



**GUJARAT TECHNOLOGICAL UNIVERSITY**

**Post Graduate Diploma in Hospital Management**

**Semester: 1**

**Branch: Post Graduate Diploma in Hospital Management**

**Subject Name: Hospital Administration-1**

**Subject Code: 1517704**

**Rationale:**

**Course Scheme:**

Teaching Scheme			Credits C	Examination Marks				Total Marks
L	T	P		Theory Marks		Practical Marks		
			ESE (E)	PA (M)	ESE (V)	PA (I)		
3	0	0	3	50	0	0	50	100

**Course Content:**

Unit No.	Content	No. of Hours	Weightage (%)
<b>1</b>	<p><b>History of Hospital as an Organization and its structure</b></p> <p><b>Departments of a Hospital</b></p> <ul style="list-style-type: none"> <li>• Out Patient Department</li> <li>• Front Office Department</li> <li>• Radiology &amp; Imaging Services, Pathology and Clinical Laboratory Services (Mortuary)</li> <li>• Blood Bank Services</li> <li>• Operation Theatre Services, ICU/CCU/NICU/PICU, Cardiac Catheterization Services,</li> <li>• Emergency Medical Services,</li> <li>• Surgical and Medical Wards, Obstetric and Gynecologic Wards &amp; Labor room,</li> <li>• Central Sterile Supply Department, Laundry and Linen Services, Kitchen and Catering Services,</li> <li>• Accounts and Billing Department,</li> <li>• Facility Management (Transport, Security, Housekeeping Services)</li> <li>• Pharmacy Services</li> <li>• Bio Medical Services</li> </ul>	<b>08</b>	<b>15</b>
<b>2</b>	<p><b>Hospital Utilization Statistics</b> Average Length of Stay (ALOS), Bed Occupancy Rate , Turn Over Interval</p> <p><b>Daily Reports</b> Hospital Census , Nursing Report, Medical Officer's Report, Casualty Report, Medico Legal Cases ,- Report from ICU/CCU/Wards, Security Report/Incidence Report, Maintenance Report , Bio Medical Department Report, OT List/Procedure List , Patient's Feed Reports, Other all MIS Report</p> <p><b>Hospital Committees</b> Role, Composition, Frequency of Meetings, Minutes of the Meetings, Follow up , Actions taken</p>	<b>07</b>	<b>15</b>



**GUJARAT TECHNOLOGICAL UNIVERSITY**

**Post Graduate Diploma in Hospital Management**

**Semester: 1**

**Branch: Post Graduate Diploma in Hospital Management**

**Subject Name: Hospital Administration-1**

**Subject Code: 1517704**

<b>3</b>	<p><b>Patient Care Services</b></p> <p>Meaning and scope of patient care services, significance of patient care, role of administration in patient care Interviews, Questionnaires, Observations, Exit Interview, Reporting and Compliance, Patient's Complaints / Feedback</p> <p><b>Nursing Services &amp; Administration</b> Objective of nursing service, organization &amp; management of nursing service, factors influencing ward management, Nursing audit, Nursing care standards in ward management</p> <p><b>Duties &amp; Responsibilities of the Hospital Administrator/ CEO</b></p>	<b>07</b>	<b>10</b>
<b>4</b>	<p><b>Medico Legal Aspects of Healthcare</b></p> <p>Constitution of India Preamble and Fundamental Rights, IPC/Evidence Act/CRPC and brief Court Procedures, Rights and Duties of Patient/Doctor and Hospital, Professional Ethics and Doctor Patient Relationship, Consumer Protection Act 1986, Clinical Establishment Act, Nursing Council Act/MCI Act, Labour Laws related to hospital, Concept and Types of Medico legal cases, MLC procedures and Documentation, Injury and Death certificates, Medical Negligence and compensation with illustrative cases, Preventive Steps for Doctor and Hospital to avoid Litigation, Consent Form-Life Support- High Risk-Dying Declaration-death Certificate- Post Mortem, Hospital Related Acts- MTP Act –PNDT Act- Transplantation of Human Organ Act, Legal Requirements of Licences/Certificates for Hospital</p>	<b>08</b>	<b>10</b>
<b>Total Hours/Marks:</b>		<b>30</b>	<b>50</b>

**Suggested Student Activities for PA: (50 Marks)**

Group Discussion, Presentation, Class Exercise, Small Project, Case Study

**Suggested Learning Resources:**

<b>S. No.</b>	<b>Title of Book</b>	<b>Author</b>	<b>Publication with place, year and ISBN</b>
1	Shakti Gupta & Sunil Kant	Medical Stores Management	Jaypee Brothers, New Delhi.
2	D.K. Dave & Shakti Gupta	Emergency Medical Services & Disaster Management	Jaypee Brothers, New Delhi.
3	CM Francis & Mario C De Souza	Hospital Administration	Jaypee Brothers, New Delhi.
4	G.P. Mogli	Hospital Patient Care Relationship Coordinator	Jaypee Brothers, New Delhi.