

# Hospital Housekeeping Training Manual

1998

**Editor: Margaret MacLennan, *Training Editor***

1. **Identify the problem.** What is the issue or question that needs to be addressed?  
 2. **Define the scope.** What are the boundaries of the problem? What are the key variables?  
 3. **Formulate hypotheses.** What are the possible explanations or solutions?  
 4. **Design the study.** How will the data be collected? What methods will be used?  
 5. **Collect data.** Gather the information needed to test the hypotheses.  
 6. **Analyze the data.** Use statistical or other methods to interpret the results.  
 7. **Draw conclusions.** What do the findings mean? Are the hypotheses supported?  
 8. **Communicate the results.** Share the findings with others in the field.

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1. The first step is to identify the problem. This involves understanding the current situation and what needs to be changed.



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# Hospital Housekeeping Training Manual

**Ohio. State Board of Vocational  
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