

Learning Outcomes:

The educational objectives of the course are to educate students to attain the following:

- To teach functioning of modern hospitals.
- Learn the importance of patient records and software related to information system.
- Understand the medical waste and its management.

SYLLABUS

Unit No.	Topics	Lectures (Hours)
1	The Hospital: Role of Hospitals in Health Care, Hospital Planning and Design, Effective Hospital Management, Planning, Organizing, Controlling, Financial Management	8
2	Administrative Services: The Role of Hospital Administrator, Medical Records, Hospital Utilization Statistics, Materials Management, Marketing of Health Services, Evaluation of Hospital Services, Ethical and Legal Aspects of Hospital Administration, Disaster Management	9
3	Clinical Supportive Services: Radiology and Imaging Services, Laboratory Services, Operation Theatre Suite, Pharmacy, Central Sterile Supply Department (CSSD), Hospital Linen and Laundry Service	6
4	Hospital Services & Information System: Outpatient Services, the Nursing Unit, Intensive Care Unit, Nursing Services, Biomedical Engineering Services, Information system types, Open source Hospital Information system (HIS), Evaluation of Different HIS	9
5	Biomedical Waste Management: Hospital Waste, Effect of Hospital Waste on Environment and Health, Generation and Segregation, Transport and Storage, Treatment and Disposal of Waste, Managerial Issues in Biomedical Waste Management, New Concept in Biomedical Waste Management, Laws Related to Biomedical Waste Management	8

Tutorials/Assignments shall be based on the above syllabus.

Text Books:

1. Principles of Hospital Administration and Planning, 2nd Edition by BM Sakharkar, JAYPEE BROTHERS MEDICAL PUBLISHERS.
2. Hospital Waste Management: A Guide for Self-Assessment and Review by Basarkar Shishir , JAYPEE BROTHERS MEDICAL PUBLISHERS

Reference Books:

1. Innovations in Hospital Management: Success with Limited Resources by Rufino L Macagba
2. Hospital Administration and Management—A Comprehensive Guide by Gupta Joydeep Das , JAYPEE BROTHERS MEDICAL PUBLISHER