



**C. U. SHAH UNIVERSITY**  
**Wadhwan City**

**FACULTY OF:** - MANAGEMENT STUDIES

**DEPARTMENT OF:** - Post Graduate Diploma in Hospital Management & Administration

**SEMESTER:** - I

**CODE:** - 5MS01HOM1

**NAME:** – Hospital Operations Management -I

**Teaching & Evaluation Scheme**

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							
		Th	Tu	Pr	Total		Theory				Practical (Marks)			Total
							Sessional Exam		University Exam		Internal		University	
							Marks	Hrs	Marks	Hrs	Pr/Viva	TW	Pr	
5MS01HOM1	Hospital Operations Management -I	3	0	0	3	3	30	1	70	3	---	---	---	100

• **Objective:**

To help the learner understand the functioning of the hospital; role, responsibility, limitations and accountability of each department and health care provider so that he is able to join the team and then manage the hospital.

- **Prerequisite:** Understanding of English language.

**Course outline**

Sr. No.	Course Contents	Number of Hours
1	Front Office, Case Registration Process, Patient Flow Management	3
2	OPD Services- Medicine and Allied Departments	3
3	OPD Services- Surgery and Allied Departments	3
4	Nursing Services and Ward Management	3
5	Indoor Patient Care- - Medicine and Allied Departments	3
6	Indoor Patient Care- - Surgery and Allied Departments	3
7	Emergency Services and Mass Casualty Management	3
8	Operation Theatre Services	3
9	Diagnostic Services- Imaging- Radiology, USG, MRI, Pathology & Blood Bank	3
10	Support Services- House Keeping, Maintenance, Laundry, Security, Kitchen	3
	<b>Total Hours</b>	<b>30</b>

## **Learning Outcomes**

At the end of this course students will be able to:

- Understand the Functioning of different departments of the Hospital.
- Understand the Roles and Responsibility of the support services.

## **Teaching & Learning Methodology**

- Lectures
- Class Participation
- Hospital Visit

## **Books Recommended**

1. Hospital Waste Management & it's Monitoring – By Madhuri Sharma – Jaypee Brothers, New Delhi
2. Hospital Infection Control – By S.A. Tabish – Academia, New Delhi
3. Sana's Guidelines for Hospital Infection Control – By Mohd. S. Khan – Jaypee Brothers, New Delhi
4. Medical Stores Management – By Shakti Gupta & Sunil Kant - Jaypee Brothers, New Delhi
5. Purchasing & Materials Management – By P. Gopalkrishnan – Tata McGraw Hill.
6. Medical Records, Organisation & Management – By G.P. Mogli – Jaypee Brothers, New Delhi.
7. Emergency Medical Services & Disaster Management – By D.K. Dave & Shakti Gupta – Jaypee Brothers, New Delhi.
8. Park's Text Book of Preventive & Social Medicine –By K. Park - Banarasidas Bhanot, Jabalpur.
9. Essential of Hospital Support Services & Physical Infrastructure – By Madhuri Sharma – Jaypee Brothers, New Delhi.
10. Hospital Services Management – By S.K. Parthsarathi – K.J. Hospital, Madras.
11. Management Information System – By Waman s. Javdekar – McGraw Hill.