



HOSPITAL **ADMINISTRATION**

DURATION: 360hrs (6 MONTHS)

MAIN SUBJECTS

- 1.ADMINISTRATIVE SERVICES IN HOSPITALS
- 3.CLINICAL SERVICES
- 5.WASTE DISPOSALS
- 7.HOSPITAL ACCOUNTS

- 2.SUPPORTIVE SERVICES
- 4.HOSPITAL HOUSE KEEPING
- 6.MANAGEMENT OF HUMAN RESOURCES

TOPICS COVERED UNDER THIS COURSE

PAPER 1

HOSPITAL ADMINISTRATION AND SUPPORTIVE SERVICES

- 1.Administrative services
- 2.Role of hospitals
- 3.Hospital planning
- 4.Effective hospital management
- 5.Planning
- 6.Organizing
7. Directing
- 8.Controlling
- 9.Management of finance
- 10.Medical records maintenance
- 11.Prevention of hospital infection
- 12.Material management
- 13.Marketing in hospitals
- 14.Waste management
- 15.Public relations in hospital
- 16.Ethical and legal aspects in hospital
- 17.Disaster management
- 18.Quality assurance
- 19.Nursing services



PAPER 2 CLINICAL AND SUPPORTIVE SERVICES

1. Radiology and imaging services.
2. Diagnostic radiology
3. Interventional radiology
4. Radiology department structure
5. Radiology emission protective measures
6. Laboratory services
7. Laboratory planning process
8. Laboratory design
9. Architectural considerations
10. Architectural specifications
11. Operating room equipments
12. OT design
13. Different zones
14. Operation theatre suite
15. Pharmacy
16. CSSD
17. Hospital linen and laundry services
18. Counselling and rehabilitation

PAPER 3 HOUSE KEEPING

1. Housekeeping operations and importance
2. Duties and responsibilities of HR employees
3. Importance of bed making
4. Cleaning equipments
5. Laundry –main equipments and detergents
6. Linen rooms and its relevance
7. Pest controls and eradication

PAPER 4 MANAGEMENT OF HUMAN RESOURCES IN HOSPITALS

1. Human resource management
2. Nature and scope
3. HR functions
4. Job analysis
5. Job description
6. Job specification
7. Performance appraisal
8. Stress management
9. Salary management
10. Regulatory frameworks

PAPER 5 HOSPITAL ACCOUNTS

1. Hospital accounts
2. Income and expenditure accounts
3. Accounts of non-profit institution
4. Trial balance
5. Balance sheet
6. GST



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