# B.Sc. Anaesthesia and Operation Theatre Technology (BAOT) <u>Semester Wise Distribution of Subjects</u> <u>Total Credits= 120; Total Marks=4000</u>

SEMESTER	Code No	Subject	Credits			MARKS					Tetel Contest	
						Internal (60)		Semester (140)		Total	Total Contact hours	
			Theory	Practical	Total	Theory	Practical	Theory	Practical		Theory	Practical
1st Semester	BAOT- 101	Basic Sciences I Anatomy /Physiology	4	1	5	40	20	100	40	200	72	36
	BAOT- 102	Basic Sciences II	4	1	5	40	20	100	40	200	72	36
	BAOT- 103	English including Terminology/ Ethics/Computer	4	1	5	40	20	100	40	200	72	36
	BAOT- 104	Biostatistics/ Sociology	2	3	5	30	30	70	70	200	36	108
Total				20 credits						800		Contact
				r			1	1			Hour	rs= 468
	BAOT- 201	Anatomy & Physiology	3+3	3+3	12	40	20	100	40	200	120	210
2nd Semester	BAOT- 202	Pharmacology	3	2	5	40	20	100	40	200	60	72
	BAOT- 203	Principles of management	2	1	3	60		140		200	36	36
Total			20 credits						600	Total Contact Hours= 534		
	BAOT-										11001	5 <b>55-</b>
3rd	301 BAOT-	Applied Anatomy & Physiology Clinical Pharmacology & Clinical	2	2	4	40	20	100	40	200	36	70
Semester	302 BAOT-	Microbiology	3	3	6	40	20	100	40	200	54	104
	303	Principles of Anaesthesia-I	3	7	10	40	20	100	40	200	60	250
Total			20 credits			600			Total Contact			
	-		-	r	-	r		1		1	Hour	rs= 574
44	BAOT- 401	Principles of Anaesthesia–II (Basic Anaesthetic Techniques & Regional Anaesthesia)	3	7	10	40	20	100	40	200	55	250
4th Semester	BAOT- 402	Medicine related to Anaesthesia-I	2	3	5	40	20	100	40	200	35	105
	BAOT- 403	Medicine related to Anaesthesia-II	2	3	5	40	20	100	40	200	35	105
Total			20 credits			600				600	Total Contact	
	DAGE		[	r	[	r		1		1	Hour	rs= 585
5th Semester	BAOT- 501	Basics of Surgery + Applied Microbiology (CSSD)	2	2	4	40	20	100	40	200	36	72
	BAOT- 502	Anaesthesia for speciality surgeries- I	3	4	7	40	20	100	40	200	54	144
	BAOT- 503	Basic ICU care –I	2	4	6	40	20	100	40	200	36	144
	BOAT- 504	Research methodology	3		3	30		70		100	54	
Total			20 credits							700	Total Contact Hours= 540	
	BAOT-	Anaesthesia for speciality									noui	
6th Semester	601 BAOT-	surgeries- II	2	4	6	40	20	100	40	200	36	145
	602 BAOT-	Basic ICU care –II	2	4	6	40	20	100	40	200	36	145
	603 BAOT-	Project & VIVA	2	3	5	40	20	100	40	200	36	108
	604	Choice based credit paper	3		3	-	-	-	-	100	54 Total	- Contact
Total				20 credits						700		rs= 560

## THE NAGALAND UNIVERSITY REGULATIONS FOR B.SC. IN ANAESTHESIA AND OPERATION THEATRE TECHNOLOGY COURSE

## **Regulations of the University**

## **1. SHORT TITLE AND COMMENCEMENT:**

These regulations shall be called "THE REGULATIONS FOR THE B.Sc. IN ANAESTHESIA AND OPERATION THEATRE TECHNOLOGY COURSE OF THE NAGALAND UNIVERSITY,"

They shall come into force from the academic year 2016 -2017 onwards.

The regulation and syllabi are subject to modifications by the standing Academic Board from time to time.

# 2. ELIGIBILITY FOR ADMISSION

(a) Candidates should have successfully completed Higher Secondary (10+2 level) with science subjects

Physics, Chemistry and Biology subjects taken together at the qualifying examination after a period of 12 years of study

## (**OR**)

Physics, Chemistry, Biology and Mathematics subjects taken together at the qualifying examination after a period of 12 years of study

(b) Candidates should have passed the above examination with a minimum of 40% marks in each subject separately including English

(c) A candidate shall, at the time of admission, submit to the Head of the Institution, a certificate of medical fitness from an authorized Medical Officer certifying that the candidate is physically fit to undergo the academic course and does not suffer from any disability or contagious disease.

## **3. AGE LIMIT FOR ADMISSION:**

Applicants should have completed 17 years and be less than 30 years of age as on July 31<sup>st</sup>. Those "in Service" would be eligible for a special consideration for relaxation of the age requirement

# 4. ELIGIBILITY CERTIFICATE:

The candidates who have passed any qualifying examination other than the Higher Secondary course examination conducted by the Government of Nagaland shall obtain an eligibility certificate from the University by remitting the prescribed fees along with the filled in application form, Mark Sheet, Transfer Certificate and other relevant documents required by the University before seeking admission to the affiliated Institution (s).

## 5. REGISTRATION:

A candidate admitted to the B.Sc.in Anaesthesia and Operation Theatre Technology degree course in any one of the affiliated Institution (s) of this University shall register his / her name in

the prescribed application form for registration duly filled along with the prescribed fee and a declaration in the format, (as in Annexure) to the Controller of Examination of this University through the affiliated Institution within 60 days from the Cut-off date prescribed for B.Sc. in Anaesthesia and Operation Theatre Technology Course for admission.

## 6. DURATION OF THE COURSE:

3Years (6 semesters) + 1 year Internship

## 7. COMMENCEMENT OF THE COURSE:

The course shall commence ordinarily from 1<sup>st</sup> July of the academic year.

## 8. EXAMINATION, EVALUATION AND DECLARATION OF RESULTS

a) **Conduct of Examinations**: University shall conduct **II**, **IV** and **VI** end-semester examinations and the remaining shall be conducted by the respective College (s). For all the end-semester examinations, questions papers shall be prepared by the University.

b) **Examination routine** for end-semester examinations shall be notified by the University which shall be normally of **3** hours duration.

c) **Student Assessment and Progression**: The performance of a student shall be evaluated on a **30: 70** basis *i.e.* **30** marks for internal assessment and **70** marks for end-semester examinations.

d) **Pass Marks** : A student shall have to secure a minimum of 45% *m*arks in the internal assessment (IA), and 45% marks in the end-semester examinations in theory papers with a minimum of 50% of the total aggregate(IA + end semester exam). However, in the event of a semester with practical paper, a student shall have to secure a minimum of 55% marks to be considered passed in a given semester.

## e) Activities for Internal Assessment Tests:

(i) The internal assessment for **30** marks shall be made in the following categories of activities which will include both theory and practical:

(a) Class Tests/Unit Tests, (b) Assignments, (c) Seminars, (d) Case Studies

(ii) A minimum of two written internal assessment examinations shall be conducted in each subject during a semester and the average marks of two examinations shall be taken into consideration for the award of internal marks.

(iii) A minimum of two practical examinations shall be conducted in each subject (wherever practical have been included in the curriculum) and the average marks of these two examinations shall be taken into consideration for award of internal marks in practical

The internal assessment should necessarily be completed before the conduct of the end-semester examinations.

f) Eligibility criteria for End-Semester Examinations: A student shall be deemed qualified to appear at the end-semester examinations only if he/she secures minimum qualifying marks in the Internal assessment Tests and maintains 80% attendance separately in every subject.

g) Admission to the Next Semester: Advancement to the next semester shall be permitted only with a maximum of Two Backlog Papers from the preceding semester. Further, entry to the next semester shall be regulated at the level of 4th, 5th and 6th semesters as explained under:

(i) Admission to **4th semester** shall be allowed only after clearing **Ist semester backlog** paper(s) during **3rd Semester**.

(ii) Admission to **5th Semester** shall be allowed only after clearing **2nd semester backlog** paper(s) during **4th Semester**.

(iii) Admission to 6th semester shall be allowed only after clearing 3rd semester backlog paper(s) during 5th semester.

(iv) **Backlog paper(s) of 4th semester** needs to be cleared during **6th** Semester.

(v) **Backlog paper(s) of 5th and 6th semesters** need to be cleared during subsequent examinations for these semesters within **10 semesters** with a maximum of only one chance.

# 9. MEDIUM OF INSTRUCTION:

The medium of instruction and examination shall be in English

## **10. CURRICULUM:**

The Curriculum and the Syllabi for the course shall be as prescribed by the University from time to time.

# 11. WORKING DAYS IN AN ACADEMIC YEAR:

There will be a total of 90 working days per semester.

# 12. ATTENDANCE REQUIRED FOR ADMISSION TO EXAMINATIONS:

(a) No candidate shall be permitted to appear for the University examinations, unless he/she attends the course for the prescribed period and produces the necessary certificate of attendance and satisfactory conduct from the Head of the Institution.

(b) Every candidate is required to put in a minimum of 80% of attendance both in theory and practical separately in each subject for admission to the examination.

(c) A candidate having shortage of attendance as prescribed in 12(b) in any subject in theory and /or practical shall not be permitted to appear for the semester examinations.

(d) A concession of 5% in the attendance requirements could be availed by students representing the University in various sports, cultural events. In such instances **official leave** would be granted.

(e)However in the event that a candidate failed in his exams then, the candidate would be on Academic probation and not permitted to participate in various events.

# 13. CONDONATION OF SHORTAGE OF ATTENDANCE;

For valid reasons, 5% relaxation of the Attendance may be considered by the College Authority.

# **14. SUBMISSION OF LOG BOOKS:**

At the time of practical examination, each candidate shall submit to the examiners his / her Log books duly certified by the Head of the Department as a bonafide record of the work done by the candidate.

The practical record shall be evaluated by the concerned Head of the Department (Internal Evaluator) and the practical record marks shall be submitted to the University 15 days prior to the commencement of the theory Examinations.

In respect of failed candidates the marks awarded for record at previous examination will be carried over for the subsequent examination. The candidates shall have the option to improve his performance by submission of fresh records.

## **15. REVALUATION / RETOTALLING OF ANSWER PAPERS:**

(a)There is no provision for revaluation of the answer papers of failed candidates in any examination. However, the failed candidates can apply for retotalling / revaluation.

(b) The Academic Committee will form a moderation committee of 3 members each year. Moderation marks cannot exceed 5 for any one candidate for all papers combined. This can be given to those papers where the candidate has borderline marks by the moderation committee.

(c) If after moderation a candidate gets less than 40 % there is no re-evaluation. Revaluation of papers between the 40%-50% would be done by two separate examiners. If the pass percentage of 50% was not achieved even after these evaluations, the candidate would be deemed to have failed the exam.

## **16. RE-ADMISSION AFTER BREAK OF STUDY:**

(a)In the event of a break in studies exceeding 6 months, a special condonation letter should be availed from the University.

(b)The candidate have to complete the course within 4 years of date of admission or within double the course period.

17. VACATION: 2 weeks in each semester

# **18. PATTERN OF QUESTION PAPER FOR UNIVERSITY EXAMINATION:**

Descriptive type Questions	= 30%
Descriptive Short Notes	=30%
Short Answer questions	=20%
MCQ Type	=20%

# DETAIL SYLLABUS FOR B.Sc. IN ANAESTHESIA AND OPERATION THEATRE TECHNOLOGY COURSE

# **SEMESTER I : 20 CREDITS**

# Fundamentals of Pre & Para Clinical Subjects:

## Subject Description:

This course is designed to provide Allied health Professionals a basic knowledge of Human Anatomy and Physiology, Biochemistry, Pharmacology, Clinical and General Pathology, Microbiology, biostatistics, sociology, computer science and medical ethics

## **BAOT 101: BASIC SCIENCES I**

## **Anatomy and Physiology**

# INTRODUCTION TO THE CHEMISTRY OF LIFE:

- Atoms, molecules and compounds.
- Important biological molecules.
- Movements of substances within body fluids.
- Body fluids.

# THE CELLS, TISSUES AND ORGANISATION OF THE BODY:

- The cell: structure and functions
- Tissues
- Organisation of the body
- The Skeleton
- Cavities of the body

## THE BLOOD

- Blood cell formation and functions.
- Red blood cells.
- Blood grouping

# THE CARDIOVASCULAR SYSTEM

- Heart Position, Structure, Flow of blood through the heart
- Blood Pressure.
- Pulse.
- Circulation of blood
- Pulmonary Circulation
- Systemic or general circulation.

## THE LYMPHATIC SYSTEM

- Lymph and Lymph vessels
- Lymphatic organs and Tissues

## THE NERVOUS SYSTEM

- Central nervous system
- The meaning and cerebrospinal fluid (CSF)
- Brain
- Spinal Cord
- Peripheral nervous system.

## THE SPECIAL SENSE

- Hearing and the ear
- Balance and the ear
- Sight and the eye
- Sense of smell
- Sense of taste

## THE ENDOCRINE SYSTEM

- Pituitary gland and hypothalamus
- Thyroid gland
- Parathyriod glands
- Adrenal glands
- Pancreatic islets
- Pineal gland
- Thymus gland
- Local hormones

# THE RESPIRATORY SYSTEM

- Nose and Nasal cavity
- Pharynx
- Larynx
- Trachea
- Lungs
- Bronchi and bronchioles
- Respiratory bronchioles and alveoli
- Respiration

## INTRODUCTION TO NUTRITION

- The balanced diet
- Carbohydrates
- Proteins (nitrogenous foods)
- Fats
- Vitamins
- Minerals, trace elements and water
- Non- starch polysaccharide (NSP)

## THE DIGESTIVE SYSTEM

- Organs of the digestive system
- Basic structure of the alimentary canal

- Mouth
- Salivary glands
- Pharynx
- Oesophagus
- Stomach
- Small intestine
- Large intestine, Rectum and Anal canal
- Pancreas
- Liver

# THE URINARY SYSTEM

- Kidneys
- Ureters
- Urinary bladder
- Urethra
- Micturition

# THE SKIN

• The Skin - Structure of the skin, Function of the skin, Wound healing.

# **RESISTANCE AND IMMUNITY**

- Non-specific defense mechanism
- Immunity

# THE MUSCULOSKELETAL SYSTEM

- Bone
- Axial skeleton
- Appendicular skeleton
- Joints
- Main synovial joints of the limbs
- Muscle tissue
- Principal skeletal muscle

# INTRODUCTION TO GENETICS

- Chromosomes, genes and DNA
- Protein synthesis
- Cell division
- The genetic basis of inheritance

# THE REPRODUCTIVE SYSTEMS

- Female reproductive system
- External genitalia (vulva)
- Internal genitalia
- Breasts
- The male reproductive system.

**Suggested reading:** Text Book of Medical Physiology" by Guyton and Hall, 13th edition (Publisher, Elsevier)

# **BAOT 102: BASIC SCIENCES II**

## a) Biochemistry:

Basics of carbohydrates, Amino acids, Protein and Non-protein, Lipids, Enzymes, Minerals-Iron, Calcium & Magnesium, Normal value ranges

## b) Pharmacology:

- General definitions- Pharmacology, Drugs, Medical pharmacology, Toxicology, Pharmacodynamic properties, Pharmacokinetic properties
- Introduction to pharmacology, Basic pharmacology terminology and concepts
- Introduction to pharmacodynamics
- Introduction to pharmacokinetics- absorption, distribution, elimination
- Mechanism of drug action, dosage forms, routes of administration
- Common generic and trade names
- Medication errors, Legal aspects in pharmacology

# c) Pathology

Introduction of pathology, basics of inflammation, infection, degeneration and tumors (Neoplasm) clinical pathology- Study of body Fluids- CSF, Urine & stool and their variations in common diseases

## d) Microbiology

Introduction and historical background of Microbiology, classification special characteristics of organisms, cultivation (Different types of Media) and identification of organisms Sterilization techniques; Basics of Immunology- Ag Ab reaction & Basics in Immune response & Hypersensitivity.

## References:

- 1. Textbook of Biochemistry for Medical Students 6th Edition, DM Vasudevan, Sreekumari S, Kannan Vaidyanathan.
- R. S. Satoskar, S.D. Bhandarkar, S. S. Ainapure, Pharmacology and Pharmacotherapeutics, 18th Edition, single Volume, M/S Popular Prakashan, Bombay – 400 034.
- 3. 2. K.D. Tripathi, Essentials of Medical Pharmacology, V. Edition, M/s. Jaypee Brothers
- 4. Textbook of Microbiology 9th Edition, Ananthanarayan, Paniker.

# **BAOT 103: ENGLISH INCLUDING TERMINOLOGY/ ETHICS/COMPUTER**

# a) English Communication Skill

# **Course Objective**

To develop the potential for language use to perform communicative functions, meeting the demands in the student's academic and professional set-ups

The subject covers the aspects of oral communication, Grammar, Reading and Writing. Subject description:

#### <u>Phonetics/ Vocabulary& Reading:</u> Oral Work:/ Grammar / Reading/ Writing:

**Reference:** Manipal Academy of higher education; English book for Nurse by Selva Rose, 3<sup>rd</sup> Edition.

## b) Medical Terminology- (Including fundamentals of clinical science)

<u>Subject Description:</u> Orientation to medical terminology, terms related to sympathetology, causation investigations and treatment of condition within medicine, surgery, Obstetrics and Gynecology, all specialties including terms related to biological disorders (skin and breast, Musculo-skeletal, Neurological and Psychiatric, Cerebro & Cardiovascular disorders, and Common diseases affecting each of the above system).

## **Reference:** Hand book of Medical Terminology- IR Asher Medical diagnostic & procedural Terminology- Asher Medical Dictionary-Oxford &IBH

## c) Medical Ethics

- Medical ethics Definition Goal Scope
- Code of conduct Introduction
- Basic principles of medical ethics Confidentiality
- Malpractice and negligence Rational and irrational drug therapy
- Autonomy and informed consent Right of patients
- Care of the terminally ill- Euthanasia
- Organ transplantation
- Medico legal aspects of medical records Medico legal case and type- Records and document related to MLC ownership of medical records Confidentiality Privilege communication Release of medical information Unauthorized disclosure retention of medical records other various aspects

**Reference:** Principles of Bio-Ethics: Tom Beauchamp & Childress.

## d) Basics of Computers

Course Content: Introduction to computer – I/O devices – memories – RAM and ROM – Different kinds of ROM Networking – LAN, WAN, MAN (only basic ideas) MS word, MS-Excel, MS-POWERPOINT, Explorer and Navigator – Uploading and Download of files and images – E-mail ID creation –Sending messages – Attaching files in E-mail – Introduction to "C" language – Practical Creating a worksheet using MS-Excel with data and sue of functions Using MS-Excel prepare a worksheet with text, date time and data Preparing a chart and pie diagrams using MS-Excel Using Internet for searching, uploading files, downloading files creating e-mail ID Using C language writing programs using functions Computer application of statistical data

- Reference: 1. Computer Fundamentals: Pearl Software
  - 2. Fundamentals of Computers: E. Balagurusamy

# **BAOT 104: BIOSTATISTICS/SOCIOLOGY**

## a) Biostatistics

# **General Statistics**

- Definition and importance of biostatistics
- Types of data, rates and ratio
- Methods of collection of data-primary and secondary data
- Sampling of data
- Measures of central tendency (Mean, median, mode)
- Measures of Dispersion (Mean deviation, standard deviation, Range)
- Presentation of data (Bar diagram, Pie diagram, Histogram, Frequency, Polygon, Frequency curve, Cumulative frequency curve, Line diagram)
- Correlation and Regression analysis
- Basic concept of probability

**Reference:** Introduction to Biostatistics and Research Methods (5<sup>th</sup> Edition)– P.S.S. Sundar Rao & J. Richard.

# b) Sociology and Environment Health: Practical including field work

## Sociology and health

- Difference between community health and clinical medicine
- Concepts in sociology which influence health and disease.
- Social structure, social behaviour, social institutions, socialization, culture, custom, acculturation. standard of living, social problems, social stress and social surveys
- Types of family, functions of family, family and health, broken family.
- Demography and health.
- Influence of social factors on health.

References – Text book of preventive Medicine by Park and Park Chapters 12 and 13.

# **Environment health:** The influence of environment on health and preventive measures.

- Water, air, soil, housing, waste, radiation
- Water Sources of water, quality of water, water pollution, purification of water, disinfection.
- Air –air pollutants, sources of air pollution, effects of air pollution.
- Housing types and influence on health
- Waste disposal excreta disposal, hospital waste disposal impact on health
- Radiation exposure and effect on health

References – Text book of preventive Medicine by Park and Park Chapters 12 and 13.

# **SEMESTER II : 20 CREDITS**

# **Main Syllabus**

- 1. Basic Sciences Contd.- Anatomy & Physiology
- 2. Pharmacology- I
- 2. Principles of Management

# **BOAT 201: ANATOMY & PHYSIOLOGY**

## Anatomy

**Cardiovascular System:** Heart-size, location, chambers, cardiac valves, Blood supply of heart Systemic & pulmonary circulation, Branches of aorta, common carotid artery, subclavian artery, axillary artery, brachial artery, femoral artery

Excretory system – Kidneys, ureters, bladder

**Nervous System-** Neuron, Classification of Nervous System, Cerebrum, cerebellum, midbrain, pons, medulla oblongata, spinal cord with spinal nerve, Meninges, Ventricles & cerebrospinal fluid, Blood supply of brain, Cranial nerves, Sympathetic trunk & names of parasympathetic ganglia

Autonomic Nervous System- Sympathetic and parasympathetic distribution and functions and comparison of functions.

## **Reference Books:**

- 1. Ross and Wilson Anatomy and Physiology in Health and Illness
- 2. Chaurasia A Text book of Anatomy, T.S. Ranganathan A text book of Human Anatomy

# Physiology

## 1. Cardio-Vascular System:

- (i) Physiology of the heart
- (ii) Heart sounds
- (iii) Cardiac cycle, Cardiac output.
- (iv) Auscultatory areas.
- (v) Arterial pulse, blood pressure
- (vi) Hypertension

# 2. Excretory system:

- (i) Function of kidneys
- (ii)Renal circulation
- (ii) Mechanism of urine formation
- (iii) Renal function tests, renal disorders

## 3. Central Nervous system:

(i) Functions of NS

(ii) Cerebro Spinal Fluid( CSF) : formation, circulation, properties, composition and functions, lumbar puncture.

(iii)Autonomic Nervous System: Sympathetic and parasympathetic distribution and functions and comparison of functions.

## Practical:

Measurement of pulse and blood pressure Auscultation of heart sounds

# **Reference Books:**

- 1. Guyton (Arthur) Text Book of Physiology. Latest Ed. Prism publishers
- 2. Choudhari (Sujith K) Concise Medical Physiology Latest Ed. New Central Book
- 3. Ganong (William F) Review of Medical Physiology. Latest Ed . Appleton.

# **BAOT 202: PHARMACOLOGY**

Introduction to pharmacology

General concepts about pharmacodynamic and Pharmacokinetic Principles involved in drug activity.

## I. Autonomic nerves system.

- Anatomy & functional organisation
- List of drugs acting an ANS including dose, route of administration, indications, contra indications and adverse effects.

# **II.** Cardiovascular drugs- Enumerate the mode of action, side effects and therapeutic uses of the following drugs.

- a. Antihypertensives
- b. Antiarrhythmic drugs
- c. Cardiac glycosides
- d. Sympathetic and nonsympathetic inotropic agents.
- e. Coronary vasodilators.
- f. Antianginal and anti failure agents
- g. Drugs used in Haemostasis anticoagulants Thrombolytics and antithrombolytics.

# III. Anaesthetic agents.

- Definition of general and local anaesthetics.
- Classification of general and local anaesthetics.

# **IV Analgesics**

- Definition and classification
- Routes of administration, dose, frequency of administration, Side effects and management of non opioid and opioid analgesics

## V. Antihistamines and antiemetics-

• Classification, Mechanism of action, adverse effects

# VI. CNS stimulants and depressants

- Sedatives, hypnotics and narcotics
- CNS stimulants
- Neuromuscular blocking agents and muscle relaxants.

# **VII.** Antibiotics

• Classification, spectrum of activity, dose, routes of administration and adverse effects of penicillin, cephalosporins, aminoglycosides, tetracyclines, chloramphenicol, antitubercular drugs.

## **Reference Books:**

1. R. S. Satoskar, S.D. Bhandarkar, S. S. Ainapure, Pharmacology and Pharmacotherapeutics, 18th Edition, single Volume, M/S Popular Prakashan, 350, Madan Mohan Marg, Tardeo, Bombay – 400 034.

2. K.D. Tripathi, Essentials of Medical Pharmacology, V. Edition, M/s. Jaypee Brothers

3. Laurence and Bennet, Clinical Pharmacology, ELBS Edition, 9th Edition.

# **BOAT 203: PRINCIPLE OF MANAGEMENT**

(a): Principle of management Development of management: Definitions of management. Functions of management: Planning – organizing – directing – controlling Planning: Types of planning – short term and long plans – corporate or strategic communication Types of communication – Barriers of effective communication – Techniques for improved communication Directing: Principles relating to direction process – principles and theories of leadership – leadership styles – delegation of authority Co-ordination: Co-ordination and co-operation – principles of co-ordination – techniques of coordination charts and records – standard procedure instructions
(b): personnel and financial management

Objective of personnel management – Role of personnel manager in an organization – staffing and work distribution techniques – job analysis and description – recruitment and selection processes –orientation and training – coaching and counselling – disciplining – complaints and grievances- termination of employees – performance appraisal – health and safety of employees – consumer Protection act as applicable to health care services insurance – health schemes – reimbursement.

# **SEMESTER III :20 CREDITS**

## Main Syllabus

- 1. Applied Anatomy and Physiology
- 2. Clinical Pharmacology
- 3. Clinical Microbiology
- 4. Principles of Anaesthesia

# **BOAT 301: APPLIED ANATOMY AND PHYSIOLOGY RELATED TO ANAESTHESIA**

## I. Respiratory system

a) Structure and function of the respiratory tract in relation to respiratory system
Nose - Role in humidification
Pharynx - Obstruction in airways
Larynx - Movement or vocal cords, Cord palsies.
Trachea & Bronchial tree - vessels, nerve supply, respiratory tract, reflexes, bronchosparm
Alveoli - Layers, Surfactants

b) Respiratory Physiology

• Control or breathing

- Respiratory muscles diaphragm, intercostals
- Lung volumes dead space, vital capacity, FRC etc.
- Pleural cavity intrapleural pressure, pneumothorax.
- Work of breathing airway resistance, compliance
- Respiratory movements under anaesthesia.
- Tracheal tug signs, hiccup
- c) Pulmonary Gas Exchange and Acid Base Status
- Pulmonary circulation
- Pulmonary oedema,
- Pulmonary hypertension
- Pulmonary function tests.
- Transfer of gases oxygen & Carbondioxide
- Acid base status, definitions, acidosis types, Alkalosis types, buffers in the body.
- d). Oxygen: properties, storage, supply, hypoxia
- e). Respiratory failure, type, clinical features, causes.

# II. Cardiovascular system

Anatomy - Chambers of the heart, major vasculature.

Coronary supply, innervation.

Conduction system.

Cardiac output - determinants, heart rate, preload, after load.

Coronary blood flow& myocardial oxygen supply

ECG

Arrhythmias

Cardiovascular response to

Anaesthetic & surgical procedures.

SHOCK – (Shock) types, definition, causes, erects, management.

Cardio pulmonary resuscitation – Basic life support of advanced life support

# **III. Fluids and electrolytes**

- Body Fluids Composition
- Water, sodium and potassium balance
- I.V. Fluids and plasma Expanders composition & administration

Peri-operative fluid administration

• I.V. Cannulation, Drip infusion sets.

\*Fluid Calculation and administration-Adult& Paediatric

# **IV. Blood transfusion**

Blood grouping, storage, administration various Blood Products

## V. Nervous system

(i) Spinal cord and Nerve Plexus anatomy - Cervical plexus- Brachial Plexus- Lumbar plexus

(ii) Cerebral circulation: Circle of willis, Blood supply of spinal cord

(iii) Cerebrospinal fluid (CSF): formation, circulation, properties, composition and functions. Intracranial pressure, Lumbar puncture.

(iv)Autonomic Nervous System: Sympathetic and parasympathetic distribution and functions and comparison of functions

(v)Pain Pathways

## **Reference Books:**

- 1. Ross and Wilson Anatomy and Physiology in Health and Illness
- 2. Chaurasia A Text book of Anatomy, T.S. Ranganathan A text book of Human Anatomy
- 3. Guyton (Arthur) Text Book of Physiology. Latest Ed. Prism publishers
- 4. Choudhari (Sujith K) Concise Medical Physiology Latest Ed. New Central Book
- 5. Ganong (William F) Review of Medical Physiology. Latest Ed . Appleton.

## **BAOT 302 : CLINICAL PHARMACOLOGY AND CLINICAL MICROBIOLOGY**

## **Clinical pharmacology**

ANTISIALAGOGUES: Atropine, Glycoplyrrolate

SEDATIVES AND ANXIOLYTICS: Diazepam, Midazolam, Phenergan, Lorazepam, Chloropromazine, Trichlophos

NARCOTICS: Morphine, Pethidine, Fentanyl, Pentazozine

ANTIEMETICS: Metaoclopramide, Ondansetron, Dexamethasone

ANTACIDS: Sodium citrate, Gelusil, Mucaine gel.

H2 BLOCKERS: Cimetidine, Ranitidine, Famotidine

INDUCTION AGENT: Thiopentone, Diazepam, Midazolam, Ketamine, Propofol, Etomidate.

MUSCLE RELAXANTS: Depolarising - Suxamethonium, Non depolar:sing -Pancuronium, Vecuronium, Atracurium, Rocuranium

INHALATIONAL GASES: Gases - 02, N20, Air Agents – Ether, Halothane, Isoflurane, Sevoflurane, Desflurane

REVERSAL AGENTS: Neostigmine, Glycopyrrolate, Atropine, Nalorphine, Naloxone, Flumazenil (Diazepam)

LOCAL ANAESTHETICS: Xylocaine, Preparation, Local – Bupivacaine - Topical, Prilocaine-jelly, Emla - Ointment, Etidocaine, Ropivacaine

## EMERGENCY DRUGS:

- Adrenaline : Mode or administration, dilution, dosage, Effects
- Atropine, bicarbonate, calcium, ephedrine, xylocard, Isoprenaline
- Ionotropes : dopamine, dobutamine, amiodarone
- Aminophylline, hydrocortisone, antihistaminics, potassium.
- Cardiovascular drugs
- Antihypertensives
- Antiarrhythmics
- Beta Blockers

- Ca Channel blockers.
- Vasodilators nitroglycerin & sodium nitroprusside
- Respiratory system Bronchodilators, respiratory stimulants Broncholytic agents
- Renal system Diuretics, furosemide, mannitol
- Obstetrics oxoytocin, methergin
- Miscellaneous Antibiotics, NSAIDS, Anticoagulants, Insulin

#### **Reference Books:**

1. R. S. Satoskar, S.D. Bhandarkar, S. S. Ainapure, Pharmacology and Pharmacotherapeutics, 18th Edition, single Volume, M/S Popular Prakashan, 350, Madan Mohan Marg, Tardeo, Bombay – 400 034.

2. K.D. Tripathi, Essentials of Medical Pharmacology, V. Edition, M/s. Jaypee Brothers

3. Laurence and Bennet, Clinical Pharmacology, ELBS Edition, 9th Edition.

#### **Clinical microbiology**

• Sterilization & decontamination

Dry Heat Moist Heat Chemical methods Gaseous methods Filtration

- Wound Infection & Urinary Tract Infections
- Blood stream Infections
- Respiratory tract Infection
- S.Typhi, Salmonella Paratyphi 'A', Salmonella typhimurium
- Catheter, IV associated Infections
- Hospital acquired infections & prevention of hospital acquired infections
- Hepatitis C, HBV, HIV
- \* Hyper sensitivity reaction Type I, II, III, IV

Reference Books:

Textbook of Microbiology 9th Edition, Ananthanarayan, Paniker Textbook of Microbiology 4th Edition, C. P. Baveja Mackie and McCartney Practical Medical Microbiology 14th Edition (REFERENCE)

## **BAOT 303 : PRINCIPLES OF ANAESTHESIA**

#### 1. Medical gas supply

- Compressed gas cylinders
- Colour coding
- Cylinder valves; pin index.
- Gas piping system
- Recommendations for piping system
- Alarms & safety devices.

## 2. Anaesthesia machine

- Hanger and yoke system
- Cylinder pressure gauge
- Pressure regulator

- Flow meter assembly
- Vapourizers types, hazards, maintenance, filling and draining, etc.

## 3. Breathing system

- General considerations: humidity & heat
- Common components connectors, adaptors, reservoir bags.
- Methods of humidification.
- Classification of breathing system Mapleson system, Jackson Rees system, Bain circuit
- Non rebreathing valves ambu valves
- The circle system Components Soda lime, indicators

## 4. Gas analysers, pulse oximeter, Co2 monitor

- Gas analysis
- Types and care
- Transcutaneous oxygen monitors
- Pulse oximeters
- Capnographs

# 5. Oxygen therapy

- Definition
- Causes and responses to hypoxemia
- Clinical signs of hypoxemia
- Goals of oxygen therapy
- Evaluation of patients receiving oxygen therapy
- Hazards of oxygen therapy

# 6. Face masks & airway equipment

- Face masks- Types, sizes
- Laryngoscopes, Endotracheal tubes Types, sizes.
- Cuff system
- Fixing, removing and inflating cuff, checking tube position complications.
- Bougie
- LMA

## 7. Methods of cleaning and sterilization of anaesthetic equipment

## 8. Anaesthesia ventilator and working principles

## 9. Monitoring

- ECG
- SPO2
- Temperature
- IBP
- CVP
- ETCO2

Bio Medical engineering of Trouble sorting Management, care of cleaning

## **10. History of Anaesthesia**

- Prehistoric (Ether) era
- Inhalational anaesthetic era
- Regional anaesthetic era
- Intravenous anaesthetic era
- Modern anaesthetic era

## **Reference Books:**

- 1. Anaesthesia Equipments by A.K. Paul
- 2. Understanding Anaesthesia Equipment, by Jerry A. Dorsch
- 3. Basics of Anaesthesia,6<sup>th</sup> edition, by Ronald D. Miller
- 4. Anaesthesia Technicians and Technologist manual- by Glenn Woodworth, Jeffrey R. Kirsch, Shannon Sayers-Rana
- 5. Manual of Anesthesia for Operation Theatre Technicians by Pillai Ahanatha

## **SEMESTER IV: 20 CREDITS**

## Main Syllabus

- 1. Basic Anaesthetic Techniques
- 2. Medicine related to Anaesthesia 1
- 3. Medicine related to Anaesthesia 11

# BAOT 401 : PRINCIPLES OF ANAESTHESIA–II (BASIC ANAESTHETIC TECHNIQUES & REGIONAL ANAESTHESIA)

#### **Basic Anaesthetic techniques**

- Introduction to Anaesthesia
- General Anaesthesia
- \* Regional Anaesthesia
- \* Local Anaesthesia
- \* Intravenous Anaesthesia
- Minimum standard of anaesthesia
- Who should give anaesthesia?

## **Pre-op preparation**

Pre anaesthetic assessment~ History – past history - disease / surgery / and personal history - smoking / alcohol General physical assessment, systemic examination – CVS, RS, CNS

## Investigations

Routine - Haematological - their significance

- Urine
- E.C.G.
- Chest X ray

Special -Endocrine, hormonal assays

- Echocardiography
- Angiography
- Liver function test
- Renal function test
- Others

Case acceptance: ASA grading - I, II, III, IV. V

## Pre - anaesthetic orders:

- Patient Informed consent
- NPO guidelines
- Premedication advantages, drugs used
- Special instructions if any

**Machine** - Checking the machine, 02, N20, suction apparatus

- Laryngoscopes, Endotracheal tubes, LMA, Oral airways
- Things for IV accessibility
- Monitoring systems- ECG, SpO2, EtCO2, NIBP, Temp
- Drugs Emergency drugs
- Anaesthetic drugs

## **Intraoperative management**

- Confirm the identification of the patient
- Monitoring minimum basic monitoring
- Noninvasive& Invasive monitoring
- Induction drugs used
- Endotracheal intubation
- Maintenance of anaesthesia
- Positioning of the patient
- Blood / fluid & electrolyte balance
- Reversal from anaesthesia drugs used
- Transferring the patient
- Recovery room set up and things needed

## Post operative complications & management

- Delayed recovery
- Hypoxia and Oxygen Therapy
- PONV
- Shivering

# **Regional Anaesthesia**

## **Regional Anaesthetic techniques**

- a. Local anaesthetic technique
- b. Nerve blocks
- c. Spinal Anaesthesia
- d. Epidural anaesthesia

## **Reference Books:**

- 1. Basics of Anaesthesia, 6<sup>th</sup> edition, by Ronald D. Miller
- 2. Anaesthesia Technicians and Technologist manual- by Glenn Woodworth, Jeffrey R. Kirsch, Shannon Sayers-Rana

3. MANUAL OF ANESTHESIA FOR OPERATION THEATER TECHNICIANS by PILLAI AHANATHA

## **BAOT 402: MEDICINE RELATED TO ANAESTHESIA I**

1. Disorder of haemopoesis - Anaemia - iron deficiency anaemia,

2. Diseases of CVS - Congenital heart disease, Valvular Heart Disease, Hypertension, CAD,

Heart Failure, Peripheral vascular diseases.

3. Respiratory diseases – Asthma, COPD, Pneumonia

4. Liver and biliary tract diseases - Viral hepatitis, alcoholism, CLD

## **BAOT 403: MEDICINE RELATED TO ANAESTHESIA II**

1. Pregnancy associated diseases

2. Paediatric patient- infant/ neonate, Paediatric diseases

3. Infectious diseases - Sepsis and septic shock, infective endocarditis, Tetanus, Necrotizing soft-tissue infection, infection control in hospital, diseases caused by bacteria, viruses, myobacterium, viruses, fungi, protozoa and helminthes, HIV & AIDS

4. Kidney & Urinary tract - ARF, CRF, Glomerulonephritis, Haemodialysis, Transplant, Urinary tract infection

5. Endocrine Diseases - Diabetes mellitus, Thyroid diseases, Pheochromocytoma

#### **Reference Books:**

1. Stoelting's Anaesthesia and coexisting diseases 2<sup>nd</sup> South-Asian Edition (Reference)

2. Basics of Anaesthesia,6<sup>th</sup> edition, by Ronald D. Miller

3. Anaesthesia Technicians and Technologist manual- by Glenn Woodworth, Jeffrey R. Kirsch, Shannon Sayers-Rana

# **SEMESTER V: 20 CREDITS**

## **Main Syllabus**

- 1. Basics of Surgery and CSSD
- 2. Anaesthesia for speciality surgeries- I
- 3. Basic ICU care -I

## **BAOT 501 : BASICS OF SURGERY + APPLIED MICROBIOLOGY (CSSD)**

#### **Basics of surgery**

1. Surgical Team work.

2. Surgical terminology, types of incision and indications for the use of particular incision;

3. Haemorrhage-signs and symptoms of internal and external; classification and management;

4. Identification of types of tourniquets reasons for use and duration of application, dangers of use;

5. Wounds, types, process of healing, treatment and complications; process of wound healing, personal cleanliness and aseptic techniques; universal precautions, hand washing principles

- 6. Pre-operative and post-operative care of the surgical patient;
- 7. Emergency procedures; e.g: Tracheotomy, ICD insertion.
- 8. Knowledge of surgical asepsis, skin preparation for invasive procedures

## **CSSD** Procedures

 Waste disposal collection of used items from user area, reception protective clothing and disinfections sage guards, Bio-medical wastes, Colour coding and management
 Use of disinfections, sorting and classification of equipment for cleaning purposes, sharps, blunt etc. contaminated high risk baby care - delicate instruments or hot care instruments,

3. Cleaning process - use of detergents. Mechanical cleaning apparatus, cleaning instruments, Cleaning jars, receivers bowls etc. trays, basins and similar hand ware utensils. Cleaning of catheters and tubing, cleaning glass ware, cleaning syringes and needles.

4. Materials used for wrapping and packing assembling pack contents. Types of packs prepared. Inclusion of trays and galliparts in packs. Method of wrapping and making use of indications to show that a pack of container has been through a sterilization process date stamping.

5. General observations principles of sterilization. Moist heat, Dry heat sterilization. ETO gas sterilization.  $H_2O_2$  gas plasma capo sterilization.

## **Reference Books:**

1. MANUAL OF ANESTHESIA FOR OPERATION THEATER TECHNICIANS by PILLAI AHANATHA

2. Anaesthesia Technicians and Technologist manual- by Glenn Woodworth, Jeffrey R. Kirsch, Shannon Sayers-Rana

# **BAOT 502: ANAESTHESIA FOR SPECIALITY SURGERIES-I**

## Obstetric anaesthesia

- Differences between a pregnant and a normal lady
- Risks for anaesthesia.
- Precautions to be taken
- Check list
- Regional vs general anaesthesia
- Anaesthesia for LSCS
- Epidural analgesia
- Special situations: pre -eclampsia
- Induction / maintenance and recovery
- Resuscitation of the new born, APGAR score
- Reversal and extubation
- Emergencies
  - manual removal of placenta
  - A.P.H.
  - P.P.H.
  - Ruptures uterus
  - Ectopic Pregnancy

## Paediatric Anaesthesia

- Theatre setting
- Check list
- \* Fluid Calculation and administration
- Premedication modes

- Induction
- Intubation Securing the EIT
- Reversal & extubation Problems
- Transferring / ICU management
- Pain management

## **ENT Anaesthesia**

- Anaesthesia for adenotonsillectomy
- Anaesthesia for mastoidectomy
- Bronchoscopy and oesophagoscopy

## Day care Anaesthesia

- Special features
- Set up
- Advantages
- Disadvantages
- Complications
- Future

# **Geriatric Anaesthesia**

- Physiological changes
- Diseases of aging
- Nervous system
- Geriatric pharmacodynamics / pharmacokinetics
- Postoperative nervous system dysfunction

# **Post-operative problems**

Nausea & Vomiting Sore throat Laryngeal edema, Bronchospasm Neurological complications. Awareness Vascular complications. Trauma to teeth Headache Backache Ocular complications Auditory complication

# **Reference Books:**

- Basics of Anaesthesia,6<sup>th</sup> edition, by Ronald D. Miller
   Miller's Anaesthesia 7<sup>th</sup> Edition (Reference Book)

2. Anaesthesia Technicians and Technologist manual- by Glenn Woodworth, Jeffrey R. Kirsch, Shannon Sayers-Rana

3. MANUAL OF ANESTHESIA FOROPERATIONTHEATERTECHNICIANS by PILLAI AHANATHA

# **BAOT 503: BASIC INTENSIVE CARE UNIT I**

## 1. Monitoring and diagnostic procedures in I.C.U.

- Central Venous access.
- ECG monitoring.
- Invasive hemodynamic monitoring

## 2. General care of patient in I.C.U.

- Eye
- Bladder and Skin
- Care of mechanically ventilated patient
- Tracheotomy, humidification
- Vascular lines arterial, venous line
- Radiography
- Physiotherapy chest physiotherapy

# 3. Fluid balance and parenteral nutrition

**4. Infectious diseases in I.C.U**. Antibiotics in I.C.U

# 5. Oxygen therapy

Reference Books:

1. Morgan and Mikhail's Clinical Anaesthesia

2. Miller's Anaesthesia 7<sup>th</sup> Edition (Reference Book)

3. Anaesthesia Technicians and Technologist manual- by <u>Glenn Woodworth</u>, <u>Jeffrey R. Kirsch</u>, <u>Shannon Sayers-Rana</u>

# **BAOT 503: RESEARCH METHODOLOGY**

- Research in medicine and healthcare
- Clinical research and clinical trials
- Research models
- Research process
- Selecting an instrument
- Gathering data
- Analyzing the data
- Presenting results
- Publishing research
- Search techniques
- Research's relationship with the professional body of knowledge

# **SEMESTER VI: 20 CREDITS**

## **Main Syllabus**

- 1. Anaesthesia for speciality surgeries- II
- 2. Basic ICU care -- II
- 3. Project work
- 4. Choice based credit paper

## BAOT 601: ANAESTHESIA FOR SURGICAL SPECIALITIES- II Neuro Anaesthesia

- Glasgow coma scale
- Premedication
- Special investigation CT, Angiography and MRI
- Checklist
- Induction of a patient
- Reinforced Endotracheal tubes
- Postioning in neuro surgery
- I.C.P.
- Air embolism
- Reversal of the patient
- Transferring to I.C.U. / Ward

## **Cardiac Anaesthesia :**

- NYHA classification
- Arrhythmias
- Angina
- Dyspnoea
- Special investigations
- Echocardiography
- angiography
- Premedication
- Setting up of monitoring system
- Monitoring invasive and non invasive
- Getting ready for the case
- Induction of cardiac patient, precautions to be taken
- Cardiopulmonary bypass
- Weaning of CPB
- Transferring the patient to ICU.
- Care to be taken
- I.C.U management.
- Chest tube management

# Anaesthesia outside the O.R.

- Situations
- Cath Lab
- Radiology
- E.C.T.
- Short comings

## Anaesthesia for trauma & shock

- Resuscitation
- Pre-op investigation & assessment
- Circulatory management
- Management of anaesthesia
- Rapid sequence induction
- Other problems

## **Thoracic Anaesthesia**

- Pulmonary function tests
  - bed side
  - · Vitallograph
- Preoperative preparation
- Premedication
- Check list
- Induction. Intubation
- Double lumen tubes
- monitoring
- Pain management
- Extubation
- ICU management

## Major catastrophes

- Mortality
- Causes of death
- Cerebral damage
- Prevention

# **Reference Books:**

- 1. Morgan and Mikhail's Clinical Anaesthesia
- 2. Miller's Anaesthesia 7<sup>th</sup> Edition (Reference Book)

3. Anaesthesia Technicians and Technologist manual- by <u>Glenn Woodworth</u>, <u>Jeffrey R. Kirsch</u>, <u>Shannon Sayers-Rana</u>

# **BAOT 602: BASIC ICU CARE-II**

- 1. Acid Base disorders
- 2. Mechanical ventilation
- **3.** Cardiovascular failure
  - Inotropic support
  - Vasodilator drugs
- 4. Renal failure & liver failure
- 5. Head injury

# 6. Principles of transfusion therapy

- Whole blood, erythrocyte products
- Blood components
- Platelets concentrate
- Massive transfusion, acute transfusion reactions.

# **BAOT 603: PROJECT PREPARATION AND VIVA**

# **BAOT 604: CHOICE BASED CREDIT PAPER**

# **Option 1. Principles of basic nursing & Hospital infection control**

Option 2. Disaster management & human resource management

Option 3. Social psychology& counseling

# Syllabus for Option 1. (Principles of basic nursing & hospital infection control)

# Admission to the hospital.

- Unit and its preparation admission bed.
- Admission procedure.
- Medico-legal issues.
- Roles and Responsibilities of the nurse.

# **Discharge** from the hospital

- -Types: Planned discharge, LAMA and abscond,
- -Referrals and transfers.
- Medico-legal issue.
- Roles and Responsibilities of the nurse.
- Care of the Unit after discharge.

# **Communication:**

- Levels, Elements, Types, Modes, Process, Factors influencing Communication.
- Methods of Effective Communication.
- Helping Relationships (NPR) : Dimensions of Helping Relationships, Phases of a helping relationship
- Communication effectively with patient, families and team members and maintain effective human relations with special reference to communicating with vulnerable group.
- Patient Teaching: Importance, Purpose, Process, role of nurse and Integrating teaching in Nursing Process.

# Vital Signs

- Guidelines for taking vital signs
- Body temperature
- Pulse:
- Respiration
- Blood Pressure:
- Recording of vital signs.
- Health Assessment
  - Purposes.
  - Process of Health assessment.

# Documentation

- Purposes of Recording and reporting.
- Guidelines for Reporting: Factual Basis, Accuracy, Completeness, Current issue, Organization and Confidentiality.
- Methods of Recording.

# Meeting patient needs

Hygenic needs, Nutritional needs, Elimination needs, Comfort needs, Psychological needs, Infection control

- Organization of the Infection Control Programme at the CMCH.
- Surveillance & Reporting of Infection.
- Employee Health Programme.
- Preventing Transmission of Blood Borne Pathogens.
- Regulation of Staff with Specific Diseases.
- Techniques.
- Care of Access Systems, Indwelling Devices and Wound.
- Isolation Policies and Procedures.
- Disinfection and Sterilization.
- Hospital Waste Management.
- Housekeeping.
- Common Areas of Patient Care.
- Specific Areas of Patient Care.
- Outbreak Management.

# References- Hospital Infection Control Manual, 6<sup>th</sup> edition 2015, CMC, Vellore.

## <u>Syllabus for Option 2. (Disaster management & human resource management)</u> Disaster management

## Introduction to disaster

- What is Disaster Management?
- Aim of Disaster Management
- Types of Disasters
- Identifying potential Disasters
- Risk and threats

## **Disaster Management Process**

- Prevention / Mitigation
- Preparedness
- Response
- Recovery
- Rehabilitation

## Hospital Disaster Preparedness and Emergency Response Plan

- Introduction to Hospital Emergency Incidence Command System (HEICS)
- Basic Units of HEICS.
- Job action sheets/ cards.
- Disaster Triage.
- Types of Triage.
- Triage exercise (Practical exercise)

## Mock drills in a healthcare facility

- Disaster codes
- Fire drill

## **References:**

- · CMAI Disaster management workshop.
- · EHA Emergency Response framework.
- ·WHO Disaster management.

## Human resource management

## **Recruitment and selection**

- Definition
- Recruitment and Planning
- Process of Recruitment
- Flow chart of recruitment
- Joining Formalities

# Performance appraisal

- Definition
- Types of Performance appraisal
- Procedure of appraisal
- Importance of appraisal

## **Compensation and Benefits**

- Definition
- Different types of Compensation and Benefits

#### **Business communication**

- Definition
- Business writing

## Disciplinary procedures and employee misconduct

- Definition
- Important of Disciplinary procedure

## Grievance and its procedures

- Definition of Employee Grievance
- Procedure of Employee Grievances
- Importance of Grievance procedure

## Exit Interview

- Definition
- Procedure of Exit Interview
- Importance of Exit Interview

# **Reference:**

1.Human Resource Management - by Biswajeet P

- 2. Human Resource Development by P Murali Krishna
- 3. Human Resource Management in Hospitals D Samuel Abraham

# SYLLABUS FOR OPTION 3. (SOCIAL PSYCHOLOGY & COUNSELLING)

Basic skills of counseling, Basics of Theory and Practice of Counseling and Psychotherapy, Basics of group counseling and its dynamics

## Social Self

Self and identity. Culture and development of self. Social cognition; impression management Attribution, bias and errors in attribution. Prejudice, stereotypes and discrimination; Attitude organization; methods of attitudes change

## **Social Relationships**

Nature, dimensions and dynamics of interpersonal relationships; Interpersonal attraction; Sexuality and intimacy; Alternate gender/ sexual minorities

Altruism: Influences of helping; Long-term helpfulness

Aggression: Nature and characteristics; Violence- sexual harassment, domestic violence, terrorism.

## **Culture and Behaviour**

Cross-cultural psychology.

Diversity in socialization; Individualism in a collectivistic culture; Poverty and deprivation. Culture and psychopathology; Traditional healing methods for mental illness.

## **Social and Cultural Issues**

Gender and mental health Complex environment and behaviour Social psychology in educational context Social psychology at work- application in job satisfaction and performance

References: Berry, J.W., Mishra, R.C. &Tripathi, R.C. (Eds). (2003). Psychology in human and social development: lessons from diverse cultures. New Delhi: Sage Dasen, P.R. Berry, J.W. & Sartorius, N. (1988) (Eds.). Health and cross- cultural psychology: toward applications. New Delhi: Sage.