

HOSPITAL MAINTENANCE TECHNICIAN (200 Hours)

Course No.: 79-75-65

COMPETENCY CHECKLIST

Student Name _____

Teacher Name _____ School Site _____

Start Date _____ Completion Date _____ Certificate Date _____

Teacher Signature _____ Student Signature _____

(Signature verifies completion of course competencies)

A. ORIENTATION

(14 hrs: 6 classroom + 8 field work)

- _____ 1. Understand objectives of class & program
- _____ 2. Recognize work site/hospital role in program
- _____ 3. Understand student/trainee role in program
- _____ 4. Identify short-term course goals
- _____ 5. Identify long-term course goals
- _____ 6. Class/work procedures/schedules/policies
- _____ 7. Parking procedures and rules
- _____ 8. Lounge/restroom/cafeteria facilities
- _____ 9. Identify site departments and personnel
- _____ 10. Tour work facility for orientation
- _____ 11. Demonstrate good human relations skills

B. EMPLOYEE RESPONSIBILITIES

(4 hrs: 2 classroom + 2 field work)

- _____ 1. Demonstrate punctuality
- _____ 2. Daily work schedules & need to change them
- _____ 3. Procedures for advance calling if late or sick
- _____ 4. Reasons for tardiness/absences/time-off
- _____ 5. Employer policies on listed items
- _____ 6. Time limitations for breaks and lunch
- _____ 7. Policies about family/friend visits to site

C. APPEARANCE AND PERSONAL HYGIENE

(3 hrs: 3 classroom)

- _____ 1. Suitable work attire
- _____ 2. Correct personal hygiene
- _____ 3. Work site/hospital policies and rules
- _____ 4. Effects of cleanliness/grooming on others

D. PROFESSIONALISM: HUMAN RELATIONS SKILLS

(3 hrs: 3 classroom)

- _____ 1. Professionalism: face/voice/body language
- _____ 2. Importance of positive personality traits
- _____ 3. Importance of being a team player

- _____ 4. How traits can effect work place environment
- _____ 5. Successful on-the-job interpersonal relations
- _____ 6. Good work habits that assure job security
- _____ 7. Effects of individual's decisions on co-workers
- _____ 8. Participating in work not employee's own area

E. HOSPITAL ENVIRONMENT

(5 hrs: 3 classroom + 2 field work)

- _____ 1. History of health care in America
- _____ 2. Impact of health care industry in America
- _____ 3. Following established procedures in hospital
- _____ 4. Importance of workers to facility/staff
- _____ 5. Job-related hospital vocabulary
- _____ 6. Utilize vocabulary to function in workplace
- _____ 7. Identify tools/equipment by name/function
- _____ 8. Purpose/procedures for supplies/materials
- _____ 9. Proper location/placement of tools/supplies
- _____ 10. Identify defects that render them unusable
- _____ 11. Explain use of various pieces of equipment
- _____ 12. Written instructions for operating equipment

F. TASK RELATED COMMUNICATION – PART I

(3 hrs: 3 classroom)

- _____ 1. Respond appropriately to 1-step instructions
- _____ 2. Respond to multi-step instructions
- _____ 3. Work interruption or instruction modification
- _____ 4. Respond appropriately to negative feedback
- _____ 5. Explain written instructions for task
- _____ 6. Directions to perform common job tasks
- _____ 7. Read and respond to work orders
- _____ 8. Acknowledge understanding of assigned tasks
- _____ 9. Request additional instructions/clarification

G. TASK RELATED COMMUNICATION – PART II

(3 hrs: 2 classroom + 1 field work)

- _____ 1. Request additional supplies/materials

- _____ 2. Acknowledge/request assistance with tasks
- _____ 3. Report estimated time to complete task
- _____ 4. Acknowledge/request additional time
- _____ 5. Report to supervisor the completion of task
- _____ 6. Time sequences; timeliness; deadlines
- _____ 7. Respond to listed requests from co-workers
- _____ 8. Communicate suggestions to solve problem
- _____ 9. Suggestions to benefit completion of task
- _____ 10. Suggestion to improve/enhance a procedure
- _____ 11. Communicate about improving productivity
- _____ 12. Discuss/rectify and misunderstandings
- _____ 13. Discuss and defend listed situations
- _____ 14. Express an apology with sincerity
- _____ 15. Greet all in friendly manner/offer info/assist

H. SAFETY (10 hrs: 6 classroom + 4 field work)

- _____ 1. Laws regarding employee's safety
- _____ 2. MSDS as it applies to job classification
- _____ 3. Hazardous conditions/first aid procedures
- _____ 4. Safe use of tools, materials, supplies, etc.
- _____ 5. Demonstrate proper lifting techniques
- _____ 6. Demo fire extinguisher/emergency controls
- _____ 7. Pass safety test with 100% accuracy

I. INFECTION CONTROL MAINTENANCE

- (5 hrs: 2 classroom + 3 field work)
- _____ 1. Identify infectious materials
 - _____ 2. Bag and seal using proper safety procedures
 - _____ 3. Transport/dispose of materials properly

J. WASTE HANDLING MAINTENANCE

- (7 hrs: 2 classroom + 5 field work)
- _____ 1. Identify listed types of waste materials
 - _____ 2. Bag and seal using proper safety procedures
 - _____ 3. Demo procedures for spill management
 - _____ 4. Transport/dispose of materials properly

K. DISCHARGE MAINTENANCE

- (22 hrs: 3 classroom + 19 field work)
- _____ 1. Identify discharge maintenance call
 - _____ 2. Time schedules designated for specific tasks
 - _____ 3. Perform listed tasks within required time
 - _____ 4. Inspect completed maintenance

L. STAT MAINTENANCE

- (23 hrs: 3 classroom + 20 field work)
- _____ 1. Identify STAT maintenance call
 - _____ 2. Time schedules for specific cleaning tasks
 - _____ 3. Perform listed tasks within required time
 - _____ 4. Inspect completed maintenance

M. OPERATING ROOM AND LABOR/DELIVERY ROOM

MAINTENANCE (6 hrs: 2 classroom + 4 field work)

- _____ 1. Identify operating & labor/delivery rooms
- _____ 2. Time schedule for completing cleaning
- _____ 3. Perform listed cleaning within required time
- _____ 4. Inspect completed maintenance

N. NURSERY (3 hrs: 1 classroom + 2 field work)

- _____ 1. Identify nursery rooms
- _____ 2. Time schedule for completing cleaning
- _____ 3. Perform listed cleaning/tasks in time allowed
- _____ 4. Inspect completed maintenance

O. EMERGENCY ROOMS AND CRITICAL CARE UNITS

(8 hrs: 2 classroom + 6 field work)

- _____ 1. Identify emergency rooms/critical care units
- _____ 2. Time schedule for designated cleaning tasks
- _____ 3. Perform standard/specialized tasks in area
- _____ 4. Inspect completed maintenance

P. ISOLATION PATIENT ROOMS

(6 hrs: 2 classroom + 4 field work)

- _____ 1. Identify isolation patient rooms
- _____ 2. Time schedules designated for cleaning tasks
- _____ 3. Perform listed cleaning tasks in time allowed
- _____ 4. Inspect completed maintenance

Q. TERMINAL MAINTENANCE

(20 hrs: 2 classroom + 18 field work)

- _____ 1. Terminal project maintenance
- _____ 2. Perform all listed tasks for standard cleaning
- _____ 3. Inspect completed maintenance

R. HARD FLOOR MAINTENANCE

(8 hrs: 4 classroom + 4 field work)

- _____ 1. Identify resilient/non-resilient floors
- _____ 2. Scrub floors
- _____ 3. Strip floor
- _____ 4. Apply floor finishes
- _____ 5. Perform burnishing and spray buffing
- _____ 6. Inspect completed maintenance

S. CARPET MAINTENANCE

(10 hrs: 5 classroom + 5 field work)

- _____ 1. Identify/remove spots and stains
- _____ 2. Vacuum carpets
- _____ 3. Clean carpets using various listed methods
- _____ 4. Inspect completed maintenance

T. NON-PATIENT SANITARY FACILITY MAINTENANCE

(10 hrs: 2 classroom + 8 field work)

- _____ 1. Clean and sanitize restrooms and fixtures

- _____ 2. Clean and sanitize drinking fountains
- _____ 3. Clean/sanitize listed rooms and areas

U. SPECIFIC HOSPITAL COURTESY PROGRAMS

(10 hrs: 2 classroom + 8 field work)

- _____ 1. Know objectives of courtesy programs
- _____ 2. Develop awareness of patient's needs
- _____ 3. Demo appropriate behavior with inquiries
- _____ 4. Demo attentive behavior with patients
- _____ 5. Demo positive attitude working w/patients

V. PATIENT ROOM/CALL ROOM MAINTENANCE

(7 hrs: 1 classroom + 6 field work)

- _____ 1. Know objectives of call room programs
- _____ 2. Identify patient's needs
- _____ 3. Demo procedure for daily maintenance
- _____ 4. Inspect completed maintenance

W. OFFICE MAINTENANCE

(6 hrs: 2 classroom + 4 field work)

- _____ 1. Identify diverse office types
- _____ 2. Know daily maintenance procedures
- _____ 3. Dust fixtures
- _____ 4. Sweep, mop, or vacuum floors
- _____ 5. Identify items that are not to be discarded
- _____ 6. Dispose of debris/trash properly
- _____ 7. Inspect completed maintenance

X. GROUNDS AND YARD MAINTENANCE

(4 hrs: 2 classroom + 2 field work)

- _____ 1. Remove weeds from paved/unplanted areas
- _____ 2. Operate yard vacuum sweeper
- _____ 3. Operate yard backpack blower
- _____ 4. Remove and dispose of litter
- _____ 5. Clean trash and ash tray receptacles
- _____ 6. Inspect completed maintenance