Objective: To highlight the various aspects of Ward Management

Unit - I

Unit II
Human Resource Management Of Wards: Hierarchical structure in wards, Role of medical and para medical, Administrative and Nursing personnel’s, their power and authority, job functions, job description & responsibilities; Role of ward secretary as a key person in ward management, supervisory role of hospital personnel development’s activities.

Unit III
Location, types, design, physical facilities & equipment required for emergency & casualty ward, Intensive care units, Post operative ward, Neonatal intensive Care and inpatient ward
Speciality Wards: Maternity ward, orthopedic ward, physiotherapy, Cardiac, Nephrology, Neurology, Isolation, general medical & surgical wards; autopsies and mortuary location & functions. Care & use of equipments; Relationship with other departments.

Supportive services: Dietary, Lab, Radiology, Nursing, General Store, Pharmacy, physiotherapy etc. Auxiliary Service. House keeping, Linen & Laundry, CSSD

Unit – IV
Ward environment, Ventilation, heating, lighting, elimination of noise, drinking water facilities, safe drinking water - Safety measures.


Unit – V
Daily ward routines, ward procedure, admission and discharge and transfers, care of critically ill patients, record maintenance – preparation of Reports and presentation of reports (Hospital statistics), Inventory maintenance, Risk management in ward, ward level intending, Billing procedure.
**Text Books :-**

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<thead>
<tr>
<th>S.No</th>
<th>AUTHOR</th>
<th>TITLE</th>
<th>PUBLICATION</th>
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<tbody>
<tr>
<td>1.</td>
<td>Janet Reienstein Carpman, Myron A – Gromt</td>
<td>Planning Health Facilities For Patients And Visitors</td>
<td>Tata MC Graw Hill.</td>
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<td>2.</td>
<td>John Rea, Jaffrey J.Eromeit And Malcom D.Maccoun</td>
<td>Building a Hospital a Prime For Administrators</td>
<td>Tata MC Graw Hill.</td>
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**Reference Books:**

1. John S.Brason | Hospital And Hospital House | ---- |
2. John Blackman | Hospital Waste Management How to Organize And Maintain An Efficient Hospital Department | Tata MC Graw Hill |
3. Charles B.Miller | Site Selection For Health Care Facilities | Tata MC Graw Hill |
4. James Lifton And Owen B.Hardy |  |  |