

**DETAILED SYLLABUS FOR THE POST OF JUNIOR INSTRUCTOR -
HOSPITAL HOUSEKEEPING IN INDUSTRIAL TRAINING
DEPARTMENT**

CAT NO: 646/2023

MODULE I: HOSPITAL SANITATION AND HYGIENE - 10 MARKS

Basic cleaning of hospital - Special cleaning of hospital - Blood spill kit - Personal hygiene – Hospital - Peculiarity to hospital environment - Maintenance of toilet - Different type of cleaning agents - Storage and selection of cleaning agent - Different area cleaning – Water treatment and purification - Hardness of water - Toxic substance, water borne diseases -

MODULE II: HOSPITAL WASTE MANAGEMENT - 10 MARKS

Source and generation of waste – Classification of Biomedical waste – Biomedical waste segregation – Treatment - Storage and disposal – Final disposal – Collection and Transpiration – Colour coding and type of container for disposal of waste – Hazards warning signs – Physical safety – Personal protective Equipment – Immunization of staff - Registers for housekeeping – IMAGE - Certification by pollution control board - Immunization of staff – Health hazardous hospital waste

MODULE III: FIRE AND SAFETY AWARENESS - 10 MARKS

Fire hazards - Classification of fire – Firefighting equipment - First aid for burns and electrical shocks - Type of extinguishers - Extinguish methods – Natural hazards- Disaster management - Awareness & Training of disaster like earthquake, cyclone, flood, mass casualty - Maintenances and repair - Fire risk areas in the hospital – Fire prevention activities - Periodic firefighting drill - Statutory approval of fire & rescue department – Electrical hazards - Periodic checking of all electrical installations

MODULE IV: PEST CONTROL - 10 MARKS

Identify pest, rodents & animals - Life cycle of pest& rodent - Disease transmitted by pest& rodents other animals- Control and eradication- Prevention of pest & rodents - control mosquitoes, flies & cockroaches, and rats – Vulnerable areas of pest and rodents and other animals – Prevention, control and eradication of pest, rodents and other animals

MODULE V: INTERIOR DECORATION - 10 MARKS

Flower arrangement- Principles of floral arrangement - Prevention & after care in flower arrangement - Proper lighting and ventilation in different area of hospital – Understand different colour scheme - Selection of colours in various purpose - Material used for different hospital area - soft furnishing – Maintenance of garden and indoor plants - Interior decoration and external beautification - Creating environment pleasant to patients, staff and visitors -

MODULE VI: HOSPITAL LINEN SERVICES - 10 MARKS

Linen and their importance - Classification of linen - Characteristic of linen - Nature of fabrics - Linen selection – Procurement - Storing- Facilities required for linen room- Procurement of linen from stores and laundry- Washing & sterilization in the laundry- Issues of linen in wards- Keep proper accounting of linen- Ensure proper sorting of linen - Stain removal – Type of laundry services -

MODULE VII: MAINTENANCE OF HOUSEKEEPING EQUIPMENT - 10 MARKS

Acquire basic knowledge of the different types of equipment in use - Ensure proper custody - Operational procedures of equipment- Safety measures - Preventive maintenance – Annual maintenance contract – Fault detection- Minor repair - Equipment care, safety, storage

MODULE VIII: HOSPITAL ENVIRONMENT - 10 MARKS

Types of environments - Factors effecting the environment in hospital - Air pollution - Water pollution - Noise pollution - Soil pollution - Control and prevention regular surveillance of overhead, underground tank - Composition of air- Air flow - Humidity and temperature - Odour control - Identify the types and sources of odour- Control and remove bad odours- Equipment and materials used for odour control – Basic principles of ventilation - Meteorology Environment

MODULE IX: HOSPITAL INFECTION CONTROL - 10 MARKS

Definition of hospital infection - Hospital infection and its important - Epidemiology of hospital infection – Autoclave - Microwave- Boiling - Hospital acquired infection - Prevention of Hospital infection - Common factors responsible for hospital infection - Type of disinfection - Method of sterilization - Aseptic procedures - Hospital infection control committee - Hand washing - Type of disinfections/Sterilization – Fumigation -

MODULE X: BASIC MANAGEMENT - 10 MARKS

Principles of management and their application – Planning, organizing, coordinate, controlling and housekeeping activities - housekeeping control desk - Maintenance of records and documents required for effective housekeeping – Basic awareness of computer – Window- MS office- Data entry - Memory and storage devices - Fundamentals of computer - Objectives of Hospital computerization -

NOTE: - It may be noted that apart from the topics detailed above, questions from other topics prescribed for the educational qualification of the post may also appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper.