

Diploma in Hospital Administration

CURRICULUM/SYLLABUS

NSDC Course Code: 14169

This program is aimed at training candidates for the job of a “**Hospital Administrator**”, in the “**Health Care Sector Skill Council**” Sector/Industry and aims at building the following key competencies amongst the learner

1. Assist, Review and Maintain Patient Records for Completeness, Disease Registries and Clinical Database.	2. Able to maintain Statistical Database and Statutory Compliance, confidentiality of Records and records for medico legal cases.
3. Able to manage and maintain the details of medical store such as stock, track and maintain all the product of medical store.	4. Management of Medical Record Department.
5. Understanding the values of Good Medical Record to various users, medical record forms and their contents, Analysis of Medical Records.	6. Preparation of Medical records for different patient encounters with healthcare facility.
7. Able to manage and plan the man power according to the need and requirement, maintain the staff attendance, engage the management for performing task.	8. Understanding of the important hospital laws and its implementation, legal aspects relating to transplantation of Human Organ, Legal requirement under the medical council act and clinical establishment act.
9. Able to supervise, compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system	10. Manage the various departments of the Hospital in an effective and efficient manner.

This course encompasses 10 out of 10 National Occupational Standards (NOS) of “HSS/ Q 5501/Medical Records and Health Information Technician” Qualification Pack issued by “Health Care Sector Skill Council”.

S. No	Topic/Module	Duration (in Hours)	Key Learning Outcomes	Corresponding NOS Code
1	Preparation, Review and Maintenance of Medical Records	90 Hrs	<ul style="list-style-type: none"> Review patient records for Completeness Maintain the disease registries and clinical database Maintain medical record for statutory compliance Maintain medical record for statistical Database Store medical records Maintain confidentiality of medical Records Maintain medical records for medico legal cases 	HSS / N 5501 HSS / N 5502 HSS / N 5503 HSS / N 5504 HSS / N 5505 HSS / N 5506 HSS / N 5507
2	Hospital Culture, Protocols and Code of Conduct	90 Hrs	<ul style="list-style-type: none"> Act within the limits of your competence and authority Maintain a safe, healthy and secure environment Practice Code of conduct while performing duties 	HSS/ N 9603 HSS/ N 9606 HSS/ N 9609
3	Communicative English and Official Communication (Written and Oral)	16 Hrs	<ul style="list-style-type: none"> Candidate should able to Communicate in English. Candidate should able to read and write so that he/she should able to understand the prescription. 	Additional as Required for the Job Role
4	Computer Fundamentals	16 Hrs	<ul style="list-style-type: none"> Candidate should able to use computer for maintaining records for statistical database Candidate should able to use computer for maintaining records for medical store. 	Additional as Required for the Job Role
5	Medical Store Management	8 Hrs	<ul style="list-style-type: none"> To maintain the details of medical store such as stock. To able to track and maintain all the product of medical store. To able to deliver the medicine to the patient according to prescription. To understand the dosage of drugs according to the age and health of patient. 	Additional as Required for the Job Role
6	Staff Management	12 Hrs	<ul style="list-style-type: none"> To able to manage and plan the man power according to the need and requirement. To maintain the staff attendance. To engage the management for performing task. 	Additional as Required for the Job Role

			<ul style="list-style-type: none"> To divide the organisation into specialized management. To able to supervise and manage the activity of staff. To assign staff for the particular job role in which they are skilled. 	
7	Concept of Health and Disease	8 Hrs	<ul style="list-style-type: none"> Concept of health & disease and well being Natural history of disease and role of hospitals to offer various levels of care Prevention aspect of diseases Dynamics of disease transmission Changing pattern of diseases Concept of health indicators 	Additional as Required for the Job Role
8	Preliminary Human Anatomy, Physiology, Common pathological conditions, Pharmacology	12 Hrs	<ul style="list-style-type: none"> Basic concepts of human anatomy Basic concepts of human physiology Basic concepts of pathogenesis of common diseases Basic concepts of interpretation of investigations reports Commonly used Medicine in a hospital, Narcotic drugs, use and abuse of drugs. Dispensing of medicine, drugs store, drug stock / purchase of medicine, oxygen, I/V Fluid, Chemicals etc. 	Additional as Required for the Job Role
9	Demography and Vital Statistics	10 Hrs	<ul style="list-style-type: none"> Demography – its concept Vital events of life & its impact on demography Significance and recording of vital statistics Census & its impact on health policy 	Additional as Required for the Job Role
10	National Health Policy, Population Policy, National Health Programme and Healthcare of the Community	10 Hrs	<ul style="list-style-type: none"> National Health Policy & Inter-sectoral Co-ordination National Population Policy National Five year plans Background objectives, action plan, targets, operations, achievements and constraints in various National Health Programme. Healthcare delivery system in India at Primary, Secondary and Tertiary Care Indigenous system of medicine in India Community participation in healthcare delivery system Health system in developed countries. 	Additional as Required for the Job Role

11	Epidemiology	10 Hrs	<ul style="list-style-type: none"> Principles of Epidemiology Natural History of disease Methods of Epidemiological studies Epidemiology of communicable & non-communicable diseases, disease transmission Host defense immunizing agents, cold chain, immunization, disease monitoring and surveillance. Screening and surveys Investigation of an epidemic and role of hospital in its control Health Care Reporting and Role of NIC 	
12	Health Education	10 Hrs	<ul style="list-style-type: none"> Aims & Principles of Health education Methods of Health Education Effects of health education Levels & practice of health education Need of Health education to attain positive health 	Additional as Required for the Job Role
13	Hospital Laws	8 Hrs	<ul style="list-style-type: none"> To understand the importance of hospital laws and its implementation To understand the legal aspect relating the transplantation of human organ To understand the legal requirement under the medical council act and clinical establishment act To understand the basic drug and cosmetic act To understand the consumer protection law for hospital management Law Governing Storage / Sale of Drugs and Safe Medication Law Governing The Safety of Patients, Public and Staff within the Hospital Premises and Environmental Protection 	Additional as Required for the Job Role

On Job Training: 150 Hours

Total Programme Duration: **450 Hours (300 Hrs Theory & 150 Hrs OJT)**

(This syllabus/ curriculum have been approved by Health Care Sector Skill Council (name of relevant Sector Skill Council or NSDC designated authority)).