

INTERNSHIP PROGRAM SYLLABUS

MEDICAL EQUIPMENT STORE & MAINTENANCE MANAGEMENT(60 HOURS)

Title: Medical Equipment Store & Maintenance Management
Duration: 60 Hours
Mode: Classroom
Target Group: Undergraduate General Students (No prior medical/technical background)

MODULE BREAKDOWN

Module 1: Introduction to Healthcare & Medical Equipment (6 Hours)

- Overview of healthcare systems (Hospitals, Clinics, Diagnostic Centers)
- Importance of medical equipment in patient care
- Types of medical equipment (Diagnostic, Therapeutic, Surgical, Laboratory, Imaging)
- Role of Equipment Store & Maintenance Department

Module 2: Basics of Medical Equipment Store Management (10 Hours)

- Functions of a medical equipment store
- Types of stores (Central Store, Departmental Store, Consumable Store)
- Storage conditions (temperature, humidity, dust-free environment)
- Equipment labeling, tagging, and identification
- Safety precautions while handling equipment

Module 3: Inventory & Documentation (8 Hours)

- Introduction to hospital inventory system
- Manual record-keeping (Registers, Logbooks)
- Basics of computerized inventory (Excel / simple HMIS software demonstration)
- Equipment indenting, receiving, issuing process
- Maintaining purchase records, warranty cards, and manuals

Module 4: Medical Equipment Classification & Handling (8 Hours)

- Common hospital equipment categories:
 - Diagnostic (BP Apparatus, Thermometer, ECG Machine, Glucometer)
 - Imaging (X-Ray, Ultrasound – only overview)
 - Laboratory (Microscope, Centrifuge, Autoclave)
 - Patient care (Suction machine, Infusion pump, Oxygen concentrator)
- Hands-on demonstration of safe handling & basic usage (non-clinical)

Module 5: Basics of Maintenance Management (10 Hours)

(Non-technical, focused on preventive measures and reporting)

- Importance of preventive maintenance vs. breakdown maintenance
- Cleaning, calibration awareness, and storage care
- Checking power cords, plugs, switches (visual checks only)
- Safe battery charging & replacement in portable devices
- Reporting procedure for malfunctioning equipment
- Introduction to Annual Maintenance Contracts (AMC)

Module 6: Safety & Quality Practices (6 Hours)

- Electrical & fire safety in equipment stores
- Handling fragile and sensitive equipment
- Infection control in equipment management
- Waste disposal and biomedical waste regulations (overview)
- Importance of quality assurance in healthcare delivery

Module 7: Store Operations & Practical Training (8 Hours)

- Visit to hospital/diagnostic equipment store
- Demonstration of receiving, tagging, and issuing equipment
- Basic exposure to equipment servicing documentation
- Case study discussions on equipment breakdown & management

Assessment & Evaluation (4 Hours)

- Short quiz on concepts (basic MCQs, oral Q & A)
- Practical observation (handling & documentation tasks)
- Group presentation on “Best Practices in Medical Equipment Management”

EVALUATION

(i)	Continuous Assessment (Attendance - 5%, Practical Activities - 10%, Discipline - 5%)	20%
(ii)	Practical / Skill-Based Assessment	50%
(iii)	Written Quiz / Viva/ Group Presentation	30%

LEARNING OUTCOMES

By the end of 60 hours, students will be able to:

- ✓ *Understand the role of medical equipment in healthcare delivery*
- ✓ *Manage basic equipment store operations (receiving, tagging, issuing, recording)*
- ✓ *Maintain inventory and documentation using manual & simple digital tool*
- ✓ *Ensure safe handling, cleaning, and preventive care of equipment*
- ✓ *Report and document equipment breakdowns properly*
- ✓ *Gain exposure to hospital/diagnostic equipment store functioning*