



# **PARAMEDICAL COUNCIL OF INDIA**

## **DIPLOMA IN HEALTH AND HOSPITAL MANAGEMENT SYLLABUS**

Ch. No.157/1, Near Laxmi Nagar, Metro Station Gate No 1, Vikas Marg, Delhi-92

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## **DIPLOMA IN HEALTH AND HOSPITAL MANAGEMENT**

### **COURSE DURATION:-**

- It is 2 years + 6 months internship full time

### **Diploma Course.ELIGIBILITY:-**

- Candidate must have passed 12th with Physics, Chemistry, Biology or Physics, Chemistry, Math's with 35% marks in Intermediate exams. (From UP board or any other recognized board).
- Candidate must have completed age of 17 years of age as on 31st December of admission year. There is no maximum age limit for the admission.

### **FIRST YEAR**

- 1) GENERAL MANAGEMENT
- 2) HUMAN RESOURCE PLANNING & MANAGEMENT
- 3) FINANCIAL MANAGEMENT MARKETING & HEALTH ECONOMICS

### **SECOND YEAR**

- 1) CLINICAL DIAGNOSTIC AND THERAPEUTIC SERVICES
- 2) HEALTH SYSTEM MANAGEMENT
- 3) SUPPORT AND UTILITY SERVICES AND RISK MANAGEMENT

### **FIRST PAPER: SYLLABUS COVERS**

### **1. GENERAL MANAGEMENT**

1. Principal of management.
2. Function of management.
3. Manavent of techniques.
4. Organization structure and design.
5. Healthcare operations.
6. Hospital Administration.
7. Customer relationship management.
8. Business analytics.

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9. Operations management.

10. Risk management.

### **2. HUMAN RESOURCE PLANNING & MANAGEMENT**

1. Human resource planning.

2. Recruitment selection and induction.

3. Training and development.

4. Communications.

5. Motivation.

6. Leadership.

7. Union and management relations.

8. Wage and salary administration.

9. Hospital & Human Resource Management.

10. Laws related to hospital services.

### **3. FINANCIAL MANAGEMENT MARKETING & HEALTH ECONOMICS**

1. Accounting concept and application.

2. Understanding cost and their behavior.

3. Budgeting.

4. Financial control.

5. Consumer behavior, demand, and supply.

6. Elasticity of demand and supply.

7. Market imperfections.

8. Economic externalities.

9. Population, health, and development.

10. Healthcare financing.

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### **SECOND PAPER: SYLLABUS COVERS**

#### **1. CLINICAL DIAGNOSTIC AND THERAPEUTIC SERVICES**

1. Laboratory services.
2. Radio diagnosis and imaging services.
3. Radiation hazards.
4. Blood transfusion services.
5. Anatomy and physiology: Basic knowledge of the human body's structure and function.
6. Mental health and illness: The concept of mental health and illness, and the role of family and society in its development.
7. Career planning: Researching careers in the therapeutic field, including educational requirements, licensing, and certifications.
8. Clinical relevance.
9. Differential diagnosis.
10. Molecular testing.

#### **2. HEALTH SYSTEM MANAGEMENT**

1. Concept in community health.
2. Health for all and primary health care.
3. Basic of epidemiology and biostatistics.
4. Occupational health.
5. Health insurance.
6. Overview of health care delivery system.
7. Holistic approach to health.
8. District health organization.
9. Regionalization of health care.
10. IT project management.

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### **3. SUPPORT AND UTILITY SERVICES AND RISK MANAGEMENT**

1. Sterile supply services in hospital.
2. Medical records department.
3. Linen and laundry services.
4. Dietary services.
5. Housekeeping services.
6. Mortuary services.
7. Transportation system - Ambulances services.
8. Sanitation and waste management.
9. Hospital acquired infection.
10. Disaster management

#### **BOOK**

1. **LAB TECH ANATOMY AND PHYSIOLOGY – BY DR. N. MURGESH**
2. **LAB TECH COMMUNITY HEALTH – BY DR. N. MURGESH**
3. **LAB TECH GENERAL BIOCHEMISTRY – BY DR. DINESH KUMAR SHUKLA,  
DR. N. MURGESH**
4. **LAB TECH CLINICAL BIOCHEMISTRY - BY DR. DINESH KUMAR SHUKLA,  
DR. N. MURGESH**
5. **LAB TECH CLINICAL PATHOLOGY - BY DR. N. MURGESH**
6. **LAB TECH HISTOPATHOLOGY & CYTOPATHOLOGY –  
BY DR. DINESH KUMAR SHUKLA, DR. N. MURGESH**
7. **LAB TECH HAEMATOLOGY - BY DR. DINESH KUMAR SHUKLA, DR. N. MURGESH**
8. **LAB TECH BLOOD BANKING - BY DR. N. MURGESH**
9. **LAB TECH MICROBIOLOGY I - BY DR. DINESH KUMAR SHUKLA, DR. N. MURGESH**
10. **LAB TECH MICROBIOLOGY II - BY DR. DINESH KUMAR SHUKLA, DR. N. MURGESH**