



CHESP STUDY GROUP

Materials:

CHESP Preparation Guide Book – electronic version (links to all required sections provided)

Other Supplemental Reading Materials (links provided)

Instruction: Facilitated

Continuing Professional Education Credits:

At the end of this course, you will receive twelve (12) continuing professional education credits towards your CHESP renewal.

Course Description:

This online study group is designed as a self-paced course, which means learners are responsible for logging into the course and completing the material. CHESP candidates or potential candidates will collaborate, interact, review material, and ultimately, help each other prepare for the Exam.

Please keep up-to-date with the required readings; the material has been carefully selected to assist you in understanding the content domains. The readings will also prepare you to participate in and contribute to the online discussions.

This online course is accessible 24 hours a day, seven days a week. However, if you have a problem with the system after business hours which are from 8:30 am – 4:30 pm CST, or over the weekend, our staff will be happy to help you on the next business day.

Course Objectives:

The objective of this course is to facilitate a collaborative environment in which healthcare environmental services professionals can study and prepare for the CHESP Exam.

Course Requirements:

In order to keep the pace of this educational program, learners should follow the format below.

Each week provides details regarding and assignments that students must complete in order to successfully meet the minimum requirements for this course.

Minimum requirements:

Sunday is the due date for weekly assignments. Keep in mind that if you don't complete all assignments we will be unable to issue a certificate for the CHESP continuing professional education (CPE) credits for this course. However, we encourage you to submit your assignments as early in the week as possible as early submissions help foster a more collaborative, instructive and interactive learning environment.

The readings must be completed on time in order to prepare learners to participate fully and contribute to online discussions.

Each lesson contains a number of discussion questions, which must be responded to each week. These questions must be completed in a thorough and well thought through manner. Each requires at least a couple of paragraphs to develop a proper response.

Week 1

Requirements: (Listed as "Activities")

- Navigate and become familiar with the AHE Learner Community site
- Read: "A Brief Learning Guide to the Online Community" (Find in the **Resources** Section above)
- Watch Video: "My Online Learning Community" (If you have any trouble viewing the video from the **Activities** section you can find the video on YouTube - <http://www.youtube.com/watch?v=a32eDsxDfjY>)
- Read: The **Introduction** section of the CHESP Preparation Guide, and familiarize yourself with it and the types of exam questions. (Find the CHESP Preparation Guide in the **Resources** Section above)
- Post: an introduction to the Week 1 Discussion Forum, introduce yourself, and share some background information – your name, title, facility, years of experience, and personal goals for enrolling in this study group.

Due Date: End of week 1 (Sunday)

Week 2

Requirements: (Listed as "Activities")

- Read: The **Regulatory Compliance** section in the CHESP Preparation Guide (Located in **Resources** Section)
- Read: The **Planning, Design, and Construction** section in the CHESP Preparation Guide (Located in **Resources** Section)
- Read: The **CHESP Examination Content** document (Located in **Resources** Section)
- Answer at least 3 discussion questions. These questions must be completed in a thorough and well thought out manner. Each question requires at least a couple of paragraphs to formulate a proper response. Please submit your answers under the Week 2 Discussion Forum. ~ **When you "Post" an answer, please COPY and PASTE the**

Question before your answer to help identify which question you are answering for the facilitator ~ Click “post” to submit your answers.

Suggested material (Not required):

- Read: The “How to Respond When JCAHO Comes Calling” document (Located in **Resources** Section)

Due Date: End of week 2 (Sunday)

Week 3

Requirements: (Listed as “Activities”)

All of the reading assignments are Sections in the CHESP Preparation Guide
(Located in **Resources** Section)

- Read: The **Operations Related to Environmental Sanitation** section
- Read: The **Operations Related to Waste Management** section
- Read: The **Operations Related to Textile Management** section
- Watch: The **Textile Management** podcast, which covers problem-solving and equations for textiles.
- Post: Answer at least 3 discussion questions. These questions must be completed in a thorough and well thought manner. Each requires at least a couple of paragraphs to formulate a proper response. Please submit your answers under the Week 3 Discussion Forum. ~ **When you "Post" an answer, please COPY and PASTE the Question before your answer to help identify which question you are answering for the facilitator** ~ Click “post” to submit your answers.

Suggested material (Not required):

- Read: CDC-MMWR: Guidelines for Environmental Infection Control in Health-Care Facilities (<http://www.cdc.gov/mmwr/PDF/rr/rr5210.pdf>)
- Read: Waste Reduction Activities for Hospitals (UPDATED 11/29!)- <http://www.cdph.ca.gov/certlic/medicalwaste/Documents/MedicalWaste/HospitalP2Strategies.pdf>
- Visit Site: Hospital eTool (Click on Laundry) <http://www.osha.gov/SLTC/etools/hospital/>

Due Date: End of week 3 (Sunday)

Week 4

Requirements: (Listed as “Activities”)

All of the reading assignments are Sections in the CHESP Preparation Guide
(Located in **Resources** Section)

- Read: The **Financial Stewardship** section
- Read: The **Administration** section
- Watch: The “**Finance Problem Solving**” podcast, which covers finance related math problem-solving
- Post: Answer at least 3 discussion questions. These questions must be completed in a thorough and well thought manner. Each requires at least a couple of paragraphs to formulate a proper response. Please submit your answers under the Week 4 Discussion Forum. ~ **When you "Post" an answer, please COPY and PASTE the Question before your answer to help identify which question you are answering for the facilitator** ~ Click “post” to submit your answers.

Suggested material (Not required):

- Read: Visit the following site to read “Can an Internal Housekeeping Department Compete with Outsourcing Companies?” Click the link below or copy/paste address:
http://www.iinet2.org/uploadedFiles/SHS/Resource_Library/details/015.pdf
- Read: Housekeeping Case-Study, “The Housekeeping ‘Score Card’ and the Quest for a Cleaner Facility”

Due Date: End of week 4 (Sunday)

Week 5

Requirements: (Listed as “Activities”)

- Complete the final project. This project must be completed in a thorough and well thought out manner. Each component requires at least a couple of paragraphs to formulate a proper response. Please submit your answers to the final project in the Week 5 Discussion Forum. ~ **When you "Post" an answer, please COPY and PASTE the Question before your answer to help identify which question you are answering for the facilitator** ~ Click “post” to submit your answers.

Final Project - Must complete all three components:

Post:

- Identify two knowledge areas you would like to improve before taking the CHESP Exam.
- Research online and identify at least two documents (not previously provided in this course) that will help you improve those two areas.

- Write a short summary of the documents or resources explaining how they can help; share them with your peers in this course under the Discussion Area.

Due Date: End of week 5 (Sunday)

Week 6:

Requirements:

- Complete: The online **Course Evaluation Survey** (Please go to the **Activities** section to access and complete this survey)
- Submit: **ALL** required assignments from previous weeks that have not been turned in yet.

Please note that if you do not submit all the required work (including the evaluation survey), you will not receive a Letter of Completion or continuing professional education credits for the course.

Course will be open an extra week for your review of the material, comments, and final contact with peers.

Due Date: End of week 6 (Sunday)