

Post Diploma in Hospital Management

CURRICULUM/SYLLABUS

NSDC Course Code: 6648

This program is aimed at training candidates for the job of a **“Working in Hospital as Record keeper and able to review patient records and able to maintain patient database”**, in the **“Health Care Sector Skill Council”** Sector/Industry and aims at building the following key competencies amongst the learner

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| 1. Hospital Management and Record keeping | 5. Healthcare System Management |
| 2. Office Culture and Protocol management aligning with Personal Efficiency and Job Requirements | 6. PATIENT CARE MANAGEMENT |
| 3. Medical Store Management | 7. Hospital Emergency Planning |
| 4. Staff Management | 8. HOSPITAL LAW |

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 |
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| 1 | Hospital Management and Record keeping | 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 | HSS / N 5501 HSS / N 5502 HSS / N 5503 HSS / N 5504 HSS / N 5505 HSS / N 5506 |

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| | | | <ul style="list-style-type: none"> Maintain medical records for medico legal cases | HSS / N 5507 |
| 2 | Office Culture and Protocol management aligning with Personal Efficiency and Job Requirements. | 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 | 13 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 | 13 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 | 13 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. 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. | Additional as Required for the Job Role |
| 7 | Healthcare System Management | 13 Hrs | <ul style="list-style-type: none"> To able to create and manage a system for proper health care of patient. To administrate the system and to remove the loopholes To able to do proper planning of staff and assigning them as per the need To maintain and store the medical records To provide special attention to the patient for critical cases. To assign special team of doctors and nurses for emergency cases | Additional as Required for the Job Role |
| 8 | PATIENT CARE | 13 Hrs | <ul style="list-style-type: none"> To create and manage a system for patient care | Additional as |

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| | MANAGEMENT | | <ul style="list-style-type: none"> • Roles of departments/managers in enhancing care • Able to provide counselling to the patient • Patient safety and patient risk management. • Provide daily checkup to the patient • To manage the ward and availability of beds • To provide quick and better response to the critical cases | Required for the Job Role |
| 9 | Hospital Emergency Planning | 13 Hrs | <ul style="list-style-type: none"> • Able to plan and manage according to the Emergency • To manage a team at the time of an Emergency • To maintain the safety and security of the patient • Conduct an annual emergency analysis and come up with a list of emergencies that looks critical • Able to analyze the situation and work according to the plan • To maintain security equipments • Community meetings should be held regularly • To encourage doctors and other staff to participate in community training • To trained the workers and staff for disaster management | Additional as Required for the Job Role |
| 10 | QUALITY ASSURANCE | 13 Hrs | <ul style="list-style-type: none"> • To understand the fundamentals of Quality management & its Objectives. • To understand the quality measurement methods and its standards. • To understand the standard provided by International Organization for Standardization (ISO) • To maintain a system for quality check and assurance. • To understand the international system for quality assurance. • To understand that the product and services should essentially be free from defects. • To able to improve the system and standardised procedure. | Additional as Required for the Job Role |
| 11. | HOSPITAL LAW | 13 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 | Additional as Required for the Job Role |



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| | | | and Environmental Protection | |
| ON JOB TRAINING (OJT): | | | | 150 Hrs |

Total Programme Duration: **__450__ Hours**

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