

**MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION, MUMBAI.**

1	Name of Course	C.C.In Hospital House Keeping (W.E.F.2018-19)																																																
2	Course Code	201139																																																
3	Max.No.of Students Per Batch	25 students																																																
4	Duration	6 months																																																
5	Type	Part Time																																																
6	No.of Days/Week	6 days																																																
7	No.of Hours/Days	4 hours																																																
8	Space Required	Theory Room = 200 Sq.feet <u>Practical Room = 200 Sq.feet</u> Total = 400 Sq.feet																																																
9	Minimum Entry Qualification	8 <sup>th</sup> Pass																																																
10	Objective Of Course	To develop skilled man power in healthcare housekeeping.																																																
11	Employment Opportunity	May be appointed as a supportive housekeeping staff in various hospital and healthcare institute.																																																
12	Teacher’s Qualification	For Vocational Subject : IHM; M.Sc. (Home Science)																																																
13	Training System	<table><tr><th colspan="7">Training System Per Week</th></tr><tr><th>Theory</th><th>Practical</th><th>Total</th><th colspan="4"></th></tr><tr><td>06</td><td>18 hrs</td><td>24 hrs</td><td colspan="4"></td></tr></table>							Training System Per Week							Theory	Practical	Total					06	18 hrs	24 hrs																									
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14	Exam. System	<table><tr><th>Sr. No.</th><th>Paper Code</th><th>Name of Subject</th><th>TH/ PR</th><th>Hours</th><th>Max. Marks</th><th>Min. Marks</th></tr><tr><td>1</td><td>20113911</td><td>GENERAL BEHAVIOUR AND INFORMATION TECHNIQUES</td><td>TH-1</td><td>3 hrs</td><td>100</td><td>35</td></tr><tr><td>2</td><td>20113912</td><td>HEALTHCARE HOUSEKEEPING AND PATIENT ATTENDANT</td><td>TH-2</td><td>3 hrs</td><td>100</td><td>35</td></tr><tr><td>3</td><td>20113921</td><td>GENERAL BEHAVIOUR AND INFORMATION TECHNIQUES</td><td>PR-1</td><td>3 hrs</td><td>100</td><td>35</td></tr><tr><td>4</td><td>20113922</td><td>HEALTHCARE HOUSEKEEPING AND PATIENT ATTENDANT</td><td>PR-2</td><td>3 hrs</td><td>100</td><td>35</td></tr><tr><td></td><td></td><td><b>TOTAL</b></td><td></td><td></td><td><b>400</b></td><td><b>140</b></td></tr></table>							Sr. No.	Paper Code	Name of Subject	TH/ PR	Hours	Max. Marks	Min. Marks	1	20113911	GENERAL BEHAVIOUR AND INFORMATION TECHNIQUES	TH-1	3 hrs	100	35	2	20113912	HEALTHCARE HOUSEKEEPING AND PATIENT ATTENDANT	TH-2	3 hrs	100	35	3	20113921	GENERAL BEHAVIOUR AND INFORMATION TECHNIQUES	PR-1	3 hrs	100	35	4	20113922	HEALTHCARE HOUSEKEEPING AND PATIENT ATTENDANT	PR-2	3 hrs	100	35			<b>TOTAL</b>			<b>400</b>	<b>140</b>
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## **C.C.IN HOSPITAL HOUSEKEEPING**

### **Theory I :- GENERAL BEHAVIOUR AND INFORMATION TECHNIQUES**

#### **A) GROOMING**

- 1 Basics, uniform, hair & nail cut, shoes etc.

#### **B) COMMUNICATION**

- 1 Definition, Types of communication ( oral, writing, body gesture)
- 2 How to communicate in patient and office area.
- 3 Telephonic etiquettes.
- 4 Computer techniques

#### **C) DECUMENTATION**

- 1 Log book filling
- 2 Maintaining different registers and log books.
- 3 Reporting the adverse incidents.

#### **D) GETTING READY FOR SERVICE**

- 1 Personal Hygiene.
- 2 Safety precautions.

#### **E) FLOOR & CHEMICAL IDENTIFICATION**

- 1 Types of floor.
- 2 Different chemicals used for cleaning.
- 3 Area disinfection.

#### **F) SAFETY**

- 1 Fire safety
- 2 Machine safety
- 3 Chemical safety
- 4 Patient safety

#### **G) MEDICAL EQUIPMENTS HANDELING AND PATIENT CARE**

- 1 Introduction to the drain bag.
- 2 Standard decantation procedure of drain bag. ICD bag, diaper changing etc.
- 3 Blood bag (Transportation and safety)
- 4 Transportation of baby patient and safety.

#### **H) LAB SUPPLIES**

- 1 Patient sample supply to lab.
- 2 Handling biological material.

## **Theory II :- HEALTHCARE HOUSEKEEPING AND PATIENT ATTENDANT**

### **A) INTRODUCTION TO HEALTHCARE HOUSEKEEPING**

- 1 Introduction
- 2 Definition
- 3 History
- 4 Developments
- 5 Different industries and industry wise changes in procedures

### **B) HOUSEKEEPING PROCEDURES**

- 1 Allocation of staff.
- 2 Basics in aerial monitoring and fumigation.

### **C) TOOLS AND EQUIPMENTS**

- 1 Introduction to different tools, equipments and machines used in housekeeping.
- 2 Selection criteria for appropriate procedures.
- 3 Machine operating and attachments of the machine.
- 4 Fault finding and local maintenance.

### **D) INTRODUCTION TO DIFFERENT HOUSEKEEPING PROCEDURES**

- 1 Waste management
- 2 Types and categories of waste
- 3 Segregation of waste material
- 4 Biological and Biomedical waste

### **E) CLEANING OF DIFFERENT AREAS**

- 1 Cleaning of public area.
- 2 Cleaning of High risk area.
- 3 Cleaning of Medium risk area,

### **F) GENERAL CLEANING**

- 1 Definition
- 2 Wash room cleaning
- 3 Washing
- 4 Dusting
- 5 Dry mop
- 6 Wet mop

### **G) CLEANING WITH MACHINES**

- 1 Scrubbing
- 2 Buffing
- 3 Wet vacuum cleaning
- 4 Cleaning of AC, AHU

**PRACTICAL I :- HEALTHCARE HOUSEKEEPING OPERATIONS.**

1	Different chemicals, their correct usage and the tools for cleaning
2	Chemical properties of the cleaning solutions
3	Patient shifting, cleaning, changing the infected linen and other supplies
4	Decantation of the medical devices like urine bag, bed pan, diapers etc.
5	Setting up the Attendant's trolley with appropriate linen and supplies.
6	How to do proper sweeping, mopping the floors.
7	Scrubbing the floor with tools and machine and care.
8	Maintenance of curtain and the stretcher, wheel chair and patient beds.
9	Patient shifting with stretcher, wheel chair and with the patient movable bed.s

**TOOLS & INSTRUMENTS REQUIRED TO BE AVAILABLE IN INSTITUTE**

Sr.No.	Name of Items	Quantity
<b>A) MANUALLY OPERATED EQUIPMENTS</b>		
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	Celling 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	Scrapping 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.
21	Gown, Mask and Gloves	1 No.
22	Torch	1 No.
23	Carborandum stone	1 No.
24	Manual Sweeping machine	1 No.
25	Model Kleensweep - II	1 No.

<b>B) POWER OPERATED EQUIPMENT</b>		
26	Floor Scrubbing / polishing machine	1 No.
27	Wet vaccum cleaner	1 No.
28	Dry vaccum cleaner portable	1 No.
29	Fumigation machine	1 No.
30	Bed pan washer	1 No.
<b>C) COMPUTER</b>		15 nos.
<b>D) CLEANING MATERIAL</b>		
31	Soft soap	
32	Liquid soap	
33	Tat	
34	Vim ISI mark	
35	Nitric acid	
36	Soda ash	
<b>E) DEODORANTS AND DISINFECTANT</b>		
37	Phynyl – ISI marked/ Grade I	
38	Cleanzo	
39	Naphthalene Balls	
40	Homorols	
41	Odonil sticks	
42	Deodorant Spray	
43	Carbolic acid	
44	Cresol	
<b>F) LAUNDRY CLEANING MATERIAL</b>		
45	Laundry detergent powder	
46	Soda	
47	Bleaching powder	
48	Neal (Rin Blue)	
49	Tenopal	
<b>G) INSECTICID &amp; RODENTICIDE</b>		
50	Latest Insecticides and rodenticide material	
<b>H) STAIN REMOVAL</b>		
51	Typical stain removal materials	
52	Sterilization Box (Autoclave)	

Note : 1) Separate treatment room should be made available for Ladies and Gents with Separate Wash Room.

2) Kitchen arrangement should be made available.

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