

Model Curriculum

Central Sterile Service Department Assistant

SECTOR: Healthcare
SUB-SECTOR: Allied Health and Paramedics
OCCUPATION: Non Direct Care
REF ID: HSS/Q6201, v2.0
NSQF LEVEL: 4

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Central Sterile Service Department Assistant

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Central Sterile Service Department Assistant”, in the “Healthcare” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Central Sterile Service Department Assistant		
Qualification Pack Name and Reference ID. ID	HSS/Q6201, version 2.0		
Version No.	2.0	Version Update Date	28-07-2022
Pre-requisites to Training	12th Class Pass (Science) OR 10th Class Pass with 2 years relevant experience OR Previous relevant Qualification of NSQF Level 3 with 2 years relevant experience		
NCO code and occupation	NCO-2015/Nil, Non Direct Care		
	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Explain basic microbiology and infection control practices related to it • Discuss cleaning, disinfection, packing instructions while handling medical devices • Explain risks associated with handling contaminated instruments and their proper handling and transport • Explain handling and disposal of biomedical waste • Explain requirements of current guidelines and procedures while performing the duties and risks in case of non-compliance • Demonstrate good communication, communicate accurately and appropriately in the role of CSSD assistant • Enhance their skill and capacities to facilitate effective cleaning functions • Facilitate effective steam steriliser function • Enhance their skill and capacities to manage availability, effectiveness and reprocessing of reusable medical devices • Develop their skills and capacities to sterilize loads • Perform certain administrative task such as maintenance of records, paperwork, coordination, administrative and basic management • Enhance their knowledge in resource management, advocacy as a CSSD Assistant • Facilitate service excellence and satisfaction • Coordinate for interdepartmental and intradepartmental activities • Develop skills to work out on medical software to maintain Hospital Information System • Demonstrate correct method of bio-medical waste management • Demonstrate Basic Life Support, Cardio Pulmonary 		

	<p>Resuscitation, and other actions in the event of medical and facility emergencies</p> <ul style="list-style-type: none">• Demonstrate good communication, communicate accurately and appropriately.• Develop interpersonal skills to work along with co-workers• Report concerns/issues/challenges to higher authorities as per escalation matrix
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This course encompasses 9 out of 9 National Occupational Standards (NOS) of “Central Sterile Service Department Assistant” Qualification Pack issued by “Healthcare Sector Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Orientation to Healthcare Industry and department of CSSD</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Identify the different types of Health Care Delivery models. Describe the role and function of the hospital in patient care and services 	Case studies
2	<p>Functions of CSSD Assistant</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Describe the functions of Central Sterile Service Department Assistant Assess needs of departments for sterilizations and cleaning activities and act accordingly Develop skill in documentation and maintain proper registers related to CSSD function Describe employees responsibilities e.g. punctuality, discipline, integrity, grievance redressal process Describe process involved in intake of articles Describe process involved during delivery of articles Describe proper handling of sterile equipment's. Prepare complete surgical sets as per the requirement of the operating surgeons Present a positive personal image. Develop understanding of the quality assurance at CSSD Develop skill in handling various machines and sterilizers of CSSD 	Mock set-up for the CSSD department
3	<p>Care of equipment's and sterilizing apparatus</p> <p>Theory Duration (hh:mm) 10:00</p>	<ul style="list-style-type: none"> Follow the manufacturers' guidelines for intermittent care of the equipment's of sterilization. Check equipment's routinely before use 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code Bridge Module</p>		
4	<p>Reporting and Documentation</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Define the scope of practice for CSSD Assistant Define reporting matrix and discuss the methods. Explain importance of maintaining various records and Obtain records them from related resources Explain various types of records to be maintained by CSSD assistant Demonstrate essential components of various records and method of documentation and their retrieval Discuss the legal implications of Electronic Medical Records/Electronic Health Records Develop skill in documentation and maintain proper registers related to CSSD function 	Sample formats of reports and hospital CSSD documents
5	<p>Orientation to structure and function of the human body</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Differentiate between different parts of body Explain organization of body cells, tissues, Systems, membranes and glands Describe Muscular Skeletal System Describe Digestive System Describe Respiratory System Describe Cardio Vascular System Describe Excretory System Describe Nervous System Describe Endocrine System, Sense Organ and Reproductive System 	Manikin, demonstration kits for understanding the anatomy, Instructional videos.
6	<p>Brief knowledge about microbiology and micro organisms</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 20:00</p>	<ul style="list-style-type: none"> Discuss about the different types of microorganisms Explain how the microbes alter the sterility process Practise the skills required to prevent the growth of microorganisms Practise the skill required in different sterilization process 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Corresponding NOS Code Bridge Module		
7	Introduction to Hospital Policies and Procedures Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 40:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> Employ hospital policies and procedures of healthcare organization Discuss various hospital departments keeping in views the generation of items for sterilization and disinfection Employ the appropriate use of related medical terminology in daily activities with colleagues, and work area Understand about leaving policies of patient such as LAMA (Leave Against Medical Advice etc.) 	Sample standard hospital protocols
8	Infection Control and Prevention and maintenance of self-hygiene Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 40:00 Corresponding NOS Code HSS/N 9617	<ul style="list-style-type: none"> Explain the importance of infection control and prevention in CSSD department Identify of deviation from sterility Understand different types of disinfections Explain the procedure to maintain hand hygiene Explain the process of infection control/exposure control/ Explain the usage of PPE Discuss the elements of transmission and chain of infection Explain causative agent Discuss Reservoir/ Source Explain Portal of exit Develop techniques of self-grooming and maintenance Equip with techniques of use of PPE Discuss the environmental concerns in central service areas. 	Current Guidelines on Handling of biomedical wastes, Handwashing and Hand rub techniques, Spill kit
9	Introduction to effective cleaning functions Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm)	<ul style="list-style-type: none"> Explain the meaning of cleaning Introduce to the concept of decontamination of work area Explain the concepts of design and location of the decontamination area Determine the type of mechanical cleaning equipment required, utilising the facility work load and types of surgery performed Explain the steps in the process of 	Ultrasonic and mechanical washer-disinfectors.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	40:00 Corresponding NOS Code HSS/N6201	decontamination <ul style="list-style-type: none"> • Determine the criteria for installation, operational and performance qualification of mechanical cleaning equipment in conjunction with manufacturer and organization policies • Ensure criteria determined include the quality of water hardness and verification of cleaning efficiency • Coordinate to ensure that documentation for installation qualification is completed by the designated personnel • Carry out periodic risk analysis • Develop a monitoring program to ensure annual PQ results and parameters • Complete a program for annual PQ, troubleshooting non-compliance • Coordinate for site inspection prior to installation for correct plumbing, ventilation and floor levels • Explain the cleaning methodologies select chemicals in accordance with instructions from manufacturer of mechanical cleaning equipment • Determine chemical dosing levels in line with instructions from supplier of chemicals, equipment manufacturer and the quality of water hardness • Apply appropriate methods for chemical dosing • Monitor quality of metal instrument surface 	
10	Facilitate effective steam sterilizer function Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 50:00 Corresponding NOS Code HSS/N6202	<ul style="list-style-type: none"> • Describe the skill and knowledge required to monitor and proper functioning of steam sterilizer and its quality. • Contribute to planning preventative maintenance for steam sterilizers • Assess data from monitoring processes • Maintain records of the CSSD • Liaise with maintenance personnel/assistants • Complete validation processes • Describe planning preventative maintenance for steam sterilizer. 	Steam Sterilizer (Autoclave) and other accessory equipment/ product required for validation.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Describe different types of sterilization Describe how to maintain sterility storage and transport 	
11	<p>Manage availability, effectiveness and reprocessing of reusable medical devices</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 50:00</p> <p>Corresponding NOS Code HSS/N6203</p>	<ul style="list-style-type: none"> Define the measures to be taken for reusable items to withstand high quality standards. Maintain stock levels of reusable medical devices and packing material Monitor stock levels of reusable medical devices and packing material Record stock levels of reusable medical devices and packing material Manage maintenance of reusable medical devices Provide information about the care of reusable medical equipment Facilitate monitoring and maintenance requirements Explain the importance of maintaining and monitoring various records and packing material of reusable items Describe maintenance of reusable medical devices. 	Instrument set for procedures
12	<p>Sterilize Loads</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 60:00</p> <p>Corresponding NOS Code HSS/N6204</p>	<ul style="list-style-type: none"> Describe the sterilization equipment functions adhere to guidelines and policies. Describe preparation of sterilization equipment. Explain the functioning of a loading sterilizer. Describe the process to operate a sterilizer. Explain unloading and releasing sterilized loads Describe HSE procedures. Explain quality management requirements compilation. 	Steam sterilizer (Autoclave), low temperature sterilizer (ETO, Plasma) and dry sterilizer.
13	<p>Facilitate effective low temperature sterilizer function</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm)</p>	<ul style="list-style-type: none"> Describe the skill and knowledge required to monitor and proper functioning of low temperature sterilizer keeping in mind safety and guidelines recommendation. Describe planning preventative maintenance for low temperature sterilizer. Assess data from monitoring 	ETO and Plasma sterilizer

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	60:00 Corresponding NOS Code HSS/N6205	<p>processes</p> <ul style="list-style-type: none"> Contribute to organization and operational policies and procedures Liaise with maintenance personnel/assistants Describe the need of low temperature basic sterilization requirements. Describe the process of maintaining reports and records. 	
14	<p>Organise and set up trolleys in operation theatre</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Apply operating and monitoring of steam autoclave, ETO, sonic washer and other sterilizing methods Practise the skills to organise surgical instrument trolley Practise the skills required to maintain the sterile field around the trolley and operation theatre Record sterilizing test result stocking and crash cart inventory 	Industry visits, skill lab equipped with required equipments
15	<p>Maintain interpersonal relationship with colleagues and others</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code HSS/ N9615</p>	<ul style="list-style-type: none"> Maintain professional behaviour with co-workers and patients and their families. Network with other departments and maintain professionalism Establish and manage requirements, planning and organizing work, ensuring accomplishment of the requirements. Establish requirements, planning and organizing work, ensuring accomplishment of the requirements Manage requirements, planning and organizing work, ensuring accomplishment of the requirements 	Case studies and role plays for portraying effective networking amongst the team members

Sr. No.	Module	Key Learning Outcomes	Equipment Required
16	<p>Maintain professional and medico-legal conduct</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code HSS/ N9616</p>	<ul style="list-style-type: none"> Maintain one's job role and responsibility. Recognize the job role and responsibilities of co-workers. Demonstrate best practices in the field while complying with organization conduct. Adhere to the concept of individuals or team compliance with legislation, protocols and guidelines and organisational systems and requirements 	Sample case studies
17	<p>Quality Assurance in CSSD department</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Explain the need of quality assurance is important Explain quality in central service department Describe components of quality Describe leadership quality Explain planning tools and procedures Describe quality control indicators Analyse the quality concerns Explain quality central service procedures Describe quality in central service processing areas. 	Updated best practices documents, sample formats
18	<p>Bio Medical Waste Management</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code HSS/N9618</p>	<ul style="list-style-type: none"> Apply the principles of proper and safe disposal of bio-medical waste and treatment Apply the categories of bio-medical waste Segregate biomedical waste properly and according to the protocols Dispose off bio-medical waste using proper colour coding, types of containers, transportation methodology. Acquire broad understanding of standards for bio-medical waste disposal Apply the broad understanding of means of bio-medical waste treatment 	Different coded colour bins, Visit to treatment plan of bio medical waste etc, visit to healthcare facility to learn about BMW

Sr. No.	Module	Key Learning Outcomes	Equipment Required
19	<p>Safety and First Aid</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code HSS/N9617, HSS/N9618</p>	<ul style="list-style-type: none"> Describe symptoms of a cardiac arrest Apply the principles of basic life support (Adult chain of survival ,CABDs of giving CPR) Describe the correct protocol of chest compression, ventilation and assessment steps Differentiate between the single rescuer and two rescuers CPR Describe the conditions when choking occurs Describe the protocol of giving life support during choking Describe the safety measures to prevent emergencies Explain Triage Explain the importance of first aid tools and equipment 	First aid kit, splints, bandage, anti-septic creams etc
20	<p>Basic Computer Knowledge</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Discuss the application and introduction of computers Discuss the foundation concept of operating systems Describe the need of Operating systems (OS) Explain the functions of OS Describe the updated versions of windows like 2008 or 2010 – utilities and basic operations Discuss the updated versions of Microsoft office like 2010, 2013 or 2016. Describe the basic concepts of computer hardware and software Explain the commonly used hospital softwares 	Computer with internet facility
21	<p>Soft Skills and Communication</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Apply art of effective communication Work through effective communication Apply effective communication strategies with peers/ colleagues using medical terminology in communication Employ basic reading and writing skills Carry out sentence formation, grammar and composition Enhance vocabulary Explain goal setting, team building, team work, time management, problem solving 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>thinking and reasoning and communicating with others</p> <ul style="list-style-type: none"> • Execute telephone and email etiquettes • Analyse the information gathered from observation, experience, reasoning, or communication to act efficiently • Evaluate the information gathered from observation, experience, reasoning, or communication to act efficiently • Apply the information gathered from the information gathered from observation, experience, reasoning, or communication to act efficiently • Identify rapidly changing situations and adapt accordingly • Imbibe decision making ability • Plan and organize work 	
	<p>Total Duration</p> <p>Theory Duration (hh:mm) 330: 00</p> <p>Practical Duration (hh:mm) 630: 00</p>	<p>Class Room equipped with following arrangements:</p> <p>Sample formats of reports and hospital CSSD documents, Self-learning and understanding, Group Activity, Scenario based learnings, Computer with internet facility, Different coded colour bins, Visit to treatment plan of bio medical waste etc., visit to healthcare facility to learn about BMW, First aid kit, splints, bandage, anti-septic creams etc, Sample standard hospital protocols, Current Guidelines on Handling of biomedical wastes, Handwashing and Hand rub techniques charts, Spill kit, First Aid Kit, Colour coding diagrams, Infection control protocols, Personal Protective Equipments, Associated risks module, Case-studies to portray and comprehend application, Washer Disinfector, enzymatic cleaner, Washer disinfector, surgical instruments, enzymatic cleaners, Theatre Linen of various types, Different types of instruments and cleaning brushes and cleaning agents, Hand sanitizers, PPE, Hand washing techniques, Surgical instrument, Instrument checklist, Instrument sets, inventory cupboards, Personal Protective Equipment, HAZMAT Kit, Cleaning tools, various detergents, Mannequin, demonstration kits for understanding the anatomy, instructional videos.</p>	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> • Interactive lectures and Discussion • Brain Storming • Charts and Models • Activity • Video presentation <p>Skill lab equipped with following arrangements:</p> <ul style="list-style-type: none"> • Unique equipment as enlisted at the last • Practical Demonstration of various functions • Case study • Role play 	

- Grand Total Course Duration 1470 Hours, 00 minutes (330:00 Hours duration for Class Room, 630:00 Hours Skill and Lab Training and 510:00 Hours of mandatory OJT)
- 510 Hours of mandatory OJT/Internship/Clinical or Laboratory Training)

(This syllabus/ curriculum has been approved by SSC: Healthcare Sector Skill Council)

Trainer Prerequisites for Job role: “Central Sterile Service Department Assistant” mapped to Qualification Pack: “HSS/Q6201, version 2.0”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “HSS/Q6201”.
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	<ul style="list-style-type: none"> • CSSD Assistant or • CSSD Technician or • CSSD Manager or • Diploma in Operation Theatre Procedure
4a	Domain Certification	Certified for Job Role: “CSSD Assistant” mapped to QP: “ <u>HSS/Q6201</u> ”, version 2.0 with scoring of minimum 80%.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “ <u>Trainer</u> ”, mapped to the Qualification Pack: “ <u>MEP/Q2601</u> ” with scoring of minimum 80%
5	Experience	<ul style="list-style-type: none"> • CSSD Assistant with 4 years of experience or • CSSD Technician with 4 years of experience or • CSSD Manager with 2 years of experience or • Diploma in Operation Theatre Procedure with 6 years of experience