

Syllabus for Hospital administration for MO Post

HOSPITAL ADMINISTRATION

THE HOSPITAL

- Role of hospitals in health care

OUTPATIENT, INPATIENT AND NURSING SERVICES

- Hospital planning and design
- Outpatient services
- The nursing unit
- Intensive care unit
- Nursing services

HOSPITAL MANAGEMENT

- Planning, Organizing, Directing and leading, Controlling, Financial management

CLINICAL SUPPORTIVE SERVICES

- Radiology and Imaging Services, Laboratory Services, Operation theatre suite, Pharmacy, Central sterile supply department

ADMINISTRATIVE SERVICES

- Medical records, Hospital infection, Hospital utilization statistics, Materials management, Marketing of health services, Evaluation of hospital services

FUNCTIONAL HOSPITAL ORGANISATION

- Hospital Linen and Laundry service, Disposal of hospital waste, Public relations in hospitals, Ethical and legal aspects of hospital administration, Disaster management, Quality assurance through record review and medical audit

KNOWLEDGE OF NATIONAL AND AYUSH HEALTH POLICY AND DEVELOPMENTS

KNOWLEDGE OF RELEVANT ACTS AND RULES APPLICABLE TO AYUSH HOSPITALS