

Rajasthan Skill & Livelihoods Development Corporation

1. Module Name	Hospital Housekeeping
2. Sector	Medical and Nursing
3. Entry Qualification	Minimum 8 th Pass
4. Minimum Age (in years)	15
5. Duration	75 days/ 450 hrs
6. Provision of Tool kit	No
7. Terminal Competency	<p>After completion of the course the trainee will be able to:</p> <ul style="list-style-type: none"> • recall importance of cleanliness and hygiene; • identify and use equipments and cleaning agents used in housekeeping; • clean floor surface, glass panels, plastic wares, walls, wooden and steel furniture, etc; • clean rooms/ wards/ diagnostic and consulting rooms; • clean electrical gadgets including fans, desert and water coolers, etc; • remove stains from linens and walls, etc; • wash linen and iron them; • segregate, collect, store, transport and dispose bio medical waste; • maintain personal hygienic conditions; • assist in shifting of patients; • carry and handover test samples; and • carry out pest control.

	Approx. hrs.
8. Registration, Inauguration, introduction and objectives of the course	2

9. Course content			
Practical competencies	Approx. hrs.	Underpinning Knowledge (Theory)	Approx. hrs.
Visit to a hospital to familiarize with the hospital housekeeping works and tools and equipment	12	Hospital housekeeping and its importance - Types of work done in the field of hospital housekeeping.	3
Identification and Familiarization with hospital tools.	6	Different types of hospital tools and equipments.	6
Demonstration of safety practices to be followed at the time of performing housekeeping in hospital/ clinic/ diagnostic center/ microbiological and pathological laboratory and X-ray clinic.	12	Importance and safety precautions to be followed at the time of performing housekeeping in hospital/ clinic/ diagnostic center/ microbiological and pathological laboratory and X-ray clinic.	6
Practice Use of dress code for demonstrating personal appearance	12	Importance of dress code and personal appearances. Meaning and observance of discipline, sincerity and punctuality.	6
Group discussions on personal hygiene - care of skin, hair, hands, feet, teeth, etc.	12	Self-cleanliness, health and hygiene - Definition of hygiene and its importance in hospital.	6

Use of cleaning agents, deodorants, disinfectants and antiseptics.	12	Cleaning agents their types, functions, storage and selection.	6
Cleaning of floor space, glass penal, plastic wares, walls, beds and other furniture items.	48	Cleaning methods for different spaces, tools and gadgets etc. - dusting, sweeping, mopping and scrubbing, their frequency and schedule.	20
Removing of stains from linen and walls.	12		
Periodic cleaning of electrical items - Fans, light, desert and water coolers, heaters , geysers and other electrical / electronic devices.	12		
Washing and ironing of curtains, linens, etc.	18		
Cleaning and upkeep of Operation theatre, wards, rooms, laboratories, consulting facilities and common space.	50		
Cleaning and sterilizing surgical tools, etc.	12		
Assisting patients during shifting, transportation and at hospital.	18	Nature and behavior with patients, attendants, nurses and doctors.	8
Carrying and handing over of Test samples.	12	Name of Departments/ laboratories which handles test samples.	3
Practice segregation and collection of Bio Medical wastes, their storage, transportation and disposal.	36	Types of Bio Medical wastes, their segregation and collection, storage, transportation and disposal.	20
Carryout fire prevention activities detect source of fire, operate fire alarm.	6	Fire safety - identify fire risk areas in house.	6
Practice Pest control - Mosquitoes, house flies and cockroaches.	12	Importance of pest control - procedure and methods of disinfectants; Schedule and duration of disinfectant.	6
		Entrepreneurship & Soft Skills and Computer Literacy Module:	0
		• Entrepreneurship – its necessity and charms of being an entrepreneur.	1
		• Who is an entrepreneur and characteristics of a successful Entrepreneur?	2
		• How to identify Business opportunities?	2
		• Steps for setting up a small scale venture.	1
		• Institutional support for entrepreneurship (whom to contact for what)	2
		• Government (Central/ State) Schemes and assistance from Banks/ other financial institutions	2

		- Procedures and formalities for getting loan.	
		• How to prepare Business plan?	2
		• Financial literacy-Costing, Pricing, Profitability and Break Even Analysis.	2
		• Cash management in small enterprises.	2
		• Accounting and Book Keeping	2
		• Introduction to Taxation	1
		• Shop and Establishment Act and its provisions.	1
		• Creativity, Problem solving & decision making.	1
		• Common mistakes generally made by entrepreneurs.	1
		• Interaction with successful entrepreneur and success stories.	2
		• Communication and Negotiation skills.	1
		• Interpersonal skills	1
		• How to Deal with customer attitude – Effective selling.	1
		• Marketing – Basic concepts/ Skills and effective mode of advertising.	1
		• Introduction to e-commerce.	2
Computer Fundamentals Customize the Desktop Environment e.g. Desktop, Start Menu, and Taskbar etc. Configuring & Migrating Files, Folders & Settings - Folder Views, Accessibility Settings	2	Computer Fundamentals, MS-Office & Internet introduction to Computers History of Computers Components of Hardware Peripherals	1
MS Word Creating, Organizing & Formatting Content Collaborating – Merge, Insert, View, Edit, Track Mode etc. Formatting & Managing Documents	4	Concept of Operating System – Windows XP, Exploring & Configuring the Windows XP Desktop Environment-Customize the Desktop, Start Menu, and Taskbar etc. Configuring & Migrating Files, Folders	1
MS Excel Creating, Analyzing & Formatting Data & Content Collaborating - Insert, View, Edit etc. Managing Workbooks	3	Settings - Folder Views, Accessibility Settings Features of Windows XP Understanding concepts of Word processing using MS-Word Understanding concepts of Electronic spreadsheet and various types of entries in it	1
MS PowerPoint Creating & Formatting Content Collaborating - Track, Edit, Add, Delete	3		

Comments, Merge Managing & Delivering Presentations			
Internet Concepts Opening websites and downloading data Writing, reading and sending emails	4	Understanding concepts of URL Creating and Opening an E-mail account. Receiving and sending emails Searching information on Internet.	1
Approx. Total Practical hours	318	Approx. Total Theory hours	130
Grand Total (2+318+130)			450

10. Tools, Equipments and Material for a batch of 30 trainees

S.No.	Item	Quantity
1	Broom	6
2	Scrapper	6
3	Vacuum cleaner	2
4	Different colored dustbins for different purposes	1 each
5	Sprayer	2
6	Cleaning agents, deodorants, disinfectants and antiseptics	As required
7	Autoclave	2
8	Electric iron	6
9	Glassware	As required
10	Thermometer	6
11	Bowl	6
12	Artery forceps	6
13	Gloves	6
14	Bed pan	6
15	Oxygen cylinder/ Nebulizer	1 set
16	Suction apparatus	1 set
17	First aid dressing	As required
18	Sample vials	30
19	Marking pencil	6
20	Patient bed	2
21	Scissor	6
22	B.P Instrument with stethoscope	1 set

S.No.	Item	Quantity	S.No.	Item	Quantity
	Hardware			Software:	
1	Computers/Laptops	10 (one for three trainee)	6	Microsoft Windows 7/8/10 or UNIX/ LINUX or latest software	For all Systems
2	Power backup	For all Systems	7	Microsoft Office 2007/ 2010/ 2013 or latest software	For all Systems
3	Inkjet/Laser Printer (Network/USB Printer)	1	8	Antivirus Software (TVD/ Norton/ Quick Heal Total Security/ Kaspersky/ Any Popular brand)	For all Systems
4	Speaker	1	9	Internet Connection	For all Systems
5	Spare H/W components	As per requirement			