

# **MBA In Hospital Administration**

**Live Lectures**



## COURSE OVERVIEW

The main objective of the program is to build knowledge, develop skills and expose the students to real work situations in hospitals and healthcare organizations.

## COURSE OBJECTIVE

**At the end of this course, you will understand the following :**

- Complete the admission and discharge forms and checklist.
- The provision of patient-centered care.
- carries out fundamental personal care tasks in a secure and knowledgeable setting.
- Utilize your communication talents well.
- Utilize methods and strategies to stop the transmission of illnesses.
- Identify and put into practice safety and emergency measures.
- Perform within the bounds of the practice's ethical and legal guidelines.
- Show professionalism in both your look and work ethic.
- Provide care and help at the bedside.

## WHAT YOU WILL LEARN

By the end of the course, the learners will be able to learn aspects of patient care management.

## COURSE SKILL SET

**When this course is over, the student will be capable of**

- 1) Complete the admission and discharge forms and checklist.
- 2) The provision of patient-centered care
- 3) Carry out fundamental personal care tasks in a secure and knowledgeable setting.
- 4) Utilize your communication talents well.
- 5) Utilize methods and strategies to stop the transmission of illnesses.
- 6) Identify and put into practice safety and emergency measures.
- 7) Perform within the bounds of the

practice's ethical and legal guidelines.

8) Show professionalism in both your look and work ethic.

9) Provide care and help at the bedside

## PROGRAM HIGHLIGHTS

- Instructor- Dr. Raksha Sharma
- Duration- 2 Year
- Eligibility- Any graduate with a Science stream
- No. of Modules- 23 Module + 1 Project
- Placement training- Yes
- Language-English
- Shareable certificate- Yes
- Webinar- Yes

### Semester -1

#### Paper/Course 1 Paper Name

#### Paper/Course Code: Basic Concept Of Health And Health Care Services

#### Chapters

Paper 1	Live Lecture 1
Chapter 1	Concept of Health and Disease
Chapter 2	Preliminary Human Anatomy and Physiology
Chapter 3	Demography & Vital Statistics
Chapter 4	National Health Policy & Population policy

#### Internal Assessment

#### Course 2 Paper Name

#### Paper/Course Code: HOSPITAL BASED HEALTHCARE AND ITS CHANGING SCENARIO

#### Chapters

Chapter 1	Concept of Modern Hospital & Privatization in Health Sector Public Sector Hospitals and Level of care / offered facilities
Chapter 2	Effects of Globalization in Health care
Chapter 3	Concept of Corporate Hospital in developing countries Infrastructure and lay out of an ideal corporate hospital
Chapter 4	Functioning of modern hospitals & changing need of patients Hospitality in Hospital Care

## **Internal Assessment**

### **Paper 3 Paper Name**

**Paper/Course Code: EPIDEMIOLOGY AND HEALTH EDUCATION**

#### **Chapters**

- Chapter 1    Epidemiology
- Chapter 2    communicable & non-communicable diseases
- Chapter 3    Health Education
- Chapter 4    Effects of health education
- Chapter 5    Internal Assessment

### **Paper 4      Paper Name**

**Paper/Course Code: COMMUNICATION**

#### **Chapters**

- Chapter 1    Concept of Communication and its importance
- Chapter 2    Types of communication
- Chapter 3    COUNSELLING
- Chapter 4    Public speaking
- Chapter 5

## **Internal Assessment**

### **Paper 5      Paper Name**

**Paper/Course Code: BASIC INFORMATION TECHNOLOGY**

#### **Chapters**

- Chapter 1    Importance of IT
  - Chapter 2    USES OF IT IN HOSPITAL SETUP
  - Chapter 3    EMR
- Semester-2

### **Paper 6      Paper Name**

**Paper/Course Code: PRINCIPLES OF MANAGEMENT**

#### **Chapters**

- Chapter 1    Nature and Scope of Management Process
- Chapter 2    Planning & organizing
- Chapter 3    Staffing & directing
- Chapter 4    CONTROLLING

## **Internal Assessment**

### **Paper 7      Paper Name**

**Paper/Course Code: ORGANIZATIONAL BEHAVIOR**

**Chapters**

- Chapter 1 Individual and the organization
- Chapter 2 Models of organizational behavior
- Chapter 3 Leadership
- Chapter 4 Organizational change and development

**Paper 8 Paper Name**

**Paper/Course Code: Quality MANAGEMENT**

**Chapters**

- Chapter 1 Basic Quantitative Method
- Chapter 2 Sampling
- Chapter 3 TQM

**Paper 9 Paper Name**

**Paper/Course Code: HOSPITAL SUPPORT SERVICES**

**Chapters**

- Chapter 1 planning, operating and evaluation
- Chapter 2 Methods of Sterilization CSSD
- Chapter 3 Transportation Services (External & Internal) Ambulatory Care
- Chapter 4 House Keeping

**Internal Assessment**

- Paper 10 Paper Name

**Paper/Course Code : Hospital training project submission**

**Semester-3**

**Paper 11 Paper Name**

**Paper/Course Code: MATERIAL MANAGEMENT**

**Chapters**

- Chapter 1 Importance of material management
- Chapter 2 Inventory management and analysis
- Chapter 3 Import formalities relating to Medical Equipment
- Chapter 4 Economic order quantity, safety stock, lead time

**Paper 12 Paper Name**

**Paper/Course Code: BIO MEDICAL WASTE MANAGEMENT**

**Chapters**

- Chapter 1 Significance of nosocomial infections
- Chapter 2 BMW – Segregation, collection, transportation, disposal
- Chapter 3 BMW Management & methods of disinfection

**Chapter 4 Monitoring & controlling of cross infection (Protective devices)**

Paper 12 Paper Name

**Paper/Course Code : FINANCIAL MANAGEMENT**

**Chapters**

Chapter 1 Introduction To Financial Management  
chapter 2 Capital Structure  
chapter 3 Working Capital Management  
Chapter 4 Cash Management  
Paper 13 Paper Name

**Paper/Course Code: HEALTH MANAGEMENT INFORMATION SYSTEM**

**Chapters**

Chapter 1 Health Information System  
Chapter 2 Hospital Information System  
Chapter 3 Management Information System  
Chapter 4 MIS as a tool to managerial control  
Paper 13 Paper Name

**Paper/Course Code: MARKETING MANAGEMENT**

**Chapters**

Chapter 1 Introduction to Marketing and Marketing Management  
Chapter 2 Life Cycle strategies- Stages in Product Life Cycle  
Chapter 3 Pricing policies  
Chapter 4 Nature of Marketing Channels

**Paper 14 Paper Name**

**Paper/Course Code: HEALTH ECONOMICS**

**Chapters**

Chapter 1 Basics of health economics  
Chapter 2 Demand/Supply of Medical Care  
Chapter 3 Theory of pricing  
Chapter 4 Micro- and macro-economics

**Paper 15 Paper Name**

**Paper/Course Code: PRINCIPLES OF HOSPITAL MANAGEMENT & LEGAL ASPECTS**

**Chapters**

Chapter 1 Principles of hospital management  
Chapter 2 Duties and Responsibilities of Hospital Managers  
Chapter 3 Medico-Legal Problems of health administration  
Chapter 4 Medical Ethics

**Paper 16 Paper Name**

**Paper/Course Code: STRATEGIC MANAGEMENT & OPERATIONAL RESEARCH**

**Chapters**

- Chapter 1 Strategy Formulation and strategy implementation
- Chapter 2 Forecasting Methods, stakeholder analysis
- Chapter 3 quantitative methods and modern management techniques

**Paper 16 Paper Name**

**Paper/Course Code: Human Resource Development (HRD)**

**Chapters**

- Chapter 1 Human Resource Planning Process
- Chapter 2 Career Planning, Career Development, and Succession Planning
- Chapter 3 Performance Appraisal
- Chapter 4 Human Resource Valuation, Accounting, and Audit,

**Paper 17 Paper Name**

**Paper/Course Code: HEALTH STATICS AND HEALTH INFORMATION SYSTEM IN INDIA**

**Chapters**

- Chapter 1 Indicators of Health
- Chapter 2 Health information system in India
- Chapter 3 Health Systems Research (HSR)
- Chapter 4 Policy and Practice



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