

**PROCESS NOTE**  
**TRAINER ELIGIBILITY AND TRAINER CERTIFICATION PROCESS**  
**FOR COVID WARRIOR PROGRAMS**

As per the scheme directives, all training batches must be conducted through certified Trainers only. Training providers are guided to follow the steps stated below for compliance with the eligibility criteria of Trainers and their certification through Healthcare Sector Skill Council (HSSC):

1. Trainers should be appointed as per the eligibility criteria for the applicable job roles stated in Annexure 1. It is also available in the excel sheet titled '*Trainers' Specification*', under the A&A Knowledge Bank on Skill India Portal (link: <https://skillindia.nsdcindia.org/knowledge-bank>).
2. Trainers need to be certified on the job roles in which the target has been allocated to the Training Center, as follows:
  - 2.1 For **Fresh Skilling** Programs under special projects, the training shall be carried out on the **newly created COVID Frontline Worker Qualification Packs** mapped to existing Healthcare Sector job roles as per the framework below:

S.No	COVID Frontline Worker QP Name / Job Role Name	Instantiated QP Code / Job Role ID	Version	Healthcare QP to which mapped
1	COVID Frontline Worker (Sample Collection Support)	HSS/Q0502	1.0	Phlebotomist
2	COVID Frontline Worker (Emergency Care Support)	HSS/Q2303	1.0	Emergency Medical Technician- Basic (EMTB)
3	COVID Frontline Worker (Basic Care Support)	HSS/Q5104	1.0	General Duty Assistant (GDA)
4	COVID Frontline Worker (Home Care Support)	HSS/Q5105	1.0	Home Health Aide (HHA)
5	COVID Frontline Worker (Medical Equipment Support)	HSS/Q5604	1.0	Medical Equipment Technology Assistant (META)
6	COVID Frontline Worker (Advanced Care Support)	HSS/Q5605	1.0	GDA Advanced – Critical Care (GDAA)

**2.2 For Re-skilling Programs under RPL, Training and Assessment shall be carried out on seven identified existing Qualification Packs under Healthcare Sector as listed below:**

S. No.	Job Role Name	QP Code	Version No.
1	General Duty Assistant	HSS/Q5101	2.0
2	Home Health Aide	HSS/Q5102	2.0
3	General Duty Assistant Advanced	HSS/Q5103	1.0
4	Medical Records Assistant	HSS/Q5501	2.0
5	Medical Equipment Technology Assistant	HSS/Q5602	1.0
6	Emergency Medical Technician – Basic	HSS/Q2301	1.0
7	Phlebotomist	HSS/Q0501	2.0

**3.** Trainers shall be required to complete the process on Skill India Portal (SIP) for certification through a Training of Trainers (ToT) program. The detailed process guidance is available in the User Manual accessible at <https://skillindia.nsdcindia.org/tot-user-Manuals>. The process includes the following:

**3.1** Complete registration of the Trainer on Skill India Portal via <https://skillindia.nsdcindia.org/direct-registration>. The registration process comprises of three steps:

- a. Creation of Trainer ID
- b. Completion of Trainer Profile (including document upload for establishing the eligibility of the trainer). Please note that documents once uploaded cannot be deleted.
- c. Raising a Training Request in the specific job role

**3.2** The eligible Trainers shall be enrolled in the ToT program by the Healthcare SSC as per the ToT programme information available at the Training Calendar accessible at <https://skillindia.nsdcindia.org/training-calendar>

**3.3** In addition, a Certification Request for the specific QP and version number would need to be raised as per the target allocation. An additional point to note:

- For Fresh Skilling programs, Trainers certified on the base QP are eligible for auto-certification on the mapped COVID Frontline Worker QP as per the Table under point 2.1. All such trainers should put up a certificate request in the new QP and upload their certificate on the base QP as a supporting document.

**3.4** Trainer Certification (through ToT program) shall be generated once the Trainer’s Training Request is approved and the trainer completes and successfully passes the assessment. The certification request of such candidates shall be approved by HSSC on Skill India Portal.

**3.5** The certified Trainers shall be able to download the certificate from SIP through the Trainer account. The certified Trainers details are also published publicly in the list available at <https://skillindia.nsdcindia.org/list-trainer-assessor>

- 4.** Guidelines (<https://nsdcindia.org/sites/default/files/files/ToT-ToA-Guideline-Version-2.1.pdf>) and Standard Operating procedure manual (<https://nsdcindia.org/sites/default/files/files/SOP-02-02-2021.pdf>) for Training of Trainers programme can be referred to for the detailed information.

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## Annexure 1

No.	Job Role Name	QP Code	Version	Minimum Educational Qualification of the Trainer	TOTAL Experience (In Years) required for the Trainer	Out of Total Experience, Sector Specific Experience (in years)	Out of Total Experience, Teaching Experience (in years)	Remarks
1.	COVID Frontline Worker (Basic Care Support)	HSS/Q5104	1.0	Medical Graduate (MBBS, BAMS, BHMS)	2.0	1.0	1.0	1 year (mention department where they should have experience of giving patients assisted daily living activities)
				Ph.D. (Nursing)	2.0	1.0	1.0	
				M.Sc (Nursing)	2.0	1.0	1.0	
				B.Sc (Nursing)/ Post Basic Bsc Nursing)	2.0	1.0	1.0	
				Diploma (GNM General Nursing Midwifery)	3.0	2.0	1.0	
2.	COVID Frontline Worker (Emergency Care Support)	HSS/Q2303	1.0	MD (MD in Emergency Medicine)	2.0	1.0	1.0	
				Medical Graduate (MBBS, BAMS, BHMS)	3.0	2.0	1.0	1 year of working experience in Emergency Department is mandatory
				M.Sc (Nursing)	4.0	3.0	1.0	2 year of working experience in Emergency Department is mandatory
				Not Applicable (Medical Assistants in Armed forces)	7.0	6.0	1.0	4 year of working experience in Emergency Department
				B.Sc (Nursing/BSc Emergency Medical Services/BSc-critical care/ BSc Trauma & Disaster Management)	5.0	4.0	1.0	3 year of experience working in Emergency Department
3.	COVID Frontline Worker (Advanced Care Support)	HSS/Q5605	1.0	Ph.D. (Nursing)	2.0	1.0	1.0	
				M.Sc (Nursing)	2.0	1.0	1.0	
				B.Sc (Nursing/ Post Basic Bsc Nursing)	2.0	1.0	1.0	
				Diploma (General Nursing and Midwifery)	4.0	3.0	1.0	
4.	COVID Frontline Worker (Sample Collection Support)	HSS/Q0502	1.0	MD (MD/DNB (Pathology/Microbiology/Laboratory Medicine/Biochemistry)	1.0	1.0	0.0	
				Medical Graduate (MBBS, BAMS, BHMS)	4.0	3.0	1.0	2 year of working experience in Pathology Lab
				M.Sc (Nursing)	4.0	3.0	1.0	2 year of working experience in Phlebotomy Unit

No.	Job Role Name	QP Code	Version	Minimum Educational Qualification of the Trainer	TOTAL Experience (In Years) required for the Trainer	Out of Total Experience, Sector Specific Experience (in years)	Out of Total Experience, Teaching Experience (in years)	Remarks
				Graduate (M.Sc./B.Sc in Medical biochemistry/ Medical Microbiology/ B.Sc. (Nursing)/ Post Basic Bsc Nursing/ Bsc MLT/ )	6.0	5.0	1.0	3 year of experience working in Pathology Lab or Phlebotomy unit
				Ph.D. (PhD in Medical biochemistry/Medical Microbiology/ Nursing)	3.0	2.0	1.0	1 year of working experience in Pathology lab or Phlebotomy unit
				Diploma (GNM (General Nursing Midwifery)/ Medical Laboratory Technician)	8.0	7.0	1.0	5 year of working experience in Pathology Lab or Phlebotomy unit
5.	COVID Frontline Worker (Home Care Support)	HSS/Q5105	1.0	Medical Graduate (MBBS, BAMS, BHMS)	2.0	1.0	1.0	1 year working experience in home set up
				Ph.D. (Nursing)	2.0	1.0	1.0	1 year working experience in home set up
				M.Sc (Nursing)	2.0	1.0	1.0	1 year working experience in home set up
				B.Sc (Nursing)/ Post Basic Bsc Nursing)	2.0	1.0	1.0	1 year working experience in home set up
				Diploma (GNM (General Nursing Midwifery))	3.0	2.0	1.0	2 year working experience in home set up
6.	COVID Frontline Worker (Medical Equipment Support)	HSS/Q5604	1.0	Not Applicable (Bio Medical Engineer)	2.0	1.0	1.0	
7.	Medical Equipment Technology Assistant	HSS/Q5602	1.0	Not Applicable (Bio Medical Engineer)	2.0	1.0	1.0	
8.	Emergency Medical Technician-Basic	HSS/Q2301	1.0	MD (MD in Emergency medicine)	2.0	1.0	1.0	
				Medical Graduate (MBBS, BAMS, BHMS)	3.0	2.0	1.0	(in industry experience 1 year of experience working in Emergency Department is mandatory)
				M.Sc (Nursing)	4.0	3.0	1.0	(in industry experience 2 year of experience working in Emergency Department is mandatory)

No.	Job Role Name	QP Code	Version	Minimum Educational Qualification of the Trainer	TOTAL Experience (In Years) required for the Trainer	Out of Total Experience, Sector Specific Experience (in years)	Out of Total Experience, Teaching Experience (in years)	Remarks
				B.Sc (Nursing)	5.0	4.0	1.0	(including 3 year of experience working in Emergency Department )
				B.Sc (BSc Emergency Medical Services/BSc-critical care/BSc Trauma & Disaster Management)	6.0	5.0	1.0	including 2 year of experience working in Emergency Department is mandatory
				Not Applicable (Medical Assistants in Armed forces)	7.0	6.0	1.0	including 4 year of experience working in Emergency Department)
9.	General Duty Assistant-Advanced	HSS/Q5103	1.0	Ph.D. (Nursing)	2.0	1.0	1.0	Ph.D. ( Nursing )
				M.Sc (Nursing)	2.0	1.0	1.0	M.Sc ( Nursing )
				Diploma (General Nursing and Midwifery)	4.0	3.0	1.0	Diploma ( General Nursing and Midwifery )
				B.Sc ( Nursing/ Post Basic Bsc Nursing )	2.0	1.0	1.0	B.Sc ( Nursing/ Post Basic Bsc Nursing )
10.	Phlebotomy Technician	HSS/Q0501	2.0	MD (MD/DNB (Pathology/Microbiology/Laboratory Medicine/Biochemistry))	1.0	1.0	0.0	Minimum 1 years of experience working in Pathology Lab
				Medical Graduate (MBBS)	4.0	3.0	1.0	3 years ( including 2 year of experience working in Pathology Lab)
				Ph.D. (PhD in Medical biochemistry/Medical Microbiology)	2.0	1.0	1.0	1 years of experience working in Pathology Lab)
				Ph.D. (PhD Nursing)	3.0	2.0	1.0	2 years ( including 1 year of experience working in Phlebotomy Unit)
				M.Sc (Msc Nursing)	4.0	3.0	1.0	3 years ( including 2 year of experience working in Phlebotomy Unit)
				B.Sc (B.Sc. (Nursing)/ Post Basic Bsc Nursing)	5.0	4.0	1.0	4 years ( including 2 year of experience working in Phlebotomy Unit)
				Diploma (GNM (General Nursing Midwifery))	5.0	4.0	1.0	4 years ( including 2 year of experience working in Phlebotomy Unit)
				Graduate (M.Sc./B.Sc in Medical biochemistry/Medical Microbiology)	6.0	5.0	1.0	5 years ( including 3 year of experience working in Pathology Lab)
				B.Sc (B.Sc. MLT )	6.0	5.0	1.0	5 years ( including 3 year of experience working in Pathology Lab)
				Diploma (Diploma in Medical Laboratory Technician)	8.0	7.0	1.0	7 years ( including 5 year of experience working in Pathology Lab)

No.	Job Role Name	QP Code	Version	Minimum Educational Qualification of the Trainer	TOTAL Experience (In Years) required for the Trainer	Out of Total Experience, Sector Specific Experience (in years)	Out of Total Experience, Teaching Experience (in years)	Remarks
11.	General Duty Assistant	HSS/Q5101	2.0	Medical Graduate (MBBS, BAMS, BHMS)	2.0	1.0	1.0	1 year (need of mention department where they should have experience of giving patients assisted daily living activities)
				Ph.D. (PhD Nursing)	2.0	1.0	1.0	
				M.Sc (Msc Nursing)	2.0	1.0	1.0	
				B.Sc (B.Sc. (Nursing)/ Post Basic Bsc Nursing)	2.0	1.0	1.0	
				Diploma (GNM (General Nursing Midwifery)	3.0	2.0	1.0	
12.	Home Health Aide	HSS/Q5102	2.0	Medical Graduate (MBBS, BAMS, BHMS)	2.0	1.0	1.0	1 year ( experience working with the home set up should also be applicable in this case)
				Ph.D. (Nursing)	2.0	1.0	1.0	1 year ( experience working with the home set up)
				M.Sc (Nursing)	2.0	1.0	1.0	1 year ( experience working with the home set up)
				B.Sc ( B.Sc. (Nursing)/ Post Basic Bsc Nursing )	2.0	1.0	1.0	1 year ( experience working with the home set up)
				Diploma (GNM (General Nursing Midwifery )	3.0	2.0	1.0	2 year ( experience working with the home set up)
13.	Medical Records Assistant	HSS/Q5501	2.0	Medical Graduate ( Medical Graduate )	2.0	1.0	1.0	
				B.Sc.(Nursing)/ Post Basic Bsc Nursing	3.0	2.0	1.0	
				General Nursing and Midwifery (GNM )	3.0	2.0	1.0	
				Diploma in MRD (Diploma in MRD )	4.0	3.0	1.0	
				Diploma in Pharmacy (Diploma in Pharmacy )	5.0	4.0	1.0	
				Medical Coders (Medical Coders)	5.0	4.0	1.0	