



YENEPOYA UNIVERSITY

Deralakatte, Mangaluru - 575018

**REGULATIONS AND CURRICULUM GOVERNING
UNDERGRADUATE PROGRAM
BACHELOR OF HOSPITAL ADMINISTRATION (BHA)**

(CURRICULUM - EFFECTIVE FROM 2016-17)

ATTESTED

Dr.Gangadhara Somayaji K.S.
Registrar
Yenepoya(Deemed to be University)
University Road, Deralakatte
Mangalore-575 018, Karnataka



Recognized under Sec 3(A) of the UGC Act 1956 as per Notification No. F.9-11/2007-U.3 (A) dated 27th February 2008

Ref: No. YU/REG/ACA/23-ACM/2016

05.04.2016

NOTIFICATION

Sub: Starting of Bachelor Degree in Hospital Administration (BHA)

Ref: (1) Proposal of the Dept. of Hospital Administration

(2) Recommendation of the Faculty of Medicine

(3) Resolution of the Academic Council at its 23rd meeting held on
28.03.2016 (Agenda -6)

The Faculty of Medicine at its meeting held on 07.03.2016, recommended the proposal to start 3 years (six semesters) undergraduate programme in Hospital Administration with an annual intake of 10 students. This draft Regulations/Curriculum as submitted is placed before the Academic Council.

During the deliberations, it was made clear that the Bachelor of Hospital Administration course will be conducted with the facilities available in the Department of Hospital Administration. No further infrastructure/facility will be required for conducting the course.

After considering the proposal with the draft Regulations/Curriculum submitted by the department of Hospital Administration and recommendation of the Faculty of Medicine, the Academic Council approved the proposal in its entirety as well as the Regulation/Curriculum.

This notification is issued for implementation effective from the academic year 2016-17


REGISTRAR
mj

To,
The Dean, Faculty of Medicine

- Copy to:
1. HoD, Department of Hospital Administration
 2. Controller of Examinations
 3. Finance Officer
 4. Academic Section

University Road, Deralakatte, Mangalore-575018

T: +91 824 220 4676 / 4668 / 4669 / 4671 / 2192 / 2193 F : +91 824 220 4667 E : reachus@yenepoya.org

www.yenepoya.edu.in



YENEPOZA

(DEEMED TO BE UNIVERSITY)
Recognized under Sec 3(A) of the UGC Act 1956
Accredited by NAAC with 'A' Grade

Office of the Registrar
University Road
Deralakatte
Mangalore - 575018
Ph: 0824-2204667/68/69/71
Fax: 0824-2203943

NOTIFICATION – 11/32-ACM/2018 dtd. 03.09.2018

Sub: Amendment in the syllabus of BHA (Bachelor of Hospital Administration) course

Ref: Resolution of the Academic Council at its meeting held on 11.08.2018 vide agenda – 15

The proposal of the Board of Studies, Hospital Administration and recommendation of the Faculty of Medicine for modification in the syllabus of BHA (Bachelor of Hospital Administration) course is approved by the Academic Council and Board of Management at its meeting held on 11.08.2018 as follows:-

BHA 102 MEDICAL TERMINOLOGY	
Existing	Proposed
<p>Unit 1- 20 hours Human Anatomy and Physiology - Basic functions and importance of following system in Human body:</p> <ol style="list-style-type: none"> a. Digestive System b. Respiratory system c. Circulatory system d. Central Nervous system <p>UNIT 2 - 20 hours Human Anatomy and Physiology - Basic functions and importance of following system in Human body:</p> <ol style="list-style-type: none"> a. Muscular Skeletal system b. Reproductive system c. Excretory system d. Endocrine Glands <p>UNIT 3 - 10 hours Introduction to medical terminology - Word formation & syntax - Greek alphabet - Greek & Latin prepositional & adverbial prefixes - Singular & plural endings</p> <p>UNIT 4 - 15 hours Commonly used prefixes in medical terminology - Commonly used suffixes in medical terminology - Commonly used root words in medical terminology - Common Latin term used in prescription writing - Study of standard abbreviations- Commonly used medical terms to define different parts of the body</p> <p>UNIT 5 - 15 hours Medical terminology used by- Cardiologist , Neurologist, Nephrologist, Gastro-intestinologist , ENT surgeon, Dentist, Orthopedic surgeon , Gynecologist, Oncologist, Dermatologist,</p>	<p>Unit 1- 20 hours Human Anatomy and Physiology Meaning, basic functions, structure of the following systems: Digestive System- Mechanism of digestion Respiratory system- Mechanism of breathing. Circulatory system-Cardiac cycle Central Nervous system- Types of nervous system, Structure and functions of neuron, Reflex arc.</p> <p>Unit 2- 20 hours Human Anatomy and Physiology Meaning, basic functions, structure of the following systems: Muscular Skeletal system- Types of muscles, Structure and Type of bones Reproductive system i. Female reproductive system- Hormones important to the female reproductive process ii. Male reproductive system- Hormones important to the male reproductive process Excretory system- Structure and function of nephron. Endocrine Glands- Major endocrine glands, Hormones released by endocrine glands.</p> <p>Unit 3- 10 hours Introduction to Medical terminology: Word formation & syntax - Greek alphabet - Greek & Latin prepositional & adverbial prefixes - Singular & plural endings (No Changes made)</p> <p>Unit 4- 10 hours Rules of Medical terminology: Commonly used prefixes in medical terminology - Commonly used suffixes in medical terminology -</p>

manul 15/9/2018

<p>Endocrinologist</p> <p>TOTAL HOURS- 80</p>	<p>Commonly used root words in medical terminology – Common Latin term used in prescription writing - Study of standard abbreviations- Commonly used medical terms to define different parts of the body (No Changes made)</p> <p>Unit 5- 10 hours</p> <p>Medical terminology used by different specialties Cardiologist: Cardiology, Angiograph, Angioplasty, CABG, ECG, ECHO, Dyspnes, Angina pectoris, Hypertension, Hypotension, Myocardial infarction Nephrologist- Nephrology, Nephrologist, Renal failure, Kidney disease, Kidney transplantation, Edema, Dialysis, HDL. LDL, Nephrectomy, Kidney stone, Renal cancer, Urinary tract infection, Ureteroscope Neurologist-Neurology, Neurologist, paraplegia, Vertigo, LOC, CVA, Epilepsy, Meningitis, Parkinson’s disease, Dementia, Neuropathy, Meningitis, Hydrocephalus, EEG, Lumber puncture Gastro-intestinologist: Gastro-intestinology, Appendicitis, Appendectomy, Ascites, Colonoscopy, Constipation, Diarrhea, Endoscopy, Endosonography, Fluoroscopy, Gastritis, Gastrectomy, Hernia, Laparoscopy, Pancreatic cancer, Stomach cancer Otorhinolaryngologists- Otorhinolaryngology, Deafness, aphasia, Audiologist, Autism, Ear infection, Hearing. Dentist- Dental science, Dentist, Cavities, Cosmetic dentistry, Endodontist, Geriartic dentist, Gingivitis, Teeth, Molar, Oral pathologist, Orthodontist, Plaque, Pediatric dentist, Prosthodontist</p> <p>Unit 6- 10 hours</p> <p>Medical terminology used by different specialties Orthopaedic Surgeon: Orthopaedic science, Bone, Muscle, Arthritis, dislocation, Intervertebral disc prolapse, fracture, sprain, total hip replacement, total knee replacement Gynaecologist-Obstetrics, Gynaecology, Gynaecologist, Caesarean section, foetus, Endometrial cancer, Cervical cancer, Hysterectomy, Infertility, Ovarian cancer, Ultrasound. Oncologist-Oncology, Oncologist, Benign, Malignant, Carcinogenesis, Radiation, Oncogenes, Carcinoma, Sarcoma, Adenoma, Chemotherapy. Dermatologist-Dermatology, Dermatology, Alopecia, Skin cancer, Skin burn, Cellulitis, Cryo-surgery, Bed sore, Skin graft, Psoriasis, Pruritus. Endocrinologist-Endocrinology, Endocrinologist, Glands, Hormones, Metabolism, Obesity, Diabetes, Hyperglycemia, Hypoglycemia, Hypertension, Hypotension</p> <p>TOTAL HOURS- 80</p>
---	---

BHA 201 MARKETING MANAGEMENT	
Existing	Proposed
<p>UNIT 1 - 10 hours Introduction to Marketing- Definition, nature, scope and importance of marketing, Approaches to the study of marketing and economic development, traditional and modern concept of marketing- Functions of marketing.</p> <p>UNIT 2 - 10 hours Marketing Environment - Analysing needs & trends in the Micro & Macro environment - Marketing Mix</p>	<p>UNIT 1- 10 hours Marketing – An Overview: Introduction, Definition of Markets, Meaning and Definition of Marketing, scope and Importnace of Marketing, Functions of Marketing, Types of offering. Marketing Concepts: Introduction, Exchange Concept, Production concept, Product concept, Sales/Selling concept, Modern Marketing concept, Societal marketing concept, Holistic Marketing concept.</p>

<p>- The elements of marketing mix - Market Segmentation - Bases for Market segmentation, Requisites of sound marketing segmentation - Market Targeting strategies -Positioning - Undifferentiated marketing - Concentrated marketing. – Services marketing.</p> <p>UNIT 3 - 08 hours Analysing consumer markets and buying behaviour - Factors influencing Buying behaviour - Cultural, Social, Personal, Psychological factors – The Buying decision process - stages of the buying decision process</p> <p>UNIT 4 - 10 hours Product- Classification of products, Product mix decision - Product line, product addition & deletion, Product life cycle, Product planning - Diversification, Product positioning, New product development process, Strategies- Branding – Packaging</p> <p>UNIT 5 - 08 hours Pricing - Pricing objectives, Policy, Factors influencing pricing policy, method of pricing policies and strategies</p> <p>UNIT 6 - 15 hours Promotion and distribution strategies - Distribution Strategy: Meaning, Nature and importance, Alternative channels of distribution – Factors to be considered for selecting channel. Functions of distribution channels. Promotion Strategy: Importance of promotion – Promotion mix elements, Forms of promotion – Personal selling, Nature, Scope and importance – Advertising, Meaning, Objectives and importance – Media sales promotion – Nature, importance and techniques.</p> <p>UNIT 7 - 10 hours Marketing Research - Marketing Information System, components - market intelligence system - Marketing Research, Process, Types and techniques of organising Marketing Research.</p> <p>UNIT 8- 09 hours Healthcare Marketing and Promotional Tools, Medical Tourism, Role and Activities of Public Relations in Healthcare, Marketing Strategies in Healthcare Organisations, Trends, Ethics and Issues of Healthcare Marketing.</p> <p>TOTAL HOURS-80</p>	<p>UNIT 2 - 10 hours Consumer Behaviour: Factors influencing Consumer behaviour – (Cultural, Social, Personal, Psychological factors), The Buying decision process (Stimulus Response Model), Stages of the buying decision process</p> <p>UNIT 3 - 15 hours Marketing Environment: Introduction, Need and Importance of Environmental Analysis, Micro Environment and Macro Environment of the Industry. Marketing Mix: elements of marketing mix, extended mix for services, Importance of marketing mix in marketing decisions. Market Segmentation and Targeting: criteria for effective segmentation, basis for market segmentation of consumer markets, levels of segmentation, target marketing strategies.</p> <p>UNIT 4 - 10 hours Product: Concept of a product, levels of a product, Classification of products, Product mix and its elements-(Product line, product length, width and depth), Product life cycle, Branding: Definition of a Brand, Brand elements, Types of Brands, Importance of Brands and Branding, Merits and Demerits of Branding.</p> <p>Brand Equity- (Meaning, Definition and benefits)</p> <p>UNIT 5- 08 hours Pricing: Objectives of Pricing, Factors affecting pricing decisions, Pricing methods-(Cost based pricing, Demand based pricing, Competition based pricing)</p> <p>UNIT 6 - 08 hours Distribution strategies: Meaning need and importance of distribution channel, Factors to be considered for selecting channel, Types of Channels. Functions of distribution channels.</p> <p>UNIT 7- 09 Promotion Strategy: Importance of promotion – Promotion mix elements, Forms of promotion – (Meaning, Objectives and importance) Personal selling, Advertising, Sales promotion, Public Relations, Direct marketing, Word of Mouth marketing.</p> <p>UNIT 8 - 10 hours Healthcare Service Marketing: Concept of Service, Characteristics of services, Service triangle. Significance of service sector, Overview of Healthcare Services, Uniqueness of Healthcare markets, Key concepts in Healthcare marketing, Challenges in Marketing Healthcare Services Concept of Medical Tourism</p> <p>TOTAL HOURS-80</p>
---	--

BHA 304 HOSPITAL PLANNING AND MANAGEMENT	
Existing	Proposed
<p>UNIT 1 - 10 hours Promoting and Building a new hospital – Planning the Hospital - Guiding principles in planning hospital facilities & services- Stages in planning- Preliminary</p>	<p>UNIT 1- 15 hours Promoting and building a new hospital Steps of hospital planning, Principles of hospital planning, Need assessment survey of community,</p>

<p>Survey - Financial Planning – Equipment Planning (Equipment Leasing, Turnkey Projects) – Need assessment survey of community, factors determining site, legal requirements, design consideration - Project management & implementation, Gantt Chart</p> <p>UNIT 2 - 10 hours Organisation of the Hospital – Organisation Structure - Management structure - Types of hospitals, Governing body, Hospital committee and hospital functionaries - Duties and responsibilities of various positions- Role and responsibility of Hospital Administrator.</p> <p>UNIT 3 - 10 hours Hospital functional planning: flow and area analysis-interdepartmental relations, standard room, bed distribution, space requirements-developing functional units.</p> <p>UNIT 4 - 15 hours Planning & Designing Administrative Services – Financial Management Unit – Hospital Information System – Nursing Service Administration Unit – Human Resource Management – Marketing & Public Relations Unit</p> <p>UNIT 5 - 10 hours Planning & Designing Medical & Ancillary Services – Out patient Services – Emergency Services – Clinical Laboratories – Radiological Services – Surgical department – Labour & Delivery Suite – Physical Therapy – Occupational Therapy – Speech & Hearing Therapy Planning and Designing Nursing Services – general Nursing Unit – Paediatric Nursing Unit – Obstetrical Nursing Unit – Psychiatric Nursing Unit –Intensive Care Units.</p> <p>UNIT 6 - 15 hours Planning and Designing Supportive Services – Medical Records department – CSSD – Pharmacy – Admissions – Materials Management – Food service Management – Laundry and Linen Services- Housekeeping services- Public areas.</p> <p>UNIT 7 - 10 hours Planning and Designing Systems – Engineering Department – Maintenance Department – Biomedical Engineering – Electrical system – Air Conditioning System – Water Supply and Sanitary System – Centralised Medical Gas System – Communications System – Environmental Control</p> <p>TOTAL HOURS-80</p>	<p>factors determining site selection, Hospital planning committee, General consideration of hospital planning. Role and responsibilities of Hospital Administrator in hospital planning.</p> <p>UNIT 2- 10 hours Organization of the Hospital Types of hospitals, Organisational structure-PHC, CHC, District hospital, Medical college hospital.</p> <p>UNIT 3- 10 hours Hospital functional planning Zoning of hospital, Interdepartmental relations, Bed requirement-Doctors Ratio, Nurses Ratio. Space requirement of different areas of hospital.</p> <p>UNIT 4- 15 hours Basic planning and design consideration of:</p> <ul style="list-style-type: none"> • Accident and Emergency • Outpatient department • Inpatient units (Nursing Unit) • Operation theatre • Intensive care unit <p>UNIT 5- 15 hours Basic planning and design consideration of:</p> <ul style="list-style-type: none"> • Clinical Laboratories • Radiology unit • Pharmacy • Mortuary <p>UNIT 6-15 hours Basic planning and design consideration of:</p> <ul style="list-style-type: none"> • CSSD • Medical Records department • Dietary department • Linen and laundry unit • Biomedical Engineering unit • Housekeeping service unit <p>TOTAL HOURS-80</p>
---	--

BHA 401HOSPITAL CORE SERVICES	
Existing	Proposed
<p>Unit I - 10 hours Hospital Services: Meaning – Types – Clinical, Non – Clinical Support services, Nursing and Administrative Services – Functions – Department in the hospital management.</p> <p>Unit 2 - 15 hours Clinical Services : Meaning – Importance – Types – Anesthesia – Internal Medicine – Cardiology – Dermatology – Endocrinology – Gastroenterology –</p>	<p>UNIT 1- 10 hours Introduction to Hospital Services Meaning of hospital services, Types of hospital services, functions of clinical and nonclinical departments involved in hospital services</p> <p>UNIT 2- 15 hours Clinical Services Meaning of clinical services, Types of clinical services. Definition, Importance, objectives, function: Anesthesia, Internal Medicine, Cardiology,</p>

<p>Nephrology – Neurology – Oncology – Orthopedics – Plastic surgery – General Pediatrics – Urology – Obstetrics and Gynecology – Neonatology – Physiotherapy – Brief explanation of each services.</p> <p>Unit 3 - 15 hours Non-Clinical Services: Meaning – Importance – Types – Blood bank – clinical bio-chemistry – Clinical pathology – Clinical hematology – Histopathology – Microbiology – Immunology – radiology – Nuclear medicine – Radio therapy – Pharmacy – Staff health – Medical staff organization and community health – Brief explanation of each service.</p> <p>Unit 4 - 15 hours Support Services: Reception and Outpatient – Dietary and catering – Housekeeping and environment – Sanitation- Linen Laundry – Security –Engineering and maintenance – Ambulance – Transport service – Telephone Electricity and water supply.</p> <p>Unit 5 – 15 hours Nursing Services : Objective – Nursing administration – Duty of nursingofficers – Nursing and support staff in the ward – Nursing by-laws, rules, policies and procedures – Nursing meetings – Nursing audit – Determining nursing complement in hospital – Health education.</p> <p>Unit 6 - 10 hours Administrative Services : Hospital administration – Hospital administrator – Duties of hospital administrator – Teaching – Training services (in – serviceeducation, attached medical college or paramedical sciences etc.) – Generaland medical purchase – General Stores – Computer and hospital information system – Telemedicine.</p> <p>TOTAL HOURS-80</p>	<p>Dermatology, Endocrinology, Gastroenterology, Nephrology, Neurology, Oncology, Orthopedics, Plastic -surgery, General Pediatrics, Urology, Obstetrics and Gynecology, Neonatology, Physiotherapy.</p> <p>UNIT 3- 15 hours Non-Clinical Services Meaning of non-clinical services, Types of non-clinical services. Definition, Importance, Objective, Functions of: Clinical bio-chemistry, Clinical pathology, Clinical hematology, Histopathology, Microbiology, Immunology, Nuclear Medicine, Radio therapy</p> <p>UNIT 4- 15 hours Meaning, Importance, Objectives, Organization, Functions of following departments in hospital:</p> <ul style="list-style-type: none"> • Front office and registration • Outpatient department- types of outpatient departments and its functions. • Accident and emergency- Triaging in accident and emergency unit, Policies of accident and emergency unit. • Inpatient wards- types of Inpatient wards and its functions in hospital. • Intensive care unit- types of ICU and its functions. • Operation theatre- Zoning in Operation theatre, infection control in OT. <p>UNIT 5- 15 hours Nursing Services Nursing Service administration– Objective of Nursing services, Importance of Nursing services to hospital, Duty of nursing Officers, Nursing and support staff in the ward, Nursing meetings, Determining Types of nursing care with merits and de-merits. Responsibilities of nurse in hospital: Chief Nursing Officer, Nursing Superintendent, Deputy Nursing Superintendent, Ward incharge, Shift incharge, Staff nurse and trainee nurses</p> <p>UNIT 6- 10 hours Administrative Services Importance of Hospital Administration department, Duties of Hospital Administrator in the following areas- Teaching, Training services, in-service education, Medical purchase, Computer and Hospital Information System.</p> <p>TOTAL HOURS-80</p>
---	---

BHA 402 OPERATIONS RESEARCH & RESEARCH METHODOLOGY	
Existing	Proposed
<p>UNIT 1 - 10 hours Introduction - Meaning - Objectives - Types of Research - Research Approaches - Research methods Vs Research Methodology - Steps in Research - Defining the Research Problem - Meaning - Selecting the Problem - Techniques involved in defining the problem.</p> <p>UNIT 2 - 10 hours Research Design - Meaning - Need - Features - Important concepts relating to Research Design - Types of Research Design - basic Principles of Experimental Designs.</p>	<p>UNIT 1- 10 hours Introduction - Meaning - Objectives - Types of Research - Research Approaches - Research methods Vs Research Methodology - Steps in Research - Defining the Research Problem - Meaning - Selecting the Problem - Techniques involved in defining the problem</p> <p>UNIT 2- 10 hours Research Design - Meaning - Need - Features - Important concepts relating to Research Design - Types of Research Design - basic Principles of Experimental Designs</p>

<p>UNIT 3 – 15 hours Sampling - Meaning - Need - Census & Sample Survey Sampling Designs-Probability Sampling (Simple Random - Systematic - Stratified - Cluster – Area Multistage - Sequential Sampling Methods) - Data Collection and Processing Collection of Primary data - Collection of data through Questionnaire & Schedules – Secondary data – Qualitative techniques of data collection - Interview, Observation - Tabulation of Data.</p> <p>UNIT 4 - 10 hours Analysis and Interpretation of Data and Research Reporting - Meaning of Interpretation - Technique of Interpretation - Significance of Report writing - Steps - Layout of the Research Report - Types of Reports - Precautions while writing Research Reports.</p> <p>UNIT 5 - 15 hours Quantitative Techniques: An Introduction - Statistical and operations Research techniques, Scope and application of quantitative techniques, Scientific approach in decision making - Limitation of these techniques. Decision Theory: Decision making under certainty, uncertainty and Risk, Decision tree analysis.</p> <p>UNIT 6 - 10 hours Linear Programming: Graphical and Simplex Solutions of LPP. Primal and its dual- Transport and Assignment Problems - Network Analysis :Programme Evaluation and Review Technique (PERT) and critical path Method (CPM), Cost Analysis and Crashing the Network.</p> <p>UNIT 7 – 10 hours Theory of Games Queuing Models: Two persons Zero sum games, pure and mixed strategy - Queuing mode Single channel queuing theory Application of queuing theory in business decision making - Simulation: Advantages, Limitations, Monte casio Method.</p> <p>TOTAL HOURS-80</p>	<p>UNIT 3- 15 hours Sampling - Meaning - Need - Census & Sample Survey Sampling Designs-Probability Sampling (Simple Random - Systematic - Stratified - Cluster – Area Multistage - Sequential Sampling Methods) - Data Collection and Processing Collection of Primary data - Collection of data through Questionnaire & Schedules – Secondary data – Qualitative techniques of data collection - Interview, Observation - Tabulation of Data.</p> <p>UNIT 4- 10 hours Introduction to Operation Research History of Operations Research, Stages of Development of Operations Research, OR Tools and Techniques , Importance of Operations Research in Decision Making ,Limitations of Operations Research, managerial Application of the OR techniques, Types of OR Models</p> <p>UNIT 5- 15 hours Introduction to Linear Programming, Graphical solutions, (Simple problems relating to two variables only) Simplex Method- Introduction-Standard forms of the simplex method for maximization and minimization problems (simple problems only) Transportation problem – Introduction – Initial basic feasible solution - Least cost method – North West Corner Method- Vogel’s method (simple problems only) Assignment Problems- basic concept- Hungarian Method (Simple problems) Simulation – Introduction, Types of Simulation, Advantages & Limitations (No problems)</p> <p>UNIT 6- 10 hours Introduction to the theory of games, The definition of a game , Competitive game, Key concepts in the theory of games Replacement of items that deteriorate gradually – with time, without time, that fails completely Decision theory- Inroduction, concepts, designing a simple decision tree</p> <p>UNIT 7- 10 hours Queuing Theory - Application of Queuing theory in decision making (No problems) Network Analysis -Programme Evaluation & Review Technique (PERT) & Critical Path Method (CPM)</p> <p>TOTAL HOURS-80</p>
---	--

BHA 501 HOSPITAL SUPPORT AND UTILITY SERVICES	
Existing	Proposed
<p>Unit I - 10 hours Principles and methods of organizing – Clinical and support services for hospitals – Role of supportive services / departments in the hospitalmanagement.</p> <p>Unit 2 - 10 hours Nursing Care and Ward Management – Meaning –</p>	<p>UNIT 1- 10 hours Introduction to support and utility services in the hospital Principles and methods of organizing, types of supportive services in hospital, Role of supportive services / departments in the hospitalManagement</p>

Importance – Duties and responsibilities – Documentation and records- Medical Records
Introduction – Definition – Purpose – Planning organizing and Staffing - Physical facilities – Processing of Records and their flow – Coding and Indexing – storage and Retrieval – Reports and Returns – Medico legal aspect of medical Records.

Unit 3 - 20 hours

Pharmacy – Drugs and surgical equipments purchase – Inventory methods application of operation
Research Techniques like EOQ, ABC, VED Analysis etc.,

Unit 4 - 20 hours

Laboratories for investigation: Laboratory rules – Conduct Housekeeping – General rules of safety – Safety in the Laboratory – Blood Bank Management- Other Diagnostic Services - Mortuary Services
Introduction – Role and Function – Planning Construction – Physical facilities – Equipment – Staffing – Policies and Procedures – Monitoring.

Unit 5 - 10 hours

Emergency Services: Ambulance service – Meaning – Importance
Linen and Laundry: Meaning – Importance – Type of Service – Laundry Management- Washing materials – Washing arrangements.

Unit 6 - 10 hours

Dietary services and Hospital Diets: Importance and functions – Equipment– Store – Day store – General Kitchen – Special diet Kitchen food distribution – Maintenance of Physical facilities – Hospital Engineering.

TOTAL HOURS-80

UNIT 2- 20 hours

Laboratories for investigation: Need of laboratories in hospital, Functions of laboratories, Organization and staffing in laboratory, Responsibilities of staff in laboratory, Policies and procedures of laboratory.

General rules of safety in the Laboratory

Blood Bank Management- Meaning of blood bank, Definition of blood bank, Importance of blood bank, Functions of blood bank, Organization and staffing, Policies and procedures of blood bank

Radiology and imaging services –

Introduction, Meaning of radiology service, Classification of radiology work, Brief description - x-ray machines, OT radiography, Ultrasonography, CT, MRI, PET CT scan, ECG and Echocardiography. Safety precautions in radiology unit, Policies and procedures of radiology unit.

Pharmacy: Need of pharmacy in hospital, Functions of pharmacy, Organisation and staffing in pharmacy, Responsibilities of staff in pharmacy, Policies and procedures related to pharmacy

UNIT 3- 10 hours

Linen and Laundry: Meaning, Need of linen and laundry unit in hospital, Objectives, Type of Service, Functions of linen and laundry, Process of washing in linen and laundry, Organization and staffing in linen and laundry, Policies and procedures of linen and laundry.

Mortuary Services- Meaning and definition of mortuary, Importance, Objectives, Functions of mortuary service, Policies and Procedures of mortuary service.

UNIT 4- 15 hours

Maintenance department- Importance, Objectives, Role of maintenance department in hospital, Organisation and staffing, Responsibilities of staff in the maintenance unit

Centralized Medical Gas System – Definition of medical gases, Importance of medical gas system in hospital, Location of centralized gas system, Design and construction of centralized gas system.

Environmental Control- Environmental control by infection control measures, Meaning of infection control measures, Standard precautions used in hospital.

Biomedical engineering department- Need of biomedical engineering unit in hospital, Objectives, Functions, Organisation and staffing

UNIT 5- 10 hours

Housekeeping services and Bio-medical waste management-- Meaning of housekeeping service and Sanitation. Definition of House Keeping, bio-medical waste, Types of Bio-medical waste, Treatment and disposal of Bio-medical waste, Objective of Housekeeping service, Functions of housekeeping service, Organisation and staffing.

Security – Need of security service in hospital, Responsibilities of security staff in hospital, Functions of security service unit in hospital.

Patient mobility and transportation- Meaning of transportation, Meaning of internal transportation, Classification of internal transportation devices, External transportation, Types of ambulance, Scope of transportation service in hospital

UNIT 6- 15 hours

Financial Management Unit – Importance of finance department in hospital, Physical facilities of finance unit.

	<p>IT department- Importance of IT department in hospital, Physical facilities of IT department.</p> <p>Human Resource department - Importance of Human Resourcedepartment in hospital, Physical facilities of Human Resource department</p> <p>Marketing & Public Relations Unit - Importance of Marketing & Public Relations Unit in hospital, Physical facilities of Marketing & Public Relations Unit.</p> <p>TOTAL HOURS-80</p>
--	---

The approved amendments may be incorporated in the syllabus and the amended copy may be provided to this office for filing.



(Dr. G. Shreekumar Menon)
REGISTRAR

mj

To:
The Principal, Yenepoya Medical College

Copy to:

1. HoD, Department of Hospital Administration
2. Academic Section

CONTENTS

1. Regulations Governing BHA course
2. Aims and Objectives
3. Course Content
4. First semester
5. Second semester
6. Third semester
7. Fourth semester
8. Fifth semester
9. Sixth semester
10. Monitoring Learning Progress

SECTION- I
REGULATIONS

COURSE TITLE & SUMMARY:

The course shall be called the “BHA - Bachelors in Hospital Administration”.

The prescribed course will be an intensive full time program, which will include classroom lectures and practical training in various departments in the Hospital.

The programme will be conducted at a Yenepoya Medical College, Yenepoya University, Mangalore, Karnataka. Candidates shall abide by the stipulated timings, discipline, rules and regulations of the University.

1. **ELIGIBILITY:** To be eligible for admission a candidate shall have obtained:

A two year Pre University examination or its equivalent as recognized by the University with any principle subjects of study.

OR

Pre degree course from a recognized University / Board (two years after ten years of schooling) with any principle subject of study.

Candidate needs to secure minimum 40% marks in 10+2 (SC/ST/OBC minimum 35% marks)

Age: 17 years as on 31st December of the year of admission.

2. **MEDIUM OF INSTRUCTION:** English shall be the medium of instruction for the subjects of study as well as for the examination.

3. DURATION OF THE COURSE:

The Course shall extend over a period of three years. The duration of the course shall be on full time basis for a period of three years consisting of six semesters from the commencement of the academic term. Each semester would be of 6 months (duration twenty four weeks) including examination.

4. SCHEME OF EXAMINATION:

There shall be five examinations one at the end of each semester. The sixth semester would be exclusive for hands on training and project work.

The aggregate marks for the 6 semesters would be 2650. Semester I to V will have 5 papers, each of 100 marks. The last semester (VI) will include a project work of 100 marks, Grand Viva of 50 marks and continuous assessment of the hands on training.

5. Distribution of Type of Questions and Marks for Various Subjects

Type of question	Number of questions	No. of questions to be answered	Marks for each question
Long Essay	2	1	10
Short Essay	12	10	5
Short Note	12	10	2

6. ATTENDANCE

Every candidate should have attended at least 80% of the total number of classes conducted in an academic year from the date of commencement of the term to the last working day as notified by university in each of the subjects prescribed for that year separately in theory and practical. Only such candidates are eligible to appear for the university examinations in their first attempt. A candidate lacking in prescribed percentage of attendance in any subjects either in theory or practical in the first appearance will not be eligible to appear for the University Examination in that subject.

7. Internal Assessment (IA):

Theory - 80 marks.

Internal Assessment - 20 marks.

1. There shall be a minimum of two periodical tests for each subject in each semester. The average marks of the two tests will be calculated and reduced to 20. The marks of IA shall be communicated to the University as per the notification issued by the Registrar (Evaluation) before each university examination.
2. The marks of the internal assessment will be displayed on the notice board of the department with in a fortnight from the date test is held.

3. If a candidate is absent for any one of the tests due to genuine and satisfactory reasons, such a candidate may be given a re-test within a fortnight.

8. Subjects and hours of Teaching

The number of hours for teaching theory and practical for main subject are shown in Table-I

Table - I Distribution of Teaching Hours in Subjects

Main Subjects:

Semester	Main Subjects	No of Hours Theory	No of Hours Practical Posting	Total
I Sem	Principles of Management	80	120	520
	Medical Terminology	80		
	Fundamentals of Accounting	80		
	Hospital & Health System (History & Evolution)	80		
	Organizational behavior	80		
II Sem	Marketing Management	80	120	520
	Biostatistics	80		
	Health Economics	80		
	Epidemiology and public health administration	80		
	Cost & Management Accounting	80		
III Sem	Human Resource Management	80	120	520
	Materials Planning and Management	80		
	Strategic Management	80		
	Hospital Planning and Management	80		
	Financial Management	80		
IV Sem	Hospital Core Services	80	120	520
	Operation Research & Research Methodology	80		
	Hospital Medical Records Management	80		
	Health Insurance Management	80		
	Management Information System	80		
V Sem	Hospital Support & Utility Services	80	120	520

	Quality in Health Care	80		
	Project Management	80		
	Hospital Hazards & Disaster Management	80		
	Healthcare Laws and Ethics	80		
VI Sem	Project Work			520
	Hands On Training			
TOTAL HOURS		2000	600	3120

Subsidiary Subjects:

Semester	Subject	No of Hours Theory	Total
I Semester	English/Kannada	30	150
II Semester	Constitution of India	30	
III Semester	Computer Fundamentals	30	
IV Semester	Sociology	30	
V Semester	Environment Science & Health	30	

9. Scheme of Examination

There shall be five examinations, one each at the end of each semester for the first five semesters. The sixth semester will have a viva voce for the project work and assessment of the hands on training.

Duration of the examination and distribution of marks are shown in Table – II

Table - II Duration of the examination and distribution of marks in Subjects.

Sl no	Main Subjects	Written Paper		IA	Total
		Duration	Marks		
FIRST SEMESTER					
1	Principles of Management	3 Hours	80	20	100

2	Medical Terminology	3 Hours	80	20	100
3	Fundamentals of Accounting	3 Hours	80	20	100
4	Hospital & Health System (History & Evolution)	3 Hours	80	20	100
5	Organizational Behaviour	3 Hours	80	20	100
	TOTAL				500
SECOND SEMESTER					
6	Marketing Management	3 Hours	80	20	100
7	Biostatistics	3 Hours	80	20	100
8	Health Economics	3 Hours	80	20	100
9	Epidemiology and Public Health Administration	3 Hours	80	20	100
10	Cost and Management Accounting	3 Hours	80	20	100
	TOTAL				500
THIRD SEMESTER					
11	Human Resource Management	3 Hours	80	20	100
12	Materials Planning and Management	3 Hours	80	20	100
13	Strategic Management	3 Hours	80	20	100
14	Hospital Planning and Management	3 Hours	80	20	100
15	Financial Management	3 Hours	80	20	100
	TOTAL				500
FOURTH SEMESTER					
16	Hospital Core Services	3 Hours	80	20	100
17	Operation Research & Research Methodology	3 Hours	80	20	100
18	Hospital Medical Records Management	3 Hours	80	20	100
19	Health Insurance Management	3 Hours	80	20	100

20	Management Information System	3 Hours	80	20	100
	TOTAL				500
FIFTH SEMESTER					
21	Hospital Support & Utility Services	3 Hours	80	20	100
22	Quality in Health Care	3 Hours	80	20	100
23	Project Management	3 Hours	80	20	100
24	Hospital Hazards & Disaster Management	3 Hours	80	20	100
25	Healthcare Laws and Ethics	3 Hours	80	20	100
	TOTAL				500
SIXTH SEMESTER					
	PROJECT WORK		80	20	100
	GRAND VIVA				50
	Hands on training		Grading System		
GRAND TOTAL (500+500+500+500+500+100)					2650
Subsidiary Subjects					
1	English/Kannada	3 Hours	80	20	100
2	Constitution of India	3 Hours	80	20	100
3	Computer Fundamentals	3 Hours	80	20	100
4	Sociology	3 Hours	80	20	100
5	Environment Science & Health	3 Hours	80	20	100

Note * I A = Internal Assessment

- Main Subjects shall have University Examination.
- There Shall be no University Practical Examination.

Subsidiary subjects: The examination for the subsidiary subject shall be held one month prior to the semester examination.

10. Eligibility For Examination

A candidate shall register for all the subjects of the semester when he/she appears for the examination of that semester for the first time.

Candidate should secure minimum of 40% in Internal Assessment in each subject to be eligible for the examination.

11. Criteria for pass in subjects

11.1.

1. **Main Subjects:** A candidate is declared to have passed in a subject, if He / she secures, 50% of marks in University Theory exam and Internal assessment added together.
2. **Subsidiary Subjects:** The minimum prescribed marks for a pass in subsidiary subject shall be 35% of the maximum marks prescribed for a subject. The marks obtained in the subsidiary subjects shall be communicated to the University before the commencement of the University examination. It is mandatory to pass in all the subsidiary subjects but the marks will not be added to the grand total

11.2. Final Semester

Candidate has to submit a project report and make a presentation of his/her project. The minimum pass is 50% of the marks for the report and viva voce together.

Hands on training: The candidate will have to undergo 6 months of rotational training in relevant departments of the hospital. The assessment will be on grading system.

12. Carry over benefit for first year

A candidate needs to mandatorily pass in minimum 3 papers out of the 5 papers in each semester to be permitted to attend the next semester. Failed candidates shall be permitted to appear in the failed subject in the following semester. However, he/she shall clear all failed subjects to become eligible to undertake the project work and hands on training in the final semester.

If a candidate fails in Subsidiary subject in any semester, he/she shall be permitted to carry over the subject, but has to clear all failed subjects before appearing for the final semester examination.

13. Eligibility for the award of Degree

A candidate shall have passed in all the subjects of all five semesters and should successfully complete the hands on training and project work in the sixth semester to be eligible for award of degree.

14. Qualification and Experience required for appointment as teachers on full time basis for BHA course.

14.1. Tutor:

Qualification: A pass in Bachelors Degree in Hospital Administration.

14.2. Lecturer:

Qualification: A pass either in Masters program in Hospital Administration/ Management or - MSc. in Hospital Administration /Hospital Management or M.B.A. in Hospital Administration /Hospital Management from an institution affiliated a to University established under law.

Or

MD- Hospital Administration degree from an institution recognized by Medical Council of India.

For a Tutor and Lecturer to be permitted as examiner a minimum of 3 years of teaching or administrative experience is a must.

14.3. Assistant Professor

For non medical teachers: qualification and experience: the qualification required shall be as that of Lecturer. The experience required shall be three years of teaching experience as a lecturer in an institution conducting full time bachelors and masters course in hospital management/ administration or equivalent affiliated to an university established under law or three years of administrative experience in a higher management cadre in a multi specialty hospital having minimum of 100 beds.

Teachers having post graduate medical qualification such as MD in Hospital Administration from an institution recognized by Medical Council of India, may be appointed as Assistant Professor with minimum of three years of teaching or administrative experience in a senior grade in a multi specialty hospital having 100 or more beds.

14.4. Associate Professor:

Three years of teaching experience as Asst. Professor or five years of administrative experience as an administrator in senior grade in a multi specialty hospital having 100 or more beds, with qualification such as masters course in hospital management/ administration or equivalent affiliated to an university established under law.

Persons with post graduate medical qualification MD in Hospital Administration or equivalent, from an institution recognized by Medical Council of India shall have 5 years administrative experience in senior grade in a multi specialty hospital having 100 beds.

14.5. Professor: Four years of teaching experience as Associate Professor.

14.6. Principal: A person having qualification and teaching experience required for professor can hold the post of Principal.

15. Course of Study: The course shall be pursued on full time basis. No candidate shall be permitted to work in a health care facility or a related organization or laboratory or any other organizations outside the institution while studying the course. No candidate shall join any other course of study or appear for any other examination conducted by this university or any other university in India or abroad during the period of study.

FIRST SEMESTER

BHA 101 PRINCIPLES OF MANAGEMENT

The objective of the course is to understand the hospital organization and the various managerial functions like Planning, Organizing, direction and control. At the end of the course the student will be able to

1. Understand the theories of management
2. Accept professional management in health care
3. Understand the current issues that have implication in the Hospital administration

UNIT -1: - 8 hours

Introduction to Management: The evolution of Management, Definition and importance of Management. Different schools of Management thought- classical school, Management Sciences School, Behavioral School, Human Relation School, Operational approach, system approach and contingency approach to Management.

UNIT- 2: - 8 hours

Management - Meaning - nature and characteristics of Management, Scope and functional areas of management - Management as a science art or profession - Management & Administration - Social responsibility of management and Ethics.

UNIT- 3:- 10 hours

Planning- Meaning, Nature, importance and purpose of planning - Planning process - Objectives – Planning Premises - Types of plans - Decision making - importance & steps

Unit – 4: - 12 hours

Organizing: Meaning and importance - Nature and purpose of organization- Principles of organization- Types of organization - Organization structure / chart, Responsibility and Authority, Span of control, Delegation of authority, Centralization-Decentralization, Line and staff relationships, types of organizations, formal and informal groups in organizations, Departmentalization - Committees - MBO and MBE

UNIT – 5 - 10 hours

Nature and importance of Staffing - Process of Selection & Recruitment (in brief) Staffing function - Manpower needs - Manpower position - Training & development, Performance appraisal- Human resource audit.

UNIT – 6: - 10 hours

Directing -Meaning and nature of directing – Leadership, Nature, Styles, attitudes – Motivation, Theories, models -Communication - Meaning and importance – Principles and Practices - Coordination meaning and importance and Techniques of Co-ordination

UNIT- 7: - 10 hours

Control- Meaning and steps in controlling, Concept of Managerial Control – Importance – Process - Essentials of a sound control system, Methods of establishing Control.

UNIT – 8 - 12 hours

Hospital as an organization, role of hospital administrators, managers, Hospital environment and functioning of a hospital, Ethics in hospitals. Contemporary hospitals and their changing roles in globalised world. Social responsibilities of hospitals.

BOOKS FOR REFERENCE:

1. Rao V S P- Management- Text & Cases, Excel Books, New Delhi.
2. Heinz Weinrich & Harold Koontz- Essentials of Management-Tata McGraw Hill New Delhi.
3. Prasad L M – Principles and Practice of Management – Sultan Chand & Sons, New Delhi.
4. C B Gupta- Principles of Management.

NOTE: Latest edition of the books are recommended

BHA 102 MEDICAL TERMINOLOGY

The Course will help to

- a. Understand different body systems and their functioning
- b. Familiarize with the common terms used in the clinical practice
- c. Understand illness, causes, classification and description of diseases
- d. Understand the causes, mode of spread, control and prevention of common infections in the hospitals and community

Unit 1- 20 hours

Human Anatomy and Physiology

Meaning, basic functions, structure of the following systems:

Digestive System- Mechanism of digestion

Respiratory system- Mechanism of breathing.

Circulatory system-Cardiac cycle

Central Nervous system- Types of nervous system, Structure and functions of neuron, Reflex arc.

Unit 2- 20 hours

Human Anatomy and Physiology

Meaning, basic functions, structure of the following systems:

Muscular Skeletal system- Types of muscles, Structure and Type of bones

Reproductive system

i. Female reproductive system- Hormones important to the female reproductive process

ii. Male reproductive system- Hormones important to the male reproductive process

Excretory system- Structure and function of nephron.

Endocrine Glands- Major endocrine glands, Hormones released by endocrine glands.

Unit 3- 10 hours

Introduction to Medical terminology:

Word formation & syntax - Greek alphabet - Greek & Latin prepositional & adverbial prefixes - Singular & plural endings

(No Changes made)

Unit 4- 10 hours

Rules of Medical terminology:

Commonly used prefixes in medical terminology - Commonly used suffixes in medical terminology - Commonly used root words in medical terminology –

Common Latin term used in prescription writing - Study of standard abbreviations-

Commonly used medical terms to define different parts of the body

(No Changes made)

Unit 5- 10 hours

Medical terminology used by different specialties

Cardiologist: Cardiology, Angiograph, Angioplasty, CABG, ECG, ECHO, Dyspnea, Angina pectoris, Hypertension, Hypotension, Myocardial infarction

Nephrologist- Nephrology, Nephrologist, Renal failure, Kidney disease, Kidney transplantation, Edema, Dialysis, HDL, LDL, Nephrectomy, Kidney stone, Renal cancer, Urinary tract infection, Ureteroscope

Neurologist-Neurology, Neurologist, paraplegia, Vertigo, LOC, CVA, Epilepsy, Meningitis, Parkinson's disease, Dementia, Neuropathy, Meningitis, Hydrocephalus, EEG, Lumber puncture

Gastro-intestinalologist: Gastro-intestintology, Appendicitis, Appendectomy, Ascites, Colonoscopy, Constipation, Diarrhea, Endoscopy, Endosonography, Fluoroscopy, Gastritis, Gastrectomy, Hernia, Laparoscopy, Pancreatic cancer, Stomach cancer

Otorhinolaryngologists- Otorhinolaryngology, Deafness, aphasia, Audiologist, Autism, Ear infection, Hearing.

Dentist- Dental science, Dentist, Cavities, Cosmetic dentistry, Endodontist, Geriatric dentist, Gingivitis, Teeth, Molar, Oral pathologist, Orthodontist, Plaque, Pediatric dentist, Prosthodontist

Unit 6- 10 hours

Medical terminology used by different specialties

Orthopaedic Surgeon: Orthopaedic science, Bone, Muscle, Arthritis, dislocation, Intervertebral disc prolapse, fracture, sprain, total hip replacement, total knee replacement

Gynaecologist-Obstetrics, Gynaecology, Gynaecologist, Caesarean section, foetus, Endometrial cancer, Cervical cancer, Hysterectomy, Infertility, Ovarian cancer, Ultrasound.

Oncologist-Oncology, Oncologist, Benign, Malignant, Carcinogenesis, Radiation, Oncogenes, Carcinoma, Sarcoma, Adenoma, Chemotherapy.

Dermatologist-Dermatology, Dermatology, Alopecia, Skin cancer, Skin burn, Cellulitis, Cryo-surgery, Bed sore, Skin graft, Psoriasis, Pruritus.

Endocrinologist-Endocrinology, Endocrinologist, Glands, Hormones, Metabolism, Obesity, Diabetes, Hyperglycemia, Hypoglycemia, Hypertension, Hypotension

TOTAL HOURS- 80

BOOKS FOR REFERENCE:

1. Cohen B.J & Taylor J.J, Memmler's Structure and function of the Human body, Lippincott Williams & Wilkins.
2. Dr. Singh- Anatomy and physiology for Nurses and allied health science, Ahuja Book Publishers & Distributor.

BHA 103 FUNDAMENTALS OF ACCOUNTING

UNIT – 1: - 10 hours

Introduction to Accounting - Meaning, Need for accounting, Internal and External uses of Accounting information, Accounting concepts and conventions, Accounting practices, Generally Accepted Accounting Principles. (Concept only of GAAP)

UNIT – 2: - 20 hours

Accounting systems & process -Nature of accounting, Systems of accounting (Single entry and double entry), Process of accounting, transactions, journal entries and posting to ledger.

UNIT – 3: - 20 hours

Subsidiary books - all subsidiary books (Sales book, sales return book, purchases book, purchase returns book, bills receivable book, bills payable book, cash book (Single

column, double column, and three columnar cash book), petty cash book and journal proper. Preparation of Trial balance. Rectification of errors and Trial balance.
Types of accounting errors and methods of rectification of errors.

UNIT – 4: - 10 hours

Bank reconciliation statement – Need for reconciliation and preparation of bank reconciliation statement.

UNIT – 5: - 10 hours

Final Accounts: Preparation of Trading and Profit and Loss account and balance sheet (for various entities), Accounting for non-profit seeking concern, Ratio analysis.

UNIT – 6: - 10 hours

Single Entry system of bookkeeping - Preparation of Opening and Closing statement of Affairs and Computation of profit.

BOOKS FOR REFERENCE:

1. Principles and Practice of Accountancy – V.A.Patil and J.S. Korlahalli
2. Grewal T.E. – Doble Entry book keeping
3. Shukla and Grewal – Advanced Accountancy
4. Gupta and Radhaswamy – Advanced Accountancy Vol I& II
5. Hrishikesh Chakraborty –Advanced Accounts
6. Jain SP and Narang KL, Basic Financial Accounting – I
7. S.N. Maheshwari, Fundamental of Accounting.

BHA 104 HOSPITAL & HEALTH SYSTEM (HISTORY & EVOLUTION)

UNIT – 1 - 15 hours

Definition and meaning of Health- Concept of Health - Holistic approach to health, Basic information relating to health, Historical development of health care system in India- Determinants to health - Responsibility for Health – Health & Development – Indicators of Health- Concept of Disease – Concept of Causation – Natural History of Disease – Concepts of Control – Modes of Intervention.

UNIT – 2 – 15 hours

Definition and meaning of hospital- Historical development of hospitals – Growth of hospital in India, Growth of Hospitals in the International Scenario - Changing concept of hospitals - The modern hospital, Present status of hospitals in India.

UNIT – 3 - 20 hours

Health committees and their recommendations, Health plan outlays during 1951 till date – National Health Budget - purpose, types & practices in Indian context

UNIT – 4 - 15 hours

Hospital viewed as a system, Role of Hospitals, Hospital Viewed as a Social system, Peculiarities of hospital systems, benefits to the Health Care systems, Overview of Health Care delivery system- Role of hospitals in Primary health Care. Administration of rural hospitals.

UNIT – 5 - 15 hours

Health manpower planning & distribution - Economics of Health manpower planning & political process - Evaluating health Systems - Health Programmes in India. Managerial process in National Health Development - Cost benefit analysis in health field.

TOTAL HOURS- 80

BOOKS TO BE REFERRED:

1. The Evolution of International Health System, Cumper G.E, OUP New York, 1991
2. Management of Hospital (4 Vols), S.L Goel & R. Kumar, Deep & Deep Publications Pvt. Ltd.
3. Preventive and Social Medicine, K Park, Banarsidas Bhanot Publishers.

BHA 105 ORGANISATIONAL BEHAVIOUR

UNIT – 1 - 05 hours

Organisational Behaviour - Organisation - Meaning and significance - The study of organisation behaviour - Definition - Scope and Application in Management - Contributions of other disciplines – Organisational structure, challenges facing management, Emerging Organisations.

UNIT – 2 - 08 hours

Perception - Meaning - Need - Perceptual Process – Perceptual Mechanism - Factors influencing perception - Interpersonal perception.

UNIT – 3 - 10 hours

Motivation - Meaning - Nature - Motivation process - Theories of Motivation (Maslow's Need Hierarchy theory - Herzberg's Two Factor Theory - McGregor Theory X & Theory Y - Financial and Non Financial Incentives - Job enrichment.

UNIT – 4 - 07 hours

Attitudes - Meaning - Characteristics of Attitudes – Components of Attitude - Attitude and Behaviour – Attitude formation and Measurement of Attitudes

UNIT – 5 - 10 hours

Learning and behaviour modification - Principles of learning & Reinforcement - observational learning - Cognitive Learning - Organisational Behaviour Modification - Steps in Organisational Behaviour Modification process - Organisational Reward Systems

UNIT – 6 - 10 hours

Personality - Determinants of Personality - Biological factors - Cultural factors - family and Social Factors - Situational factors -Personality attributes influencing OB, Interactive Behaviour and Interpersonal Conflict.

UNIT – 7 - 10 hours

Group Dynamics - Meaning - Types of Groups - Functions of small groups - Group Size Status – Managerial Implications- Group Behaviour - Group Norms - Cohesiveness - Group Think

UNIT – 8 - 10 hours

Leadership - Formal and Informal Leadership Characteristics Leadership Styles - Autocratic / Dictatorial - Democratic / Participative, Free reign/ Laissez faire Leadership Styles & Management Activities.

UNIT – 9 - 10 hours

Organisational Change - Meaning - Nature of work change - Pressure for change - Change process - Types of change – Factors influencing change - resistance to change - overcoming resistance – Organisational Development - different techniques.

TOTAL HOURS-70

BOOKS FOR REFERENCE:

- a. Stephen Robbins, Organisational Behaviour
- b. Fred Luthans, Organisational Behaviour
- c. K. Aswathappa, Organisational Behaviour
- d. M. Gangadhar. V.S.P.Rao and P.S.Narayan, Organisational Behaviour

S P 1 ENGLISH LANGUAGE & COMMUNICATION:

The objective of the course is to help the student acquire a good command and comprehension of the English Language. The student at the end of the training should be able to:

1. Read and comprehend English Language
2. Speak and Write Grammatically Correct English

UNIT 1:

Introduction – Study Techniques – Organization of Effective Note taking and logical processes of analysis and synthesis –Use of Dictionary – Enlargement of vocabulary – effective diction

UNIT 2

Applied Grammar – Correct Usage – Structure of sentences - Structure of paragraphs – enlargement of vocabulary – Verbs –Tenses - Voice

UNIT – 3

Written Composition – precise writing and Summarizing - Report Writing – Writing of Bibliography – Enlargement of Vocabulary

UNIT -4

Reading and Comprehension – Review of selected material and expressing oneself in words - Vocabulary, Synonyms & Antonyms

UNIT – 5

Forms of Writing: The Essay, The Précis, The Report, The Proposal, The C.V. and Job Application letter - The Presentation.

UNIT – 6

Meaning of Communication; Role of Communication in Business; Basic elements of the Communication process, level of Communication, forms, models and media of Communications, Verbal and non-verbal Communication-functions and types. Barriers to effective Communication.

BOOKS TO BE REFERRED:

1. English Grammar, Collins, Birmingham University, International Language Data Base, Rupa & Co 1993.
2. Wren & Martin – Grammar and Composition, 1989, Chand and Co, Delhi
3. Letters for all Occasions – A S Meyers, Harper Perennial
4. ‘Contemporary Business Communication’ 5 th Edition by Scott Ober-Biztatra

II SEMESTER

BHA 201 MARKETING MANAGEMENT

UNIT 1- 10 hours

Marketing – An Overview: Introduction, Definition of Markets, Meaning and Definition of Marketing, scope and Importance of Marketing, Functions of Marketing, Types of offering.

Marketing Concepts: Introduction, Exchange Concept, Production concept, Product concept, Sales/Selling concept, Modern Marketing concept, Societal marketing concept, Holistic Marketing concept.

UNIT 2 - 10 hours

Consumer Behaviour: Factors influencing Consumer behaviour – (Cultural, Social, Personal, Psychological factors), The Buying decision process (Stimulus Response Model), Stages of the buying decision process

UNIT 3 - 15 hours

Marketing Environment: Introduction, Need and Importance of Environmental Analysis, Micro Environment and Macro Environment of the Industry.

Marketing Mix: elements of marketing mix, extended mix for services, Importance of marketing mix in marketing decisions.

Market Segmentation and Targeting: criteria for effective segmentation, basis for market segmentation of consumer markets, levels of segmentation, target marketing strategies.

UNIT 4 - 10 hours

Product: Concept of a product, levels of a product, Classification of products, Product mix and its elements-(Product line, product length, width and depth), Product life cycle,

Branding: Definition of a Brand, Brand elements, Types of Brands, Importance of Brands and Branding, Merits and Demerits of Branding.

Brand Equity- (Meaning, Definition and benefits)

UNIT 5- 08 hours

Pricing: Objectives of Pricing, Factors affecting pricing decisions,

Pricing methods-(Cost based pricing, Demand based pricing, Competition based pricing)

UNIT 6 - 08 hours

Distribution strategies: Meaning need and importance of distribution channel, Factors to be considered for selecting channel, Types of Channels. Functions of distribution channels.

UNIT 7- 09

Promotion Strategy: Importance of promotion –Promotion mix elements, Forms of promotion – (Meaning, Objectives and importance) Personal selling, Advertising, Sales promotion, Public Relations, Direct marketing, Word of Mouth marketing.

UNIT 8 - 10 hours

Healthcare Service Marketing: Concept of Service, Characteristics of services, Service triangle. Significance of service sector, Overview of Healthcare Services, Uniqueness of Healthcare markets, Key concepts in Healthcare marketing, Challenges in Marketing Healthcare Services Concept of Medical Tourism

TOTAL HOURS-80

BOOKS FOR REFERENCE:

1. Kotler, Philip & Armstrong- Principles of marketing- Prentice Hall of India Pvt Ltd, New Delhi
2. Ramaswamy V.S & Namkumari S. , Marketing Management- Macmillan Indian Ltd, New Delhi.
3. Reddy, Appanaiah & Sherlekar, Marketing Management

BHA 202 BIO STATISTICS

UNIT – 1: - 5 hours

Background and Basic Concepts- Introduction – Statistics defined – Functions – Scope – Limitations.

UNIT – 2: - 10 hours

Diagrammatic and Graphic Representation - Introduction – Significance – Difference between Diagrams and Graphs – Types of Diagrams.

UNIT – 3: - 10 hours

Measures of Central Tendency

Introduction – Types of Averages – Arithmetic Mean (Simple and Weighted) – Median – Mode.

UNIT – 4: - 10 hours

Measures of Dispersion - Range – Quartile Deviation – The Mean deviation and the Standard deviation – Coefficient of Variation.

UNIT – 5: - 15 hours

Correlation and Regression Analysis - Meaning – types – probable error – rank correlation (excluding bivariate and multi correlation)

UNIT – 6: - 12 hours

Probability and probability, distributions : Laws of probability, Baye's theorem, Mathematical Expectation, Binomial, Poisson and normal probability distribution.

UNIT – 7: - 8 hours

Testing of hypothesis: large sample test, small sample test (t, F, Z test and Chi square test)

UNIT – 8: - 10 hours

Index Numbers - Classification – Construction of Index numbers – Methods of constructing index numbers - Simple Aggregative Method – Simple Average of Price Relative Method – Weighted Index Method – Laspear's method – Paasche's method – Fischer's method.

BOOKS FOR REFERENCE:

1. S.P. Gupta, Statistical Methods.
2. Elhance D.N, Fundamentals of Statistics.
3. Dr. B.G. Sathyaprasad & Prof. Chikkodi, Business Statistics..
4. Dr. J.S. Chandra, Prof. Jagjit Singh & K.K. Khanna, Business Statistics

BHA 203 HEALTH ECONOMICS

UNIT – 1: - 10 hours

Business Economics - Nature & scope of Business Economics - Micro and Macro economics – Need - Objectives and importance of Business Economics. Goals of business – Economics Goals – Social Goals – Below Poverty Line - Strategic Goals - Profit maximisation Vs Optimisation of profits.

UNIT – 2: - 15 hours

Consumer Behaviour: The Law of Diminishing Marginal Utility – The law of equi-marginal utility – the indifference curve techniques – properties of indifference curve.

UNIT – 3: - 15 hours

Demand and Revenue Concepts - Meaning of demand – Determinants of demands - Demand Schedule – The Demand curve – The Law of Demand – Exceptions to the law of demand, Demand Distinction (types of demand) - Elasticity of Demand – Price elasticity – Types – Measurement of Price elasticity – factors influencing elasticity of demand – Income elasticity of demand – Types – Cross elasticity of demand, Demand Forecasting – Types – Techniques, Revenue concepts – Total revenue, Average revenue, Marginal revenue.

UNIT – 4: - 15 hours

Production - Introduction – Production Functions – Law of Variable Proportions – Production functions with two variable inputs (iso quants & iso costs). Equilibrium through Iso quants and Iso cost curves.

UNIT – 5: - 15 hours

Analysis of Market situations and pricing - Kinds of competitive situations – features of perfect competition, monopoly, duopoly, oligopoly and monopolistic competition - Pricing: Meaning, Types of pricing, Pricing under different market situation: Perfect competition – Price determination under monopoly price discrimination – monopolistic competition and Price determination.

UNIT – 6: - 15 hours

National Income- Meaning, Methods & difficulties of Measuring National income, uses of National Income - Meaning of GNP, GDP, NNP, PI, DPI- Business cycles
Meaning – Features – Phases of a trade cycle – Adjusting business plans to cyclical situations- Public Private Partnerships.

UNIT – 7: - 15 hours

Methods & Techniques of Economic Evaluation of Health Programmes - Cost benefit & cost effective methods-output & input analysis - Economics of Health Programmes for Nutrition, diet & population control, economics of abuse of tobacco & alcohol, environmental influences on health & its economic impact, economics of breast feeding - Economics of Communicable (STDs & Malaria) & non-communicable (IHD & Cancers) diseases.

BOOKS FOR REFERENCE:

1. Reddy P.N and Appanniah H.R - Business Economics
2. Srivayya, Gangadhara Rao, Rao V.S.P. - Managerial Economics
3. Gupta G.S. - Managerial Economics
4. Ivon Png - Managerial Economics
5. Dr. D.M. Mithani - Managerial Economics

BHA 204 EPIDEMIOLOGY & PUBLIC HEALTH ADMINISTRATION

Course Objective:

The aim of this course is to enable the participants to understand the demography, community health and epidemiology as foundations of healthcare planning. At the end of the course the students will be able to

1. Interpret population structure, the factors influencing population growth and the impact or population explosion on health
2. Create awareness of the origin and evolution in the field of community/public health
3. Apply epidemiological principles
4. Understand the role of national health programmes and international agencies.

Unit – 1 - 05 hours

Demography Trends: World population trends – Indian Population trends – Health implications.

Unit – 2 - 20 hours

Health Policy: Meaning – Need - National health policy - Priorities - National health programmes – Health services – Committees on health services – Health services through Five Year Plans – Health for All 2000 – National Rural Health Mission.

Unit – 3 - 20 hours

Health Care : Concept of health care – Levels - Health care system in India – Classification of hospitals.

Unit – 4 - 20 hours

Organisations for Health: Voluntary health agencies in India – Indian Red Cross Society – Indian Council for Child Welfare - Tuberculosis Association of Indian Red Cross Society – Indian Council Welfare – Tuberculosis Association of India – PAI – Rockefeller Foundation – CARE – International Health Organisations – WHO – UNICEF – UNDP.

Unit – 5 - 15 hours

National Health Programmes related to Communicable diseases- Malaria, Filariasis, Tuberculosis, Leprosy, AIDS. National Health Programmes related to Non Communicable diseases – Cancer, Blindness, Diabetes, Mental Health Reproductive and child health programme. Health related national programme – Integrated Child development scheme, water supply and sanitation, minimum need programme.

Books for Reference:

1. Text book of Preventive & Social Medicine- Dr.K.Park
2. Textbook of Community Medicine- V.K.Mahajan
3. Population studies- Asha Bhendre

BHA 205 COST & MANAGEMENT ACCOUNTING

UNIT- 1 - 10 hours

Introduction to Cost Accounting: Meaning and definition, scope and use of cost accounting, cost center, cost accounting and financial accounting, cost concepts, classification of costs.

UNIT- 2 - 15 hours

Elements of Cost: Material, labour and expense, direct Material cost, Cost sheets, Purchase and stores routine, methods of Pricing Material issues, wastage, scrap spoilage and defectives, Inventory Control techniques. Direct labour cost-Meaning Remuneration methods, labour-turnover, and treatments of idle time, overtime premium, Employee welfare costs and fringe benefits.

UNIT- 3 - 15 hours

Overheads : Introduction, direct expenses, steps in accounting of overheads, classification of overheads, techniques for separating of fixed and variable costs allocation and apportionment of overheads, absorption of overheads - methods of overheads, absorption, over absorption and under absorption of overheads.

UNIT- 4 - 10 hours

Types of costs, costing methods- special emphasis on marginal costing (CVP analysis) and service costing.

UNIT- 5- 15 hours

Budgeting Introduction, comprehensive/master budget, fixed and flexible budgets. Standard costing: Introduction- material, labor and overhead variances.

UNIT- 6 - 15 hours

Management Accounting - Introduction: Management Process and Accounting, Managerial planning and control, scope and role of management accounting installation and operation cost.

Total Hours: 75

BOOKS TO BE REFERRED:

1. M.N. Arora: Cost Accounting- Principles and practices
2. S.P. Jain and K.L. Narang Cost Accounting.

3. M.Y. Khan and P.K. Jain Management Accounting.
4. I.M. Pandey: Management Accounting.
5. P.C. Tulsian Practical Accounting.
6. Robert Anthony, Receptal Principles of Management Accounting
7. M.R. Agarwal Management Accounting.

S P 2 CONSTITUTION OF INDIA

Unit-I:

Meaning of the term 'Constitution' making of the Indian Constitution 1946-1949.

Unit-II:

The democratic institutions created by the constitution Bicameral system of Legislature at the Centre and in the States.

Unit-III:

Fundamental Rights and Duties their content and significance.

Unit – IV:

Directive Principles of States Policies the need to balance Fundamental Rights with Directive Principles.

Unit – V:

Special Rights created in the Constitution for: Dalits, Backwards, Women and Children and the Religious and Linguistic Minorities.

Unit-VI:

Doctrine of Separation of Powers legislative, Executive and Judicial and their functioning in India.

Unit – VII:

The Election Commission and State Public Service commissions.

Unit – VIII:

Method of amending the Constitution.

Unit – IX:

Enforcing rights through Writs.

Unit – X:
Constitution and Sustainable Development in India.

- Books: 1. J.C. Johari: The Constitution of India- A Politico-Legal Study-Sterling Publication, Pvt. Ltd. New Delhi.
2. J.N . Pandey: Constitution Law of India, Allahbad, Central Law Agency, 1998.
3. Granville Austin: The Indian Constitution – Corner Stone of a Nation-Oxford, New Delhi, 2000.

III SEMESTER

BHA 301 HUMAN RESOURCE MANAGEMENT

UNIT – 1 - 10 hours

Human Resource Management - Meaning of HRM, Importance of HRM, Objectives and Functions, process of HRM, Systems and Techniques, Role of human resource manager, duties and responsibilities of human resource Manager, typical organization set up of human resource department.

UNIT – 2 - 15 hours

Human resource planning, Recruitment, Selection and Placement in hospitals- Meaning and importance of human resource planning, benefits of human resource planning, Meaning of recruitment, selection, placement and training Methods of Recruitment and Selection - Uses of tests in selection, Problems involved in placement.

UNIT – 3 - 10 hours

Training and Induction in hospitals - Meaning of Training and Induction, Objective and purpose of induction, Need for training, benefits of training, Identification of training needs, methods of training.

UNIT – 4 - 10 hours

Performance Appraisal and compensation in hospitals - Meaning of performance appraisal, objectives of performance appraisal, methods of performance appraisal and limitations.

UNIT – 5 - 15 hours

Principles and techniques of wage fixation, job evaluation, compensation -meaning of compensation, objectives of compensation. Promotion & Transfers in Hospitals - Purpose of promotion, basis of promotion, Meaning of transfer, reasons for transfer, types of transfer, right sizing of work force. Need for right sizing.

UNIT – 6 - 15 hours

Work Environment - Meaning of work environment, Fatigue, Implications of fatigue, causes and symptoms of fatigue, monotony and boredom, factors contributing to monotony and boredom, Industrial accidents, Employee safety, Morale, Grievance and Grievances handling, Personnel records & Personnel Audits.

UNIT – 7 - 05 hours

HRD - Meaning of HRD, Role of training in HRD. Knowledge management, Knowledge resources, HR audit in healthcare.

BOOKS FOR REFERENCE:

1. Human Resources text and cases-V.S.P.Rao
2. C.B.Mammoria, Personnel management
3. Aswathappa, Human Resource Management

BHA 302 MATERIALS PLANNING & MANAGEMENT

UNIT- 1 - 10 hours

Materials Management: Concept – Objectives – Importance – Material planning – Objectives – Integrated approach to materials planning and control – Relevance of materials management to hospitals.

UNIT – 2 - 15 hours

Purchasing – Types – Significance of Purchasing policy – Principles of scientific purchasing – Factors of purchasing – Essence of sound purchasing policy – purchasing methods- centralized v/s decentralized – Purchasing procedure- purchase cycle -Imports of equipments and medicines for hospitals – L C payments – common foreign currencies -Documents – Procedures.

UNIT – 3 - 15 hours

Stores Management: Objectives – Functions – Stores location – Store accounting and records – Stock verification - Principles of storage & stores accounting-types of storage care & preservation of materials & equipments in inventory control.

UNIT – 4 - 15 hours

Inventory Control and Purchase Management: Meaning and Significance - Concept – Importance – Techniques – ABC, VED, HML,FSN, MBASIC approach to drugs.

Purchasing & procurement - Principles of sourcing, purchase methods & procedures, legal aspects of purchasing. Reference to Contract Act, Sale of Goods Act, Drug Control Act in respect to purchase activities. Import substitution

UNIT – 5 - 15 hours

Quality Control & Quality Management-Principles & methods - Distribution management – (logistics Management) - Distribution of materials to various departments & auxiliary services - Exceptional management needs in Healthcare Units: Mgmt. of Blood Bank, Donated Organs, Morgues, Dispensaries.

UNIT -6 - 10 hours

Contract Administration- Administration of services obtained through Contract Principles. Model Contract for Laundry, Dietary, Dispensary, Security & Ambulance Services.

Books for Reference:

1. Jha S.M, Hospital Management 2001, HPH, Mumbai.
2. Ammer S, Purchasing and Materials Management for Health Care Institutions; North Eastern University.
3. Jha S.M, Services Marketing
4. Chap 12 Hospital Marketing 2000, HPH, Mumbai.

BHA 303 STRATEGIC MANAGEMENT

UNIT – 1 – 10 hours

Business Policy: Definition and Importance of business policy, Purpose of business policy, objectives of business policy.

UNIT – 2 - 10 hours

Utility and application of strategic management: Meaning and definition of strategy - Need for strategic management, process of strategic management, Strategic decision-making, reasons for failure of strategic management, Strategists and their role in strategic management.

UNIT – 3 - 12 hours

Environment appraisal: The concept of environment, The company and its environment, scanning the environment, relating opportunities and resources based on appraisal of the environment (situation analysis - opportunities and threats analysis).

UNIT – 4 - 15 hours

Strategic planning: Strategic planning process, strategic plan, - Corporate level strategies: Stability strategy, expansion strategy, merger strategy, retrenchment strategy, restructures strategy. Business level strategy: SBU (strategic business units, cost leadership, decentralisation.

UNIT – 5 - 10 hours

Implementation of strategies: Introduction, Nature, Importance, Mc Kinsey's 7-S model, Activating strategy: - interrelationship between formulation and implementation, aspects of strategy implementation, project implementation, procedural implementation. Structural implementation, Behavioral implementation issues in strategy implementation

UNIT – 6 - 10 hours

Strategy evaluation: Strategic evaluation and control, operational control, overview of management control, focus on KRA (Key Result Areas).

UNIT – 7 - 12 hours

Social responsibilities - The Company and its social responsibilities, social responsibility for economic growth - Social audit. Popular strategies for Non-profit organizations

BOOKS FOR REFERENCE:

1. R. Nanjundiah & Dr. S. Ramesh, Strategic planning and business policy .
2. Azhar Kazmi, Business policy and strategic management.
3. Michael, Business policy and Environment.
4. Ghosh P.K, Business policy and strategic Planning & management.
5. Sharma & Gupta, Strategic Management.

BHA 304 HOSPITAL PLANNING AND MANAGEMENT

UNIT 1- 15 hours

Promoting and building a new hospital

Steps of hospital planning, Principles of hospital planning, Need assessment survey of community, factors determining site selection, Hospital planning committee, General consideration of hospital planning.

Role and responsibilities of Hospital Administrator in hospital planning.

UNIT 2- 10 hours

Organization of the Hospital

Types of hospitals, Organisational structure-PHC, CHC, District hospital, Medical college hospital.

UNIT 3- 10 hours

Hospital functional planning

Zoning of hospital, Interdepartmental relations, Bed requirement-Doctors Ratio, Nurses Ratio. Space requirement of different areas of hospital.

UNIT 4- 15 hours

Basic planning and design consideration of:

- **Accident and Emergency**
- **Outpatient department**
- **Inpatient units (Nursing Unit)**
- **Operation theatre**
- **Intensive care unit**

UNIT 5- 15 hours

Basic planning and design consideration of:

- **Clinical Laboratories**
- **Radiology unit**
- **Pharmacy**
- **Mortuary**

UNIT 6-15 hours

Basic planning and design consideration of:

- **CSSD**
- **Medical Records department**
- **Dietary department**
- **Linen and laundry unit**
- **Biomedical Engineering unit**
- **Housekeeping service unit**

TOTAL HOURS-80

BOOKS TO BE REFERRED:

- a. Principles of Hospital Administration & Planning: B.M.Sakharkar
- b. Management of Hospitals: S.L.Goel, R.Kumar

- c. Hospital & Health Services administration-Principles & practices, Tabish, OUP
- d. Hospitals- facilities planning and management – G D Kunders

BHA 305 FINANCIAL MANAGEMENT

UNIT – 1 - 15 hours

Financial Management - Meaning - Scope of Finance - Financial Decisions in Firm - Goals of Financial Management. Financial Statement Analysis: Meaning of Financial Statement – Different types of F.S viz Income Statement, Balance Sheet, Statement of Retained earning, Fund Flow Statement, Cash Flow Statement – definition, significance and limitations, Ratio analysis (types of ratios and their limitations).

UNIT – 2 - 10 hours

Financing Decision - Introduction to Capital structure - Sources and Instruments of funds (Long term, Medium Term and Short term sources) Factors determining capital structure - Problems - Leverages - Operating Leverage, Financial Leverage and Combined Leverage - EPS Analysis - Problems. Primary Market, Capital Market and Money Market.

UNIT – 3 - 10 hours

Cost of Capital - Meaning - Computation of Cost of Capital of Equity, Preference, Debentures, Retained earnings, Public Deposits - Weighted Average Cost of Capital, Marginal cost of capital.

UNIT – 4 - 10 hours

Investment Decision - Meaning of Capital Budgeting - Significance – Capital Budgeting process – Project classification and Investment Criteria - Payback method - ARR Method - Net Present Value - IRR Method – Profitability Index, Sensitivity analysis, Simulation.

UNIT – 5 - 8 hours

Management of profits - Meaning – Cost Containment- Auto Financing – Cost Recovery - Types of Dividend policies – Factors influencing dividend policy - Forms of Dividends.

UNIT – 6 - 12 hours

Management of working capital - Meaning - Introduction - concepts of working capital - Factors Influencing working capital Requirements - Importance of adequacy of working capital - Components of working capital - Cash Management - Receivables Management and Inventory Management- Simple Problems on estimation of working capital requirements

UNIT- 7 - 10 hours

Index Method - Risk Analysis in project decisions: Introduction, Business risk & financial risk, Standard costing as an absolute measure of risk, Hillier method of risk analysis.

Total Hours:80

BOOKS FOR REFERENCE:

1. Dr. Sathya Prasad & P.V. Kulkarni, Financial Management .
2. V.K. Bhalla, Financial Management.
3. I.M. Pandey, Financial Management.
4. Dr. S.N. Maheswari & Dr. C.B. Gupta, Financial Management.
5. Sharma & Gupta, Financial Management.

S P 3 COMPUTER FUNDAMENTALS

UNIT – 1:

General features of a Computer - Generation of computers - Personal Computer – Workstation - Mainframe Computer and super Computers. Computer applications – data processing, information processing, commercial, office automation, industry and engineering, healthcare, education, graphics and multimedia.

UNIT – 2:

Computer organization. Central processing unit. Computer memory primary memory and secondary memory. Secondary storage devices – magnetic and optical media. Input and output units. OMR, OCR, MICR, scanner, mouse. Modem.

UNIT – 3:

Computer hardware and software. Machine language and high level language. Application software. Computer program. Operating system. Computer virus, antivirus and Computer security. Elements of MS DOS and Windows OS. Computer arithmetic. Binary, octal and hexadecimal number systems. Algorithm and flowcharts. Illustrations. Elements of database and its applications.

UNIT – 4:

Word processing and electronic spread sheet. An overview of MS WORD, MS EXCEL and MS POWERPOINT. Elements of BASIC programming. Simple illustrations.

UNIT – 5:

Network of computers. Types of networks. LAN, Intranet and Internet. Internet applications. World wide web. E-mail, browsing and searching. Search engines. Multimedia applications.

LIST OF PRACTICAL ASSIGNMENTS: (12 Sessions of 2 hours each)

1. System use, keyboard, mouse operations. Word pad and paint brush.
Creating a folder and saving a document – 2 sessions.
2. Simple MS. DOS commands – 1 Session
3. Windows operating system – icons, menus and submenus, my computer – 2 sessions
4. Desktop publishing – preparation of a document using MS.WORD – 2 sessions
5. Installation of a software, virus scanning – illustrations – 1 session.
6. Spreadsheet calculations using MS.EXCEL – 1 session.
7. BASIC programming – illustrations – 1 session.
8. Internet use. Surfing, browsing, search engines, E-mail. – 2 sessions.

BOOKS FOR REFERENCE:

1. Alexis Leon and Mathews Leon (1999): Fundamentals of information technology, Leon Techworld Pub.
2. Jain, S.K. (1999): Information Technology “O” level made simple, BPB Pub.
3. Jain, V.K. (2000): “O” Level Personal Computer Software, BPB Pub.
4. Rajaraman, V. (1999): Fundamentals of Computers, Prentice Hall India.
5. Hamacher, Computer Organisation, Mc Graw.
6. Sinha, Computer Fundamentals, BPB Pub.

IV SEMESTER

BHA 401 HOSPITAL CORE SERVICES

UNIT 1- 10 hours

Introduction to Hospital Services

Meaning of hospital services, Types of hospital services, functions of clinical and nonclinical departments involved in hospital services

UNIT 2- 15 hours

Clinical Services

Meaning of clinical services, Types of clinical services.

Definition, Importance, objectives, function: Anesthesia, Internal Medicine, Cardiology, Dermatology, Endocrinology, Gastroenterology, Nephrology, Neurology, Oncology, Orthopedics, Plastic surgery, General Pediatrics, Urology, Obstetrics and Gynecology, Neonatology, Physiotherapy.

UNIT 3- 15 hours

Non-Clinical Services

Meaning of non-clinical services, Types of non-clinical services.

Definition, Importance, Objective, Functions of: Clinical bio-chemistry, Clinical pathology, Clinical hematology, Histopathology, Microbiology, Immunology, Nuclear Medicine, Radio therapy

UNIT 4- 15 hours

Meaning, Importance, Objectives, Organization, Functions of following departments in hospital:

- **Front office and registration**
- **Outpatient department-** types of outpatient departments and its functions.
- **Accident and emergency-** Triaging in accident and emergency unit, Policies of accident and emergency unit.
- **Inpatient wards-** types of Inpatient wards and its functions in hospital.
- **Intensive care unit-** types of ICU and its functions.
- **Operation theatre-** Zoning in Operation theatre, infection control in OT.

UNIT 5- 15 hours

Nursing Services

Nursing Service administration – Objective of Nursing services, Importance of Nursing services to hospital, Duty of nursing Officers, Nursing and support staff in the ward, Nursing meetings, Determining Types of nursing care with merits and de-merits.

Responsibilities of nurse in hospital: Chief Nursing Officer, Nursing Superintendent, Deputy Nursing Superintendent, Ward incharge, Shift incharge, Staff nurse and trainee nurses

UNIT 6- 10 hours

Administrative Services

Importance of Hospital Administration department,

Duties of Hospital Administrator in the following areas- Teaching, Training services, in-service education, Medical purchase, Computer and Hospital Information System.

TOTAL HOURS-80

BOOKS TO BE REFERRED:

1. Llewellyn and Davis Macaulay, Hospital Planning and Administration
2. Kusum Samant, Hospital Ward Management, Vora Medical Publications, Mumbai.
3. Sahkarkar.B M., Principles of Hospital Administration and Planning
4. Srinivasan, A.V. (ed), Managing a Modern Hospitals, Response Books, New Delhi, 2000.
5. Syed Amin Tabish, Hospital and Health Services Administration Principles and Practice, Oxford Publishers, New Delhi, 2001.

BHA 402 OPERATIONS RESEARCH & RESEARCH METHODOLOGY

UNIT 1- 10 hours

Introduction - Meaning - Objectives - Types of Research - Research Approaches - Research methods Vs Research Methodology - Steps in Research - Defining the Research Problem - Meaning - Selecting the Problem - Techniques involved in defining the problem

UNIT 2- 10 hours

Research Design - Meaning - Need - Features - Important concepts relating to Research Design - Types of Research Design - basic Principles of Experimental Designs

UNIT 3- 15 hours

Sampling - Meaning - Need - Census & Sample Survey Sampling Designs-Probability Sampling (Simple Random - Systematic - Stratified - Cluster – Area Multistage - Sequential Sampling Methods) - Data Collection and Processing Collection of Primary data - Collection of data through Questionnaire & Schedules – Secondary data – Qualitative techniques of data collection - Interview, Observation - Tabulation of Data.

UNIT 4- 10 hours

Introduction to Operation Research

History of Operations Research, Stages of Development of Operations Research, OR Tools and Techniques , Importance of Operations Research in Decision Making , Limitations of Operations Research, managerial Application of the OR techniques, Types of OR Models

UNIT 5- 15 hours

Introduction to Linear Programming, Graphical solutions, (Simple problems relating to two variables only)

Simplex Method- Introduction-Standard forms of the simplex method for maximization and minimization problems (simple problems only)

Transportation problem – Introduction – Initial basic feasible solution - Least cost method – North West Corner Method- Vogel’s method (simple problems only)

Assignment Problems- basic concept- Hungarian Method (Simple problems)

Simulation – Introduction, Types of Simulation, Advantages & Limitations (No problems)

UNIT 6- 10 hours

Introduction to the theory of games, The definition of a game , Competitive game, Key concepts in the theory of games

Replacement of items that deteriorate gradually – with time, without time, that fails completely

Decision theory- Introduction, concepts, designing a simple decision tree

UNIT 7- 10 hours

Queuing Theory - Application of Queuing theory in decision making (No problems)

Network Analysis -Programme Evaluation & Review Technique (PERT) & Critical Path Method (CPM)

TOTAL HOURS-80

BOOKS FOR REFERENCE:

1. O.R. Krishna Swamy, Research Methodology
2. CR. Kothari, Research Methodology
3. S. Kalavathy, Operations Research, Vikas Publishers

4. J.K. Sharma, Operations Research – Problems and Solutions, Macmillan India Ltd.
5. Kapoor, V.K., operations Research, New Delhi : Sultan chand & Sons. Khandelwal M.C., Gupta & Quantitative Techniques.

BHA 403 MEDICAL RECORDS MANAGEMENT

Unit I - 10 hours

Records Management: Registers, Forms, Meaning and importance – Principles of record keeping – Merits and limitation – Latest trends in record maintenance – Electronic forms of records maintenance.

Unit – 2 - 15 hours

Hospital Records: Meaning – Functions – Importance of medical records to patients, Doctors, Hospitals, Public health, Press, LIC, Police – Court of Law, Educations and Research.

Unit – 3 - 15 hours

Hospital Records: Types – Out – Patient record, Causality Emergency, Surgery, Obstetrics and gynecology, pediatrics, investigation and diagnosis – Hospital Statistics – Evaluation of Medical Care (Medical, Nursing, Pharmacy etc Audits).

Unit – 4 - 15 hours

Records organization and Management: Classification of records – Bases for classification – indexing and filling of records – Problems associated with medical records – International classification of Disease (ICD) and DRG – (Principles and Uses) (Diagnostic Related Groups).

Unit – 5 - 10 hours

Medical Registers: Meaning – Types – Purpose - Advantages – Principles of designing records – Registers in various departments - Common issues.

Unit – 6 - 15 hours

Medical forms and Reports: Meaning – Types and significance – Principles of designing – Statutory registers and reports to be maintained – specimens.

BOOKS TO BE REFERRED:

1. Mogli. J D., Medical Records-Organisation & Management, JAYPEE
2. Prasantha Ghosh K. Office Management, Sultan Chand and Sons, New Delhi, 1995.
3. Francis CM & Mario C de Souza, Hospital Administration, 3rd Ed., Jaypee Brothers, N. Delhi.
4. George, MA, Hospital Administrator, Jaypee Brothers, N.Delhi, 2003.

BHA 404 HEALTH INSURANCE MANAGEMENT

Unit-1- 15 hours

Definition of Insurance – Insurable risk – Principles and Corollaries of insurance: Insurable Interest - Indemnity - Utmost Good - Faith - Proximate Cause - Subrogation - Contribution - Mutuality - Law of large numbers – Kinds of insurance – Costs and benefits of insurance – Pooling in insurance – Factors that limit the insurability of risk - Reinsurance.

Unit- 2- 10 hours

Insurance business in India – Framework of insurance business – privatization of insurance business – Insurance Regulatory and Development Authority (IRDA) – Govt. Policy on insurance sector.

Unit-3- 10 hours

Introduction to Risk, Risk Management and Insurance-The idea of insurance - What are risk, perils and hazards - How risk is classified -Different steps in risk management - How insurance is used as a tool in risk management.

UNIT – 4- 15 hours

Introduction to Health Insurance – concept of Health insurance – Health Insurance in India—Health services: Public/Private – Adverse Selection and Moral Hazard issues in Health insurance – concept of Health financing – Health Financing in India – Health Insurance Schemes.

UNIT – 5- 15 hours

Health Insurance Products: Scope of Health Insurance Covers- Individual and Group indemnity plans— Mediclaim Policy - Overseas Medical Insurance - Floater Plans- Benefit plans- Critical Illness plans- High Deductible plans- Comprehensive coverage plans- Micro Health Insurance—Health Insurance plans for Senior Citizens — Disease Management plans.

UNIT –6- 15 hours

Health Insurance Underwriting: Need for underwriting—Principles of underwriting Health insurance — The underwriting process – Introduction to claims management,

significance of claims settlement- Claims Procedure & Documentation
Third Party Administrators (TPA's): - IRDA Regulations for TPA– Role and Responsibilities of TPA – Network Hospitals & Cash Less Facility.

Reference Books:

1. George E. Rejda: Principles of Risk Management & Insurance, Pearson: New Delhi.
2. Aiviva Roh, Brain Abel Smith, and Givanni Trmburi , Health Insurance in developing countries, Hall of India Private Limited, New Delhi.
3. Ammer Narain Agarwala, Health insurance in India, East End

BHA 405 MANAGEMENT INFORMATION SYSTEM

UNIT – 1: - 10 hours

Introduction to MIS: Concept of MIS, role of MIS, objectives of MIS, emergence of MIS, MIS and computers Impact of MIS, systems approach to MIS Advantages, and disadvantages of computer based MIS - Importance of information to decision making and strategy building, information systems and subsystems.

UNIT – 2: - 15 hours

Information: Classification of information, levels of information, Levels of information, Methods of data and Information collection value of Information - Conceptual foundations: The decision making process, systems approach to problem solving, support systems for planning, control and decision making.

UNIT – 3: - 10 hours

Technical foundations of IS: Introduction to computer concepts, hardware concepts and software concepts applied to IS. Database and file management. Determining the Information requirements Development of MIS Implementation of MIS, Factors responsible for development of MIS, Evaluation of MIS.

UNIT– 4: - 15 hours

System Analysis and Design Introduction, System Analysis for existing system, system analysis for new requirements, MIS and system or systems analysis, cost benefit analysis. Subsystems of MIS: Transaction processing systems, DSS and GDSS, ES. Decision-making and MIS, decision making concepts organisational decision-making, MIS and decision making concepts. MIS as technique for programme decisions, Decision support system. MIS and role of DSS.

UNIT – 5: - 15 hours

Information Subsystems and Organization: Introduction to ERP, BPR, AI, EIS, KMS and ECRM. Data base Management systems: Data base concepts, data base models data base design, RDEMS MIS and RDEMS, Introduction of oracle, Data Access. Management systems: Network : Introduction, topology, LAN and WAN, Data communication.

UNIT – 6: - 15 hours

MIS in operations MIS for Finance, MIS for Marketing MIS for production, MIS for Human resource Management, MIS for marketing. MIS for Diagnostics: Network Usage, MIS and client server, -Data Processing/Transaction processing.

BOOKS FOR REFERENCE:

1. Javedkar, W.S.-Management Information Systems (Tata McGraw-Hill Publishing Company Ltd., New Delhi)
2. Mardic R.G., Ross J.E.& Clagget J.R. - Information System for Modern Management (Prentice Hall of India)
3. James A.O. Brien Management Information Systems, (Galgota Publications)
4. Locus, Analysis, Design and Implementation of Information System (McGraw-Hill Book Co.)
5. Anderson, Lavid L. Post, Gerald V., Management Information System (Tata-McGraw Hill Publishing Co.)

SP 4 SOCIOLOGY

Course Description

This course will introduce student to the basic sociology concepts, principles and social process, social institutions [in relation to the individual, family and community and the various social factors affecting the family in rural and urban communities in India will be studied.

UNIT 1:

Introduction : Meaning – Definition and scope of sociology- Its relation to Anthropology, Psychology, Social Psychology - Methods of Sociological investigations – Case study, social survey, questionnaire, interview and opinion poll methods. - Importance of its study with special reference to health care professionals

UNIT 2:

Social Factors in Health and Disease: Meaning of social factors - Role of social factors in health and disease

UNIT 3:

Socialization : Meaning and nature of socialization- Primary, Secondary and Anticipatory socialization - Agencies of socialization

UNIT 4:

Social Groups: Concepts of social groups, influence of formal and informal groups on health and sickness. The role of primary groups and secondary groups in the hospital and rehabilitation setup.

UNIT 5:

Family : The family, meaning and definitions - Functions of types of family
Changing family patterns - Influence of family on individual's health, family and nutrition, the effects of sickness in the family and psychosomatic disease and their importance to physiotherapy

UNIT 6:

Community : Rural community: Meaning and features – Health hazards to rural communities, health hazards to tribal community. Urban community – Meaning and features – Health hazards of urbanities.

UNIT 7:

Culture and Health : Concept of Health- Concept of culture- Culture and Health - Culture and Health Disorders

UNIT 8:

Social Change : Meaning of social changes- Factors of social changes
Human adaptation and social change- Social change and stress
Social change and deviance - Social change and health programme
The role of social planning in the improvement of health and rehabilitation

UNIT 9:

Social Problems of disabled : Consequences of the following social problems in relation to sickness and disability remedies to prevent these problems
Population explosion - Poverty and unemployment – Beggary - Juvenile delinquency – Prostitution – Alcoholism - Problems of women in employment

UNIT 10:

Social Security : Social Security and social legislation in relation to the disabled -
Social Work : Meaning of Social Work - The role of a Medical Social Worker

V SEMESTER

BHA 501 HOSPITAL SUPPORT AND UTILITY SERVICES

UNIT 1- 10 hours

Introduction to support and utility services in the hospital
Principles and methods of organizing, types of supportive services in hospital, Role of supportive services / departments in the hospital Management

UNIT 2- 20 hours

Laboratories for investigation: Need of laboratories in hospital, Functions of laboratories, Organization and staffing in laboratory, Responsibilities of staff in laboratory, Policies and procedures of laboratory. General rules of safety in the Laboratory

Blood Bank Management- Meaning of blood bank, Definition of blood bank, Importance of blood bank, Functions of blood bank, Organization and staffing, Policies and procedures of blood bank

Radiology and imaging services –Introduction, Meaning of radiology service, Classification of radiology work, Brief description - x-ray machines, OT radiography, Ultrasonography, CT, MRI ,PET CT scan, ECG and Echocardiography. Safety precautions in radiology unit, Policies and procedures of radiology unit.

Pharmacy: Need of pharmacy in hospital, Functions of pharmacy, Organisation and staffing in pharmacy, Responsibilities of staff in pharmacy, Policies and procedures related to pharmacy

UNIT 3- 10 hours

Linens and Laundry: Meaning, Need of linen and laundry unit in hospital, Objectives, Type of Service, Functions of linen and laundry, Process of washing in linen and laundry, Organization and staffing in linen and laundry, Policies and procedures of linen and laundry.

Mortuary Services-Meaning and definition of mortuary, Importance, Objectives, Functions of mortuary service, Policies and Procedures of mortuary service.

UNIT 4- 15 hours

Maintenance department-Importance, Objectives, Role of maintenance department in hospital, Organisation and staffing, Responsibilities of staff in the maintenance unit

Centralized Medical Gas System –Definition of medical gases, Importance of medical gas system in hospital, Location of centralized gas system, Design and construction of centralized gas system.

Environmental Control- Environmental control by infection control measures, Meaning of infection control measures, Standard precautions used in hospital.

Biomedical engineering department-Need of biomedical engineering unit in hospital, Objectives, Functions, Organisation and staffing

UNIT 5- 10 hours

Housekeeping services and Bio-medical waste management--Meaning of housekeeping service and Sanitation. Definition of House Keeping, bio-medical waste, Types of Bio-medical waste, Treatment and disposal of Bio-medical waste, Objective of Housekeeping service, Functions of housekeeping service, Organisation and staffing.

Security –Need of security service in hospital, Responsibilities of security staff in hospital, Functions of security service unit in hospital.

Patient mobility and transportation-Meaning of transportation, Meaning of internal transportation, Classification of internal transportation devices, External transportation, Types of ambulance, Scope of transportation service in hospital

UNIT 6- 15 hours

Financial Management Unit –Importance of finance department in hospital, Physical facilities of finance unit.

IT department- Importance of IT department in hospital, Physical facilities of IT department.

Human Resource department - Importance of Human Resource department in hospital, Physical facilities of Human Resource department

Marketing & Public Relations Unit - Importance of Marketing & Public Relations Unit in hospital, Physical facilities of Marketing & Public Relations Unit.

TOTAL HOURS-80

BOOKS TO BE REFERRED:

1. Lewllyn Davies R & Macaulay H.M.C. Hospital Planning and Administration
2. Francis CM & Mario C de. Souza, Hospital Administration, 3rd ed., Jaypee Brothers, N. Delhi.
3. George, MA, The Hospital Administrator, Jaypee Brothers, N.Delhi, 2003.
4. Kusum Samant, Hospital Ward Management, Vora Medical Publications, Mumbai.

BHA 502 QUALITY IN HEALTHCARE

UNIT – 1 - 10 hours

Fundamentals of Quality Management: Introduction – Objectives - Historical Background – Concept of Quality Care and Quality Management – Quality management philosophies- Demings, Taguchi's principles, Feigenbaum's philosophy.

UNIT – 2 - 10 hours

System - Effects and Benefits of ISO 9000 management System – Present Indian Scenario – Organization of quality Management System – Approaches to measurement of Quality.

UNIT – 3 - 15 hours

TQM team work – Employee involvement – Key result areas – leadership – TQM Tools – Demings – P.D.C.A. Cycle – JIT (Just in Time) – Statistical Tools in TQM – flow diagram – Pareto Analysis – Cause and effect diagram – Control Charts – Bench Marking – Business Process Reengineering – TQM practices in Indian Hospitals.

UNIT – 4 - 15 hours

Techniques of Quality Management, Improving Hospital Performance – Patient Participation – Quality Health Care through Patient Satisfaction – Conceptual model of potential Contribution in quality in the health care system.
Organization wide Quality Improvement -Organizing for Quality Assessment — A Quality Improvement model of daily Patient Care – Quality Assurance and Quality improvement.

UNIT – 5 - 10 hour

Assessing Quality Health Care: Some attributes of Quality in Health Care – Some attributes of a Good Patient Practitioners Relationship – The measurement of Quality – Procedure for formulating explicit Criteria and standards – Determinates of Quality – Structure – Process Outcome - Audits in Hospitals.

UNIT – 6 - 8 hours

The implementation of Total Quality: Planning Quality – organizing Quality – Evaluating Quality – Transforming organizations to a Total Quality Philosophy and Culture.

UNIT – 7 - 12 hours

Accreditation – Introduction – Concept of Hospital Accreditation – Accreditation Scenario in India and abroad – Organisations, National & International authorities for accreditations– Accreditation process– Role of the government in developing an accreditation system.

BOOKS TO BE REFERRED:

1. Raandi Schmidt J. Trumbo and R. Jonson, Quality in Health Care Sector – ASQC Quality – Press.
2. Quality Improvement in Health Care, 2nd Ed, Nelson Thrones
3. Quality management in healthcare, Principles and Methods, Donald Lighter and Douglas C Fair, Jones and Bartlett Publishers, 2004.

BHA 503 PROJECT MANAGEMENT

UNIT – 1 - 15 hours

Introduction to Project Management: Understanding Project Management, Roles of Project Manager, Line Manager & Staff Manager, Inter Relationship & Interface, Project Driven Vs Non Project Driven organization, Marketing in the Project Driven Organization, Portion of the Project Manager, Programs and Projects, Project Life Cycles.

UNIT – 2 - 15 hours

Project Planning: Identifying strategic project variables, Project planning, Statement of work, Project specifications, Milestone schedule, Work breakdown structure, Planning cycle, Management Control.

UNIT – 3 - 10 hours

Feasibility of the project - Technical feasibility, marketing feasibility, socio economic feasibility, Managerial feasibility and financial feasibility.

UNIT – 4 - 15 hours

Project Evaluation and Review techniques: Estimating activity time, Estimating total program time, PERT/CPM planning, Crash time

UNIT – 5 - 10 hours

Project Management Functions: Controlling, Directing, Project authority, Team building, Leadership, communications, Project review meetings, Management policies and procedures.

UNIT – 6 - 15 hours

Pricing Estimating & Cost Control: Types of estimates & Pricing process, Labor distributions, Overhead rates, Material/Support costs, Pricing review, Budgeting for projects variance & earned value, Status reporting.

BOOKS FOR REFERENCE:

1. Choudary S, Project Management
2. Joseph J Moder and Philips C.R., Project management
3. Joy P.K., Total Project management
4. Gopal Krishnan Rama, Text book of Project Management
5. Harold Kerzer, Project Management
6. Vasanth Desai, Project Management and Entrepreneurship

BHA 504 HOSPITAL HAZARDS & DISASTER MANAGEMENT

Unit I- 10 hours

Hospital Hazards: Meaning – Types – Physical – Biological Mechanical- Psychological – Its impact on employees- Preventive measures - Hospital Hazards Management: Meaning – Need – Principles – Purpose.

Unit 2 - 15 hours

Control of Hospital Acquired infection: Types of infection – Common Nosocomial infection and their Causative Agents – Prevention of hospital acquired infection – Role of central sterile supply department – Infection control committee – Monitoring and control of cross infection- Staff health – Patient Safety.

Unit 3 - 15 hours

Biomedical Waste Management: Meaning – Categories of biomedical wastes – Disposal of biomedical waste products – Incineration and its importance – Indian Medical Association – Government Rules and Schedules – Standards for Waste autoclaving, micro waving and deep burial – Segregation – Packaging – Transportation – Storage.

Unit 4 - 15 hours

Human Waste Disposal and Sewage Disposal: Diseases carried from excreta – Sanitation barrier – Methods of excreta disposal – Sewage wastes: Meaning – Composition – Aims of Sewage disposal – Decomposition of organic matter – Modern sewage treatment – Drawbacks of improper disposal of wastes – Solid and liquid – Effluent Treatment Plan.

Unit 5 - 15 hours

Disaster: Meaning – Types – Manmade – Natural – Need for disaster Management (NDMA) - Management of Natural Disaster: Food, Earth quake, Drought, Cyclone, Tsunami – Epidemics: Cholera, Plague, Typhoid, Jaundice – Management of epidemics.

Unit 6 - 10 hours

Management of disaster – Prevention – Method Precautions – Ambulance management - Role of Hospitals, Community, Voluntary agencies and Government in disaster management, Organization of medical camps.

BOOKS TO BE REFERRED:

11. Shahunth and Panekar V. First Aid, Vora Publication
12. First Aid Manual: Accident and Emergency, Vora Medical Publ.
13. Park K. Preventive and Social Medicine
14. Park K. Text Book on Hygiene and Preventive Medicine, Banarsidas Bhanot.

BHA 505 HEALTHCARE LAWS AND ETHICS

Unit – 1 - 10 hours

General Law of Contract: Essentials of a Contract – Offer and acceptance – Capacity of Parties - Free Consent – Consideration and legality of object – Void argument and Contingent Contract – Law of Tort.

Unit – 2 - 10 hours

Medical ethics – basic issues, importance, process of developing and implementing ethics and values in an institution – codes of conduct: Hippocrates oath and declaration of Geneva – MCI regulation – professional conduct, etiquette and ethics, Euthanasia (mercy killing).

Unit – 3 - 10 hours

Transplantation of Human Organs Act 1994 – Pre-Natal Diagnostic Techniques (Regulation and Prevention of Misuse) Act 1994. Central Births and Deaths Registration Act 1969 – Medical Termination of Pregnancy Act 1971.

Unit – 4 - 10 hours

Drugs and Cosmetics Act. 1948 – Pharmacy Act. 1948 – Poison Act 1919 – Drugs and Magic Remedies (Objectionable Advertisement) Act, 1954 – Dying Declaration.

Unit – 5 - 10 hours

Employees Provident Fund Act. 1952 – Payment of Gratuity Act, 1972 – Minimum Wages Act. 1948 – Payment of Wages Act. 1916, Maternity Benefit Act. 1961.

Unit – 6 - 15 hours

Workmen Compensation Act, 1923 – Industrial Employment (Standing Order) Act – Trade Union Act – Industrial Disputes Act – Importance provisions.

Unit – 7 - 15 hours

Consumer Protection Act, 1986 - Application of C.P Act in Hospital – Recent judgment of Supreme Court – Implication for Health Professionals. – Medical Negligence Act.

REFERENCE BOOKS:

1. Kapoor N.D. Industrial Laws
2. Bare Acts.

SP 5 ENVIRONMENT & ECOLOGY

UNIT – 1

General Meaning of Environment & relevance of the subject Environment & Ecology for Hospital Administrators.

UNIT – 2

Brief outline of the Environment (Protection) Act 1986 & its importance for Hospital Administration. Legislation vs. Social obligation of Hospitals. Role of NGO's like green peace in Environmental protection.

UNIT – 3

Ecology - Brief outline on Elements of Ecology; brief discussion on Ecological balance and consequences of change, principles of environmental impact assessment. Environmental Impact Assessment report (EIA).

UNIT – 4

Air Pollution and Control - Factors responsible for causing Air Pollution in Hospitals .Sources & effects of Air pollutants in the Hospital context. Primary & Secondary pollutants, Green House Effect, Depletion of Ozone Layer. Brief discussion on THE AIR (PREVENTION & CONTROL OF POLLUTION) ACT,1989.

UNIT – 5

Water Pollution and Control - Brief Discussion on Hydrosphere, natural water, pollutants: their origin and effects, river/lake/ground water pollution, The financial implication of water pollution control and steps required to be taken e.g. Sewerage treatment plant, water treatment plant. Standards and control in relation to the effect of legislation by Central and State Boards for prevention and control of Water Pollution.

UNIT – 6

Land Pollution

Brief understanding of lithosphere – Pollutants - (municipal, industrial, commercial, agricultural, hospital, hazardous solid waste); their original effects, collection and disposal of solid waste, recovery & conversion methods in relation to an hospital enterprise with discussion about the financial implication.

UNIT – 7

Noise Pollution:

Sources, effects, standards & control

Books:

1. Environmental Science, Cunningham, TMH
2. Environmental Studies, A.K.De & A.K.De, New Age International
3. Environmental Pollution Control Engineering, C.S.Rao, New Age International
4. Environmental Management, N.K. Oberoi, EXCEL BOOKS
5. Text Book of Environmental Studies for under graduate courses By Erach Bharucha Reprinted in 2006, Orient Longman Private Limited /Universities Press India Pvt. Ltd.