

WARD ADMINISTRATION

Objective : To highlight the various aspects of Ward Management

Unit - I

Introduction: – Definition, History, Need for ward management – Principles of Ward management, factors involved in good ward management.

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.

Fire lighting equipments, Prevention of cross infection, Emergency drug stock, and maintenance – waste disposal (sterilization) House keeping – Linen & laundry.

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 :-

S.No	AUTHOR	TITLE	PUBLICATION
1.	Janet Reienstein Carpman Myron A – Gromt	Planning Health Facilities For Patients And Visitors	Tata MC Graw Hill.
2.	John Rea, Jaffrey J.Eromeit Malcom D.Maccoun	And Building a Hospital a Prime For Administrators	Tata MC Graw Hill.

Reference Books:

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