MHA – 301: HUMAN RESOURCE MANAGEMENT AND INDUSTRIAL RELATIONS

Learning Objective: To help the students develop an understanding of the dimensions of the management of human resources, with particular reference to Industrial Relations in Hospitals.

UNIT I
Industrial Relations: Conceptual Analysis – Meaning, Three Actors of Industrial Relations, Conditions and Approaches for Congenial Industrial Relations, How to manage Industrial Relations in Hospitals.

UNIT II

UNIT III
Industrial Conflicts: Concept, Causes and Types of Industrial Conflicts, Prevention and Settlement of Industrial Conflicts.
Workers’ Participation in Management: Meaning, Objectives, Essential Conditions, Forms, Work Committees and Employee Empowerment.

UNIT IV

UNIT V

Suggested Readings:
- Doulak Verkey, Human Resource Management, Pearson Education, New Delhi
- SK Joshi, Law and the Practice of Medicine, Jaypee Brothers Medical Publishers (P) Ltd., New Delhi.
MHA-302: DISASTER AND HAZARD MANAGEMENT

Learning Objectives: To learn to identify and assess major types of hospital hazards and disasters. To set forth policies and procedures for disaster preparedness and hazard management.

UNIT I
Basics Of Disaster Management And Mass Casualties. Types Of Disasters, Aims And Objectives Of Disaster Preparedness, Components Of Disaster Plan: Pre-Hospital And Hospital, Disaster Alertness In Hospital.

UNIT II
Disaster Preparedness Measures, Planning And Implementation, Severity Of Illness Amongst Disaster Victims And Risk Assessment, Mock Exercise On Disaster Management In Hospital.

UNIT III
Role Of Various Agencies In Disaster Management, Telemedicine: Role In EMS And Disaster Management, Improvisation Of Operation Theaters, Hospital Networking And Public Health Issues In Disaster Management.

UNIT IV
Emergency Medical Services: Planning And Management, Emergency Care, Pre-Hospital Care, Ambulance Care, Air Medical Transport, Emergency Nursing And Medicine, Legal And Ethical Issues.

UNIT V
Concept Of Hospital Hazards, General Safety, Fire Safety, Hospital Hygiene, Hospital Acquired Infection, Occupational Safety In Hospitals.

Suggested Readings:

- SK Joshi, Quality Management in Hospitals, Jaypee Brothers Medical Publishers (P) Ltd., New Delhi.
MHA-303: EQUIPMENT PLANNING AND MANAGEMENT

Learning Objectives: To learn to establish equipment management procedure for a hospital.

UNIT I
Concept Of Hospital Equipment, List Of Common Medical Equipments Used In Hospital, Justification Of Purchase Proposal, Hospital Need Assessment.

UNIT II

UNIT III
Replacement Of Old Equipments And Buyback Policy, Estimation Of Breakeven Point And Profit — Projection In Hospital Budget.

UNIT IV
Medical Equipment Maintenance (In-House And AMC), Local, National And International Availability Of Medical Equipments.

UNIT V

Suggested Readings:

- DC Joshi and Manta Joshi, Hospital Administration, Jaypee Brothers Medical Publishers (P) Ltd., New Delhi.
- Shakti Gupta and Sunil Kast, Hospital Stores Management, Jaypee Brothers Medical Publishers (P) Ltd., New Delhi.
- SK Joshi, Quality Management in Hospitals, Jaypee Brothers Medical Publishers (P) Ltd., New Delhi.
MBA-304: PLANNING AND ORGANISATION OF UTILITY SERVICES

Learning Objective: To understand the planning and organization of hospital utility services.

UNIT I
Introduction of Utility Services, Factors Affecting On These Services, Major Services Required In A Hospital.
Engineering Services - Overview, Functions Location, Design, Organization and Problem Situations.

UNIT II

UNIT III
Electrical System – Overview, Design, Planning, Emergency Generators, UPS.

UNIT IV

UNIT V
Hospital Environmental Control – Infection Control, General Environmental Control, Radiological Health, Accidental Injury Prevention, Occupation Health.
Transportation – Overview, Elevator, Lift and Dumbbator Stairways and Ramp, Hospital Stores, Cafeteria Services, Welfare Services, Mortuary And Autopsy Management in detail.

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Suggested Readings:

- Shakti Gupta and Sunil Kant, Hospital Stores Management, Jaypee Brothers Medical Publishers (P) Ltd., New Delhi.
- SK Joshi, Quality Management in Hospitals, Jaypee Brothers Medical Publishers (P) Ltd., New Delhi.
MBA-305: PLANNING AND ORGANISATION OF MEDICAL AND ANCILLARY SERVICES

Learning Objective: To understand the planning and organization of hospital medical and ancillary services.

UNIT I
Overview, Functions, Locations, Designs, Facilities, Organization, Space Requirements and Other Consideration of Outpatient Department, Operating Department, Emergency Services, Clinical Laboratories, Radiological Services.

UNIT II
Overview, Functions, Locations, Designs, Facilities, Organization, Space Requirements and Other Consideration of Diagnostic Radiology, Radiation Therapy Department, Nuclear Medicine, Burns, Paraplegic And Malignant, Diseases Treatment Centers, Nephrology Services - Renal Dialysis Unit, Transplantation Unit.

UNIT III
Overview, Functions, Locations, Designs, Facilities, Organization, Space Requirements and Other Consideration of Surgical Department, Labour And Delivery Suite, Physical Medicine And Rehabilitation, Blood Transfusion Services, Oxygen Manifold/Concentrator.

UNIT IV
Overview, Functions, Locations, Designs, Facilities, Organization, Space Requirements and Other Consideration of Physical Therapy, Occupational Therapy, Recreational Therapy, Speech And Hearing Therapy.

UNIT V
Overview, Functions, Locations, Designs, Facilities, Organization, Space Requirements and Other Consideration of Pulmonary Medicine, Cardiac Catheterization Laboratory (CATH Lab), Ward Designing, General & Specialized.

Suggested Readings:

MHA-306: HOSPITAL SUPPORTIVE SERVICES

Learning Objective: To understand the planning and organization of hospital supportive services.

UNIT I
Introduction of Supportive Services, Need and Significance, Types and Functions.
Overview, Functions, Locations, Designs, Facilities, Organization, Space Requirements and Other Consideration of Admitting Department.

UNIT II
Overview, Functions, Locations, Designs, Facilities, Organization, Space Requirements and Other Consideration of Central Sterilization and Supply Department (CSSD).
Medical Records Organization and Management, Medical Audit.

UNIT III
Overview, Functions, Locations, Designs, Facilities, Organization, Space Requirements and Other Consideration of Pharmacy.
Materials Management with special reference to Hospital Supportive Services in Detail.

UNIT IV
Overview, Functions, Locations, Designs, Facilities, Organization, Space Requirements and Other Consideration of Food Service Department, Dietary services, Laundry and Linen Service.

UNIT V
Overview, Functions, Locations, Designs, Facilities, Organization, Space Requirements and Other Consideration of Housekeeping, Volunteer Department, Ambulance services, Hospital Laboratory Services.

Suggested Readings:

- SK Joshi, Quality Management in Hospitals, Jaypee Brothers Medical Publishers (P) Ltd., New Delhi.
- Sangathii Natarajan, Hospital Supportive Services, Excel Books, New Delhi.

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MHA-307: NURSING SERVICES

Learning Objective: To understand the planning and organization of hospital nursing services.

UNIT I
Theoretical Foundation of Nursing Practices – Domain of Nursing, Interdisciplinary Theories, Selected Nursing Theories, Caring in Nursing Practice, Discipline in Nursing, Need for Discipline.

UNIT II

UNIT III
Current Issues in Nursing – Introduction, Nursing Services, Nursing Education, Nursing Administration, Future Nursing and its Implications, Nursing Economics.

UNIT IV
Introduction to Overview, Functions, Locations, Designs, Facilities, Organization, Space Requirements and Other Consideration of General Nursing Unit, Pediatric Nursing Unit and Obstetrical Nursing Unit.

UNIT V
Introduction to Overview, Functions, Locations, Designs, Facilities, Organization, Space Requirements and Other Consideration of Psychiatric Unit, Isolation Rooms, Intensive Care Units - General & Specialized, Coronary Care Units and Newborn Nurseries.

Suggested Readings:
- RT Basavaanthappa, Nursing Administration, Jaypee Brothers Medical Publishers (P) Ltd., New Delhi.

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