



VPM's ADVANCED STUDY CENTRE

C/o. B. N. Bandodkar College of Science

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POST GRADUATE DIPLOMA IN HOSPITAL ADMINISTRATION

Course Details:

Duration : One year

Eligibility : Graduation

Timings : 6.30 to 8.30 pm (Max. 2/3 days a week)

Health care is one of the rapidly growing fields. Health administration in form of Office consultation, Office treatment and Hospital based treatment is rapidly gaining high priority. Hospitals in turn are becoming more modern using latest technology and latest form of Surgical, Medical and other forms of treatment. It is also getting mandatory to provide Pathology, Imaging, Physiotherapy, ICU, CCU, NICU etc. under one roof. Doctors are well trained in their own Specialties but it is becoming increasingly difficult for Doctors to manage hospital and its administration. This course is designed for graduates from all fields, to develop hospital administration. It covers various Govt. regulations, Labour Laws, Financial Management, Biological Waste Management, Administration of personnel in hospital and it really covers entire range of Administration problems faced by hospital.

We hope it will be useful for -

- Private Hospital
- Doctors to learn effective management of their own hospital
- Graduates from various fields seeking employment in Hospital

PAPER – I :

BASIC CONCEPT OF HEALTH:

Concept of Health and Disease

Preliminary Human anatomy and Physiology

Common Pathological Conditions

Basic concepts of Pharmacology:

HOSPITAL BASED HEALTHCARE & ITS CHANGING SCENARIO

Overview of Hospital

HEALTH EDUCATION

COMMUNICATION

HOSPITAL SUPPORT SERVICES

BIOMEDICAL WASTE MANAGEMENT

PAPER – II :

PRINCIPLES OF MANAGEMENT

INDUSTRIAL RELATIONS

HUMAN RESOURCE DEVELOPMENT

FINANCIAL MANAGEMENT

MARKETING MANAGEMENT

PAPER III

LEGAL ASPECTS OF HEALTH

DRUG MANAGEMENT SYSTEM (DMS)

OT & WARD MANAGEMENT / FLOOR MANAGEMENT

PATIENT CARE SERVICES

DISASTER MANAGEMENT

QUALITY MANAGEMENT

NURSING ADMINISTRATION

HOSPITALITY MANAGEMENT

- : PRACTICAL TRAINING - :

Reception

Registration

Admission

Billing & Discharge

OPD Services

Public Relations Office : (a) General (b) Corporate

Pharmacy Services

Stores

House Keeping

VISITS : to nearby Hospitals