


Sant Gadge Baba  **Amravati University**
Department of Lifelong Learning & Extension
Short Term Certificate Course
(3 Month)
Syllabus
For
Certificate Course in Hospital Management

Paper 1 :-

Introduction of Medical Terminology

01. Fundamentals of Medical Terminology

1. Word Root
2. Prefix
3. Suffix
4. Abbreviations & Symbols

02. Introduction to Anatomy & Physiology

Organs & Systems

1. Gastrointestinal
2. Respiratory
3. Circulatory
4. Renal
5. Reproductive
6. Nervous
7. Endocrine
8. Musculoskeletal

03. Common Diseases & Procedures – Gastro Intestinal

01. Cholecystitis and Cholelithiasis
02. Appendicitis
03. Intestinal Obstruction
04. Hernia
05. Peritonitis
06. Gastroscopy
07. Colonoscopy
08. Laparoscopy
09. Laparotomy

04. Common Diseases & Procedures – Respiratory

1. Tuberculosis
2. Bronchial Asthma
3. Respiratory Failure
4. Pulmonary Embolism
5. Pneumonia
6. Bronchoscopy
7. Pulmonary – Function Tests
8. Cardio – Pulmonary Resuscitation (CPR)

05. Circulatory

1. Hypertension
2. Coronary Artery Disease
3. Cardiac Arrest
4. Shock
5. Deep Vein Thrombosis (DVT)
6. ECG
7. 2D Echo Cardiogram
8. Coronary Angiography and Angioplasty
9. Cardiac Catheterization
10. Stress Test (TMT)
11. Pacemaker

06. Renal

1. Urinary Tract Infection
2. Renal Failure
3. Renal / Bladder Stones
4. Intravenous Pyelography
5. Cystoscopy
6. Urinalysis
7. Hemodialysis
8. Dialysis

07. Reproductive

Female

1. Menstrual Disorders
2. Fibroids
3. Malignancy – Breast Cancer & Self – examination
4. Infertility and IVF
5. Mammography
6. Ultra Sound
7. Laproscopy
8. Tubectomy
9. D & C

Male

1. Prostat Enlargement
2. Hydrocele
3. Transurethral Resection of Prostate (TURP)

08. Nervous

1. Stroke (Cerebrovascular accident – CVA)
2. Brain Tumor
3. Brain Injuries
4. Spinal Cord Injuries
5. Lumbar Puncture
6. Myelography
7. CT Scan
8. MRI
9. EEG
10. EMG

09. Endocrine

1. Thyroid disorders
2. Diabetes mellitus

10. Musculoskeletal

- 1) Osteoporosis
- 2) Fracture and treatments
- 3) Implants

11. Oncology

- 1) Investigations
- 2) FNAC
- 3) Histopathology and frozen section
- 4) Application of nuclear medicine in oncology

Book Recommended:-

- 1) Pricipal of Anatomy & Physiology – By Gerard J. Yortora
- 2) Anatomy & Physiology in Health & Illness – By Anne Waugh Churchil
Lovingstone
- 3) Anatomy & Physiology for Nurse – By Evelyn Pearce – Indian Edition –
Jaypee Brothers, New Delhi
- 4) Dorland’s Pocket Medical Dictionary
- 5) Taber’s Cyclopedic Medical Dictionars- Fadavis Phiuladepin
- 6) Medical Manual of Anatomy – By Sampath Madhyastha – CBS
Publication.

Paper - II

(Hospital Administration)

1. History of hospital as organization and its structure

2. Department of hospital

- 1) Outpatient department and front office
- 2) Nursing services
- 3) Radiology and Imaging services
- 4) Pathology and Clinical Laboratory services
- 5) ICU/CCU/NICU/PICU/
- 6) Cardiac Catheterization services
- 7) Emergency Medical services
- 8) Blood bank services
- 9) Surgical and Medical ward
- 10) Obstetric and Gynecologic ward and Labor room suite
- 11) Central Sterile Supply Department
- 12) Medicolegal service
- 13) Laundry and Line service
- 14) Housekeeping service
- 15) Biomedical waste disposal
- 16) Kitchen and Catering
- 17) Medical Record Department
- 18) Account and Billing department

3. Routine Admission / Discharge Procedures/Discharge Summary

4. Daily Reports/Return

- 1) Hospital Census
- 2) Matron's Report
- 3) Medical Officer's Reports
- 4) Casualty Report, Medico-Legal Cases
- 5) Report from ICU/CCU
- 6) Security Report
- 7) Maintenance Department Report
- 8) OT List

5. Patient's Complaints

6. Medical Certificates

7. Hospital Committees

Role, Composition, Frequency of Meetings, Minutes of the Meeting,
Follow up Actions.

8. Patient Relation Management

Interviews, Questionnaires, Observation, Exit Interviews, Reporting
and Compliance

9. Duties and Responsibilities of the Hospital Administrator/CEO

1. In profit making hospitals
2. In Non profit making hospitals

10. Marketing of Hospital

- 1) Guest Lectures, Seminars, Workshops
- 2) Continuous Medical Education
- 3) Organization of Camps
- 4) Public Participation
- 5) International Marketing and medical tourism

11. Hospital Security

1. Staff
2. Patients
3. New born babies
4. Stores

12. Hospital waste Management

13. Methods of Infection Control

14. National Health Programmes

- 1) Tuberculosis's for control Programme, Dots
- 2) Programme for control of Blindness
- 3) Family welfare of Blindness
- 4) Family welfare Programme
- 5) AIDS control Programme, role & function of National AIDS Control Organisation (NACO)

15. Disaster Management/Disaster Plan

- 1) Fire fighting
- 2) Dealing with crisis situation
- 3) Natural disasters-floods, earthquakes etc.
- 4) Mob violence against medical establishment
- 5) Bomb threat
- 6) Terrorist strike
- 7) Political agitation

Mass casualties

Books Recommended

1. Sana's Guidline for hospital infection control - by Mohd. S. Khan Jaypee Brothers, New Delhi.
2. Hospital Waste Managements & it's Monitoring - by Madhuri Sharma Jaypee Brothers, New Delhi.
3. Medical Store Management - By Shakti Gupta & Sunil Kant - Jaypee Brothers, New Delhi.
4. Medical Records Organisation & Management- By G.P. Mogli- Jaypee Brothers, New Delhi.
5. Guidline on Effective Hospital Aministration - Dr. P.V. Bokil.
6. Emergency Medical Service & Disaster Management - By D. K. Dave & Shakti Gupta Jaypee Brothers, New Delhi.
7. Hospital Waste Managements - By A. G. Chandorkar - paras Medical publisher.
8. Hospital Infection Control - By S. A. Tabish - Academy, New Delhi

The Following Department should be studies:

1. O.P.D. and Front officer
2. Clinical Laboratories
3. Radiology and Imaging Departments
4. Casualty/EMS
5. Store
6. Marketing Services
7. Operation Theater
8. Critical care areas
9. CSSD
- 10.10.Wards
11. Maintenance Departments
- 12.Physiotherapy
13. Bio-Medical Departments
- 14.Human Recourses Departments
- 15.Catering and Kichen Service
- 16.Pharmacy

Strict monitoring is essential to ensure originality of the materials submitted in the journal

Viva Voce: Conducted by the institute During viva voce examination questions pertaining to subject taught in the course will be included.

Examination will assess student for 100 marks.

Evaluation:

20 marks for classroom performance, attendance & tutorials.

80 marks for examination conducted by the respective institute