

Introduction

Hospitals form an integral part of the Health Care Delivery System and play an important role in not only providing curative services but also various services for implementing national health programmes and Family Welfare Programmes. Efficient management of hospital is essential so that there is proper utilization of resources available within the constraints existing in the present health care delivery system and also to provide quality services to the community. There is a great need for trained and competent Hospital Administrators at all levels to manage the hospitals efficiently. Recognizing the need for training of medical personnel who are responsible for managing the hospitals, many States have shown keen interest either by nominating several of their hospital managers for training in this aspect or requesting various organizations to organize such courses in their States.

NIHFW recognizing this well felt need of various States is organizing this course to highlight and discuss some of the important issues, which have a bearing on improving the day-to-day functioning of the hospital. Some of the important management techniques and concepts such as materials management, equipment management, organization behaviour, MIS etc, will be discussed in a very comprehensive manner.

General Objective

To improve the knowledge and skills of the participants in the area of hospital administration so that they manage the hospitals in much better and efficient manner.

Specific Objectives

At the end of the course, the participants would be able to:

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1. Describe the role of hospital in implementation of National Health Policy and Health Programmes.
2. Demonstrate the role of interpersonal relations, work behaviour in hospital functioning.
3. Discuss the concepts of management and their relevance as applicable to hospitals
4. Describe the principles and methodology of planning and organizing some of the important service areas of the hospital and also be able to prepare an action plan for development/improvement of any of these areas.
5. Describe the legal aspects of medical care.
6. Discuss the importance of hospital Management Information System (HMIS) and its application for the effective management of hospital services.

Course Contents

The course is intended to cover topics such as:-

- ☞ Hospital management in relation to National Health Policy and Health and Family Welfare Programmes.
- ☞ Concept of management and their application to various resource management in hospital
- ☞ Human Resource Development & Organisational Behaviour.
- ☞ Hospital planning with organization and development of clinical and supportive services
- ☞ Hospital management information system.
- ☞ Evaluation of medical care and hospital services.
- ☞ Legal aspects of medical care.

Methodology

The methodology of the course will comprise of:

- **Lecture-Discussions/Sessions-** Each Lecture-Discussion Session will be of an hour and remaining time will be for discussion and interaction.
- **Management Exercises-** The management exercise will be used to understand the concept with practical examples.
- **Role Plays and Games**
- **Case Studies**
- **Group Work-** The participants will be divided into groups and given a topic for discussion and preparation of an action plan.
- **Field Visits-** The participants will be taken to Government, Autonomous and Private Hospitals, to give them an understanding of management processes of varying nature prevailing in the hospitals.

Duration

Three weeks/15 working days.

Nature / Number of Participants

25-30 senior medical professionals directly involved in hospital management.

Course Outcome:

To enhance the knowledge and strengthen the managerial capability among the hospital administrator's those responsible for hospital management so that they can bring improvement both in delivery of patient care and optimum utilization of various facilities and resources.

Venue

Teaching Block,
National Institute of Health and Family Welfare,
Munirka, New Delhi-110067.

Course Coordinating Team

Course Director : Prof. Deoki Nandan
Course Coordinator : Prof. J.K.Das
Course Co-coordinator : Dr. Neera Dhar
Course Associate : Dr. Rachna Agarwal,
Mr. S.S. Mehra



About the Institute

The National Institute of Health and Family Welfare is a premier autonomous Institute, funded by the Ministry of Health and Family Welfare, Government of India. It has kept pace with the new thinking and substantially contributed to the health manpower development in the country.

NIHFW serves as an apex 'technical institute' as well as a 'think tank' to promote national health and family welfare programmes in the country through education and training, research and evaluation, consultancy and advisory services, specialised projects, etc.

Location of the Institute

It is situated in South Delhi, near Jawaharlal Nehru University and Munirka DDA Flats. It is easily accessible from both the Indira Gandhi International Airport and the New Delhi Railway Station, approximately 7 kms. and 15 kms. respectively. Pre-paid taxis/auto-rickshaws are available.

Course Fee

The course fee for this course is Rs.1750/- per participant. The amount of course fee may be deposited with the nomination form in the form of Bank Draft in favour of Director, NIHFW payable at NEW DELHI. The expenditure on TA/DA will have to be borne by the respective States/organizations.



Accommodation

Moderate hostel accommodation at nominal rates would be provided to the participants only, within the Institute's Campus.



Weather

Fine weather with temperature around 30-35 degree Celsius.



Last Date for Receiving Nominations

18th August, 2008

(Participants are requested to make travel plans on receipt of confirmation for participation from NIHFW.)

Further Correspondence to be addressed to:

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Course Coordinator

Department of

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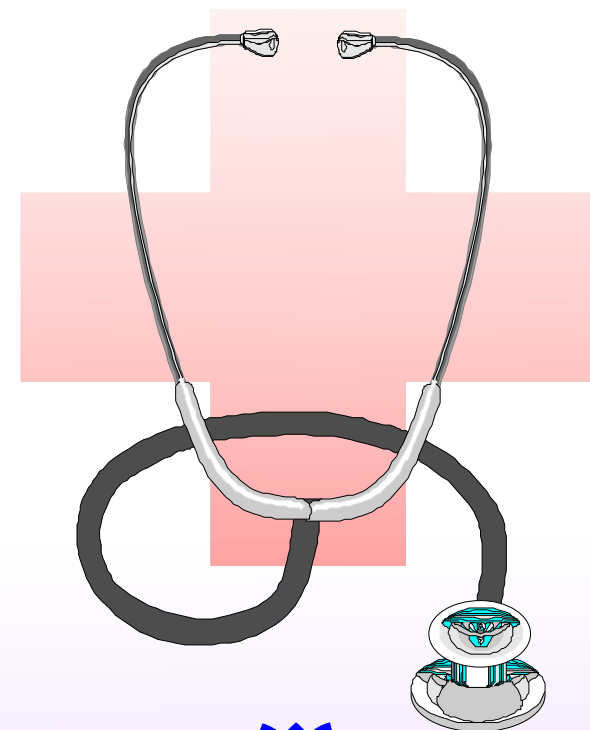
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Training Course on HOSPITAL ADMINISTRATION FOR SENIOR HOSPITAL ADMINISTRATORS

September 8-26, 2008



आरोग्यम् सुखसम्यदा

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Medical Care & Hospital Administration
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