

RAJASTHAN PUBLIC SERVICE COMMISSION, AJMER
SCHEME & SYLLABUS FOR THE POST OF HOSPITAL CARE TAKER
COMPETITIVE EXAM, 2022

MEDICAL & HEALTH SERVICES

Part-A

General Knowledge of Rajasthan

- 1) Geography, Natural Resources and Socio- Economic Development of Rajasthan :** Major physiographic divisions of Rajasthan, Vegetation and Soil, Natural Resources - Minerals, Forest, Water, Livestock, Wild Life and its Conservation, Environmental Conservation, Major Irrigation Projects, Handicrafts, Development Programmes and Schemes of the State Government, Various Resources of Power and Population in Rajasthan.
- 2) History, Culture and Heritage of Rajasthan:** History of Rajasthan, Famous Historical & Cultural Places of Rajasthan, Folk Literature, Folk Art, Folk Drama, Lok Devian- Devata, Folk Music and Dance, Fairs & Festivals, Customs, Jewellery, Famous Forts. Temples and Hawelies. Saints of Rajasthan, Paintings- Various Schools in Rajasthan. Major Tourist Centres and Heritage Conservation.
- 3) Current Events and Issues of Rajasthan and India, major development in the field of Information Technology & Communication. - 30 Questions**

Part-B

Principles of Hospital and Health Management: Basic principles of Hospital Management and Health Management. Core Management Functions – Planning, organizing, implementation, coordination, monitoring, supervision, leading and controlling. Strategic Planning and Management. Problem solving and decision-making. Management theories. Leadership and Change Management.

Health Policy and Health Care Delivery Systems: Health care delivery system in India, health care infrastructure for primary, secondary and tertiary level care. Types of health systems in India, Private and voluntary sectors in health care, public health infrastructure at the national, state, district, and block levels. National Health Mission, Universal Coverage, Sustainable Development Goals and Ayushman Bharat, National Health Programs.

Evolution of health policy in India. National health policy 1983, 2002, 2017. Issues and challenges in health care systems in India. Health sector reforms. Private and Public Partnerships. Covid 19 pandemic, its impact on health systems and hospital systems in the country.

Demography & Population Sciences: Concepts of Population dynamics and demography Current population scenario and population ranks in India, demographic structure, demographic transition, migration and its effect on health, demographic measures – crude death rate, birth rate, fertility rates, mortality rates, health needs and demands and its relationship with population change; use of demographic data in planning and management of Family Welfare program, National Family Health Survey (NFHS).

Epidemiology: Definition and purpose of epidemiology, epidemiologic approach, measurement of disease burden – mortality, morbidity rates and disability adjusted life years (DALY). Cause and effect, relationship and measures of association: Epidemiologic Methods and study designs – Cross sectional studies, case control and cohort studies, randomized clinical trials. Epidemiology of infectious and non-communicable diseases (Diabetes, CVDs, Cerebral Stroke, Cancers and injuries). Epidemiology of Covid 19, its prevention and control. vaccination against Covid 19. Investigations of Epidemics Prevention and Control, screening of health and disease. Role of epidemiology in health policy; role of epidemiology in evaluating effectiveness of vaccines and drugs.

Biostatistics: Census and other sources of data; collection and presentation of data; Measures of central tendency, Measures of variability; elementary statistical analysis; tests of significance; sampling and sampling procedures; designing of experimental and community-based studies; scope; sources and uses of health; Testing of hypothesis; life table. Co-relation and regression analysis, Types of Research Methodology and its importance in Health.

Human Resources Management: Concepts and theories of Human Resource Management, Human Resource Planning, Recruitment and Selection, Job analysis and evaluation, performance appraisal, career planning, retention, motivation, leadership, teamwork and managing employee's relation. Training and Development, nature of contract between employer and employees.

Organizational Behaviour: Organizational structure and management, identifying key stakeholders and customers, vision, mission and values of the organization, performance improvement, organizational culture, networking and collaboration, transactional analysis and interpersonal behaviour in the organization.

Management Information System: Organizational structure and functions of management information system in the organization. Identifying information needs for monitoring indicators of performance review of the organization. Use of information and effective management of health service, issues, problems, challenges and information management, decision making models and decision-making process. Application of information in performance tracking and analysis, monitoring of services and problem and use of information technology. Evolution of Digital health information System in India.

Quality Management: Concepts of quality in health care and hospital services, patient safety, quality improvement approaches – QA, CQI, TQM. Quality Improvement Tools and Techniques, Standards of quality, monitoring indicators of quality. Methods of quality assessment. Implementation of quality improvement programs. Organization for quality improvement; quality terms and quality control circles Accreditation programs (NABH, JCI, NQUAS etc.)

Marketing Management in Hospital and Health Services: Concepts, 4 Ps, market analysis – demand and forecasting, competitors, marketing strategies, market research, consumer behaviour, market segments and targets, product life cycle marketing, pricing strategies.

Finance Management and Accounting: Concepts of finance management, cost concepts and classification, costing and variance analysis, cost control. Budgeting, budget formulation process, budgetary control, cost reduction, working capital management. Fundamentals of accounting, balance sheet, financial statement analysis, ratio analysis and fund flow management. Working capital management.

Health Economics: Basic concepts, demand, supply and market, concepts of elasticity, demands for health services, analysis of production of services and cost, cost efficiency, cost benefits and cost effectiveness analysis, breakeven analysis and cost utility analysis.

Logistics, Supply Chain and Equipment Management: Concepts of inventory, logistics and supply management in health care, inventory management cycle, procurement process, storage, distribution and logistics information systems. Equipment management – planning for equipment, assessing needs for equipment, procurement procedure, commissioning and acceptance, warranty, equipment services. Equipment audit. Maintenance and repairs.

Organization and Management of Clinical Services: Outpatient Services, Inpatient Services, Emergency Department, Operation Theaters & ICUs.

Organization and Management of Support Services: Laboratory services (organization and management and calibration of laboratory equipment), transition services. Blood Bank.

Organization and Management of Utility Services: Medical inhouse department, basic engineering services, allied engineering services (air conditions, refrigeration, non-conventional energy), linen and laundry, housekeeping, hospital waste management and infection control, pharmacy and transportation, rehabilitative services.

Disaster Preparedness and Management in Hospitals and Health Systems: Disasters and its consequent effect on people, types of disasters, concepts of hazards, risks, and vulnerabilities. Disaster preparedness in hospital and health facilities, organization and operation of information and communication system in disaster. Response, relief and rehabilitation.

Health Insurance: Theories and principles of health insurance, financing health through insurance in India, Social health insurance (ESI, CGHS), private health insurance, community health insurance, Ayushman Bharat.

- 120 Questions

Scheme of Examination

S.No.	Subject	No. of Questions	Total Marks	Examination Duration
Part-A	General Knowledge of Raj.	30	30	2.30 Hours
Part-B	Hospital/Health Care Management/Administration	120	120	
	Total	150	150	

1. The competitive examination shall carry 150 marks and 150 questions of Multiple Choice Type questions.
 2. There shall be one paper. Duration of Paper will be Two hours and Thirty Minutes.
 3. Negative marking shall be applicable in the evaluation of answers. For every wrong answer one-third of the marks prescribed for that particular question shall be deducted.
- Explanation:- Wrong answer shall mean an incorrect answer or multiple answers.
