

Diploma in Health and Hospital Management

(Duration two years)

First year

Introduction to management

Introduction to management-1

General management

- 1-Principal of management
- 2-Fuction of management
- 3-Manavent of techniques
- 4-Organisation structure and design

Human resource planning

- 1-Human resource planning
- 2-Recruitment selection and induction
- 3-Training and development
- 4-Comunicaation

Human resource management

- 1- Motivation
- 2-Leadership
- 3-Union and management relations
- 4-Wage and salary administration

Practical

- Human resource development
Decision making case studies

Introduction to management - 2

Financial management

- 1- Accounting concept and application
- 2- Understanding cost and their behavior
- 3- Budgeting
- 4- Financial control

Marketing and health economics

- 1- Marketing of health care services
- 2- Pricing of health services
- 3- Health economics

Essentials of logistics and equipment management

- 1- Logistics management
- 2- Inventory control
- 3- Equipment management - Planning and procurement
- 4- Equipment management- Maintenance repair and disposal

Practical

- 1- Break even analysis
- 2- Preparation of financial statement
- 3- Manual- Utilisation of equipment
- 4- Manual- Inventory analysis

Organization and management of hospital

Overview of hospital system

- 1- Evolution and classified of hospital
- 2- Hospital organization
- 3- Role of hospital
- 4- Role of hospital administration

Challenges in hospital management

- 1- Present hospital scenario management orientation
- 2- Public relations and image of hospital
- 3- Legal aspects and consumer protection act
- 4- Fundamental s of quality management
- 5- Research in hospital administration

Hospital engineering services

- 1- Basic engineering services
- 2- Allied engineering services
- 3- Engineering hazards

Practical

Organizational analysis
Patient satisfaction

Second year

Clinical diagnostic and therapeutic services

Clinical services 1

- 2- Outpatient services
- 2- Accident and emergency services
- 3- Operation theatre
- 4- Intensive care unit

Clinical services 2

- 1- Inpatient services
- 2- Nursing services organization and administration
- 3- Ward management and nursing care
- 4- Physical medicine and rehabilitation

Diagnostics and therapeutic services

- 1- Laboratory services
- 2- Radio diagnosis and imaging services
- 3- Radiation hazards
- 4- Blood transfusion services

Practical

- Problems in O P D
- Emergency procedures
- Quality control study in laboratory

Health system management

Community health

- 1- Concept in community health
- 2- Health for all and primary health care
- 3- Basic of epidemiology and biostatistics
- 4- Occupational health
- 5- Health insurance

Health system in India

- 1- Overview of health care delivery system
- 2- Holistic approach to health
- 3- District health organization
- 4- Regionalization of health care

National health programmes

Practical

Guidelines for visit to sub center P H C, C H C, District health center Guidelines on projects work

Support and utility services and risk management

Support and utility services 1

- 1- Sterile supply services in hospital
- 2- Medical records department
- 3- Linen and laundry services
- 4- Dietary services
- 5- Housekeeping services

Support and utility services 2

- 1- Mortuary services
- 2- Transportation system - Ambulances services
- 3- Sanitation and waste management

Safety and risk management

- 1- Hospital acquired infection
- 2- Disaster management
- 3- Security organization management
- 4- Fire hazards

Practical

Case study/guidelines
Guidelines for waste disposal in hospital
Guidelines for disaster management manual
Fire manual guidelines