

## MANUAL OF POLICIES AND PROCEDURES OF INFECTION CONTROL OF HOSPITAL CHANGKAT MELINTANG

- To wipe excess liquid that may accidentally splash, an absorbent cloth or paper towels should be used.

**NOTE:** If glass is involved, do not attempt to clean spill by hand. Tweezers, needle holder or another instrument should be used to pick up glass prior to cleaning

Environmental surfaces should be decontaminated with a 1:10 solution of 5.25% sodium hypochlorite in water .

**NOTE:** These disinfectants are highly caustic unless properly diluted. In addition, disinfectant solution is intended for use on environmental surfaces only, since it can damage instruments and equipment and skin damage.

When there are large spills of cultured or concentrated infectious agents, such as in the clinical laboratory setting, the contaminated area should first be flooded with a liquid disinfectant then physically cleaned and decontaminated with a hospital approved disinfectant. Gloves, gowns, masks, and safety glasses should be worn for cleaning large spills of blood or body fluids.

### 13.4 Decontamination of Patient Clothing and Personal Belongings:

Patient clothing and personal belongings that become contaminated by blood or body substances should be handled according to the following procedures.

#### 13.4.1 Clothing

Clothing soiled by blood or body substances should be placed in a tightly sealed plastic bag at the patient's bedside and given to the family for home laundering. The family should be instructed to wash the clothing by machine, using a laundry detergent. Hot water and chlorine bleach should also be used unless these agents will damage the items. The plastic bag used to contain the clothing during its transport should be placed in a second plastic bag, tightly sealed, and discarded in the household trash. Persons involved in the handling of contaminated clothing should be instructed to wash their hands thoroughly after handling the items.

#### 13.4.2 Personal Belongings

- Disinfect hard surfaces by wiping the items using a 1:10 solution of 5.25% sodium hypochlorite in water (1 part chlorine bleach to 9 parts water).
- Disposable articles, such as magazines, that are contaminated by blood or body substances should be disposed of according to the hospital's regulated and non-regulated waste policy.

### 13.5 Linen Handling

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ADAPTED FROM : POLICIES AND PROCEDURES ON INFECTION CONTROL, MOH MALAYSIA

# Housekeeping Policy Procedure Manual

**Thomas J. A. Jones**



## **Housekeeping Policy Procedure Manual:**

**50 Policies and Plans for Outpatient Services** Carole Guinane, Joseph Venturelli, 2011-12-07 Since more and more surgeries and procedures are being performed in outpatient settings the policies plans and procedures for these services are of increasing importance 50 Policies and Plans for Outpatient Services details commonly used policies and plans in free standing ambulatory care centers Included are plans and policies concentrating on emergency management medication safety informed consent and medical staff credentialing to name a few As an introduction to the model documents presented the book begins with a how to chapter to guide readers through the process of formatting the documents and making them their own The policies and plans discussed serve as templates and can apply to licensing and regulatory agencies such as Medicare the Joint Commission and AAAHC The documents included in this book are excellent templates to use as a starting point for producing policies and plans that help create the flow and process in an organization Knowing their specific local state and other governing agency requirements readers can customize the documents to reflect the unique structure and qualities of their organization through the use of the enclosed CD The resulting policies procedures and plans are the back up documents that provide rationale vision and theory and can be valuable tools for making effective clinical and administrative decisions In addition to the documents provided on the CD ROM the book also includes a list of helpful resources

**Housekeeping Policy's and Procedure Manual** Gary Lee Stanley, 1976 **Professional Management of Housekeeping Operations** Thomas J. A. Jones, 2007-10-26 Now in its fifth edition Professional Management of Housekeeping Operations is the essential practical introduction to the field a complete course ranging from key principles of management to budgeting from staff scheduling to cleaning With expanded attention to leadership and training budgeting and cost control and the increasingly vital responsibility for environmentally safe cleaning the latest edition of this industry standard also includes new case studies that help readers grasp concepts in a real world setting Instructor s Manual Test Bank in both Word and Respondus formats Photographs from the text and PowerPoint Slides are available for download at [www.wiley.com/college](http://www.wiley.com/college)

**Dietetic Service Operation Handbook** Karen Kolasa, 2018-12-20 Approved by the Dietary Managers Association for 9 CEUs Here is a useful guide that helps both administrators and food service workers understand the daily functions of their dietary departments Dietetic Service Operation Handbook enhances extended caregivers knowledge of basic food service and clinical dietetics operations and serves as a functional tool they can use to initiate effective organization of dietetic services It explains proper techniques and tips for everything from how to plan a menu and care for equipment to special adaptive eating devices and modifying texture for swallowing disorders Packed with general and specific guidelines this book also teaches food service employees how to allocate time more wisely making them effective members of the interdisciplinary medical team and saving their facility time and money as well Administrators who wish to understand the functions of their dietary department so they can communicate more effectively with its staff will find this

book a most useful resource full of meaningful interpretations of routine tasks found in the daily operation of a food service. The author registered with the American Dietetic Association has prioritized the topics in the book to assist the systematic organization of any dietary department. Chapters cover both administrative and clinical topics including food purchasing and production, the policy and procedure manual, quality assurance, current trends in geriatric nutrition, the effects of medicine on diet, enteral feeding, and documentation of the medical record. *Dietetic Service Operation Handbook* includes a wide variety of standardized recipes for the pureed diet, a resource list, handy calculations, and many useful forms for record keeping which are compatible with OBRA laws. Beginning dietitians and dietary managers will find this book to be an extremely helpful and practical guide in their day to day. [Training Manual for Health Care Central Service Technicians](#) ASHCSP (American Society for Healthcare Central Services Professionals), 2006-02-17. The Training Manual is the premier reference and review publication for individuals preparing for examinations given by The Certification Board for Sterile Processing and Distribution. It is a concise, applicable tool that can be used for orientation training and instructional programs in health care facilities and in institutions for learning. The Fifth Edition of the manual is the largest and most comprehensive to date.

*Company Management...Policies, Procedures, Practices* Dr. Robert H. Schram, 2013-03-28. *Company Management Policies Procedures Practices* is written as a guide for both entrepreneurs initiating their own business and top managers of more established companies. It covers all the critically important aspects of governance and supervision necessary for success including meeting management techniques, fiduciary and financial responsibilities, strategic planning, legal and risk management, initiating and embracing health and safety committees, developing and utilizing an effective human resources department, creating and implementing a position rating manual, fostering public relations, crafting, updating, and employing employee handbooks. [Structural Planning of the Housekeeping Department](#) Mr. Rohit Manglik, 2024-04-06. EduGorilla Publication is a trusted name in the education sector committed to empowering learners with high quality study materials and resources. Specializing in competitive exams and academic support, EduGorilla provides comprehensive and well structured content tailored to meet the needs of students across various streams and levels. **Executive Housekeeping Today**, 1987. **Hospitality Security** Darrell Clifton, 2022-12-23. *Hospitality Security: Managing Security in Today's Hotel, Nightlife, Entertainment, and Tourism Environment*, Second Edition, provides experience based, proven methods for preventing and resolving the challenges faced by today's hospitality security staff and leadership. The lodging component of a hospitality environment creates challenges to the security professional by its complex set of assets and amenities, especially when combined with gaming environments. Whether the reader is establishing or improving a professional, proactive, proprietary security force or the manager of a boutique hotel, the practical methods described herein are applicable to everyone. Author Darrell Clifton takes the reader through a logical and methodical process to first evaluate what risks are inherent to hospitality environments, how to assess those risks through threat and vulnerability assessments, and methods to mitigate

eliminate or transfer them The book stresses the importance of prevention and investigation into the root causes of incidents as a tool for avoiding future undesirable events This is especially important in that each registered guest brings with them their own unique set of circumstances family values problems and social issues The security function must operate to protect their individual rights their right to privacy and their desire to enjoy the facilities they are patronizing while contributing to the revenue stream This must be balanced with the obligation or duty to provide reasonable care from foreseeable harm by the hotel to avoid incidents and litigation Clifton an experienced industry veteran clearly establishes and identifies practical reasonable and cost effective ways to accomplish this balancing of guest enjoyment with guest protection This new edition includes expanded content on premises liability security force behavioral recognition workplace violence active shooter scenarios evacuation planning social media and guest reviews and hotel scams Additional coverage on nightclubs and bars has been added including four entirely new chapters on specialized security for events and venues crime prevention through environmental design CPTED advances in technology and industry trends for the gaming and hospitality sector Ideal for novices and veterans alike Hospitality Security Second Edition is an accessible reader friendly reference that enables security directors to evaluate what risks are inherent to hospitality environments to analyze those risks through threat and vulnerability assessments and to develop methods to mitigate or eliminate them all the while keeping customers and personnel safe and improving the bottom line

*Information Systems Policies and Procedures Manual* George Henry Jenkins,1997 Covering the latest developments in the information systems field this invaluable resource highlights all three required elements of operation hardware software and personnel as well as provides managers with standards for analysis development design documentation software provision and control of all computer operations IS managers will find dozens of ready to use forms and worksheets a glossary of information systems terms and real world case references Annually supplemented to always remain up to date

**Current Catalog** National Library of Medicine (U.S.),1982 First multi year cumulation covers six years 1965 70

**Handbook of Laboratory Health and Safety Measures** S.B. Pal,2013-03-14

During the past two decades many books governmental reports and regulations on safety measures against chemicals fire microbiological and radioactive hazards in laboratories have been published from various countries These topics have also been briefly discussed in books on laboratory planning and management The application of various scientific instruments based on different ionizing and non ionizing radiations have brought new safety problems to the laboratory workers of today irrespective of their scientific disciplines be they medicine natural or life sciences However no comprehensive laboratory handbook dealing with all these hazards some of which are recently introduced had so far been available in a single volume Therefore it was thought worthwhile to publish this Handbook on safety and health measures for laboratories with contributions from several experts on these subjects As this second edition of the Handbook like the first edition is a multi-author volume some duplication in content among chapters is unavoidable in order to maintain the context of a chapter

as well as make each chapter complete An attempt has also been made to maintain the central theme which is how to work in a laboratory with maximum possible environmental safety

**National Library of Medicine Current Catalog** National Library of Medicine (U.S.),1982     Handbook of International Electrical Safety Practices Princeton Energy Resources International,2011-01-06 A valuable and comprehensive safety reference for any organization working with or around electricity This comprehensive guide informs working professionals in multiple industries such as manufacturing processing or energy about safety procedures that should be used on the job It informs the reader about the hazards in the work place and what to do to make sure he she is protected The Handbook of International Electrical Safety Practices presents readers with the proper organizational skills needed to avoid hazardous injuries details environmental monitoring techniques and discusses how to ensure that proper protection is used on the job The authors cover not only obvious electrical safety considerations such as exposed wires and evacuation plans but everything related to electrical safety such as air quality sound level and radiation This reference provides the most comprehensive coverage for any company to keep employees informed and to keep their work environment safe The Handbook of International Electrical Safety Practices Contains working plans and templates for evaluating safety procedures and conditions in the plant Covers common hazards and how to avoid them such as radiation noise air quality fire and electric shock Gives a comprehensive view of workers rights and international regulations Goes beyond regulations and laws to provide a workable blueprint for creating a safe industrial environment

Professional Beauty Therapy: Australia and New Zealand Edition with Onli Ne Study Tools 12 Months Lorraine Nordmann,Andrea Day,2017-11-23 The toolkit with the knowledge and skills you need to successfully practice beauty therapy Professional Beauty Therapy is the industry bestseller This third Australian edition now addresses significant changes to help you achieve your qualification Professional Beauty Therapy provides you with the specialist skills knowledge and current trends you need to give you that professional edge This title covers the common core competencies of the Certificate IV and Diploma and an additional 23 competencies

**Athletic Training Clinical Workbook** Kim Miller-Isaac,Melissa Noble,2014-07-17 A one of a kind workbook for certification exam success Waiting in the training room Have downtime on the field Take this portable workbook with you wherever you go to confidently prepare for the competencies required by the BOC and meet the challenges you ll face in clinical and practice

*Administering the School Library Media Center* Betty J. Morris,2010-08-16 This is the most comprehensive textbook on school library administration available now updated to include the latest standards and address new technologies This reference text provides a complete instructional overview of the workings of the library media center from the basics of administration budgeting facilities management organization selection of materials and staffing to explanations on how to promote information literacy and the value of digital tools like blogs wikis and podcasting Since the publication of the fourth edition of Administering the School Library Media Center in 2004 many changes have altered the landscape of school library administration the implementation

of NCLB legislation and the revision of AASL standards just to mention two The book is divided into 14 chapters each devoted to a major topic in school library media management This latest edition gives media specialists a roadmap for designing a school library that is functional and intellectually stimulating while leading sources provide guidance for further research

*The Administrative Behavior of Federal Bureau Chiefs* Herbert Kaufman, 2011-10-01 Most of the people who keep tabs on the workings of the federal government no matter what the reasons for their interest seem to take for granted the power and autonomy of the chiefs of the bureaus that make up the executive branch Because so much is taken for granted there have not been many studies of what the chiefs actually do day by day Of all the participants in the governmental process who wield or are thought to wield great influence bureau chiefs are among the least examined Believing that he could narrow this gap in the materials on the federal government somewhat Herbert Kaufman set out to report his observations of six bureau chiefs at their jobs in the course of a year The group consisted of the commissioners of the Internal Revenue Service the Customs Service the Food and Drug Administration and the Social Security Administration the chief of the Forest Service and the administrator of the Animal and Plant Health Inspection Service a set diversified enough to include a wide variety of organizational situations and experiences yet with enough in common to allow comparison and generalization The objective of his research was to describe the chief's activities so as to explain how they exercise their power And he hoped to find out whether they are as powerful as they are said to be From his efforts emerges a detailed picture of the work of the bureau leaders and of their role in their agencies and in the government generally The picture reveals that some of the common beliefs about these officials and perhaps about the system as a whole are not altogether accurate Kaufman traces the implications of his findings for organizing the executive branch for training administrators and for organization theory

**Public Health Service Publication ,1965**

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