪ Demonstrate understanding of direction and location ▪ Apply simple scale to estimate length of objects, or distance to location or object ▪ Give and receive directions using both formal and informal language ▪ Planning of routes ▪ Calculation of distance, speed and	❑ Oral ❑ Written ❑ Practical test ❑ Observation

		time	
5.	Use geometry to draw and construct 2D and 3D shapes for work	▪ Identify two dimensional shapes and routine three-dimensional shapes in everyday objects and in different orientations ▪ Explain the use and application of shapes ▪ Use formal and informal mathematical language and symbols to describe and compare the features of two-dimensional shapes and routine three dimensional shapes ▪ Identify common angles ▪ Estimate common angles in everyday objects ▪ Evaluation of unknown angles ▪ Use formal and informal mathematical language to describe and compare common angles ▪ Symmetry and similarity ▪ Use common geometric instruments to draw two dimensional shapes ▪ Construct routine three dimensional objects from given nets	

6.	Collect, organize and interpret statistical data	• Classification of data
		  • Grouped data
		  • Ungrouped data
		• Data collection
		  • Observation
		  • Recording
		• Distinguishing between sampling and census
		• Importance of sampling
			❑ Assignments
			❑ Supervised exercises
			❑ Written tests

	• Errors in sampling
	• Types of sampling and their limitations e.g.
	    • Stratified random
	    • Cluster
	    • Judgmental
	• Tabulation of data
	    • Class intervals
	    • Class boundaries
	    • Frequency tables
	    • Cumulative frequency
	• Diagrammatic and graphical presentation of data e.g.
	    • Histograms
	    • Frequency polygons
	    • Bar charts
	    • Pie charts
	    • Cumulative frequency curves
	❑ Interpretation of data	

7. Use routine formula and algebraic expressions for work	• Solving linear equations
	• Linear graphs
	    • Plotting
	    • Interpretation
	• Applications of linear graphs
	❑ Curves of first and second degree
	    • Plotting
	    • Interpretation
		❑ Assignments
		❑ Supervised exercises
		❑ Written tests

8. Use common functions of a scientific calculator	▪ Identify and use keys for common functions on a calculator ▪ Calculate using whole numbers, money and routine decimals and percentages ▪ Calculate with routine fractions and percentages ▪ Apply order of operations to solve multi-step calculations	❑ Oral ❑ Written ❑ Practical test ❑ Observation

	▪ Interpret display and record result	

Suggested Delivery Methods
- Group discussions
- Demonstration by trainer
- Practical work by trainee
- Exercises

Recommended Resources
- Calculators
- Rulers, pencils, erasers
- Charts with presentations of data
- Graph books
- Dice

DIGITAL LITERACY

UNIT CODE:HE/CU/CH/BC/03/6/A

Relationship to Occupational Standards
This unit addresses the Unit of Competency: Demonstrate digital literacy

Duration of Unit: 60 hours

Unit Description
This unit describes competencies required to use a computer and other digital devices for the purposes of communication, work performance and management at the workplace.

Summary of Learning Outcomes
1. Identify computer software and hardware
2. Apply security measures to data, hardware, software in automated environment
3. Apply computer software in solving tasks
4. Apply internet and email in communication at workplace
5. Apply desktop publishing in official assignments
6. Prepare presentation packages

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Identify computer hardware and software	- Concepts of ICT - Functions of ICT - History of computers - Components of a computer - Classification of computers	- Written tests - Oral presentation - Observation
2. Apply security measures to data, hardware and software	- Data security and control - Security threats and control measures - Types of computer crimes - Detection and protection against computer crimes - Laws governing protection of ICT	- Written tests - Oral presentation - Observation - Project
3. Apply computer software in solving tasks	- Operating system - Word processing - Spread sheets	- Oral questioning - Observation - Project

	• Data base design and manipulation • Data manipulation, storage and retrieval	
4. Apply internet and email in communication at workplace	• Computer networks • Network configurations • Uses of internet • Electronic mail (e-mail) concept	• Oral questioning • Observation • Oral presentation • Written report
5. Apply desktop publishing in official assignments	• Concept of desktop publishing • Opening publication window • Identifying different tools and tool bars • Determining page layout • Opening, saving and closing files • Drawing various shapes using DTP • Using colour pellets to enhance a document • Inserting text frames • Importing and exporting text • Object linking and embedding • Designing of various publications • Printing of various publications	• Oral questioning • Observation • Oral presentation • Written report • Project
6. Prepare presentation packages	• Types of presentation packages • Procedure of creating slides • Formatting slides • Presentation of slides • Procedure for editing objects	• Oral questioning • Observation • Oral presentation • Written report • Project

Suggested Delivery Methods

- Instructor led facilitation of theory
- Demonstration by trainer
- Practical work by trainee
- Viewing of related videos
- Project
- Group discussions

Recommended Resources

- Desk top computers
- Laptop computers
- Other digital devices
- Printers
- Storage devices
- Internet access
- Computer software

ENTREPRENEURSHIP EDUCATION

UNIT CODE: HE/CU/CH/BC/04/6/A

Relationship to occupational standards

This unit addresses the unit of competency: Demonstrate understanding of entrepreneurship

Duration of unit: 100 hours

Unit Description

This unit covers the competencies required to demonstrate understanding of entrepreneurship. It involves demonstrating understanding of an entrepreneur, entrepreneurship and self-employment. It also involves identifying entrepreneurship opportunities, creating entrepreneurial awareness, applying entrepreneurial motivation and developing business innovative strategies.

Summary of Learning Outcomes

1. Demonstrate understanding of who an entrepreneur
2. Demonstrate knowledge of entrepreneurship and self-employment
3. Identify entrepreneurship opportunities
4. Create entrepreneurial awareness
5. Apply entrepreneurial motivation
6. Develop business innovative strategies
7. Develop Business plan

Learning Outcome	Content	Suggested Assessment Methods
1. Demonstrate understanding of an Entrepreneur	❑ principles of entrepreneurship ❑ Types of entrepreneurs ❑ Ways of becoming an Entrepreneur ❑ Characteristics of Entrepreneurs ❑ Factors affecting Entrepreneurship development	❑ Observation ❑ Individual/group assignments ❑ Written tests
2. Demonstrate knowledge of entrepreneurship and self-employment	❑ Importance of self-employment ❑ Requirements for entry into self-employment ❑ Role of an Entrepreneur in business ❑ Contributions of Entrepreneurs to National development ❑ Entrepreneurship culture in Kenya ❑ Born or made entrepreneurs	❑ Observation ❑ Case studies ❑ Individual/group assignments ❑ Projects ❑ Written tests ❑ Oral questions ❑ Third party report ❑ Interviews
3. Identify entrepreneurship opportunities	❑ Business ideas and opportunities ❑ Sources of business ideas ❑ Business life cycle ❑ Legal aspects of business ❑ Assessment of product demand ❑ Business environment ❑ Factors to consider when evaluating business environment ❑ Technology in business	❑ Observation ❑ Case studies ❑ Individual/group assignments ❑ Projects ❑ Written tests ❑ Oral questions ❑ Third party report ❑ Interviews

4.	Create entrepreneurial awareness	❑ Forms of businesses ❑ Sources of business finance ❑ Factors in selecting source of business finance ❑ Governing policies on Small Scale Enterprises (SSEs) ❑ Problems of starting and operating SSEs	❑ Observation ❑ Case studies ❑ Individual/group assignments ❑ Projects ❑ Written tests ❑ Oral questions ❑ Third party report ❑ Interviews
5.	Apply entrepreneurial motivation	❑ Internal and external motivation ❑ Motivational theories ❑ Self-assessment ❑ Entrepreneurial orientation ❑ Effective communications in entrepreneurship ❑ Principles of communication ❑ Entrepreneurial motivation	❑ Observation ❑ Case studies ❑ Individual/group assignments ❑ Projects ❑ Written tests ❑ Oral questions ❑ Third party report ❑ Interviews
6.	Develop business innovative strategies	❑ Innovation in business ❑ Small business Strategic Plan ❑ Creativity in business development ❑ Linkages with other entrepreneurs ❑ ICT in business growth and development	❑ Observation ❑ Case studies ❑ Individual/group assignments ❑ Projects ❑ Written tests ❑ Oral questions ❑ Third party report ❑ Interviews

7. Develop Business Plan	❑ Business description ❑ Marketing plan ❑ Organizational/Management ❑ plan ❑ Production/operation plan ❑ Financial plan ❑ Executive summary ❑ Presentation of Business Plan	❑ Observation ❑ Case studies ❑ Individual/group assignments ❑ Projects ❑ Written tests ❑ Oral questions ❑ Third party report ❑ Interviews

Suggested Methods of instruction:

1. Direct instruction
2. Project
3. Case studies
4. Field trips
5. Discussions
6. Demonstration
7. Question and answer
8. Problem solving
9. Experiential
10. Internship
11. Team training
12. Guest speakers

Recommended Resources

1. Case studies
2. Business plan templates
3. Computers
4. Overhead projectors
5. Internet
6. Mobile phone
7. Video clips
8. Films
9. Newspapers and Handouts
10. Business Journals
11. Writing materials

EMPLOYABILITY SKILLS

UNIT CODE: HE/CU/CH/BC/05/6/A

Relationship to Occupational Standards
This unit addresses the Unit of Competency: Demonstrate employability skills
Duration of Unit: 80 hours
Unit Description
This unit covers competencies required to demonstrate employability skills. It involves conducting self-management, demonstrating interpersonal communication, critical safe work habits, leading a workplace team, planning and organizing work, maintaining professional growth and development, demonstrating workplace learning, problem solving skills and managing ethical performance.

Summary of Learning Outcomes
1. Conduct self-management
2. Demonstrate interpersonal communication
3. Demonstrate critical safe work habits
4. Lead a workplace team
5. Plan and organize work
6. Maintain professional growth and development
7. Demonstrate workplace learning
8. Demonstrate problem solving skills
9. Manage ethical performance

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Conduct self-management	- Self-awareness - Formulating personal vision, mission and goals - Strategies for overcoming life challenges - Managing emotions - Emotional intelligence - Assertiveness versus aggressiveness - Expressing personal thoughts, feelings and beliefs - Developing and maintaining	- Observation - Written - Oral interview - Third party report

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	• high self-esteem • Developing and maintaining positive self-image • Setting performance targets • Monitoring and evaluating performance • Articulating ideas and aspirations • Accountability and responsibility • Good work habits • Self-awareness • Values and beliefs • Self-development • Financial literacy • Healthy lifestyle practices • Adopting safety practices	
2. Demonstrate interpersonal communication	• Meaning of interpersonal communication • Listening skills • Types of audience • Public speaking • Writing skills • Negotiation skills • Reading skills • Meaning of empathy • Understanding customers' needs • Establishing communication networks • Assertiveness • Sharing information	• Observation • Written • Oral interview • Third party report
3. Demonstrate critical safe work habits	• Stress and stress management • Time concept • Punctuality and time consciousness • Leisure • Integrating personal objectives	• Observation • Written • Oral interview • Third party report

	into organizational objectives • Resources mobilization • Resources utilization • Setting work priorities • Developing healthy relationships • HIV and AIDS • Drug and substance abuse • Managing emerging issues	
4. Lead a workplace team	• Leadership qualities • Power and authority • Team building • Determination of team roles and objectives • Team parameters and relationships • Individual responsibilities in a team • Forms of communication • Complementing team activities • Gender and gender mainstreaming • Human rights • Developing healthy relationships • Maintaining relationships • Conflicts and conflict resolution • Coaching and mentoring skills	• Observation • Oral interview • Written • Third party report

5. Plan and organize work	• Functions of management
	  ✓ Planning
	  ✓ Organizing
	• Time management
	• Decision making concept
	• Task allocation
	• Developing work plans
	• Developing work goals/objectives and deliverables
		• Observation
		• Oral interview
		• Written
		• Third party report

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		• Monitoring work activities • Evaluating work activities • Resource mobilization • Resource allocation • Resource utilization • Proactive planning • Risk evaluation • Problem solving • Collecting, analysing and organising information • Negotiation	
6.	Maintain professional growth and development	• Avenues for professional growth • Training and career opportunities • Assessing training needs • Mobilizing training resources • Licenses and certifications for professional growth and development • Pursuing personal and organizational goals • Managing work priorities and commitments • Recognizing career advancement	• Observation • Oral interview • Written • Third party report
7.	Demonstrate workplace learning	• Managing own learning • Mentoring • Coaching • Contributing to the learning community at the workplace • Cultural aspects of work • Networking • Variety of learning context • Application of learning • Safe use of technology • Taking initiative/proactivity • Flexibility • Identifying opportunities	• Observation • Oral interview • Written • Third party report

	• Generating new ideas • Workplace innovation • Performance improvement • Managing emerging issues • Future trends and concerns in learning	
8. Demonstrate problem solving skills	• Critical thinking process • Data analysis tools • Decision making • Creative thinking • Development of creative, innovative and practical solutions • Independence in identifying and solving problems • Solving problems in teams • Application of problem-solving strategies • Testing assumptions • Resolving customer concerns	• Observation • Oral interview • Written • Third party report
9. Manage ethical performance	• Meaning of ethics • Ethical perspectives • Principles of ethics • Ethical standards • Organization code of ethics • Common ethical dilemmas • Organization culture • Corruption, bribery and conflict of interest • Privacy and data protection • Diversity, harassment and mutual respect • Financial responsibility/accountability • Etiquette • Personal and professional integrity • Commitment to jurisdictional	• Observation • Oral interview • Written • Third party report

| | laws | |
| | • Emerging issues in ethics | |

Suggested Methods of Delivery

- Instructor lead facilitation of theory
- Demonstrations
- Simulation/Role play
- Group Discussion
- Presentations
- Projects
- Case studies
- Assignments

Recommended Resources

- Computers
- Stationery
- Charts
- Video clips
- Audio tapes
- Radio sets
- TV sets
- LCD projectors

ENVIRONMENTAL LITERACY

UNIT CODE: HE/CU/CH/BC/06/6/A

Relationship to Occupational Standards:
This unit addresses the unit standard: **Demonstrate environmental literacy**
Duration of Unit: 40 hours
Unit Description
This unit describes the competencies required to control environmental hazard, control environmental pollution, comply with workplace sustainable resource use, evaluate current practices in relation to resource usage, identify environmental legislations/conventions for environmental concerns, implement specific environmental programs, monitor activities on environmental protection/programs, analyze resource use and develop resource conservation plans.

Summary of Learning Outcomes
1. Control environmental hazard
2. Control environmental Pollution
3. Demonstrate sustainable resource use
4. Evaluate current practices in relation to resource usage
5. Identify Environmental legislations/conventions for environmental concerns
6. Implement specific environmental programs
7. Monitor activities on Environmental protection/Programs
8. Analyze resource use
9. Develop resource conservation plans

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Control environmental hazard	• Purposes and content of Environmental Management and Coordination Act 1999 • Storage methods for environmentally hazardous materials • Disposal methods of hazardous wastes • Types and uses of PPE in line with	• Written questions • Oral questions • Observation of work procedures

	environmental regulations • Occupational Safety and Health Standards (OSHS)	
2. Control environmental Pollution control	• Types of pollution • Environmental pollution control measures • Types of solid wastes • Procedures for solid waste management • Different types of noise pollution • Methods for minimizing noise pollution	• Written questions • Oral questions • Observation of work procedures • Role play
3. Demonstrate sustainable resource use	• Types of resources • Techniques in measuring current usage of resources • Calculating current usage of resources • Methods for minimizing wastage • Waste management procedures • Principles of 3Rs (Reduce, Reuse, Recycle) • Methods for economizing or reducing resource consumption	• Written questions • Oral questions • Observation of work procedures • Role play
4. Evaluate current practices in relation to resource usage	• Collection of information on environmental and resource efficiency systems and procedures, • Measurement and recording of current resource usage • Analysis and recording of current purchasing strategies. • Analysis of current work processes to access information and data • Identification of areas for improvement	• Written questions • Oral questions • Observation of work procedures • Role play
5. Identify Environmental legislations/conventions for	• Environmental issues/concerns • Environmental legislations /conventions and local ordinances	• Written questions • Oral questions • Observation of

	environmental concerns	• Industrial standard /environmental practices • International Environmental Protocols (Montreal, Kyoto) • Features of an environmental strategy	work procedures
6.	Implement specific environmental programs	• Community needs and expectations • Resource availability • 5s of good housekeeping • Identification of programs/Activities • Setting of individual roles /responsibilities • Resolving problems /constraints encountered • Consultation with stakeholders	• Written questions • Oral questions • Observation of work procedures • Role play
7.	Monitor activities on Environmental protection/Programs	• Periodic monitoring and Evaluation of activities • Gathering feedback from stakeholders • Analyzing data gathered • Documentation of recommendations and submission • Setting of management support systems to sustain and enhance the program • Monitoring and reporting of environmental incidents to concerned /proper authorities	• Oral questions • Written tests • Practical test • Observation
8.	Analyze resource use	• Identification of resource consuming processes • Determination of quantity and nature of resource consumed • Analysis of resource flow through different parts of the process. • Classification of wastes for possible source of resources.	• Written tests • Oral questions • Practical test • Observation
9.	Develop resource Conservation plans	• Determination of efficiency of use/conversion of resources	• Written tests • Oral questions

	Causes of low efficiency of use of resources • Plans for increasing the efficiency of resource use	• Practical test • Observation

Suggested Delivery Methods
- Instructor led facilitation of theory
- Practical demonstration of tasks by trainer
- Practice by trainees
- Observations and comments and corrections by trainers

Recommended Resources
- Standard operating and/or other workplace procedures manuals
- Specific job procedures manuals
- Environmental Management and Coordination Act 1999
- Machine/equipment manufacturer's specifications and instructions
- Personal Protective Equipment (PPE)
- ISO standards
- Company environmental management systems (EMS)
- Montreal Protocol
- Kyoto Protocol

OCCUPATIONAL SAFETY AND HEALTH PRACTICES

UNIT CODE: HE/CU/CH/BC/07/6/A

Relationship to Occupational Standards
This unit addresses the unit of competency: Demonstrate occupational safety and health practices

Duration of Unit: 40 hours

Unit Description
This unit describes the competencies required to comply with regulatory and organizational requirements for occupational safety and health.

Summary of Learning Outcomes
1. Identify workplace hazards and risk
2. Identify and implement appropriate control measures to hazards and risks
3. Implement OSH programs, procedures and policies/guidelines

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Identify workplace hazards and risks	• Identification of hazards in the workplace and/or the indicators of their presence • Evaluation and/or work environment measurements of OSH hazards/risk existing in the workplace • Gathering of OSH issues and/or concerns	• Oral questions • Written tests • Observation of trainees identify hazards and risks
2. Identify and implement appropriate control measure to hazards and risks	• Prevention and control measures e.g. use of PPE • Contingency measures	• Oral questions • Written tests • Practical tests • Observation of implementation of control measures

3. Implement OSH programs, procedures and policies/guidelines	• Company OSH program, procedures and policies/guidelines • Implementation of OSH procedures and policies/ guidelines • Training of team members and advice on OSH standards and procedures • Implementation of procedures for maintaining OSH-related records	• Oral questions • Written tests • Practical test • Observation

Suggested Delivery Methods
- Instructor led facilitation of theory
- Demonstration by trainer
- Practical work by trainee
- Viewing of related videos

Recommended Resources
- Standard operating and/or other workplace procedures manuals
- Specific job procedures manuals
- Machine/equipment manufacturer's specifications and instructions
- Personal Protective Equipment (PPE) e.g.
  - Mask
  - Face mask/shield
  - Safety boots
  - Safety harness
  - Arm/Hand guard, gloves
  - Eye protection (goggles, shield)
  - Hearing protection (ear muffs, ear plugs)
  - Hair Net/cap/bonnet
  - Hard hat
  - Face protection (mask, shield)
  - Apron/Gown/coverall/jump suit
  - Anti-static suits
  - High-visibility reflective vest

COMMON UNITS OF LEARNING

MONITORING AND EVALUATION OF COMMUNITY HEALTH PROGRAMMES

UNIT CODE: HE/CU/CH/CC/01/6/A

Relationship to Occupational Standards

This unit addresses the unit of competency: monitor and evaluate community health programmes

Duration of Unit: 120 hours

Unit Description

This unit specifies the competencies required to monitor and evaluate community health programmes**.** It involves preparing for and carrying out project monitoring and evaluation activities. It also entails documenting project monitoring and evaluation findings.

Summary of Learning Outcomes

1. Prepare for project monitoring and evaluation
2. Carry out project monitoring and evaluation
3. Document project monitoring and evaluation findings

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Prepare for project monitoring and evaluation	❏ Definition of terms ❏ Development of monitoring and evaluation plan o Formulation of M&E indicators ❏ Preparation of schedules ❏ Familiarization with project activities ❏ Determination of expected project outcomes ❏ Determination of monitoring and evaluation tools ❏ Determination of M&E methods	❏ Written tests ❏ Oral questioning ❏ Assignments ❏ Supervised exercises

2. Carry out project monitoring and evaluation	❏ Definition of terms ❏ Allocation of M&E resources ❏ Assembling and distribution of monitoring and evaluation tools ❏ Collection of project data ❏ Collation and analysis of collected data	❏ Written tests ❏ Oral questioning ❏ Assignments ❏ Supervised exercises
3. Document project monitoring and evaluation findings	❏ Comparison of expected project outcomes with findings ❏ Preparation of project monitoring and evaluation report ❏ Dissemination/sharing of M&E report findings	❏ Assignments ❏ Oral questioning ❏ Supervised exercises ❏ Written tests

Suggested Delivery Methods

- Group discussions
- Demonstration by trainer
- Exercises by trainee
- Field work

Recommended Resources

- Monitoring and evaluation tools
  - Stationary
  - Computer
  - Questionnaires
  - Relevant software
  - Tablets/phones
  - Observation checklist
- Charts with presentations of data
- Previous surveys/Documented data records
- Graph books
- Computers with internet connection

NUTRITION IN COMMUNITY HEALTH

UNIT CODE: HE/CU/CH/CC/02/6/A

Relationship to Occupational Standards

This unit addresses the unit of competency: Apply nutrition in community health

Duration of Unit: 100 hours

Unit Description

This unit specifies the competencies required to apply nutrition in community health. It involves assessing food nutrition and security, applying nutrition in human development and applying nutrition in disease management.

Summary of Learning Outcomes

1. Assess food nutrition and security
2. Apply nutrition in Human development
3. Apply nutrition in disease management

Learning Outcomes, Content and Suggested Assessment Methods:

Learning Outcome	Content	Suggested Assessment Methods

1 Apply nutrition in Human development	❑ Definition of terms
	 ❑ Determination of nutrition in human development
	 ❑ Factors affecting human nutritional needs
	 ❑ Identification of vulnerable groups in food nutrition
	     o Children
	     o Pregnant women
	     o Lactating mothers
	     o Geriatrics
	     o Adolescents
	     o High Impact Nutrition Intervention
	     o Integrated management of acute malnutrition
	     o Maternal Infant Young Child Nutrition
		❑ Oral questioning
		 ❑ Practical tests
		 ❑ Observation

2	Apply nutrition in disease management	❑ Definition of terms
		❑ Identification and assessment of nutrition related conditions
		    o Anthropometric measures
		    o Weighing scale
		    o Mid Upper Arm Circumference tape
		    o Height board
		❑ Determination of therapeutic nutrition requirements
		    o Supplements
		❑ Identification of nutrition care stages
		❑ Nutrition management in chronic diseases
			❑ Observation
			❑ Practical tests
			❑ Oral questioning

3	Assess food nutrition and security	❑ Definition of terms and importance of food security and nutrition
		❑ Indicators and levels of food security
		❑ Determinants of food security
		❑ Food security interventions
		    o Localization of food nutrients
		    o Food fortification
		❑ Roles of stakeholders in food security
		❑ Emerging issues and trends in food and nutrition security
		    o Policies
			❑ Observation
			❑ Oral questioning
			❑ Written tests

Suggested Methods of Delivery

- Demonstration by trainer
- Field work
- Relevant video shows
- Group discussions
- Projects

Recommended Resources

- Documented data on nutrition
- Computers and internet connectivity
- Stationery
- Presentation charts
- Flip charts
- Standard manuals
- Food plates
- Food basket
- Anthropometric measurements

EPIDEMIOLOGY IN COMMUNITY HEALTH

UNIT CODE: HE/CU/CH/CC/03/6/A

Relationship to Occupational Standards

This unit addresses the unit of competency: apply epidemiology in community health.

Duration of Unit: 100 hours

Unit Description

This unit specifies the competencies required to apply epidemiology in community health. It involves conducting disease surveillance, carrying out population screening, monitoring disease occurrence and interpreting measures of risk. It also includes applying epidemiologic study designs, interpreting epidemiologic data analysis and utilizing epidemiology in community health.

Summary of Learning Outcomes

1. Conduct disease surveillance
2. Carry out population screening
3. Monitor disease occurrence
4. Interpret measures of risk
5. Apply epidemiologic study designs
6. Interpret epidemiologic data analysis
7. Utilize epidemiology data

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods

1 Conduct disease surveillance	❑ Concepts of disease surveillance
	     o Epidemiology
	     o Disease surveillance
	     o Frequency measures
	     o Mortality
	     o Epidemic
	     o Endemic
	 ❑ Planning disease surveillance system
	 ❑ Identification of data collection
		❑ Written tests
		 ❑ Oral
		 ❑ Practical/Projects

		methods
		 ❑ Carrying out disease surveillance
		     o Disease surveillance systems
		      in Kenya
		 ❑ Preparation and dissemination of
		 disease surveillance report	

2	Carry out population screening	❑ Carrying out population screening needs assessment ❑ Development of population screening plan ❑ Carrying out population screening ❑ Preparation and dissemination of population screening report	❑ Written tests ❑ Oral ❑ Practical/Projects
3	Monitor disease occurrence	❑ Identification of disease progression ❑ Notification of disease occurrences ❑ Planning for disease surveillance ❑ Notifiable diseases in Kenya	❑ Written tests ❑ Oral ❑ Practical/Projects
4	Interpret measures of risk	❑ Identification of risks factors ❑ Determination of measures of association ❑ Interpretation of relative risk and odds ratios ❑ Determination of measures of association and performing calculations ❑ Analysis and interpretation of statistical data ❑ Preparation and dissemination of reports	❑ Written tests ❑ Oral ❑ Practical/Projects
5	Apply epidemiologic study designs	❑ Identification of epidemiological research ❑ Determination of different study designs and their usefulness ❑ Application of analytical study designs in epidemiology research guidelines ❑ Application of observational study designs ❑ Identification of samples and	❑ Written tests ❑ Oral ❑ Practical/Projects

		collection of exposure status and outcome ❑ Determination of diseases causes and their effects in human populations	
6	Interpret epidemiologic data analysis	❑ Estimation of population parameters ❑ Formulation and testing of data hypothesis ❑ Data comparison and matching ❑ Preparation and dissemination of data analysis report	❑ Written tests ❑ Oral ❑ Practical/Projects
7	Utilize epidemiology data	❑ Community health diagnosis o Steps in community health diagnosis ❑ Prescription of appropriate treatment ❑ Determination and control of community diseases ❑ Determination of acceptable health interventions	❑ Written tests ❑ Oral ❑ Practical/Projects

Suggested Delivery Methods

- Demonstration by trainer
- Practical work by trainee
- Demonstration videos
- Projects
- Group discussions

Recommended Resources

- Computers
- Flip charts
- Relevant manuals
- Past publications on epidemiology
- Analysis software

HUMAN ANATOMY AND PHYSIOLOGY

UNIT CODE: HE/CU/CH/CC/04/6/A

Relationship to Occupational Standards

This unit addresses the unit of competency: Apply human anatomy and physiology in community health works

Duration of Unit: 150 Hours

Unit Description

This unit specifies the competencies required to apply human anatomy and physiology in community health works. It involves interpreting human histology, categorizing human body systems, determining common disorders of human body systems and applying human anatomy in primary health care

Summary of Learning Outcomes

1. Interpret human histology
2. Categorize human body systems
3. Determine common disorders of human body systems
4. Apply human anatomy in primary health care

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Interpret human histology	❑ Definition of terms ❑ Identification of human histology ❑ Structure of human histology ❑ Behaviour and functions of human histology ❑ Disorders associated with human histology	❑ Written tests ❑ Oral ❑ Practical tests/Project
2. Categorize human body systems	❑ Definition of terms ❑ Identification of human body systems ❑ Structure of human body systems ❑ Functions of human body systems	❑ Written tests ❑ Oral ❑ Practical tests/Project

3. Determine common disorders of human body systems	❑ Definition of terms ❑ Identification and categorization of human disorders ❑ Identification of emerging issues	❑ Written tests ❑ Oral ❑ Practical tests/Project
4. Apply human anatomy in primary health care	❑ Definition of terms ❑ Identification of common diseases ❑ Making referrals o Referral structure	❑ Written tests ❑ Oral ❑ Practical tests/Project

Suggested Delivery Methods

- Demonstration by trainer
- Practical work by trainee
- Demonstration videos
- Projects
- Trainee group discussions

Recommended Resources

- Computer
- Laboratory equipment and apparatus
- Laboratory facility
- Dummies/ cadavers
- Stationery
- First aid kit
- Overalls
- Flip charts
- Internet connectivity
- Referral tools
- Gloves

MICROBIOLOGY AND PARASITOLOGY IN COMMUNITY HEALTH

UNIT CODE: HE/CU/CH/CC/05/6/A

Relationship to Occupational Standards

This unit addresses the unit of competency: Apply microbiology and parasitology in community health

Duration of Unit: 120 Hours

Unit Description

This unit specifies the competencies required to apply microbiology and parasitology in community health. It involves identifying common parasites and microbes, determining life cycle of microbes and parasites and determining microbial and parasitic diseases. It also includes applying parasitology and microbiology in disease prevention and control.

Summary of Learning Outcomes

1. Identify common parasites and microbes
2. Determine life cycle of microbes and parasites
3. Determine microbial and parasitic diseases
4. Apply parasitology and microbiology in disease prevention and control

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1 Identify common parasites and microbes	❑ Definition of terms ❑ Types of human parasites ❑ Identification of parasites and microbe's hosts ❑ Examination of microbes and parasites ❑ Interpretation and recording of microbes and parasites ❑ Classification of parasites and microbes	❑ Written tests ❑ Oral ❑ Practical tests/Project
2 Determine life cycle of microbes and parasites	❑ Definition of terms ❑ Identification of sites of hosts for parasites and microbes	❑ Written tests ❑ Oral ❑ Practical

		□ Determination of conditions of microbial growth □ Identification of phases of microbial and parasitic growth	tests/Project
3	Determine microbial and parasitic diseases	□ Common types of microbial and parasitic diseases □ Determination of signs and symptoms of microbial and parasitic diseases □ Identification of disease-causing organisms □ Modes of disease transmission □ Risk factors in disease transmission	□ Written tests □ Oral □ Practical tests/Project
4	Apply parasitology and microbiology in disease prevention and control findings	□ Disease prevention and control measures □ Determination of disease incidence and prevalence □ Monitoring and regulation of parasitic and microbial diseases	□ Written tests □ Oral □ Practical tests/Project

Suggested Delivery Methods

- Demonstration by trainer
- Practical work by trainee
- Demonstration videos
- Projects
- Trainee group discussions

Recommended Resources

- Computer
- Laboratory testing apparatus and equipment
- Laboratory facility
- Stationery
- PPE
    - o Safety boots
    - o Goggles
    - o Dust coats
    - o First aid kit

- o Overalls

CORE UNITS OF LEARNING

MANAGEMENT OF COMMUNITY HEALTH CARE

UNIT CODE: HE/CU/CH/CR/01/6/A

Relationship to Occupational Standards

This unit addresses the Unit of Competency: manage community health care

Duration of Unit: 120 Hours

Unit Description

This unit specifies the competencies required to manage community health care**.** It involves planning for community health education, conducting community health education, managing common ailments and minor injuries, carrying out community disease surveillance and managing essential drugs and supplies for CHV kits. It also entails managing maternal, new born and child health.

Summary of Learning Outcomes
1. Plan for community health education
2. Conduct community health education
3. Manage common ailments and minor injuries
4. Carry out community disease surveillance
5. Manage essential drugs and supplies for CHV kits
6. Manage maternal, new born, child and adolescent health

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods

1 Plan for community health education	❏ Concepts and principles of primary health care
	     o Definitions
	     o Community entry process
	     o Identification of geographical area
	 ❏ Community entry
	     o Identification and briefing of local authorities, health management and providers
		❏ Written tests
		
		 ❏ Observation
		
		 ❏ Case study
		
		 ❏ Oral questions
		
		 ❏ Third party report
		
		 ❏ Teach back methods

		❑ Community health needs assessment	
		o Identification and documentation of training needs	
		o Identification of target population and geographical area	
		o Identification and preparation of training tools and materials	
		❑ Identification and training of ToTs	
		o Participatory methods and facilitation skills in community health	
		▪ Ad hoc learning	
		▪ Facilitation methods and skills	
		▪ Managing a facilitation session	
2	Conduct community health education	❑ Determination and sharing of community health education objectives ❑ Identification and assigning of roles and responsibilities o Distribution of training materials and tools ❑ Conducting community health training and education ❑ Preparation and sharing of training and education report	❑ Written tests ❑ Observation ❑ Oral questions ❑ Third party report
3	Manage common ailments and minor injuries	❑ Determination and location of patients with common ailments and minor injuries ❑ Conducting home visits o Interpersonal	❑ Written tests ❑ Observation ❑ Oral questioning

		communication	❑ Third party report
		❑ Clinical assessment of patients	
		❑ Causes of common ailments and injuries	
		❑ Provision of appropriate medication according to disease management requirements	
		❑ Patients' referral	
		❑ Management methods of minor injuries and illnesses	
		▪ Psychosocial and cultural factors	
4	Carry out community disease surveillance	❑ Determination of areas of interest in health sector	❑ Written tests
		❑ Notifiable diseases in Kenya	❑ Observation
		❑ Determination of surveillance systems objectives	❑ Oral questions
		❑ Design and implementation of surveillance systems	❑ Third party report
		❑ Disease surveillance resources	
		❑ Health information providers	
		❑ Collection and analysis of health data	
		❑ Preparation and dissemination of disease surveillance report	
		❑ Determination of health status and behaviour	
5	Manage essential drugs and supplies for CHV kits	❑ CHV Kits	❑ Written tests
		o Essential drugs	❑ Observation
		❑ Forecasting	❑ Oral questions
		o Determination and approximation of drugs and supplies for CHVs	❑ Third party report
		❑ Preparation and maintenance of database of essential drugs and supplies	
		❑ Identification and provision of essential drugs and supplies	
		❑ Utilization of essential drugs and	

		supplies
		   o Type of drugs
		   o When, where and how to use drugs
		❑ Maintenance of stock of essential drugs and supplies
		   o Storage and safe disposal of essential drugs	

6	Manage maternal, new born, child and adolescent health	❑ Identification of maternal, new born, child and adolescents using Community Health Information System (CHIS) Tools ❑ Identification and assessment of mother and child booklets ❑ Determination of necessary health actions ❑ Identification of areas for improvement in maternal, new born, child and adolescent health ❑ Preparation and dissemination of report	❑ Written tests ❑ Observation ❑ Oral questions ❑ Third party report

Suggested Methods of Delivery:

- Direct instruction
- Project
- Case studies
- Group discussions
- Field trips /site visits
- Demonstration by trainer
- Practice by the trainees
- Industrial attachment
- Viewing of related videos

List of Recommended Resources:

- Computers
- Standard manuals/SOPs

- Projectors
- Flip charts
- PPEs
- Training manuals
- Charts with presentations of data
- Internet
- Relevant videos
- Printers
- Drug supplies and materials for CHVs
- Mother and child booklet
- Community health information system tools

COMMUNITY HEALTH RESEARCH

UNIT CODE: HE/CU/CH/CR/02/6/A

Relationship to Occupational Standards

This unit addresses the Unit of Competency: conduct community health research

Duration of Unit: 150 Hours

Unit description:
This unit specifies the competencies required to conduct community health research**.** It involves preparing for community health research, carrying out community health research and analysing the community health research findings. It also includes documenting and disseminating community health research findings.

Summary of Learning Outcomes
1. Prepare for community health research
2. Carry out community health research
3. Analyse the community health research findings
4. Document the community health research process and findings
5. Disseminate the community health research

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1 Prepare for community health research	❑ Ethics in research ❑ Identification of health research problem ❑ Determination and design of research questions ❑ Development of research objectives ❑ Development of research conceptual framework ❑ Development of research theoretical framework ❑ Development of research empirical framework ❑ Dissemination protocols	❑ Written tests ❑ Observation ❑ Oral questioning

2	Carry out community health research	❏ Determination of target population ❏ Determination of sampling techniques ❏ Determination of sample population ❏ Identification and formulation of research instruments ❏ Data collection	❏ Written tests ❏ Observation ❏ Oral questions
3	Analyse the community health research data	❏ Determination of validity and reliability of research findings ❏ Determination of data analysis techniques ❏ Discussion of research findings	❏ Written tests ❏ Observation ❏ Oral questioning
4	Document the community health research findings	❏ Documentation of research findings ❏ Recommendations of research study ❏ Compilation of research report	❏ Written tests ❏ Observation ❏ Oral questioning
5	Disseminate the community health findings	❏ Determination of stakeholders in community health ❏ Determination of appropriate methods for dissemination	❏ Written tests ❏ Observation ❏ Oral questioning

Suggested Methods of Delivery:

- Direct instruction
- Project
- Case studies
- Field trips/site visits
- Group discussions
- Demonstration by trainer
- Practice by the trainee
- Computer aided learning
- Industrial attachment

List of Recommended Resources:

- Research resources
  - Research tools and equipment
  - Research manuals
- Computers
- Projectors
- Flip charts
- Internet
- Relevant videos
- Analysis software

COMMUNITY HEALTH DIAGNOSIS AND PARTNERSHIPS

UNIT CODE: HE/CU/CH/CR/03/6/A

Relationship to Occupational Standards

This unit addresses the Unit of Competency: conduct community health diagnosis and partnerships

Duration of Unit: 150 hours

Unit Description

This unit specifies the competencies required to conduct community health diagnosis and partnerships. It involves conducting community health needs assessment, advocating for individual and community health needs, carrying out community health action plans and developing inter-sectorial collaborations. It also entails documenting health research activities.
This is applicable in the health sector

Summary of Learning Outcomes

1. Conduct community health needs assessment
2. Advocate for individual and community health needs
3. Carry out community action plan
4. Develop inter-sectoral collaboration
5. Document community health information

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1 Conduct community health needs assessment	❑ Definition of terms ❑ Community health needs assessment (CHNA) ❑ Design of community health needs assessment methodology and process ❑ Preparation of preliminary Health Needs Identification Tools ❑ Identification, interpretation, and analysis of set of primary and	❑ Written tests ❑ Observation ❑ Oral questioning ❑ Third party report

		secondary data ❑ Identification and selection of community health needs ❑ Prioritization of community health needs ❑ Development of implementation strategies	
2	Advocate for individual and community health needs	❑ Analysis of health needs assessment report ❑ Identification of advocacy resources and strategies ❑ Determination of existing facilities and resources ❑ Preparation of health advocacy plan ❑ Identification of relevant stakeholders and partners ❑ Carrying out health needs advocacy ❑ Development and implementation of improvement strategies	❑ Written tests ❑ Observation ❑ Oral questions ❑ Third party report
3	Carry out community action plan	❑ Development of community health goals, objectives and vision ❑ Development of community-based initiatives ❑ Determination of required resources 　　o　SWOT Analysis ❑ Definition of roles and responsibilities ❑ Determination of timelines ❑ Development of methods of monitoring and evaluation ❑ Review of action plan	❑ Written tests ❑ Observation ❑ Oral questions ❑ Third party report
4	Develop inter-sectoral collaboration	❑ Identification of inter-sectoral collaboration partners ❑ Development of terms of reference and commissioning case studies ❑ Partnership dialogue ❑ Development of partnership network ❑ Mobilization strategies ❑ Development of strategies of	❑ Written tests ❑ Observation ❑ Oral questions ❑ Third party report

		tackling health inequities ❑ Preparation of community health report ❑ Incorporation of inter-sectoral action	
5	Document community health information	❑ Analysis of health data ❑ Preparation of report ❑ Sharing and maintenance of health information ❑ Undertaking corrective action plan o Data for decision making	❑ Written tests ❑ Observation ❑ Oral questions ❑ Third party report

Suggested Methods of Delivery:

- Direct instruction
- Project
- Case studies
- Field trips
- Discussions
- Demonstration by trainer
- Practice by the trainee

List of Recommended Resources:

- Research tools and equipment
- Computers
- Stationery
- Standard Operating Procedures (SOPs)
- Projectors
- Flip charts
- Charts with presentations of data
- Internet
- Relevant videos

COMMUNITY-BASED HEALTH CARE

UNIT CODE: HE/CU/CH/CR/04/6/A

Relationship to Occupational Standards

This unit addresses the Unit of Competency: conduct community-based health care

Duration of Unit: 200 hours

Unit Description

This unit specifies the competencies required to conduct community-based health care**.** It involves performing community based-health care, managing HIV and TB prevalence and providing mental health and psychosocial support. It also includes childcare ICCM and management of malaria

Summary of Learning Outcomes
1. Perform community based-health care
2. Manage HIV and TB prevalence
3. Provide mental health and psychosocial support
4. Conduct integrated community case management (ICCM)
5. Manage malaria disease
6. Conduct psycho-active drugs demand reduction

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods

1 Perform community based-health care	❑ Definition of terms and key concepts in community-based health care
	❑ Planning for community-based health care
	❑ Determination of community-based health care services
	  o Community health service providers
	  o Provision of palliative care needs
	  o Access to health care services
	  o Community referrals
		❑ Observation
		❑ Case studies
		❑ Oral
		❑ Third party report

		❑ Community disaster preparedness	

2	Manage HIV and TB	❑ Concepts of HIV
		   o Definition of HIV/AIDS
		   o Transmission of HIV
		   o Myths and misconceptions
		❑ Assessment of HIV risk
		   o Community Prevention with Positives (PwP)
		❑ Provision of HIV testing and counselling services for communities
		❑ Care, treatment and support
		   o Community prevention of mother to child transmission
		   o Adherence to ARV treatment
		        ▪ ARV defaulter tracing
		   o Monitoring ARV interactions
		   o Support groups
		❑ Positive living
		❑ Home based care
		❑ Key populations in HIV
		❑ Situational analysis of HIV
		❑ Introduction to TB
		❑ Risk factors for tuberculosis
		❑ Mode of TB transmission
		❑ Diagnosis of TB
		❑ Treatment of TB
		❑ Adherence to TB treatment
		   o TB drug interrupters
			❑ Written tests
			
			❑ Observation
			
			❑ Oral questioning
			
			❑ Third party report

		❑ Drug resistant tuberculosis ❑ Community based TB care o Community direct observation treatment ❑ TB HIV co-infection ❑ Discrimination and stigmatization in HIV and TB patients ❑ Community referral	

3	Provide mental health, psychosocial support and implement gender-based violence interventions	❑ Definition of terms
		 ❑ Mental health policies
		 ❑ Assessment of patients with mental illness
		 ❑ Provision of emotional and psychosocial support
		 ❑ Integration of mental support systems
		 ❑ Referral for patients with mental health
		 ❑ Protection and provision of mental patients' rights and equity
		 ❑ Gender based violence (GBV)
		     o Basic understanding of GBV
		     o Care for GBV survivors
		     o Psychosocial support for GBV survivors
		     o Referral and follow up for GBV survivors
		     o Role of Community health volunteers in GBV
		     o GBV in humanitarian context
		     o GBV awareness at community level
		     o Monitoring and evaluation
			❑ Written tests
			 ❑ Observation
			 ❑ Oral questions
			 ❑ Third party report

4	Conduct integrated community case management (ICCM)	❑ Key concepts in ICCM ❑ Care seeking and communication skills in the community ❑ Identification of child illnesses and mortality 　　o　Cough 　　o　Fever 　　o　Diarrhoea 　　o　Convulsion 　　o　Vomiting 　　o　Difficulty feeding or drinking ❑ Signs of child illness 　　o　Fast breathing 　　o　Chest indrawing 　　o　Unusually sleepy child 　　o　Severe malnutrition ❑ Referral and treatment of children	❑ Written tests ❑ Observation ❑ Oral questions ❑ Third party report
5	Manage malaria and zoonotic diseases	❑ Introduction to malaria ❑ Uncomplicated malaria ❑ Severe malaria ❑ Testing for malaria ❑ Malaria in pregnancy ❑ Keeping rapid diagnostics tests and AL Safe ❑ Prevention and control of malaria ❑ Introduction to zoonotic diseases ❑ Prevention and control of zoonotic diseases	❑ Written tests ❑ Observation ❑ Oral questions ❑ Third party report
6	Conduct psycho-active drugs demand reduction	❑ Introduction to psycho-active drugs ❑ Identification of psycho-active drugs ❑ Psycho-active drugs need assessment ❑ Implementation of psycho-active	❑ Written tests ❑ Observation ❑ Oral questions ❑ Third party report

	drugs demand reduction strategies ❑ Monitoring psycho-active drugs use ❑ Preparation and dissemination of monitoring report	

Suggested Methods of Delivery:

- Direct instruction
- Project
- Case studies
- Field trips/site visits
- Discussions
- Demonstration by trainer, and return demonstration
- Practice by the trainee

List of Recommended Resources:

- Diagnostic tools and equipment
- Computers
- SOPs
- Projectors
- Flip charts
- Stationary
- Relevant charts
- Internet connectivity
- Relevant videos
- Thermometer
- Mid upper arm circumference tape
- Weighing scale
- Referral tools
- Community referral form
- Sick child recording form
- RDT Kit
- Drugs
- ORS, Zinc
- 500 ml containers

MANAGEMENT OF COMMUNITY HEALTH INFORMATION SYSTEMS

UNIT CODE: HE/CU/CH/CR/05/6/A

Relationship to Occupational Standards

This unit addresses the Unit of Competency: manage community health information systems

Duration of Unit: 150 hours

Unit Description

This unit specifies the competencies required to manage community health information systems**.** It involves preparing for CHIS performance assessment, carrying out CHIS performance assessment and utilizing community Health Information System (CHIS). It also entails establishing master community unit list

Summary of Learning Outcomes
1. Prepare for CHIS performance assessment
2. Carry out CHIS performance assessment
3. Utilize community health information system
4. Establish master community unit list

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1 Prepare for CHIS performance assessment	❑ Identification of CHIS training needs ❑ Carrying out of CHIS training ❑ Assessment of existing community health information systems ❑ Analysis of CHIS ❑ Preparation of CHIS report ❑ Determination of methods of health data collection ❑ Determination of required resources	❑ Observation ❑ Case studies ❑ Oral ❑ Third party report
2 Carry out CHIS performance	❑ Distribution of data collection resources	❑ Written tests

	assessment	❑ Analysis of data on health indicators
		❑ Preparation and dissemination of CHIS assessment report
		❑ Identification of CHIS needs
		❑ Determination of CHIS improvement areas
		   o Data quality assessment
		   o Work improvement teams
			❑ Observation
			❑ Oral questioning
			❑ Third party report

3	Utilize community health information system	❑ Identification and distribution of CHIS tools
		❑ Carrying out of spot-checks
		❑ Analysis of community health data
		❑ Preparation and dissemination community health report
		   o Community dialogue
		   o Review meetings
		❑ Undertaking of reviews and updates
		❑ Capacity building to improve health information
			❑ Written tests
			❑ Observation
			❑ Oral questions
			❑ Third party report

4	Establish master community unit list	❑ Determination of community health unit details
		   o Name of community health unit
		   o Link health facility
		   o Population served
		   o Number of community health volunteers
		   o Number of community health assistants
		   o Contacts
		   o Services
		❑ Linking community health unit to Kenya Master Health Facility List (KMHFL)
		❑ Reviews and updates of master
			❑ Written tests
			❑ Observation
			❑ Oral questions
			❑ Third party report

	community health listing unit	

Suggested Methods of Delivery:

- Direct instruction
- Project
- Case studies
- Field trips/ site visit
- Computer aided learning
- Group discussions
- Demonstration by trainer
- Practice by the trainee
- Relevant video shows

List of Recommended Resources

- Computer
- Relevant software
- Standard manuals
- Stationaries
- Workstation
- Flip charts
- Journals
- Surveying tools
- Internet
- MOH reporting tools
- Data quality audit tools

COMMUNITY HEALTH LINKAGES

UNIT CODE: HE/CU/CH/CR/06/6/A

Relationship to Occupational Standards

This unit addresses the Unit of Competency: conduct community health linkages

Duration of Unit: 180 hours

Unit Description

This unit specifies the competencies required to conduct community health linkages**.** It involves coordinating community access to health services, conducting community health outreach programs, establishing community partnerships and inter-agency collaborations and carrying out social mobilization and participation. It also includes managing enrolment in health insurance scheme.

Summary of Learning Outcomes

1. Coordinate community access to health services
2. Conduct integrated outreach programs
3. Establish community health partnerships and inter-agency collaboration
4. Carry out social mobilization and participation
5. Manage enrolment in to Universal Health Coverage

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1 Coordinate community access to health services	❑ Identification of community health needs ❑ Identification of target population ❑ Identification of nature of health service programs ❑ Community mobilization ❑ Identification and analysis of community health defaulter tracing system o Routine updating and review of defaulter tracing registers	❑ Observation ❑ Case studies ❑ Oral ❑ Third party report

		o Identification and interpretation of defaulters ❑ Health access linkages ❑ Coordination and maintenance of referral cases	

2	Conduct integrated community outreach programs	❑ Development of integrated community health outreach plan
		❑ Identification of integrated community-outreach program centres and geographical areas
		    o Acquisition of legal requirements
		    o Identification of health outreach teams and community health volunteers
		    o Assembling, preparation and distribution of required outreach resources
		❑ Conducting integrated community health outreach programs
		❑ Preparation and dissemination of outreach report
			❑ Written tests
			❑ Observation
			❑ Oral questioning
			❑ Third party report

3	Establish community health partnerships and inter-agency collaboration	❑ Identification, determination and categorization of community health care needs ❑ Identification of community health partners ❑ Initiation of partnerships and inter-agency collaboration policy framework and agreements ❑ Formation of collaborative relationships with the community and health agencies ❑ Preparation and sharing of	❑ Written tests ❑ Observation ❑ Oral questions ❑ Third party report

		☐ partnership planning, implementation, and evaluation process ☐ Handling of wider determinants of health ☐ Monitoring and evaluation of partnership and collaborative activities	
4	Carry out social mobilization and participation	☐ Collection and analysis of socio-economic health status data of a community ☐ Report preparation ☐ Determination of community needs ☐ Identification of areas of community participation and mobilization ☐ Development of strategies for community participation and mobilization	☐ Written tests ☐ Observation ☐ Oral questions ☐ Third party report
5	Manage enrolment into Universal Health Coverage	☐ Introduction to Universal Health Coverage ☐ Roles and responsibilities of community health in UHC ○ Community health education ○ Door to door services ○ Screening for non-communicable diseases (NCDs) ☐ Development of enrolment strategies into Universal Health Coverage (UHC) program ☐ Determination of enrolment rates ☐ Benefits of UHC schemes ☐ Monitoring of enrolment into UHC	☐ Written tests ☐ Observation ☐ Oral questions ☐ Third party report

Suggested Methods of Delivery:

- Direct instruction
- Project
- Case studies
- Field trips/site visits
- Group discussions
- Demonstration by trainer
- Computer Aided Learning (CAL)
- Practice by the trainee
- Relevant video shows

List of Recommended Resources

- Computer
- Monitoring and evaluation tools
- Internet connectivity
- Workshop
- Stationery
- Flip charts

COORDINATION OF COMMUNITY HEALTH STRATEGY

UNIT CODE: HE/CU/CH/CR/07/6/A

Relationship to Occupational Standards

This unit addresses the Unit of Competency: coordinate community health strategy

Duration of Unit: 180 hours

Unit Description

This unit specifies the competencies required to coordinate community health strategy**.** It involves forming community health units, training Community Health Volunteers, Managing Community Health Volunteers and committees and conducting advocacy, communication and social mobilization. It also includes managing supportive supervision.

Summary of Learning Outcomes

    1   Establish community health units
    2   Train Community Health Volunteers
    3   Manage Community Health Volunteers and CHCs
    4   Conduct advocacy, communication and social mobilization
    5   Manage supportive supervision

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods

1 Establish community health units	❑ Introduction to community health strategy
	❑ Community entry process
	❑ Determination of community units' boundaries
	❑ Selection of Community Health Committees
	    o Training of CHCs
	❑ Selection of community Health Volunteers
	    o Training of CHVs
	❑ Household mapping and registration
		❑ Observation
		
		❑ Case studies
		
		❑ Oral
		
		❑ Third party report

		o Allocation of households to CHVs ❑ Determination of Community health units' services ❑ Monitoring of community health units ❑ Sustainability of community health units o Income generating activities ❑ Reporting of community health data		
2	Train Community Health Volunteers and community health committees	❑ Training of CHVs and CHCs ❑ Identification and preparation of training needs ❑ Identification and gathering of training materials o Basic training modules and technical training modules		❑ Written tests ❑ Observation ❑ Oral questioning ❑ Third party report
3	Manage Community Health Volunteers and CHCs	❑ Establishment of community health annual work plan ❑ Management of Community Health Volunteers and CHCs register ❑ Evaluation of CHV and CHCs performance		❑ Written tests ❑ Observation ❑ Oral questions ❑ Third party report
4	Conduct advocacy, communication and social mobilization	❑ Community health assessment ❑ Identification of community health needs ❑ Setting Health agenda ❑ Identification of health campaign strategies o Community dialogue o Community action days o Community conversation ❑ Implementation and evaluation of health campaign strategies		❑ Written tests ❑ Observation ❑ Oral questions ❑ Third party report

5	Manage supportive supervision	❏ Introduction to support supervision
		   o One on one
		   o Group supervision
		   o Spot check
		❏ Appraisal of CHVs and CHCs
		❏ Identification and rewarding of outstanding performance
		❏ Identification of areas of improvement
		❏ Undertaking corrective action
			❏ Written tests
			❏ Observation
			❏ Oral questions
			❏ Third party report

Suggested Methods of Delivery:

- Direct instruction
- Project
- Case studies
- Field trips/site visits
- Group discussions
- Demonstration by trainer
- Practice by the trainee
- Exercises

List of Recommended Resources

- Computers
- Workshop resources
- Training manuals
- Projectors
- Flip charts
- Charts with presentations of data
- Internet
- Relevant videos
- CHIS tools
- Supportive supervision checklists

MANAGEMENT OF GENDER, DISABILITY AND VULNERABLE GROUPS

UNIT CODE: HE/CU/CH/CR/08/6/A

Relationship to Occupational Standards

This unit addresses the Unit of Competency: manage orphans and vulnerable groups

Duration of Unit: 150 hours

Unit Description

This unit specifies the competencies required to manage gender, disability and vulnerable groups**.** It involves identifying vulnerable groups in the community, conducting health needs assessments, carrying out civic education, providing health care and social services linkages and managing support groups.

Summary of Learning Outcomes

1 Identify vulnerable groups
2 Conduct health needs assessments
3 Carry out civic education
4 Provide health care and social services linkages
5 Manage support groups

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1 Identify vulnerable groups	❑ Basic concepts of disability, gender and vulnerable groups ❑ Disability, gender and vulnerable groups awareness, lobbying and advocacy ❑ Approaches and strategies to disability, gender and vulnerable groups mainstreaming and integration ❑ Application of census data and GPS ❑ Determination of vulnerable groups	❑ Observation ❑ Case studies ❑ Oral ❑ Third party report

		❑ Determination of vulnerability contributing factors ❑ Design of interventions ❑ Involvement of stakeholders and partners	

2	Conduct health needs assessments	❑ Introduction to health needs assessment
		❑ Identification of health needs
		    o Prioritization of health needs
		    o Determination of target vulnerable populations and areas
		    o Implementation of action on felt needs
		    o Integration of needs of vulnerable populations
		❑ Identification and strengthening of partnerships
			❑ Written tests
			❑ Observation
			❑ Oral questioning
			❑ Third party report

3	Carry out civic education	❑ Introduction to civic education ❑ Identification of issues of interest in the community ❑ Identification of target audience ❑ Civic education activities ❑ Cohort selection ❑ Training civic educators	❑ Written tests ❑ Observation ❑ Oral questions ❑ Third party report
4	Provide health care and social services linkages	❑ Definition of terms ❑ Creation of health awareness ❑ Formation of community linkage structures ❑ Provision of social protection interventions ❑ Identification of dialogue and health action days ❑ Initiation of social assistance programs	❑ Written tests ❑ Observation ❑ Oral questions ❑ Third party report

		❑ Identification and mitigation of services access barriers ❑ Expansion of integrated social protection systems	
5	Manage support groups	❑ Definition of terms ❑ Integration of support groups ❑ Identification of support group training needs ❑ Monitoring of service provision ❑ Development of support group strategies	❑ Written tests ❑ Observation ❑ Oral questions ❑ Third party report

Suggested Methods of Delivery:

- Direct instruction
- Project
- Case studies
- Field trips/site visits
- Group discussions
- Demonstration by trainer
- Practice by the trainee
- Exercises

List of Recommended Resources

- Computers
- Training resources
- Projectors
- Flip charts
- Charts with presentations of data
- Internet connectivity
- Relevant videos