

SYLLABUS BACHELOR IN HOSPITAL ADMINISTRATION (BHA) Course
UNDER WEST BENGAL UNIVERSITY OF HEALTH SCIENCES (WBUHS)
SEMESTER-III

301: SUPPORT UTILITY & CLINICAL SERVICES-II

Objectives:

To enable the students gain insights into various aspects like importance, functions, policies and procedures, equipping, controlling, co-ordination, communication, staffing, reporting and documentation of both clinical and non-clinical services in a hospital.

Contents:

Unit I

Clinical services

(ICU, HDU, NICU, PICU- Definition, Location, Function, Staffing, Workflow ,Importance)

Unit II

Support Services

(Radiology, Diagnostic, Nuclear Medicine, Mortuary, Therapeutic department-(Definition, Location, Function, Staffing, Workflow ,Importance)

Unit III

Hospital Infection Control

References

1. Hospital facilities planning & management, Gd Kunders-TMH
 2. Principles of hospital administration & planning, BM Shakharkar-JAYPEE
 3. Hospital administration, DC Joshi & Mamta Joshi-JAYPEE
 4. Essentials for Hospital support services and physical Infrastructure, Madhuri Sharma-JAYPEE
 5. The hospital administrator, MA George-JAYPEE
 6. Hospitals and Nursing homes planning, organizations and management, Syed Amin Tabish-JAYPEE
- Hospital administration, CM Francis & Mario C Desouza-JAYPEE

302: FUNDAMENTALS OF RESEARCH METHODS

To provide basic understanding towards research principles and methods. To introduce important analytical tools for research data analysis. To assist in the development of research proposals/reports

Unit-I

1. Foundation of Research

- a. Meaning & Objectives of research
- b. Research process
- c. Wheel of research(Deduction vs .Induction)
- d. Conditional Probability (except Bayes Theorem)

2. Research Design

- a. Concept and Importance of Research design
- b. Features of a good research design

Unit-II

1. Interpretation of Data

- a. Types of Research Data-Qualitative Data and Quantitative Data
- b. One sample and two sample test for means of small sample(t-test)
- c. Chi-square test for goodness off it and independence of attributes
- d. F test for two sample S.D and ANOVA (one way)

2. Report Writing

- a. Layout of research report-(Title Page, Abstract, Body ,Introduction, Methods, Sample, Measures, Design, Results, Conclusions, References, Tables, Figures, Appendices)
- b. Significance of report writing

References

1. Nag, N.K. and Nag, S.K. :Statistics(1stSem); Kalyani Publishers
2. Nag, N.K. and Nag, S.K.: Statistics(2ndSem); Kalyani Publishers
3. Das, N.G: Statistical Methods (Vol-I)McGraw Hill Education(India)Pvt.Ltd.

4. Das, N.G: Statistical Methods (Vol-II)McGraw Hill Education(India)Pvt. Ltd.
5. Das, Debajyoti and Das, Arati; Statistics in Biology and Psychology: Academic Publishers
6. Research Methodology by C.R. Kothari-New Age International Publishers

303: PUBLIC HEALTH AND EPIDEMIOLOGY-I

Objectives:

To provide the students a basic insight into the main features of Indian health care delivery system and how it compares with the other systems of the world.

Contents:

Unit-I

1. Concept of Public Health
 - a. Meaning & definition of Public Health
 - b. Approaches of Public Health
 - c. Epidemiological basis for health care management
 - d. Right to health, Responsibilities of Health

Unit-II

1. Public Health Care Services in India
 - a. Evolution of public health systems in India(ancient, colonial &post-independence)
 - b. Health Planning in India (Committees, Planning commission, Five year plans, National Health Policies)
 - c. Public health systems in India(Centre, State, District &Village level)
 - d. Health System Models: Full State provision and funding model, NHS Model, Social health insurance model, Minimal State intervention modul
 - e. Global Health Models

Unit-III

1. Health Programmes & Policies

- a. Health Planning
- b. National Health Policy, 2017
- c. National Health Programmes

Unit-IV

3. Concept of disease

- a. Concept of disease causation
- b. Natural History of disease
- c. Ice berg phenomenon of disease-Mode of Intervention
- d. Infectious Disease Epidemiology (Epidemic, Endemic, Pandemic, Sporadic)
- e. Measurements of Epidemiology (Mortality, Morbidity)
- f. Epidemiological Methods: Observational, Analytical, Experimental (basic knowledge)

2. Dynamics of disease

3. Communicable diseases (Influenza, Encephalitis, Dengue, Malaria, Food Poisoning, Tetanus, HIV/AIDS)
4. Non communicable diseases (Diabetes, Obesity, Coronary Heart Disease, Cancer, Blindness)

References

1. Preventive and social Medicine, K. Park-Bhanot
2. Medical Records organization and management, GD Mogli-JAYPEE
3. Community Medicine, AH Suryakantha-JAYPEE
4. Community Medicine, AH Suryakantha-JAYPEE
5. Principles and practice of community medicine, Asma Rahim-JAYPEE

304: MEDICAL RECORD MANAGEMENT

Objectives:

- To have a special training on medical records, its management, its storage and maintenance.
- To visualize social importance and impact
- To understand the Planning, Organization & Staffing of Medical Record Department
- To know the Physical Facility Contents:

Unit- I

1. Introduction

- a. Definition and Types of medical record, Importance of medical record
- b. Flowchart of function, Assembling & deficiency check
- c. Format types of MR, Characteristics of MR, ownership of MR, Maintenance of records in the ward, Content of MR

Unit-II

1. Coding, Indexing, Filing, Computerization of MR, Microfilming,
2. Report and returns by the record department, Statistical information of Hospital
3. ICD10
4. Organizations & management of Medical Records Department
5. Process of arranging medical records

Unit-III

1. Retention of MR
2. Preservation of MR
3. Role of MRD personnel in medical record keeping
4. Basic knowledge of legal aspects of Medical Records including Medical Legal Aspects of Medical

Records:

- a. Indian Evidence Act 1872 as amended. Records as evidence is required in the following cases:

- i) In the court of Law
 - ii) Life Insurance Corporation
 - iii) Information Technology
 - iv) Mediclaim
- b. Consumer Protection Act
- 5. Medical Audit
 - 6. E-Medical Record Management System & Procedure

References

- 1. Preventive and Social Medicine, K.Park-Bhanot
- 2. Medical Records Organization and Management, GD Mogli- JAYPEE

305: MEDICAL TERMINOLOGY -II

Objectives:

- To give knowledge about the various system of the human body and about various elementary diseases

Unit –I

- 1. Fundamentals of Digestive system
- 2. Fundamentals of Cardio Vascular System
- 3. Fundamentals of Respiratory system

Unit-II

- 1. Elementary Diseases of Musculo Skeletal System (Arthritis, Osteoporosis, Bone Fracture)
- 2. Elementary Diseases of Urinary System(Dialysis, Nephritis)
- 3. Elementary Diseases of Respiratory System(Asthma, Tuberculosis)

References

- a. Preventive and Social Medicine, K.Park-Bhanot

Practical

306: SOFT WARE MANAGEMENT

Objectives: To aware and get exposure of different software used in various department of Hospital such as

1. HINAI software
2. IPD Management system
3. OPD management system
4. Store management Information system
5. ROKTOKOSH(blood bank management system)
6. OPD ticket booking
7. Transport Management System
8. Organ Transplant Registration
9. CCU
10. Health infrastructure plan monitoring system
11. Hospital Management information System
12. Vendor portal
13. Maternal death surveillance & response
14. Any other relevant software Write a report on this.