

# NIMS UNIVERSITY, JAIPUR



## SYLLABUS

# POST GRADUATE DIPLOMA IN HOSPITAL HEALTH MANAGEMENT

## POST GRADUATE DIPLOMA IN HOSPITAL HEALTH MANAGEMENT

Sl. No.	Subject Code and Subject Name	Theory-T	Practical
<b>YEAR - I</b>			
1.	Perspective of Management	100	-
2.	Management of Health Systems	100	-
3.	Medical Terminology, Records and Insurance	100	100
4.	Diagnostic , Support and Utility Services	100	100
5.	Hospital Accounting and Hospital Laws	100	-
6.	Hospital Administration and Planning	100	-
7.	Marketing for Health Services	100	-

## Principles of Management

<b>UNIT 1</b>	Introduction: Concept of Management: Definition – Nature – Purpose – Scope and Significance Management Vs. Administration- Universality of Management Principles – Evolution of Management thought–Approaches to Management – Process of Management – Internal and External environment Forces – Functions of Management.
<b>UNIT 2</b>	Planning: Concept and Significance – Types of Plans – Objectives – Management by objectives, by exception, by crisis - Strategies – Policies – Procedures – Rules – Programmes- Planning Premises. Decision Making: Decision Making Process – Decision Tree Analysis – Linear Programming – Game Theory.
<b>UNIT 3</b>	Organising : Nature and Purpose – Principles of organisation: formal and informal organisation- span of control – Hierarchy - Authority and responsibility – Delegation of authority –centralisation – decentralisation – Line and Staff conflict and cooperation – Plural executive – Committees – Board of Directors.  Staffing: The Nature and purpose of staffing - Recruitment – Selection – Placement and Promotion – training – Executive development programmes.
<b>UNIT 4</b>	Direction: Elements of Directing – Communication – Importance Process – Media –barriers to communication: Effective communication – Motivation and importance in management- Leadership.
<b>UNIT 5</b>	Control: Process of Control – Reporting system for Control- Modern Control Techniques – PERT and CPM.  Indian Management Scenario: Business Class in India – Management Development in India- Social responsibilities of business and managers role.

### RECOMMENDED BOOKS

- Harold Koontz & Heinz Weihrich : Management
- Peter F. Drucker : Practice of Management
- L A. Alien : Management and Organization
- Newman & Summer : The Process of Management
- Black & Moulton: Managerial Grid
- Das Gupta: Business & Management in India
- Sahr S. Rangneker : In the Wonderland of Indian Managers
- Prasad. Lallan & S.S. Guhan : Management principles and Practice
- M. Benarjee : Modern Management
- Sherlekar & Sherlekar : Principles of Business Management

## Management of Health Systems

<b>UNIT 1</b>	Concept of Health and Disease - Health Environment – Levels of Health Care – Health Indicators – Health for all vision.
<b>UNIT 2</b>	Healthcare delivery system – An Overview – Alternative Systems of Medicine - Indian Systems of Medicine – Ayurveda – Yoga – Naturopathy – Siddha – Unani – Homeopathy – Highlights of National Health Policy.
<b>UNIT 3</b>	Epidemiology of Communicable Diseases – National Programmes - Respiratory Infections – Intestinal Infections – Arthropod – borne Infections – Zoonoses – Surface Infections.
<b>UNIT 4</b>	Epidemiology of Non-communicable Diseases – Coronary Heart Disease – Hypertension – Cancer – Diabetes – Obesity – Blindness – Accidents.

### RECOMMENDED BOOKS:

- National Health System and Their Orientation towards Health for All – WHO.
- Social Security Principles, International Labour Organization, Geneva.
- Park, K “Preventive and Social Medicine”, Banarsidas Bhanot Publishers, Jabalpur.
- Frawley, David (1997), Ayurvedic Healing: A Comprehensive Guide, Motilal Banarsidas Publishers Pvt. Ltd., Delhi, India.
- Jayasuriya, Anton (1995), the Scientific Basis of Acupuncture, Medicinal Alternative International, Colombo, Sri Lanka.
- Kishore, J “National Health Programmes of India”, New Delhi, Century Publications.
- Ministry of Health and Family Welfare Publications, New Delhi.
- Sreenivas T, Management of Hospitals, APH Publishing Corporation, New Delhi

## Medical Terminology, Records and Insurance

<b>UNIT 1</b>	Common terms of healthcare management: Terms related to levels of health care; primary, secondary and tertiary – systems of medicine – Ayurveda, Siddha, Unani, Homeopathy, Yoga, Naturopathy, Reiki, etc. – Preventive and Curative medical care – General and specialty Hospitals-Pharmacopeia (inpatient and outpatient).
<b>UNIT 2</b>	Specialty-wise terminology – Pathology terms of common use – clinical, diagnostic and therapeutic terms – Pediatric services – Dental – Psychiatric – Casualty and Emergency – neurology – obstetrics and Gynecology – Dermatology intensive care – coronary care services.
<b>UNIT 3</b>	Medical Records – Admission – Billing – Nursing Records – Diagnostic Records – Infection Control Records – Maintenance of Operation Theatres Records – Maintenance of Intensive Care Units Records – Clinical Records – Housekeeping Records – Food Records – Engineering Records – Maintenance Records – Security Records – Fatal Documents – Mortuary Maintenance Records – Transportation – Medico Legal Records.
<b>UNIT 4</b>	Medical Insurance – Insurance Policy – Health Insurance in Indian Scenario – Economics of Life and Health Insurance - Importance – Health Insurance Policies – Administration of Health Insurance Schemes like CGHS and ESI and Social Security Measures – Health Insurance Taxation – Health Insurance Providers - Insurance Policy – Population Insurance Regulations – Payment Comparisons – Analysis of Risks – Indian and International Insurance Plans.

### RECOMMENDED BOOKS:

- Preventive and Social Medicine, K.Park, 15th edition, Banarasidas Bhanot Publishes, Jabalpur.
- India Health Report, Rajiv Mishra, Rachel Chaterjee, Sujatha Rao, Oxford University Press, New Delhi.
- Textbook of Midwives, V.Ruth Bennett, Lindo,K Brown, ELBS, British Publishers, London.
- Website : indianmedicine.nic.in

## Diagnostic, Support and Utility Services

<b>UNIT 1</b>	Clinical Services – Outpatient Services – Accident and Emergency Services – Inpatient Services – Operation Theatre Services – Intensive Care Unit Services – Nursing Services
<b>UNIT 2</b>	Diagnostic and Therapeutic Services - Laboratory Services – Radio Diagnosis and Imaging Services – Radiation Hazards – Blood Transfusion Services – Pharmacy Services.
<b>UNIT 3</b>	Support and Utility Services – Sterile Supply Services in Hospitals – Medical Records Department – Linen and Laundry Services – Dietary Services – Housekeeping Services – Mortuary Services – Transportation System – Ambulance Services – Sanitation and Waste Management.
<b>UNIT 4</b>	Safety Services – Hospital Acquired Infection – Disaster Management – Fire Fighting – Security Services.

### RECOMMENDED BOOKS:

- Outpatient Services in Hospital Planning and Administration, WHO, Zeniva.
- Kaunders,GD, Gopinadh,S and Katakam,A, Outpatient Services in Hospitals, Tata McGraw Hill Publishing Pvt.Ltd., New Delhi.
- Role of Hospitals in Ambulatory Care, WHO Technical Series, Zeniva.
- Hospital Planning and Administration, WHO, Zeniva.
- McGibony, "Principles of Hospital Administration", Chicago.
- The Organization and Management of Hospital Dietary Services, NIHFV, New Delhi.

## Hospital Accounting and Hospital Laws

<b>UNIT 1</b>	Bookkeeping – Scope of Accounting – Accounting Concepts and Principles – Double Entry Bookkeeping - Journal – Ledger – Subsidiary Books – Cash Book – Trial Balance – Trading Account – Profit & Loss Account – Balance Sheet – Bank Reconciliation Statement.
<b>UNIT 2</b>	Materials Management – Concepts – Organizing the Materials Management – Materials Handling – Problems – Storekeeping and Warehousing Management – Material Records – Lab Control.
<b>UNIT 3</b>	Inventory Management – Raw Materials – Finished Goods – Norms of Inventory – Ordering Costs – Inventory Carrying Costs – Economic Order Quantity (EOQ) – Economic Purchase Quantity (EPQ) – ABC Analysis – Control Ratios – Determination Stock Levels.
<b>UNIT 4</b>	Hospital Laws – Law of Contract Applicable to Doctors – Liability Risks – Medico Legal Issues – Consumer Protection Act – Company Law – Taxation – Mercantile Law.

### RECOMMENDED BOOKS

- Prasad, G & Chandrasekhara Rao, V, "Accounting for Managers" Jai Bharat Publishers, Guntur.
- Ramachandran, N & Ramkumar Kakani, "Financial Accounting for Management" Tata McGraw Hill Publishing Company Limited, New Delhi.
- Siddiqui, S.A. and Siddiqui, A.S., "Managerial Economics and Financial Analysis",

New Age International (P) Ltd., Publishers, New Delhi.

- Mishra, R.K. and Naveen, B, "Readings in Managerial Economics Accounting & Financial Analysis" B.S.Publications, Hyderabad.
- Gopalakrishnan,P and Sundaresan, M, "Materials Management" – An Integral Approach", Prentice-Hall of India Private Limited, New Delhi.
- Bulchandani, K.R. "Business Law for Management", Himalaya Publishing House, Mumbai.
- Avathar Singh, Law of Contract and Specific Relief, Eastern Book Company, Lucknow
- Gulshan SS, Kapoor GK, Business Law including Company Law, New age International Publishers, New Delhi.

## Hospital Administration and Planning

<b>UNIT 1</b>	Historical growth of public policy in health and medical care. Institutionalized medical care movement in India. Health in the Indian Constitution and its significance for administration. Review of health policy in India. Health administration in India: Central and State level directorates and administrative ministries, their authority and functions
<b>UNIT 2</b>	Functions of national agencies engage in various aspects of public health and medical care. Medical education and research in India: organization, administration and structure. Role of hospital in medical education and research and the functions of the hospital administrator. Role of hospital in outreach services.
<b>UNIT 3</b>	Primary health care administration: different programmes, approaches and strategies. Role of International agencies like WHO and UNICEF in health care
<b>UNIT 4</b>	Promotion of a hospital: setting up mission and goals. Feasibility study: identifying geographical areas and patient group size and types of hospital facilities. Available financial and human resources. Selection of architect and contractor. Hospital design: different hospital designs; consideration of energy; physical movements; preparing architect's brief. Equipping the hospital: preparing equipment list; built-in equipment; equipment installation.

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### MARKETING FOR HEALTH SERVICES

<b>UNIT 1</b>	Stores: concept of stores; importance of stores in the hospital setting; types of stores in a hospital; stores routine; supply and replacement of stocks; cards system and use of bin cards; stock verification; control of pilferages
<b>UNIT 2</b>	Inventory control: meaning, scope and definition of inventory. Advantages of inventory control –ABC-VED analysis. Economic order quantity (EOQ); lead time; safety stock; quality control over supplies
<b>UNIT 3</b>	Purchase of right quantity, right quality, right prices, right time, and right source. Price forecasting methods. Methods of purchasing: use of ABC-VED analysis in purchase control; tendering procedures; purchase versus leasing decision; purchase of capital equipment and other major investments; international purchasing. Import tariffs, policies and procedures. Customs and excise and exemptions. Letter of credit and other formalities relating to imports.
<b>UNIT 4</b>	Maintenance: Preventive maintenance, repairs. Areas of maintenance: equipment maintenance, plant maintenance and property maintenance. Maintenance contract.

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