

SYLLABUS
FOR THE TRADE OF
Hospital house keeping
UNDER
CRAFTSMEN TRAINING SCHEME (CTS)

YEAR – 2002

Designed By

Government of India
Ministry of Labour (D.G.E.&T.)
CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE
EN-Block, Sector-V, Salt Lake
Kolkata-700 091

List of members of the Trade Committee Meeting approved the syllabus for the Trade of “Hospital House Keeping” under C.T.S. held on 12.11.2002 at CSTARI

S/Sri/Smt.

1.	H. Somasundaram, Director	C.S.T.A.R.I., Kolkata	Chairman
2.	Dr. R. C. Srivastava	All India Instt. of Hygiene & Public Health, Kolkata	Member
3.	Dr. B. Dalal, Res. Officer	R.O.H.C. (E), ICMR, Min. of H & FW	Member
4.	Dr. K. L. Mukherjee Consultant Physician	Ramakrishna Mission, Kolkata	Member
5.	Tarak Banerjee	W.B. Volunteers Health Association	Member
6.	Dr.(Mrs.) Uma Ghosh, Principal	Jay Prakash Institute of Social Change	Member
7.	Dr. C. R. Ghose	Jay Prakash Institute of Social Change	Member
8.	B. Banerji	Soft Step, Kolkata	Member
9.	Mrs. D. T. Uba	Soft Step, Kolkata	Member
10.	Mrs. Gayatri Basu, Sr. Faculty	Instt. of Panchayat & Rural Dev., Govt. of W.B.	Member
11.	T. Mukhopadhyay, DDT	CSTARI, Kolkata	Member
12.	S. Kant, DDT	CSTARI, Kolkata	Member
13.	M. S. Ekambaram, ADT	CSTARI, Kolkata	Member
14.	A. K. Samaddar, JTA	CSTARI, Kolkata	Member

GENERAL INFORMATION

1. Name of the Trade : HOSPITAL HOUSE KEEPING
2. N.C.O. Code No. :
3. Duration of Craftsmen Training : One Year
4. Entry Qualification : Passed 12th Class Examination under (10+2) System of Education with Physics, Chemistry & Biology.
5. Unit Size : 20
6. Space Requirement : 2 Sq.m./Trainee

Syllabus for the trade of “HOSPITAL HOUSE KEEPING” under C.T.S.

Duration : One Year

Week No.	Practical	Theory
1 – 5	<p><u>SANITATION</u> Supervising Sanitation of the Hospital Environment.</p> <p>a) Basic Cleaning</p> <ul style="list-style-type: none"> - Dusting - Sweeping - Polishing - Washing <p>b) Special Cleaning of</p> <ul style="list-style-type: none"> - Different types of floors - Wall & Ceiling - Doors & Windows - Furniture & Fixtures - Venetian Blinds <p>c) Maintenance of Toilet.</p> <p>d) Water treatment, Filtering & Purification.</p>	<ul style="list-style-type: none"> - Basic principles of sanitation and peculiarity to hospital environment. - Basic principles of personal hygiene - Basic knowledge about different detergent and disinfectants - Different cleaning procedures applicable to different hospital areas - Basic knowledge about cleaning equipments - Their operation techniques - Their maintenance. <p>Different processes of Water treatment & purification, removing bacteria.</p>
6 – 8	<p><u>ODOUR CONTROL</u> Identifying and determining the types and sources of unwanted odours in hospital premises.</p> <p>Controlling and removal of bad odours.</p>	<p>Basic principals of ventilation, composition of Air, Air flow, Humidity and temperature.</p> <p>Common types of odours and their sources of origin.</p> <p>Removal and control technique of different types of odours.</p> <p>Various equipments and materials used for odour control operations.</p>
9 - 12	<p><u>WASTE DISPOSAL</u> Supervise hospital waste disposal</p> <ul style="list-style-type: none"> - Collection - Transportation - Disposal 	<p>Hospital Waste –</p> <p>Source and generation of waste</p> <p>Hazards of hospital waste to hospital population and community.</p> <p>Principles of collection of different types of hospital</p>

<p>13 – 17</p>	<p><u>SAFETY</u></p> <ul style="list-style-type: none"> - Fire - Electrical - Natural Hazards <p>To identify fire risk areas in hospital</p> <p>Supervising fire prevention activities</p> <p>Demonstration & instruction by Fire Deptt. / Fire Brigade.</p> <p>Detect source of fire</p> <p>Operate fire alarm, Smoke Detector.</p> <p>Supervising –</p> <ul style="list-style-type: none"> • Fire fighting operation. • Fire picketing. • Fire salvage operation like salvage of men, material and equipment. <p>Ensure periodical fire fighting drill.</p>	<p>Wastes and special precautions.</p> <p>Transportation methods of different types of hospital waste from the source to the place of final disposal.</p> <p>Basic principles and methods of handing and disposal of solid, liquid, pathological, nuclear waste.</p> <p>Final disposal of waste –</p> <ul style="list-style-type: none"> • Sewer disposal • Incineration • Land of filling (bunch) • Other methods of disposals. <p>Classification of fire, importance of fire in hospital.</p> <p>Basic methods of extinction of fire.</p> <p>Principals of working of different types of Fire Extinguishers.</p> <p>Principles of working of different Fire Fighting Equipment.</p> <p>Awareness of tackling dangerous situation e.g. Earthquake, Cyclones, Floods etc.</p>
<p>18 – 22</p>	<p><u>PEST, RODENT & ANIMAL CONTROL</u></p> <p>Identifying pastes, Rodents & Animal Nuisance in hospital</p> <p>Organizing and Supervising the precaution, control and eradication of the Pest, Rodent and Animal nuisance.</p>	<p>Basics of life cycles of pastes, Rodents.</p> <p>Vulnerable areas of paste and Rodent nuisance.</p> <p>Disease transmission by pastes and Rodents and other animals.</p> <p>Prevention, control and eradication of paste, Rodents and other animals.</p>

<p>23 – 27</p>	<p><u>INTERIOR DECORATOION</u></p> <p>Create environment pleasant to patients, staff and visitors.</p> <p>Create and maintain aesthetic colour scheme</p> <p>Make aesthetic and suitable arrangement of soft furnishing.</p> <p>Make necessary floor arrangement in wards / departments.</p> <p>Ensure proper lighting and ventilation in different hospital areas.</p>	<p>Understand different colour scheme.</p> <p>Selection of colours for various purposes.</p> <p>Materials used for different hospital areas.</p> <p>Acquire knowledge of types and arrangement of soft furnishing and their maintenance.</p> <p>Have knowledge of flower arrangements and their importance.</p> <p>Colour of flowers and effects on patients mind.</p> <p>Acquire knowledge of preservation methods of flower for longer period.</p> <p>Basic knowledge about adverse effect of flower on health.</p> <p>Quantitative and qualitative requirement of lightings in different hospital areas.</p>
<p>28 – 32</p>	<p><u>HOSPITAL LINEN SERVICES</u></p> <p>Procure linen from stores and Laundry.</p> <p>Ensure proper storage of linen.</p> <p>To supervise washing, sterilization in the Laundry.</p> <p>Maintain linen properly.</p> <p>Issues linen in Wards / Departments.</p> <p>Keep proper accounting of linen.</p> <p>Ensure proper sorting of linen.</p>	<p>Acquire basic knowledge in :</p> <ul style="list-style-type: none"> • Linen and their importance in hospital. • Classification of linen. • Characteristics of linen of different types. • Nature of fabrics and uses. <p>Linen selection, procurement, storing, physical facilities required for linen rooms.</p> <ul style="list-style-type: none"> • Preparation • Mending • Security, safety & control • Collecting of dirty and clean linen • Processing • Condemnation & incineration • Replacement <p>Role of good material management in effective linen service.</p>

<p>33 – 38</p>	<p><u>HOUSEKEEPING EQUIPMENT MAINTENANCE.</u></p> <p>Ensure proper custody, operation and maintenance of all hospital housekeeping equipment.</p>	<p>Acquire basic knowledge of the different types of equipment in use.</p> <ul style="list-style-type: none"> • Operational procedures of equipments • Safety measures in operation <p>To have working knowledge in preventive maintenance of the housekeeping equipments which includes -</p> <ul style="list-style-type: none"> • Maintenance scheduling & AMC. • Maintenance processes. • Fault detection. • Minor repair.
<p>39 – 42</p>	<p><u>ENVIRONMENTAL HYGIENE</u></p> <p>Supervising both internal and external environmental hygiene of hospital premises.</p> <p>Regular surveillance of overhead and underground tank, proper cover , regular chlorination and cleaning.</p>	<p>Types of environment.</p> <p>Factors effecting the environment in hospital.</p> <p>Lay out, configuration work, flow of men, material and equipment in different hospital areas.</p> <p>Air, water, noise, pollution, causes of pollution and their control and prevention in hospital.</p>
<p>43 – 44</p>	<p><u>INFECTION CONTROL</u></p> <p>Carry out infection control measures :</p> <ul style="list-style-type: none"> • Disinfections practices. • Sterilization practices. • Aseptic procedures. 	<p>Acquire basic understanding on :</p> <ul style="list-style-type: none"> • Definition of hospital infection. • Hospital infection and its importance. • Epidemiology of hospital infection. • Basic disease process. • Common factors responsible for hospital infection. <p>Type of disinfections and their practices.</p> <p>Method of sterilization and their practices.</p> <p>Other aseptic procedures practiced in a hospital.</p>

<p>45 – 48</p>	<p><u>MANAGERIAL TASK</u></p> <p>Plan, organize, co-ordinate, control and monitor all housekeeping activity in hand for effective utilization of resources.</p> <p>Maintain various housekeeping Records & Documents.</p>	<p>Prevention and control of hospital infection.</p> <p>Role of Hospital Housekeeper in controlling hospital infection.</p> <p>Personal hygiene.</p> <p>Principles of management and their applications in housekeeping.</p>
<p>49 – 51</p>	<p><u>COMPUTER :</u></p> <p>Basic operation of Computer, Windows and MS office.</p> <p>Practiced on Data Entry in computer.</p>	<p>Basic computer awareness for Hospital Management. Study on Windows & MS Office.</p>
<p>52</p>	<p align="center">On-site Demonstration / Industrial Training in different Hospitals.</p> <p align="center">Revision & Test</p>	

TOOLS, EQUIPMENT & RAW MATERIALS FOR
“HOSPITAL HOUSEKEEPING” FOR A BATCH OF 20 TRAINEES

Sl. No.	Description	Quantity
A) <u>Manually operated equipment</u> –		
1.	Floor cleaning brush air	1 no.
2.	Floor wiping brush	1 no.
3.	Hockey type brush	1 no.
4.	Counter brush	1 no.
5.	Ceiling brush	1 no.
6.	Glass cleaning / Wiping brush	1 no.
7.	Scrappers	1 no.
8.	Dustbins paddles	1 no.
9.	Waste paper basket	1 no.
10.	Plastic Mug	1 no.
11.	Plastic Bucket	1 no.
12.	Plastic drum	1 no.
13.	Wheel barrow	1 no.
14.	Water trolley	1 no.
15.	Ladder	1 no.
16.	Scraping pump 14 liters capacity	1 no.
17.	Spraying pump 1 liter capacity	1 no.
18.	Flit pump	1 no.
19.	Rate trapping cage	1 no.
20.	Gum boots	1 no.

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| 21. | Gown, Masks & Gloves | 1 no. |
| 22. | Torch | 1 no. |
| 23. | Carborandum stone | 1 no. |
| 24. | Manual sweeping machine
Model Kleensweep-II | 1 no. |

B) Power operated equipments -

- | | | |
|-----|--|-------|
| 25. | Floor scrubbing/polishing machine
Model – S.C. Major
Model – S.C. standard | 1 no. |
| 26. | Wet vacuum cleaner | 1 no. |
| 27. | Dry vacuum cleaner portable | 1 no. |
| 28. | Fumigation machine (Oticare) | 1 no. |
| 29. | Bed pan washer | 1 no. |

C) Computer -

- | | | |
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| 50. | Pentium-III Processor with MMX, 1.13 GHz,
128 MB SDRAM, 40 GB HDD, CD Drive,
15" SVGA Color Monitor, 3 button Mouse,
105 Keys board. Or Latest version | 1 no. |
| 51. | CD for hospital management | 1 no. |

D) Cleaning material –

- | | |
|-----|----------------------|
| 30. | Soft soap (ISI mark) |
| 31. | Liquid soap |
| 31. | Tat |
| 32. | Vim ISI mark |
| 33. | Nitric acid |
| 34. | Soda Ash |

E) Deodorants & Disinfectant -

- 35. Phenyl – ISI marked Grade I
- 36. Cleanzo
- 37. Naphthalene Balls
- 38. Homorols
- 39. Odonil sticks
- 40. Deodorant spray
- 41. Carbolic acid
- 42. Cresol

E) Laundry cleaning material -

- 43. Laundry detergent powder
- 44. Soda
- 45. Bleaching powder
- 46. Neal (Rabin blue)
- 47. Tenopal

F) Insecticides & Rodenticides -

- 48. Latest Insecticides & Rodenticides materials.

G) Stain Removal -

- 49. Typical Stain removal materials.