

# **Syllabus for Hospital administration for MO Post**

## **HOSPITAL ADMINISTRATION**

### **THE HOSPITAL**

- Role of hospitals in health care

### **OUTPATIENT, INPATIENT AND NURSING SERVICES**

- Hospital planning and design
- Outpatient services
- The nursing unit
- Intensive care unit
- Nursing services

### **HOSPITAL MANAGEMENT**

- Planning, Organizing, Directing and leading, Controlling, Financial management

### **CLINICAL SUPPORTIVE SERVICES**

- Radiology and Imaging Services, Laboratory Services, Operation theatre suite, Pharmacy, Central sterile supply department

### **ADMINISTRATIVE SERVICES**

- Medical records, Hospital infection, Hospital utilization statistics, Materials management, Marketing of health services, Evaluation of hospital services

### **FUNCTIONAL HOSPITAL ORGANISATION**

- Hospital Linen and Laundry service, Disposal of hospital waste, Public relations in hospitals, Ethical and legal aspects of hospital administration, Disaster management, Quality assurance through record review and medical audit

### **KNOWLEDGE OF NATIONAL AND AYUSH HEALTH POLICY AND DEVELOPMENTS**

### **KNOWLEDGE OF RELEVANT ACTS AND RULES APPLICABLE TO AYUSH HOSPITALS**