

**FURTHER DETAILS REGARDING MAIN TOPICS OF
PROGRAMME NO. 05/2017 (Item No. 10)**

**JUNIOR INSTRUCTOR
(HOSPITAL HOUSEKEEPING)**

INDUSTRIAL TRAINING

CATEGORY No.539/12

PART I

MODULE I: BASICS OF MANAGEMENT

Principles of Management with special reference to Housekeeping services in hospitals – Planning, Organizing, Leading, Controlling & Staffing – Maintenance of Records and documents required for effective housekeeping services – Communication in hospitals – Basic awareness of computer for hospital housekeeping – Windows - MS Office – Data entry.

MODULE II: HOSPITAL ENVIRONMENT

Odour control – Identifying the types and sources of odour – Controlling and removal of bad odours – Equipments and materials used for odour control – knowledge about cleaning equipments and maintenance – Interior decoration and external beautification – creating environment pleasant to patients, staff and visitors – proper lighting and ventilation in different areas of hospital - flower arrangements – Maintenance of garden and Indoor Plants – Identifying pests, rodents – control and eradication – Disease transmission by rodents and pests – control of mosquitoes, flies cockroaches and rats.

MODULE III : HOSPITAL SAFETY

Fire hazards – Classification of fire – Basic methods of extinction of fire – Fire detection and fighting equipments – Smoke detector and fire alarm system – Maintenance – Repair – Annual maintenance contract – Statutory approval of Fire & Rescue Department - Electrical hazards – First aid for burns and electrical shocks – Approval of Electrical Inspectorate Department – Operation & Maintenance of substation – Engaging appropriate Human resources – Periodic checking of all electrical installations – Natural hazards – Disaster Management – Awareness & training of disasters like earth quake , Cyclone, Flood , Mass casualty.

MODULE IV : HOSPITAL SANITATION & HYGIENE

Basic cleaning of hospital – Dusting – Sweeping – Polishing – Washing – Special cleaning of floor, wall, doors and windows, upholstery, elevators, furniture, carpet-telephones, venetian blinds, maintenance of toilet, water treatment filtering&purification – Materials and solutions for cleaning – Different types of cleaning solutions and products –

methods of cleaning – Types of disinfectants and detergents – Air pollution – Water Pollution – Land pollution – Health hazards

MODULE V : HOSPITAL LINEN SERVICES

Basic knowledge of linen and importance – Classification of linen – selection – procurement–storing – infrastructure facilities for linen rooms–collection of soiled linen - processing – incineration – condemnation –replacement – procurement of linen from stores and laundry – washing & sterilization including various methods – issue of linen in wards – maintenance of proper sorting and accounting – Materials management – Quality assurance

MODULE VI : EQUIPMENT MAINTENANCE

Equipment maintenance including knowing the equipments required for hospital housekeeping - Ensuring proper custody – knowing the operation of the equipments – Safety – methods of operation – Annual maintenance – Record keeping – Calibration of equipments – Registers for equipments

MODULE VII : HOSPITAL INFECTION CONTROL

Definition of hospital infection – Hospital acquired infections – Epidemiology of Hospital infection – prevention of hospital infection – types of disinfection - Method of sterilization – Aseptic procedures - Hospital infection control committee - Hand washing – periodic Underground sump cleaning and overhead water tank cleaning

MODULE VIII : WASTE MANAGEMENT & DISPOSAL

Hospital waste – General waste – Waste sharps – Human Anatomical waste – Solid waste – Liquid waste – Chemical waste & Biomedical waste & Segregation – Treatment , Storage and Disposal – Transportation – Final Disposal of Waste – Colour coding and type of container for disposal of waste – Hazard warning signs – physical safety – personal protective Equipments (PPE)–Immunization of staff – Training for staff checklist for tracking the activities of the staff – Registers for house keeping – Certification by pollution control Board - IMAGE

PART II

General Knowledge and Current Affairs & Renaissance in Kerala

Salient Features of Indian Constitution

Salient features of the Constitution - Preamble- Its significance and its place in the interpretation of the Constitution.

Fundamental Rights - Directive Principles of State Policy - Relation between Fundamental Rights and Directive Principles - Fundamental Duties.

Executive - Legislature - Judiciary - Both at Union and State Level. - Other Constitutional Authorities.

Centre-State Relations - Legislative - Administrative and Financial.

Services under the Union and the States.

Emergency Provisions.

Amendment Provisions of the Constitution.

Social Welfare Legislations and Programmes

Social Service Legislations like Right to Information Act, Prevention of atrocities against

Women & Children, Food Security Act, Environmental Acts etc. and Social Welfare

Programmes like Employment Guarantee Programme, Organ and Blood Donation etc.

RENAISSANCE IN KERALA

Towards A New Society

Introduction to English education - various missionary organisations and their functioning- founding of educational institutions, factories, printing press etc.

Efforts To Reform The Society

(A) Socio-Religious reform Movements

SNDP Yogam, Nair Service Society, Yogakshema Sabha, Sadhu Jana Paripalana Sangham, Vaala Samudaya Parishkarani Sabha, Samathwa Samajam, Islam Dharma Paripalana Sangham, Prathyaksha Raksha Daiva Sabha, Sahodara Prasthanam etc.

(B) Struggles and Social Revolts

Upper cloth revolts, Channar agitation, Vaikom Sathyagraha, Guruvayoor Sathyagraha, Paliyam Sathyagraha, Kuttamkulam Sathyagraha, Temple Entry Proclamation, Temple Entry Act, Malayalee Memorial, Ezhava Memorial etc.

Malabar riots, Civil Disobedience Movement, Abstention movement etc.

Role Of Press In Renaissance

Malayalee, Swadeshbhimani, Vivekodayam, Mithavadi, Swaraj, Malayala Manorama, Bhashaposhini, Mathnubhoomi, Kerala Kaumudi, Samadarsi, Kesari, Al-Ameen, Prabhatham, Yukthivadi, etc

Awakening Through Literature

Novel, Drama, Poetry, *Purogamana Sahithya Prasthanam, Nataka Prashtanam*, Library movement etc

Women And Social Change

Parvathi Nenmenimangalam, Arya Pallam, A V Kuttimalu Amma, Lalitha Prabhu.Akkamma Cheriyan, Anna Chandi, Lalithambika Antharjanam and others

Leaders Of Renaissance

Thycaud Ayya Vaikundar, Sree Narayana Guru, Ayyan Kali.Chattampi Swamikal, Brahmananda Sivayogi, Vagbhadananda, Poikayil Yohannan(Kumara Guru) Dr Palpu, Palakkunnath Abraham Malpan, Mampuram Thangal, Sahodaran Ayyappan, Pandit K P Karuppan, Pampadi John Joseph, Mannathu Padmanabhan, V T Bhattathirippad, Vakkom Abdul Khadar Maulavi, Makthi Thangal, Blessed Elias Kuriakose Chaavra, Barrister G P Pillai, TK Madhavan, Moorkoth Kumaran, C. Krishnan, K P Kesava Menon, Dr.Ayyathan Gopalan, C V Kunjuraman, Kuroor Neelakantan Namboothiripad,

Velukkutty Arayan, K P Vellon, P K Chathan Master, K Kelappan, P. Krishna Pillai, A K Gopalan, T R Krishnaswami Iyer, C Kesavan. Swami Ananda Theerthan , M C Joseph, Kuttippuzha Krishnapillai and others

Literary Figures

Kodungallur Kunhikkuttan Thampuram, KeralaVarma Valiyakoyi Thampuram, Kandathil Varghese Mappila. Kumaran Asan, Vallathol Narayana Menon, Ulloor S Parameswara Iyer, G Sankara Kurup, Changampuzha Krishna Pillai, Chandu Menon, Vaikom Muhammad Basheer. Kesav Dev, Thakazhi Sivasankara Pillai, Ponkunnam Varky, S K Pottakkad and others

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.