

**SCHEME OF STUDIES AND EXAMINATION
DIPLOM IN HOSPITAL MANAGEMENT**

Ist YEAR

SL NO	SUBJECT	THEORY		PRACTICALS		TOTAL	
		Hours	Marks	Hours	Marks	Hours	Marks
	PART-A						
	1.Communication skill in English	245	75	65	25	245	100
	2. General Foundation Course(Computer applications)	150	50	130	50	245	100
	Vocational subjects PART-B						
	1.Anatomy,Physiology,Biochemisty and microbiology	80	100	120	100	200	200
	2. Hospital organization and management	80	100	120	100	200	200
	3. Community medicine and Hospital statistics	80	100	120	100	200	200
	PART-C						
	On Job training (project work)	----	----	100	100	----	100
	TOTAL	635	425	655	475	1090	900

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	PART-A						
	1.Communication skill in English	245	75	65	25	245	100
	2. General Foundation Course(Computer applications)	150	50	130	50	245	100
	Vocational subjects PART-B						
	1. Hospital Sanitation technology and Environmental Hygiene.	80	100	120	100	200	200
	2. Interior decoration Biomedical equipments operation and maintenance	80	100	120	100	200	200
	3. Hospital Management ,Human relations and Fire safety	80	100	120	100	200	200
	PART-C						
	On Job training (project work)	----	----	100	100	----	100
	TOTAL	635	425	655	475	1090	900

DIPLOM IN HOSPITAL MANAGEMENT

Paper – II Anatomy, Physiology, Biochemistry, Microbiology

THEORY

Anatomy

General introduction to human anatomy Definition of anatomy, definition of topographic term/terms used to describe the body. Cells and tissues of body Anatomical description of – Skin, Osteology (bone, structure, individual bones), Joints structure, joints of upper and lower limbs. Ligaments, fascia and bursa, Musculoskeletal (upper and lower extremities), Cardiovascular system, Lymphatic system (structure, function, Endocrine glands), Respiratory system (respiratory passages and organs), Digestive system (elementary canal structure) Urogenital system (male and female organs, kidney structure) Endocrine system (names, location and function) Sensory organs (eye nose and ear), Central nervous system.

Physiology

Functions and mechanism of Digestion, Respiration, Circulation, Nervous system, Role of endocrine glands, physiology of Time regulation Physiology of blood, Reproduction (Urogenital system), Vision, hearing and speech.

Biochemistry

Definition of Biochemistry – Elementary ideas/overview of general metabolism of Carbohydrates Lipids, proteins, different types of enzymes and their functions

Microbiology

Microscope and Microscopy – Introduction, micro organism, classification, epidemiology, sample collection transportation and preservation,

Paper – I

PRACTICAL

Time – 120 Hrs

Anatomy

Demonstration of surface marking of organs:- Heart, Lungs, Spleen, stomach, important bony Landmarks, arteries, veins, nerves, joints, Arteries – carotid, brachial, radial, ulnar, anterior, tibial Veins – jugular, cubital femoral, saphenous Nerves – posterior, auricular, ulnar, lateral popliteal and sciatic. Bony Prominences - clavicle, anterior iliac crest posterior iliac crest, suprasternal notch sternum ribs, vertebral column, anterior & superior iliac spine, pubic – symphysis, medial and lateral malleolae, patella tibial tubercle, Joints and their movement ball & socket joints, shoulder and hip joint hinge joint elbow and knee joint Study of microscope: Simple & Compound – Their different parts and functions. Identification of cells and basic tissues Cell (examination of buccal mucous scraping) skin connective tissue, cartilage nervous tissue, Muscle-skeletal (striated & non striated) and cardiac muscles.

Identification of long bones, hip bones, vertebra, ribs, scapula, mandible, clavicle, skull, Demonstration of the interior of thorax with organs in situ (In model) such as lungs trachea heart aorta and venacava, esophagus diaphragm Demonstration of CRO technology for investigation of interior of abdomen with organs in situ such as stomach Live spleen pancreas, gall gladder, intestine, colon and kidneys, ureter and pelvic organs such as urinary bladder, rectum, In females-ovaries, fallopian tubes, uterus & vagina, In males-tests, vass deference, seminal vesicles, prostate, urethra, penis. Demonstration of brain spinal cord and spinal nerves, (Demonstration of organs should be done in models supplemented by visit to anatomy museum of medical College. However it must be supplemented by dissecting frog/rabbit/guinea pig

Physiology

Study of microscope (already covered in anatomy) Preparation of blood smear, Leishman's staining, identification of R.B.C. different types of W.B.C. and differential count of W.B.C. Pulse recording temperature recording respiration recording and maintenance of T.P.R. chart, effect of exercise on T.P.C. (this may be done amongst the class students themselves). Demonstration of blood pressure instrument (mercurial type) and recording of blood pressure

Biochemistry

Familiarity with laboratory glassware's, basic techniques like methods of measuring liquids methods of weighing cleaning of glassware's separation of solids from liquids.

.CORE CURRICULUM:-PARER-II (THEORY)

**Health, Disease and Environment:
Concept of health, definition health,**

Concept of Disease: Infectious disease, communicable disease, non-communicable disease and degenerative disease, interaction between agent, host and environment resulting in health and diseases

Modes of transmission of communicable contact, air borne diseases, water borne disease and vector borne disease

Occupational Diseases:

In industrial situation in agricultural situation in service and management situation, Environment in relation to Health Diseases

Macro environment Physical housing water air heat radiation

Biological – A: Microbes, Arthropods, Animals with special reference to zoonosis

B: Role of Biological environment for maintenance of health

C: Social community, family, social stratification, social-economic status and health, inter-relationship between education and health leadership

Micro-environment:

Immunity & Immunisation

Training in personnel hygiene application of principles of diet and nutrition and family level

Prevention and Control:

Part-A: Intervention programmes at individual family and community level

Part-B Intervention programme centring around physical environment

Macro-environment: Housing Improvement in water quality

Physical: Control of pollution of stream and water sources, atmospheric pollution control sanitary disposal and recycling of community washes.

Biological: Vector control

Community organization for utilization of existing health services

Microenvironment:

Intervention at family level with special reference to food and nutrition practice, Hygienic practices in family feeding and rearing practices house keeping and accident prevention

B: Intervention at individual level: Personnel hygienic, correction of postural defects behavioral change like smoking food, dieting habits alcoholism and drug addiction,

C: intervention at working environment: avoidance of organizational related equipment related process related and product related risks safety measure periodic medical examination First-aids.

HEALTH CARE DELIVERY SYSTEM AND NATIONAL HELTH POLICIES

Health care delivery system-Primary Health Care, Secondary Care, Tertiary Health Care, Primitive Health care, Preventive Health care, Curative health Care, Rehabilitative Care.

Concepts of:

Social medicine Socialized medicine Preventive Medicine, Community medicine, Public Health

Health Polices in India:

- (i) Provision for health in Constitution of India.
- (ii) Health Administration and Management at Different Levels in India

Organization of Health Care Delivery System

- 1. Village Level:**
 - (i) Trained Birth Attendants
 - (ii) Village Health Guides
 - (iii) Anganwadi Workers
- 2. Sub-centre Level:**
 - (i) Female health Workers
 - (ii) Male Health Workers and their functions
- 3. Pectoral Level:**
 - (i) Male Health Supervisors
 - (ii) Female Health Supervisors
- 4. Primary Health Center**
 - (i) Organization Staffing and Functions
- 5. Community Health Centre:**
 - (i) **Organization Staffing and Functions**
- 6. Sub-divisional Level:**
 - (i) Sub-division Hospital
- 7. District Level:**
 - (i) District health organization Staffing and its Functions.
- 8. State Level:**
 - (i) Health Department Directorates
- 9. National Level**
 - (i) Ministry of Health Government of India
 - (ii) National Health Programme
 - (iii) Referral and Apex Health Institutions and Laboratories

HOSPITAL ORGANISATION (ADMINISTRATION)

Management Functions and its Applications

Hospital Definition (WHO)

Types of Hospital (Government, Private, Voluntary Organization etc.

Hospital Services (OPD /Indoor /Emergences

Returns Reports and Records in Hospital (Indent Books, Registers, Log Booketc).

Hospital and Community hospital Hazards.

FOOD AND NUTRITION

- (I) Elementary idea on nutrition
- (II) Basic knowledge of Vitamins, Hormones and Minerals with trace deficiency disease.
- (III) Nutritional disorders

HEALTH EDUCATION

- (I) Personal Hygiene.
- (II) Aims and Objectives of Health Education
- (III) Communication Media

FIRST-AIDS

- (I) Definition
- (II) Simple First-aid and Kit Material etc.
- (III) Medical and Surgical Emergencies (Shock, Coma and its Management)
- (IV) Control of Bleeding
- (V) Splinting a Injured Patients
- (VI) Transportation of injured.
- (VII) Immediate First-aid to Drowning and Born Patients.

1. HEALTH, DISEASE AND ENVIRONMENT

- (I) Assessment of Sanitary Quality of Water
- (ii) Chlorine demand pf water
 - (iv) Disinfection of water (Well) by use of bleaching powder, Use of Chlorine tablet
 - (v) For disinfection of water in small container.
 - (vi) Demonstration of Dry and Water

Hospital Organization (Administration)

Management functions and its application; Hospital – definition (W.H.O.) Types of Hospital (Govt. Private, voluntary organization etc) Hospital services (O.P.D.) /Indoor/Emergency Intensive care unit) Returns, reports and records in hospital, (Indents books, registers, log books, etc.) Hospital and the community-hospital hazards

Food-and Nutrition

Elementary ideas of nutrition, Basic knowledge of vitamins, hormones and trace elements with deficiency diseases, Nutritional disorders

Health Education

Personal hygiene; Aim and objectives of health education, Communication media

First aid

Definition; Simple first aid and kit material etc; Shock, coma and its management; Control of bleeding Splinting a patient; Transportation of injured, Immediate first aid to drowning patient.

Paper – I

Health, disease and environment

Assessment of sanitary quality of water Chlorine demand of water Disinfection of water (well) by use of bleaching powder Use of chlorine tablet for disinfection of water in small container Demonstration of Dry and wet bulb thermometer, kama thermometer, maximum-minimum thermometer for comfort condition.

Field work: - Survey of a village with respect to the following social and environmental aspects: - Population (Grouping of Age, Sex, Occupation) Prevalence of disease, Food and nutrition practice, Awareness of cause of the diseases: Diarrhea, Measles, Night-blindness, Angular stomatitis Fever, Scabies. Awareness of health services available: Village level workers, sub-centers, primary health centers, other local practitioners Immunization status. Waste disposal practice including human excreta. Sources of water, their collection, storage and use (A Performa to be designed by the teacher and given to groups of student for collection of data and subsequent analysis)

Health Care Delivery System and Hospital Organization:-

Field visits to: A sub0centre, Primary health centre, Community health centre, District hospital/medical College. Hospital OPD and dispensing section, Indoor ward, Casualty, Intensive care unit, blood bank, Clinical laboratory, Immunization centre, Kitchen, Hospital refuse, Disposal, Rehabilitation centre, Central sterilization, Record section.

Medical Collage: Anatomy museum, Physiology laboratory, Pathology museum.

Food and Nutrition:-

Identification of the following food items and their nutritive value: Cereals, pulses, egg, milk, fruits, green and leafy vegetables, nuts, fish, meat, fats & oils, Demonstration of different physiological states, such as adult (hard work and sedentary work) pregnant mother, pre-school child and children.

First Aid:-

Identification of first-aid kit and its contents, Different types of bandaging and splinting

DIPLOMA IN HOSPITAL MANAGEMENT SYLLABUS

Health, Disease and Environment- paper-I (Theory)

Concept of health, definition of health,

Occupational Diseases

In industrial situation, in agricultural situation, in service and management situation.

Environment in relation to Health& Diseases:

Macro environment: Physical, Housing, Weather, air, heat, radiation.

Biological –A: Microbes, Arthropodes, and Animals with special reference to zoonosis.

B: Role of Biological environment for maintenance of health.

C: Social community, family, social stratification, socio- economic status and health, inter- relationship between education and health, leadership.

Micro- Environment

Immunity & Immunization.

Training in personnel hygiene, application of principles of diet and nutrition and family level.

Prevention and Control

Part-A : Intervention programmes at individual, family and community level.

Part-B : Intervention programme centering around physical environment.

Macro – environment: Housing, Improvement in water quality.

Physical: Control of pollution of stream and water sources, atmospheric pollution control, sanitary disposal and recycling of community wastes.

Biological: Vector control

Micro-Environment

A: Intervention at family level with special reference to food and nutrition practice, hygienic practices In family, child – feeding and rearing practices, house- keeping and accident prevention.

B: Intervention at individual level: personnel hygiene, correction of postural defects, behavioral changes like smoking, food, dieting habits, alcoholisms and drug addiction.

C: Intervention at working Environment: avoidance of organizational related equipment related, process related and product related risks. Safety measure. Periodic medical examination first aids.

Health Care Delivery System and National Health Policies

Health care delivery system –primary Health care, secondary care, Tertiary Health care, primitive Health Care, Preventive Health Care, Curative Health Care, Rehabilitative Health Care.

Concepts of : Social medicine, Socialized medicine, Preventive medicine, Community medicine, Public Health.

Health Policies in India

- (i) Provision for Health in Constitution of India.
- (ii) Health Administration and Management at Different Levels in India

Organization of Health Care Delivery System

- (1) Village Level
 - (i) Trained Birth Attendants.
 - (ii) Village Health Guides.
 - (iii) Anganwadi Workers.
- (2) Sub- centre Level
 - (i) Female Health Workers
 - (ii) Male Health Workers and their functions.
- (3) Spectral Level:
 - (i) Male Health Supervisors
 - (ii) Female Health Supervisors.
- (4) Primary Health Centre
 - (i) Organization, staffing and Functions.
- (5) Community Health Centre
 - (i) Organization, Staffing and Functions.
- (6) Sub- divisional Level.
 - (i) Sub- divisional Hospital.
- (7) District Level
 - (i) District health Organization, Staffing and its Functions.
- (8) State Level
 - (i) Health Department, Directorates.
- (9) National level
 - (i) Ministry of Health Government of India
 - (ii) National Health Programme.
 - (iii) Referral and Apex Health Institutions and Laboratories.

HOSPITAL ORGANISATION (ADMINISTRATION)

- (i) Management Functions and its Applications.
- (ii) Hospital- Definition.(WHO)
- (iii) Types of Hospital (Government, Private, Voluntary Organisation etc.)
- (iv) Hospital Services (OPD/Indoor/ Emergencies).
- (v) Returns, Reports and Records in Hospital (Indent Books, Registers, Log Books etc.).
- (vi) Hospital and Community Hospital Hazards.

FOOD AND NUTRITION

- (i) Elementary idea on nutrition
- (ii) Basic knowledge of Vitamins, Hormones and Minerals with trace deficiency disease.
- (iii) Nutritional disorders

HEALTH EDUCATION

- (i) Personal Hygiene.
- (ii) Aims and Objectives of Health Education
- (iii) Communication media

FIRST –AIDS

- (i) Definition
- (ii) Simple First –Aid and Kit Material etc.
- (iii) Medical and Surgical Emergencies (Shock, Come and its Management).
- (iv) Control of Bleeding
- (v) Splinting injured Patients
- (vi) Transportation of injured.
- (vii) Immediate First- aid to Drowning and Burnt Patients.

(1) Health , Disease and Environment:

- (i) Assessment of Sanitary quality of water.
- (ii) Chlorine demand of water
- (iii) Disinfection of water (Well) by use of bleaching power; use of Chlorine tablet for disinfection of water in small container.
- (iv) Demonstration of Dry and Wet bulb thermometer, cater thermometer, Maximum-
- (v) Minimum thermometer for comfort condition.

Field Work

Survey of village respect to the following social and environmental aspects:

- (i) Population (Grouping of Age, Sex, Occupational)
- (ii) Prevalence of disease
- (iii) Food and nutrition Practices

Awareness of Cause of Following Diseases

- (i) Diarrhea
- (ii) Measles
- (iii) Night- blindness
- (iv) Angular stomatitis
- (v) Fever
- (vi) Scabies

Awareness of Health Services Available

- (i) Village level work
- (ii) Sub- centers
- (iii) Primary health Centers
- (iv) Other local Practitioners
- (v) Immunization status
- (vi) Water disposal Practice including human excreta.
- (vii) Sources of water, their collection, storage and use.

(2) Health care Delivery System and Hospital Organization Field Visits:

Field Visits

- (i) Visit to a Sub- centre
- (ii) Visits to Primary Health Centre
- (iii) Visit to Community Health Centre
- (iv) Visits to District Hospital / Medical College Hospital :
- (v) OPD and dispensing section, Indoor- ward.
- (vi) Causality, Blood bank, Clinical Laboratory.
- (vii) Immunization Centre, Kitchen, Hospital refuse disposal, Rehabilitation Centre, Central sterilization, Record section.
- (viii) Visit to medical College.
- (ix) Anatomy Museum, Physiology Laboratory, Pathology museum.

(3) Food & Nutrition

Identification of the following food items and their nutrition:

Cereals, Pulses, egg, milk, fruits, green and leafy vegetables, nuts, meat, fats and oils

Demonstrations of destiny charts.

(4) First- Aid

- (i) Identification of first-aid kit and its contents
- (ii) Different type of bandaging and splinting.

PAPER-I (PRACTICAL)

Health, Disease and Environment

Assessment of sanitary quality of water, Chlorine demand of water, Disinfection of water (well) by use of bleaching powder, use of tablet for disinfection of water in small container. Demonstration of dry wet bulb thermometer, kata thermometer, maximum- minimum thermometer for comfort condition.

Field work: Survey of a village with respect to the following social and environmental aspects: Population (grouping of age, sex, occupation), Prevalence of disease, food and nutrition practice, awareness of health services

Village level workers, sub-centre, Primary health centers, Other local Practitioners, Immunisation status, wastes disposal practice including human excreta, source of water, their collection, storage and use.

Health Care Delivery System and Hospital Organisation

Field visits to : A sub centres, community health centre, district hospital/ medical college. Hospital: OPD and dispensing section, Indoor ward casualty Inpatient care unit. Blood bank, clinical laboratory, immunization centre, hospital refuse. Anatomy museum, Physiology.

Food and Nutrition

Identification of the following food items and nutritive values, cereals, pulses, egg, milk, fruits, green and leafy vegetables, fish. Demonstration of dietary chart for different physiological states such as pregnant women, lactating mother.

First-Aid

Identification of first aid kit and its contents, Different type of bandaging and splinting.

PART-II(THEORY)

(Anatomy: General Introduction to Human Anatomy and Physiology)

Definition of Anatomy

- (i) Definition of topographic terms/ terms used to describe the body.
- (ii) Cells and Tissues of Body
- (iii) Anatomical Description of:
- (iv) Skin
- (v) Osteology (Bone structure, individual bones)
- (vi) Joint structure, joints of upper and lower limbs, ligaments, Fascia and Bursae.
- (vii) Musculo Skeletal(Upper and lower extremities).
- (viii) Cardiovascular system
- (ix) Lymphatic system (Structure, Function, Lymphatic glands)
- (x) Respiratory system (Respiratory passages and organs)
- (xi) Digestive system (Elementary canal structure)
- (xii) Urogenital system (male and Female Organs, Kidney structure)
- (xiii) Endocrinal system (name,Location and Functional)
- (xiv) Sensing organs (Eye,Nose and Ear)
- (xv) Central Nervous system
- (xvi) Physiology (Functions and Mechanism of):
- (xvii) Digestion
- (xviii) Respiratory
- (xix) Circulation
- (xx) Excretion
- (xxi) Nervous System
- (xxii) Role of Endocrine glands
- (xxiii) Physiology of thermoregulation
- (xxiv) Physiology of Blood
- (xxv) Reproduction (genitor- urinary system)
- (xxvi) Vision, Hearing and Speech.

UNIT-: INTRODUCTION

Principal of medical care and treatment of minor ailments, role and functions if the health working in the health systems.Resources available for treatment of minor ailments, co-ordination,understanking referel systems,seeking guidance and learing oportuities.

UNIT-II: HOME NURSING AND ELEMENTARY MEDICAL CARE

Preparing the sick unit / room at home.

Iygiene of the patient-bath elimination,feeding activity.

Comfort measure-change of position,rest recreation.observation of the patient-Temperature,pulse respiration,skin, elimination,general condition,medical and simple treatment,teaching family members-to assist with care of the sick-to able home nursing responsibilities.

First Aid Kit for the home

Equipment and supplies for home care:Improvictions

UNIT-III: TREA TMENT OF MINOR AILMENTS

1. Examination of the patient,method of examination taking history of the patient,specific complaints and problems,Recongning signs and symptoms,detecting minor ailments and providing treatment and care,recognizing sing of danger,complications,signs of serious illness,appropriate action to be taken for sserious emergencies and critical illness.

Health workers role in accidents and diseases management of accidents,management and care of the sick.

2. Conditions effectingthe skin-signs,symptoms,treatment

Itching	paller	impetige	Burns	Ulce
Rashes	Frestible	Boils	Wound	Bite
Patches	Scabies	Lice	Swelling	Sting
3. Conditions effecting the Ear and eye sings,Symptoms treatment

Earache	Sore Eyes	Trachoma
Discharging Ear,Blurred Vision		Dry Eyes
Foreign body in Ear	Stvel	Watering
Jaundiecd Eyes	Eye injuries	Red Eyes(inflamed)
4. Conditions affecting the Skelton-signs,symptoms, treatment

