



DIPLOMA IN HOSPITAL AND HOUSE KEEPING

Course Name: Diploma in Hospital and House Keeping

Duration: 1 Year

Eligibility: Class 10 or Equivalent from a recognized board

DETAILED SYLLABUS

Semester I	Semester II
Housekeeping Operation	Cleaning Equipment
Housekeeping Department	Care And Cleaning Of Different Surfaces
Housekeeping Procedures	Hospital Waste Management
Cleaning Science	Patient Support Mechanism

SEMESTER I

PAPER 1: HOUSEKEEPING OPERATION

CONTENT:

Unit 1: Introduction

Unit 2: Meaning and definition, Importance of Housekeeping

Unit 3: Responsibility of Housekeeping department

Unit 4: A career in the Housekeeping department

Unit 5: Personal Hygiene, Sanitation & Safety

PAPER 2: HOUSEKEEPING DEPARTMENT

CONTENT:

Unit 1: Organization framework of the Department (Large/Medium/Small Hospital)

Unit 2: Job Description and Job Specification of Staff in the department

Unit 3: Attributes and Qualities of the Housekeeping staff- skills of a good Housekeeper

Unit 4: Interdepartmental Co-ordination with more emphasis on front office and the maintenance department

PAPER 3: HOUSEKEEPING PROCEDURES

CONTENT:

Unit 1: Briefing and Debriefing, Indenting from stores, Inventory of Housekeeping Items

Unit 2: Housekeeping control desk, Importance, Role, Co-ordination, check list, key control

Unit 3: Handling Lost and Found, Handling of patient's, Guest queries, problem, request

Unit 4: General operations of control desk, Role of control desk during Emergency

Unit 5: Setting up the attendant's trolley with appropriate linen and supplies

PAPER 4: CLEANING SCIENCE

CONTENT:

Unit 1: Characteristics of a good cleaning agent, Types of cleaning agent

Unit 2: Cleaning products (Domestic and Industrial)

Unit 3: Room Cleaning and Public Area Cleaning Procedures.

Unit 4: Hospital Housekeeping equipment handling

Unit 5: Disinfectants and their correct usage and tools for cleaning

SEMESTER II

PAPER 1: CLEANING EQUIPMENT

CONTENT:

Unit 1: Types of Equipment

Unit 2: Operating Principles of Equipment

Unit 3: Storage, Upkeep, Maintenance of equipment

Unit 4: Cleanliness and Basic principles of Sanitation

PAPER 2: CARE AND CLEANING OF DIFFERENT SURFACES

CONTENT:

Unit 1: Cleaning of different areas in a hospital setup

Unit 2: Type of chemical to be used for disinfection and sterilization

Unit 3: Metal, Glass, Leather, Rexine, Ceramic, Wood, Wall and floor covering Cleaning of different surface

Unit 4: Stain removal & flower decoration

Unit 5: Scrubbing, polishing, wiping, washing, rinsing, swabbing, mopping, sweeping, brushing, buffing

PAPER 3: HOSPITAL WASTE MANAGEMENT

CONTENT:

Unit 1: Biomedical Waste Management

Unit 2: Handling biological material

Unit 3: Decantation of the medical device like Urine Bag, Bedpan, diapers etc.

Unit 4: Segregation and disposal of biomedical waste

PAPER 4: PATIENT SUPPORT MECHANISM

CONTENT:

Unit 1: Patient transport through various body mechanics

Unit 2: Patient Safety, Patient sample supply to lab

Unit 3: Body Mechanics related to patient shifting with stretcher, wheelchair, and movable beds

Unit 4: Hospital infection control practices including fumigation

Suggested Readings

1. Housekeeping - M. Robinson
2. Introduction to Management in Hospitality – C.W. Barrows
3. Handbook of Critical cleaning – Barbara Kanegsberg
4. Make your bed – Leslee Evans
5. Carpet Cleaning – Shane Daley
6. Cleaning Surfaces Prior to Sanitary Service – A.H. Tuthill
7. Front Office Management – S.K. Bhatnagar
8. Pest Control – William Olkowski
9. Flower Arrangements - Ella Griffin