BBA (HA)

I YEAR

**MAJOR 1 INTRODUCTION TO HOSPITAL ADMINISTRATION**

Objective: The objective of the course is to enable students to have a good understanding of Hospital Administration.

**Examinations**

The faculty member will award marks out of a maximum of 20 marks for the internal performance of the Student. The semester examination will be worth 80 marks.

**UNIT I**

**Introduction to the Hospital.**

Definitions—hospital and medical care, types, control

Functions- medical care, prevention, professional education and research.

Role of hospital in health spectrum

Hospital of India-to-day. Classification & Accreditation

Number; type; size; distribution; ownership; utilization; rations; trends; problems.

**UNIT II**

**Concept of Hospital Administration**

Principles

Responsibilities, Roles & Functions of Hospital Administrator, Expected qualities of a good Hospital Administrator

Organization of Hospital.

Importance of qualified v/s non qualified, Medical v/s non Medical Hospital

Administration

Problems of Hospital Administration and their expected solutions.

**UNIT III**

**Administration of Hospitals - I**

Administration of Government (Rural, district & Municipal Hospital) v/s Private Hospitals

Administration of a various types of hospital.

Hospital utilization and its evaluation

Public Relations in Hospitals

**UNIT IV**

**Administration of Hospitals - II**

Management of Medical Records Department (Manual & Computerized)

Management of Support Services.

Hospital Audits

Quality Management in Hospitals-Certification & Accreditation

TQM in Hospitals

**UNIT V**

**Challenges in Hospital Administration**

Nosocomial Infection

Management of Biomedical Waste in Hospitals (Law & the Reality)

Role of Administration in Education and Research

Recommended Text: B.M. Sakharkar “Principles of Hospital Administration and Planning,

Kunders: Hospital planning & Hospital Management