

ALLIED & HEALTHCARE INSTITUTE

Syllabus FOR Diploma in Health and Hospital Management (Duration Two years)

Introduction to management

Introduction to management-1

General management

- 1-Principal of management
- 2-Fuction of management
- 3-Manavent of techniques
- 4-Organisation structure and design

Human resource planning

- 1-Human resource planning
- 2-Recruitment selection and induction
- 3-Training and development
- 4-Comunicaation

Human resource management

- 1- Motivation
- 2-Leadership
- 3-Union and management relations
- 4-Wage and salary administration

Practical

- Human resource development
- Decision making case studies

Introduction to management - 2

Financial management

- 1- Accounting concept and application
- 2- Understanding cost and their behavior
- 3- Budgeting
- 4- Financial control

Marketing and health economics

- 1- Marketing of health care services
- 2- Pricing of health services
- 3- Health economics

Essentials of logistics and equipment management

- 1- Logistics management
- 2- Inventory control
- 3- Equipment management - Planning and procurement
- 4- Equipment management- Maintenance repair and disposal

Practical

- 1- Break even analysis
- 2- Preparation of financial statement
- 3- Manual- Utilization of equipment
- 4- Manual- Inventory analysis

Organization and management of hospital

Overview of hospital system

- 1- Evolution and classification of hospital
- 2- Hospital organization
- 3- Role of hospital
- 4- Role of hospital administration

Challenges in hospital management

- 1- Present hospital scenario management orientation
- 2- Public relations and image of hospital
- 3- Legal aspects and consumer protection act
- 4- Fundamentals of quality management
- 5- Research in hospital administration

Hospital engineering services

- 1- Basic engineering services
- 2- Allied engineering services
- 3- Engineering hazards

Practical

- Organizational analysis
- Patient satisfaction