

Syllabus: Advanced Diploma Hospital Management(ADHM)

COMPULSORY

1. Organizational Behaviour

(Credits :2,

Hours:24)

- Introduction to OB- Definition, importance, scope of OB, Fundamental concepts of OB, models of OB (4)
- Behavioural Dynamics- Individual determinants of OB: perceptions, learning, personality, attitudes and values, motivation, job anxiety and stress (10)
- Interactive aspects of OB- analyzing inter-personal relations, Group & team dynamics, management of conflicts, management of change, leadership styles and influence process. (10)
- Cases- all topics in organizational behaviour should be covered with the help of case studies.

Books:

1. S. P. Robbins : Organizational Behaviour, Prentice Hall,
2. Fred Luthans : Organizational Behaviour, McGraw Hill
3. J. W. Newstrom & K. Davis : Organizational Behaviour, McGraw Hill.
4. Archana Tyagi : Organizational Behaviour, Excell Books.
5. Madhukar Shukla : Understanding Organizations – Organizational Theory & Practice in India, Prentice Hall
6. Borkowski-Organisational Behaviour in Health Care, 2005

2. Management Principles, Process

(Credits: 2, Hours:24)

- Introduction- Meaning & Nature of Management, overview of Management Process, roles and responsibilities of professional manager, managerial levels, managerial skills. Managerial functions: planning, organizing, directing, controlling. (8)
- Evolution of Management Theory- History and growth of various management approaches, contribution of management thinkers: F.W.Taylor, Henry Fayol, Elton Mayo, traditional management vs. modern healthcare management, healthcare management as a profession, modern management concept and its implication in health sector. (6)
- Organization Structure & process- organizational climate, culture and managerial ethos, organizational structure and design, centralization and decentralization, delegation and interdepartmental coordination, managerial communication. (5)
- Decision Making- organizational decision context of decisions, decision making environments, decision making models, process, and techniques, MBO (4)
- Management Engineering & Productivity improvement (1)

Books:

1. L.M.Prasad – Principles of Management
2. Tripathi – Principles of Management

3. Human Resource Management

(Credits:4,Hours:48)

- Overview of HR practices: Introduction, Importance, Evolution, difference between Personnel Management and HRM, difference between HRM & HRD, Strategic HRM, role of a HR Manager, functions of HRM, international HRM. (4)
- Human Resource Planning: meaning, objectives, ERP process, methods of forecasting, defining organizational units, jobs, positions and tasks. (4)
- Recruitment and selection: creating vacancies, creating advertisements, data maintenance of applicants, monitoring status of applicants, working out requirement profiles, profile matching, selection of employees, transfer of applicant data to employee data. (5)
- Personnel administration: creating master data, data maintenance of employees in info types, creating actions, creating info groups, executing actions. (4)
- Time management: creating public holiday calendars, work break schedules, daily work schedules, periodic work schedules, work schedule rule, defining expectations, configuring leave, absences, attendance, defining substitutions, availability, time types, processing types, time recording, processing(line data), time evaluation. (3)
- Payroll administration: defining payroll area, pay scale area, pay scale types, pay scale structures, setting up pay scales and levels, wage types, configuring basic pay, recurring pay allowances and allowances, additional payments, running payroll (5)
- Benefits: creating benefit areas and configuring benefit plans, eligibility, costs and credits, maintaining benefit infotypes. (4)
- Human Resource Development: performance management, career planning and development, organizational development. (8)
- Training and development: concept of training & development models & succession models, creating & marketing training, seminar and convention management, creating business event groups, business event types, creating resources, cost elements, marketing business events, integration with components. (8)
- HRIS: creating master data, personnel events, wiring, relocation, maintaining infotypes, reports, optical archiving. (3)

Books

- 1.. W.B. Werther & Keith Devis : Human Resource Management, McGraw Hill
2. V.S.P. Rao : Human Resource Management, Excel Books
3. Pattanayek, Human Resource Management, PHI
4. E.A. Ramaswamy : Managing Human Resources, OUP
5. Bohlander, Managing Human Resources, 13th ed, Thomson Learning

4. Management Information System

(Credits: 2, Hours:24)

- Organizational foundations of IS: managing the digital firm, Information Systems in the enterprise, information systems- organisations, management and strategy, ethical and social issues in the digital firm (6)
- Building IS: contemporary approaches, designing the organisation with IS, alternative systems building methods, ensuring quality with IS, systems success & failure: implementation (5)
- Organizational support systems: information & knowledge work systems, enhancing management decision making, and artificial intelligence. (5)
- Managing contemporary IS, controlling IS, managing international IS (4)
- Hospital Management IS & health Management IS. (4)

Books:

1. V. Rajaraman : Fundamentals of Computers, Prentice-Hall.
2. S. K. Basandra :Computers Today, Galgotia Books.
3. J. Shelly & R. Hunt : Computer Studies, Wheeler Publishing.
4. Peter Norton : An Introduction to Computers, Tata McGraw- Hill.
5. C. Xavier : Introduction to Computers, New Age Publishers.
6. Gordon B Davis & Margrethe H Olson : Management Information Systems – Conceptual Foundations, Structure and Development , Tata Mcgraw-Hill
7. Kelkar, Management Information System, PHI
8. Arora & Bhatia, Management Information System, Excel Books
9. Stair, Principles of Information System, 6th ed, Thomson Learning
10. K. C. Loudon & J. P. Loudon : Management Information Systems, Prentice Hall/ Pearson Education
11. OZ, Management Information System,Vikas
12. Murphy, Electronic Commerce, Jaico
13. Jeffrey A Hopper, Mary B Prescott & Fred R Mcfadden : Modern Database Management, Pearson Education
14. Silberschalz, Korth & Sudarshan : Database System Concepts, McGraw Hill.
15. Kalkota & Winston : frontiers of Electronic Commerce, Addison – Werley.
16. C J Date : An Introduction to Database System : Pearson Education

5. Service Marketing

(Credits:2, Hours:24)

- **Introduction to Services:** Nature of Services; Characteristics of Services –Health Services- nature of Health Services require skills for health services Intangibility, Inconsistency, Inseparability and Inventory; Search, experience and credence attributes, Classification of Services; Consumer versus Industrial Services. (4)
- **Global and Indian Scenario in services sector:** Importance of Services Marketing; Every business a service business; Service as key differentiator for manufacturing industries. (2)

- Health Services and scope of Health services . Global Scenario of Health Services , and Indian Scenario of Health services (2)
- **Services Marketing Mix:** Introduction to the 7 Ps of Services Marketing Mix; and use of 7Ps in Health Service . (2)
- **Product-Service Continuum;** Standalone service products; Service products bundled with tangible products; Service Life Cycle. (2)
- **Distribution:** Place – Distribution Strategies for Services; Challenges in distribution Of Health Services; Role of Internet in distribution of Services. (2)
- **Promotion:** Promotion objective for Health Services; Personnel Selling, Advertising and Sales Promotion; Role of Relationship Marketing in promoting Health Services. (2)
- **Pricing:** Factors involved in pricing a Health service product; demand variation and capacity constraints; Capacity Planning, Measures to respond to changes in demand; Reshaping demand using effective pricing . (2)
- **People:** The key role of service employees in a service business; Training and development of employees; Motivation and empowerment. (2)
- **Physical evidence:** Nature of physical evidence; Importance of physical evidence in services; Tangibilizing through physical evidence; Service scapes. (2)
- **Process:** Service as a process & as a system - Different process aspects and managerial challenges,Applying technology to service settings, e-services (2).

Books Recommended:-

1. Services Marketing - Zeithaml, Bitner, Gremler & Pandit, TMGH, 4th ed.
2. Services Marketing - Christopher Lovelock
3. Services Marketing - Rampal & Gupta
4. Essence of Services Marketing - Ardian Payne
5. Services Marketing - Helen Woodruff

6. Semester End Project Report (Viva-Voce)

(Credits:2,Hours:24)

OPTIONAL (ANY TWO to CHOOSE FROM)

7. Basics of Marketing

(Credits:2,Hours:24)

- **Introduction to Marketing:** Meaning, Nature and Scope of Marketing; Marketing Philosophies; Marketing Management Process; Concept of Marketing Mix; Market Analysis: Understanding Marketing Environment; Consumer and Organization Buyer Behaviour; Market, Measurement; Market Segmentation, Targeting and Positioning. (8)
- **Product Planning and Pricing:** Product Concept; Types of Products; Major Product Decisions; Brand concept; importance and role, Product Life Cycle, New Product Development Process; Pricing Decisions; Determinants of Price; Pricing Process, Policies and Strategies. (8)

- **Promotion and Distribution decisions:** Communication Process; Promotion Tools Advertising, Personal Selling, Publicity and Sales Promotion; Distribution Channel Decisions- Types and Functions of Intermediaries, Selection and Management of Intermediaries. (8)

Books:

1. Phillip Kotler: Marketing Management: Prentice Hall/ Pearson Education
2. W.J. Stanton: Fundamentals of Marketing : McGraw Hill
3. Palmer, Principles of marketing, OUP
4. Czinkota, Marketing Management, Vikas
5. B.K. Chatterjee, Marketing Management, Jaico
6. Hoffman, Marketing Best Practices, 2nd Ed, Thomson Learning
7. W. Zikmund & M.D'Amico : Marketing : John Wiley & Sons
8. Rajan Saxena : Marketing Management : Tata McGraw Hill
9. Lamb, Marketing, 7th Ed, Thomson Learning
10. V.S. Ramaswamy & S. Namakumari : Marketing Management : Macmillan
11. J C Gandhi : Marketing : Tata McGraw Hill
12. W D Perreault & E J McCarthy : Basic Marketing : Tata McGraw Hill
13. Zikmund, Marketing, 7th Ed, Thomson Learning
14. Berkowitz- Essentials of health care marketing

8 . Financial Management

(Credits:2,Hours:24)

- Introduction to Financial Management meaning ,definition, concept (1)
- Elements of cost, break-even analysis, types of budget and flexible budget vs. fixed budget, operating and financial budgets. (8)
- Concept of finance: long term, short term finance, term loans, other sources of finance, working capital management, Inventory management and account receivables management, cash management (8)
- Capital and Profit Management: structure, cost, measurement, dividend policy, capital market ,investment analysis (4)
- Understand various concepts: time value of money, money market, currency market, corporate restructuring. (3)

Books : -

1. Van Horne and Wachowicz : Fundamentals of Financial Management, Prentice Hall/ Pearson Education.
2. Brealey and Myers : Principles of Corporate Finance, Tata McGraw Hill.
3. McMenamin, Financial Management , OUP
4. Brigham, Financial Mgmt, 10th Ed, Thomson Learning
5. Ramachandran, Accounting & Financial Mgmt for MCA & MBA Students, Scitech
6. Prasanna Chandra : Financial Management - Theory & Practice, Tata McGraw Hill.
7. Lasher, Practical Financial Mgmt., 4th Ed, Thomson Learning
8. I.M. Pandey : Financial Management, Vikas.
9. A.P Rao, Cases & problemson Financial Management, EPH
10. A Damodaran : Corporate Finance , Wiley.

9. Management Accounting

(Credits:2,Hours:24)

- Introduction to Management Accounting- meaning definition of accounting, parties, users interested in accounting, (4)
- Branches of accounting, meaning and definition of management accounting, understanding basic accounting terminologies, rules of accounting. (6)
- Meaning of journal, writing journal entries, posting ledger, trial balance (6)
- Preparation of trading and profit and loss account and Balance Sheet. (8)

Books : -

1. Ramachandran, Accounting & Financial Mgmt for MCA & MBA Students, Scitech
2. Finkler – Accounting Fundamentals for Health Care Management, 2006

10. Organizational Development

(Credits:2,Hours:24)

- Definition, Values and Assumptions, Importance, Evolution: Kurt Lewin, Robert Tanenbaum, McGregor, Herbert Shepard, Robert Blake. (4)
- Foundations Of OD: Action Research, Survey Feedback, Systems Theory, Teams And Teamwork, Participation And Empowerment, Applied Behavioural Science, Parallel Learning Structures. (6)
- Process Of OD –Model Of Change, Six Box Model. (5)
- OD Intervention: Meaning, Importance, Team Intervention: Role Analysis, Interdependency, Appreciation and Concern Inter group: Walton, Principled Negotiation Structural: Sts, Work Redesign, Self-Managed Teams. Individual: T-Group, Behaviour Modeling (5)
- Client And Consultant Relationship (2)
- Caselets: Action Research Intervention Exercises (2)

Books Recommended:-

1. Organisational Development By S Ramnarayan, T V Rao.
2. Organisational Development And Change By Cummings And Worley (7th Edition)
3. Organisational Development By French And Bell (6th Edition)

11. Computer Basics

(Credits: 2, Hours:24)

- Understanding Information Technology Infrastructure: Hardware & Software (4)
- Managing Data resources, Telecommunications & Networks, Internet & the New IT Infrastructure, electronic Business & electronic Commerce, M-commerce. (5)
- The students will also learn theory and management applications of the following Major commands for windows operating system
Word processing (MS Word) (3)
Spread Sheet (MS Excel) (6)
Presentation Tool (MS- Power Point) (4)

Books:

1. V. Rajaraman : Fundamentals of Computers, Prentice-Hall.
2. S. K. Basandra :Computers Today, Galgotia Books.
3. J. Shelly & R. Hunt : Computer Studies, Wheeler Publishing.
4. Peter Norton : An Introduction to Computers, Tata McGraw- Hill.
5. C. Xavier : Introduction to Computers, New Age Publishers.
6. Gordon B Davis & Margrethe H Olson : Management Information Systems – Conceptual Foundations, Structure and Development , Tata Mcgraw-Hill
7. Kelkar, Management Information System, PHI

2nd Semester**COMPULSORY****12. Hospital Organization and Structural & Business Plan****(Credits:4,Hours:48)****Section I: Hospital Organization****(24)**

- Operative Planning-Characteristics, Objective goal, strategic and long term planning. Hospital Utilization & its evaluation (2)
- Managerial style, Importance of strategic leadership and organizational environment in Health Care. (1)
- The function, responsibility and role of Governing body, Chief Executive (Administrator) and Medical Staff and relationship among them. (2)
- Medical staff organization. (1)
- Co-ordination, Communication, and Decision making in Health Care .Organizational productivity-input and evaluation of productivity. (2)
- System policy, Procedure. (1)
- Use of modern tools and techniques for improvement of operational efficiency. Emerging Trend in Health Care. (2)
- Organizational Performance, Assessment of strengths and weakness, strategic thinking and preparation of long term plan. (1)
- Analysis of organization structure, role analysis, role clarity, system of accountability, Organizational dynamics. (2)
- Operational and management control in health care, Management By Objective (2)
- Continuous quality improvement, defining standards, use of advanced quality management techniques (2)
- Review and Evaluation – continuous review of system, policy, procedure, process of updating, working out indexes and indexes for evaluation of various services. (2)

- Productivity study, development of productivity standards, work standards, utilization standards and indices (2)
- Latest changes and development in Health Management. (1)
- Managed Care / Health Maintenance Organization (H.M.O) (1)

Section II :Hospital Planning

(24)

- To understand all aspects of planning and commissioning of different types of hospital including specialty hospitals and project management (2)
- Changing health care concept in planning / designing. (2)
- Site surveys for planning a hospital (Techno-Commercial) (1)
- Hospital building, architectural patterns, landscaping, Internal arrangements, sanitation, lighting, ventilation and traffic control, radiological health; accidental injury prevention programme; occupational health; solid waste management; hospital safety programmes; bomb threat; alarm system; code blue procedures. (3)
- Planning of 30,100,250 bedded hospital(general/specialty) (1)
- Planning of 500, 750 and above bedded hospital(teaching/super-specialty/non-teaching specialty hospitals) (1)
- Project cost and total budget : Feasibility and viability study of Hospital (2)
- Project conceptualization, functional requirements. Implementation. (2)
- Electrical system; water supply and sanitary system; air-conditioning and fresh air systems (HVAC); fire protection systems; centralised medical gas system; telecommunication system; transportation system; illumination. (2)
- Environmental Control and Safety: General environmental control; infection control (1)
- Addition/alteration of existing hospitals (1)
- Equipment Management: Hospital equipment control system; selection and maintenance of equipment; instrumentation evaluation; instrument control; preventive maintenance programme. (2)

Books:

- 1.Principles of Hospital Administration.Owen J.K.
- 2.Modern Concept of Hospital Administration.Rowland, H.S. & Rowland B.L.
- 3.Hospitals & Nursing names planning, oraganisations & Mangt.Tabish,2003
- 4.The Architecture of Hospitals Abram de Swaan, Charles Jencks, Stephen Verderber, Aaron Betsky, Cor Wagenaar,Softbound, Turtleback,ISBN 9056624644,9789056624644, NAI Publishers,March 2006
- 5.The Architecture of Medical Imaging: Designing Healthcare Facilities for Advanced Radiological Diagnostic and Therapeutic Techniques Bill Rostenberg, AIA ,ISBN 0471716618,9780471716617,John Wiley & Sons,June 2006

13. Hospital Support Services

(Credits:2,Hours:24)

- CSSD (2)
- Nosocomial infection and hospital acquired infection control committee (1)
- Nursing Services (2)
- Department of transfusion medicine (2)
- Technology management (2)
- Laundry services (2)
- Security Services (General & Others like fire, gas etc.) (2)
- Transportation Services (External & Internal) (2)
- Mortuary (Preservation, transportation & religious formalities) (1)
- Kitchen services & food safety (2)
- House Keeping (2)
- Contracts Administration-Model contract for different services i.e. Laundry, Dietary, Dispensary, Security and Ambulance Services. (2)
- Logistics Management in Healthcare Units and Storage & Distribution (2)

Books:

- 1.Kunders Hospital Facilities Planning & Management,2004
- 2.Hodges – Assessment and Planning in Health Programs

14. Clinical Services Organisation & Management

(Credits:2,Hours:24)

- **Organisation of Clinical Services** (6)
Role of clinical services in the hospital services system.
Approaches to organising clinical services for hospitals of different sizes, scope and ownership. Composition and role of clinical committees — Infection Control Committee, Ethics Committee, Death Review Committee, Committee on Re-use of Consumables, Clinical Performance Committee Contracting of clinical services.
- **Planning and Management of Clinical Service Departments** (12)
Day care, Out patient department, Accident & Emergency department
Diagnostic Services: Clinical laboratories.
Blood bank. ,Diagnostic radiology ,Radiation therapy ,Nuclear medicine ,Diagnostic endoscopy ,Neuro Lab, Therapeutic Services: Surgical facilities — Operation Theatre ,Labour and delivery suites , Non-invasive cardiology ,Cardiac catheterisation laboratory ,DSA ,Endoscopy , Pulmonary medicine.

General speciality services — obstetrics and gynaecology, paediatrics ,orthopaedics ,Dental services ,Psychiatry services.

ICU,NICU,PICU

Nursing Services: General and special nursing units ,Ward management ,Isolation facilities ,Intensive care units ,Nurseries ,Rehabilitative Services: Physical medicine and rehabilitation ,Physical therapy ,long term care

Occupational therapy ,Speech and hearing therapy ,Recreational therapy.

- **Professional Staff Management** (6)

Selection of consultants, Delineation of clinical privileges,Management of junior doctors, Management of paramedical staff, Nursing service administration, Evaluation of clinical performance — peer group reviews.

Books:

- 1.Goel- Hospital Core Services
- 2.Goel- Hospital Preventive & Promotive Services,2004
- 3.Barnson, J.C and Lennox. M. Hostel and Hospital Housekeeping .Gerig Thomas

15. Medico-legal systems in Hospital (Credits 2;Hours 24)

- Doctor and Patient Relationship ,Medical Establishment and Patient Relationship (1)
- Medical Negligence and Medical Profession ,medical negligence, medical malpractice, consent, informed consent, confidentiality between doctor and patient etc (2)
- Professional Liability: Adjudicative Proces ,Medical Establishment Liability: Adjudicative Process (2)
- Legal Procedure and Evidentiary Implications: An Overview ,Model Documentation (2)
- Patients Rights ,Autopsy and The Law ,Inquest and the Law (2)
- Grounds of of justification for medical interventions with reference to consent/ informed consent, emergency interventions, statutory authority and court authorization, extensions and deviations & Medical negligence and vicarious liability (2)
- Artificial human procreation (inclusive of surrogacy and stem cells); wrongful conception / birth/ life; medico-legal aspects relating to children; transsexualism; and law; euthanasia, end-of- decisions and living wills; international instruments for the protection of health care rights; (2)
- HIV/AIDS Testing: In Search of Policy ,Transmission of HIV from Mother to Infant: Epidemiological, Legal and Ethical Issues: (2)
- Points to be noted down while conducting P.M. (Autopsy),Medico- legal aspects of wounds,Death in its medico- legal aspects ,Examination of biological stains, tissues, hair etc,Ballistic firearms (2)
- DNA testing – technique, genetic engineering, genetic privacy, use in crime investigation and in paternity disputes (1)
- Medical Termination of Pregnancy Act 1971(MTP Act) (2)
- Prenatal Diagnostic Techniques, Regulations & Prevention of Misuse Act ,1994 (PNDT Act) (2)
- Transplantation of Human Organs Act 1994 (1)
- The Drugs & Magic Remedies (Objectionable Advertisements) Act 1954 (1)

Book:

- 1) Modi's Medical Jurisprudence and Toxicology
- 2) HWV Cox "Medical Jurisprudence and Toxicology"
- 3) C. K. Parikh's Textbook of Medical Jurisprudence and Toxicology
- 4) Taylor's Principles and Practice of Medical Jurisprudence
- 5) R. Chakraborty's Law of Negligence, Deficiency in Service and Medical Negligence
- 6) Dr. Jagdish Singh " Medical Negligence and Compensation".
- 7) R.K. Bag "Law of Medical Negligence and Compensation".

16. Semester End Project Report (Viva-Voce)

(Credits:2,Hours:24)

OPTIONAL (ANY TWO to CHOOSE FROM)

17. Medical Records & Database Management:

(Credits:2, Hours:24)

Section I: Medical Records

- Basic Medical Terminology (2)
- Patient Chart and the Release of Patient Information (1)
- Health Insurance Carriers and Claims (1)
- Electronic Medical Records Systems (1)
- Time Management Guide (1)
- The Health Information Management Department (1)
- Filing Methods and Medical Record Processing (1)
- The Assembly and Contents of the Medical Record (1)
- Medical Record Analysis and the Physician Incomplete Area (1)
- Protecting Patient Confidentiality and Other Functions of the Medical Records Clerk (1)

Section II : Database Management:

- Basic Concepts : Database & Database Users, Database Concepts & Architecture , Data Modeling Using the Entity- Relationship Approach , Record Storage & Primary File Organizations , Index Structures for Files. (2)
- The Relational Model, Language & Systems : The Relational Data Model & Relational Algebra.- Oracle 8 or above. (2)
- Conventional Data Models & Systems: The Network Data Model & the IDMS System, The Hierarchical Data Model & the IMS System. (2)
- Database Design : Functional Dependencies & Normalization for Relational Databases(1)
- System Implementation Techniques : Query Processing & Optimization, Transaction Processing Concepts, (2)

- Concurrency Control & Techniques, Recovery Techniques, Database Security & Authorization. (2)
- Advanced Data Models & Emerging Trends: Advanced Data Modeling Concepts, Object – Oriented Databases, Distributed Databases & Client Server Architecture, XML. (2)

Books:

1. Elmasri, Navathe : Fundamentals of Database System, Pearson Education.
2. Silberschatz, Korth, Sudarshan : Database System Concepts, McGraw Hill International.
3. Pratt, concept of data base management, Vikas
4. Date: An Introduction to Database System, Pearson Education.
5. Leon & Leon, Data Base Management System, Vikas
6. Hopper, Prescott, Mc fadden: Modern Database Management, Pearson Education.
7. Molina, Ullman, Widom : Database System , Pearson Education.
8. Schaum’s Outline Series : Funamentals of Relational Databases, Tata McGraw Hill.
9. Medical Records Manual: A Guide for Developing Countries, WHO Library Cataloguing in Publication Data, Revised and updated 2006, ISBN 92 9061 005 0
10. Electronic medical records: a guide for clinicians and administrators, Jerome H. Carter, American College of Physicians--American Society of Internal Medicine, ACP Press,
11. Electronic health records: a practical guide for professionals and organizations, Margaret K. Amatayakul, American Health Information Management Association,
12. Electronic health records: a guide for clinicians and administrators By Jerome H. Carter, ACP Press, 2008

18. Hospital Infection Control

(Credits:2,Hours:24)

- Microbiology and host defense mechanisms (4)
- Transmission and prevention of infection (2)
- Standard precautions and blood borne viruses (2)
- Antibiotic resistance (2)
- Surveillance and quality systems (4)
- Wound management (2)
- Storage and handling of sterile stock (2)
- Sourcing information for infection control (1)
- Food handling and hygiene (2)
- Environmental cleaning (1)
- Disinfectant (2)

Books:

1. Prevention of hospital acquired infection. WHO, 2003
2. Ayliff- Control of hospital infection, 2004
3. Friedman- Infection Control in Ambulatory Care, 2004
4. Charney - Handbook of Modern Hospitals Safety
5. Stewart – Weapons of Mass Casualties and Terrorism Response Handbook, 2005
6. Muralidhar- Hospital Acquired Infections , 2006
7. Textbook of Microbiology , Anant Narayan & Panikar

19. Biomedical Waste Management

(Credits:2,Hours:24)

Biomedical Waste Management:

- To understand the significance of nosocomial infections, biomedical waste and its proper disposal. (4)
- BMW – Segregation, collection, transportation, disposal (6)
- Liquid BMW, Radioactive waste, Metals / Chemicals / Drug waste (4)

BMW Management & methods of disinfection

- Modern technology for handling BMW (3)
- Monitoring & controlling of cross infection (Protective devices) (4)
- BMW from Administrative point (Budget, Health check-up, Insurance) (3)

Books:

1. Ayliff- Control of hospital infection, 2004
2. Friedman- Infection Control in Ambulatory Care, 2004
3. Charney - Handbook of Modern Hospitals Safety
4. Stewart – Weapons of Mass Casualties and Terrorism Response Handbook, 2005
5. Muralidhar- Hospital Acquired Infections , 2006
6. Textbook of Microbiology , Anant Narayan & Panikar
7. Parks's Textbook of Preventive and Social Medicine

20. Ethics & Legal Aspects of Healthcare

(Credits:2,Hours:24)

- **Introduction to law –** (6)

Sources of law – Contract and antitrust – Purpose of contract – Types of contracts – Legality of object – Conditions – Remedies – Contracts of Adhesion – Employment contracts – Restraint of trade – Civil procedure and trial practice – Discovery and examination before trial – Memorandum of law – Evidence – Jury deliberation and determination – Damages – Appeals – Execution of judgments – Corporate liability – Authority of health care corporation – Duties of health care-corporations-Laws in Healthcare

- **Personnel -** (6)
Medical staff – Organization – Privileges – Bylaws – Reappointments – Physician-patient relationship – Nursing and law – Practice of nursing – Nurse licensure – Nurse practice roles - Liability by departments and health care professionals – Ambulatory care centers – Emergency departments – Certification of Health care professionals – Licensing Health care professionals.
- **Information-Management-** (6)
Introduction – Managing information – Patient consent – Consent definition – Patient self-determination act – Proof of consent – Refusal of treatment – Statutory consent – Consent and judicial intervention – Defence and failure to inform - Legal reporting requirements – Child abuse – Communicable diseases – Births and deaths – Risk management and incident reporting.
- **Ethics-** (6)
Health care ethics – Ethics committee – End of life issues – Organ donations – Malpractice insurance - Insurance policy – Liability of professional – Medical Liability Insurance – Self

insurance – Medical staff insurance coverage – Labour relations – Unions and health care organization – Labour rights – Patients rights during labour disputes – Employment discipline and discharge – Public policy issues – Interference with employment activities – Fairness

Books:

1. MORRISON/ETHICS IN HEALTH ADMINISTRATION 2006
2. Ethical Challenges in the Management of Health Information, 2nd Edition Laurinda Harman, RHIA, 2nd Edition, ISBN 0763747327, 9780763747329, Jones & Bartlett, 2006
3. Law of Contract – Avtar Singh
4. Company Law – Avtar Singh
5. Special Contracts – Avtar Singh
6. Negotiable Instruments Act – Avtar Singh
7. Business Law – K.R. Bulchandani
8. Partnership Act – Avtar Singh.
9. Law of Consumer - Universal Publications
10. Law and Medical Profession - Eastern Law Book Co.
11. Related Acts - Kamal Law Book House

Details :

Name of the Course	Semester	No. Of Students	Period	Fees
Advanced Diploma in Hospital Management	Semester 1+ Semester 2	34	1 year	42500+eligibility fees
