

കുരിയർ ഉറപ്പിക്കാം ഹോസ്പിറ്റൽ അഡ്മിനിസ്ട്രേഷനിലൂടെ

HOSPITAL ADMINISTRATION

APPLY NOW



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THIRUVANANTHAPURAM | KOCHI



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Career Opportunities

After completing the course, you can work in hospitals, clinics, health consultancies, NGOs, insurance companies, and pharmaceutical firms.

Top Job Roles

- Hospital Administrator / Manager
- Operations Manager – Healthcare
- Medical Superintendent Assistant
- Healthcare Quality Manager (NABH / JCI)
- HR Executive – Healthcare
- Marketing & PR Executive – Hospitals
- Health Information Manager
- Patient Relations Executive
- Front Office Supervisor / Admission Coordinator
- Healthcare Project Coordinator
- Healthcare Data Analyst
- Public Health Program Officer
- Pharma & Healthcare Consultant



Course Duration

4 Months Training + 2 Months Internship
(Live hospital exposure, case studies &
project-based learning)



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Comprehensive Syllabus Overview

Fundamentals of Hospitals

- Evolution of healthcare systems in India & globally
- Classification & types of hospitals (public, private, specialty, teaching)
- Role & structure of hospital administration
- Legal & ethical issues in healthcare
- Health policies & public health programs

Hospital Administration & Management

- Principles of healthcare management
- Organizational structure & hospital hierarchy
- Leadership, governance, and decision-making
- Strategic planning & hospital policy development
- Managing change & crisis situations



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Human Resource & Healthcare Marketing

- HR policies, manpower planning & recruitment
- Staff training, appraisal & retention strategies
- Labor laws in healthcare
- Branding hospitals for trust & visibility
- Digital healthcare marketing & patient engagement
- Community outreach programs



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Drugs & Pharmaceutical Management

- Hospital pharmacy operations
- Procurement, storage, and inventory of medicines
- Drug regulations (FDA, Schedule H, etc.)
- Rational drug use & formulary systems
- Coordination with clinical & administrative units



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Quality Management in Hospitals

- Concepts of quality in healthcare
- NABH, JCI, and ISO Accreditation processes
- Standard Operating Procedures (SOPs)
- Patient safety, infection control & clinical audits
- Risk management and grievance handling
- Continuous quality improvement (CQI) tools



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Material & Resource Management

- Hospital equipment management & maintenance
- Supply chain & logistics in healthcare
- Biomedical waste segregation & disposal
- Sustainability in hospital operations
- Green hospital initiatives



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Operations & Financial Management

- Hospital budgeting & cost control
- Health insurance & TPA management
- Operations workflow optimization
- Billing & revenue cycle management
- Emergency & critical care operations
- IT systems in hospital administration (HIS, EMR, etc.)



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Supportive & Allied Departments

- Laboratory management systems
- Radiology & imaging services
- Nursing administration
- Dietary & nutrition services
- Housekeeping, laundry, and facility management
- Security & patient transportation services



General Medical & Administrative Terms

- Common medical abbreviations
- Basic clinical terminology for administrators
- Communication & documentation in healthcare

Internship (2 Months)

- Objective: To bridge classroom learning with real hospital operations.
- Key Highlights: Hands-on training in hospital departments — HR, Marketing, Finance, Operations, Quality
- Real-time exposure to hospital workflows & patient management
- Supervision by healthcare professionals
- Opportunity for placement assistance based on performance
- Outcome: Internship Certificate



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Employment Sectors

- Multi-specialty & Corporate Hospitals (Apollo, Fortis, Aster, etc.)
- Diagnostic Centers & Laboratories
- Health Insurance & TPA Companies
- Pharmaceutical & Biotech Firms
- Public Health Organizations (WHO, UNICEF, Red Cross)
- Government Health Departments
- Hospital Consultancy Firms

Who Can Apply

- Graduates from any discipline (preferably Life Sciences, Management, or Commerce)
- Working healthcare professionals seeking managerial growth
- Freshers aiming to enter the hospital and healthcare industry



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CERTIFICATIONS



K-IDE



STED COUNCIL




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THANK YOU !

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