

# **Paramedical council of India**

## **Diploma in health and hospital management**

**(Duration two years)**

### **First year**

#### **Introduction to management**

##### **Introduction to management-1**

##### **General management**

- 1- Principal of management
- 2- Function of management
- 3- Management of techniques
- 4- Organisation structure and design

##### **Human resource planning**

- 1- Human resource planning
- 2- Recruitment selection and induction
- 3- Training and development
- 4- Communication

##### **Human resource management**

- 1- Motivation
- 2- Leadership
- 3- Union and management relations
- 4- Wage and salary administration

##### **Practical**

Human resource development  
Decision making case studies

# **Introduction to management - 2**

## **Financial management**

- 1- Accounting concept and application
- 2- Understanding cost and their behavior
- 3- Budgeting
- 4- Financial control

## **Marketing and health economics**

- 1- Marketing of health care services
- 2- Pricing of health services
- 3- Health economics

## **Essentials of logistics and equipment management**

- 1- Logistics management
- 2- Inventory control
- 3- Equipment management - Planning and procurement
- 4- Equipment management- Maintenance repair and disposal

## **Practical**

- 1- Break even analysis
- 2- Preparation of financial statement
- 3- Manual- Utilisation of equipment
- 4- Manual- Inventory analysis

## **Organization and management of hospital**

## **Overview of hospital system**

- 1- Evolution and classified of hospital
- 2- Hospital organization
- 3- Role of hospital
- 4- Role of hospital administration

## **Challenges in hospital management**

- 1- Present hospital scenario management orientation
- 2- Public relations and image of hospital
- 3- Legal aspects and consumer protection act
- 4- Fundamental s of quality management
- 5- Research in hospital administration

## **Hospital engineering services**

- 1- Basic engineering services
- 2- Allied engineering services
- 3- Engineering hazards

## **Practical**

Organizational analysis  
Patient satisfaction