

वी.पी. कोइराला मेमोरियल क्यान्सर अस्पताल
प्राविधिक अन्य सेवा, व्यवस्थापन समुह, मेडिकल रेकर्डस उपसमुह, अधिकृत सातौं तह, मेडिकल रेकर्ड अधिकृत
पदको खुला र आन्तरिक प्रतियोगितात्मक परीक्षाको पाठ्यक्रम

यस पाठ्यक्रम योजनालाई दुई चरणमा विभाजन गरिएको छ :

प्रथम चरण :- लिखित परीक्षा (Written Examination)

पूर्णाङ्क :- २००

द्वितीय चरण :- अन्तर्वार्ता (Interview)

पूर्णाङ्क :- ३०

परीक्षा योजना (Examination Scheme)

प्रथम चरण (First Phase) : लिखित परीक्षा

Paper	Subject	Full Marks	Pass Marks	No. Questions & Weightage	Time Allowed
I	Technical Subject & Organizational Knowledge	100	40	100× 1= 100 (Objective Multiple Choice Questions)	1.15 hrs
II		100	40	4 × 5 = 20 8 × 10 = 80 (Subjective Descriptive Type)	3.00 hrs

द्वितीय चरण (Second Phase)

Subject	Full Marks	Examination
Interview	30	Oral

द्रष्टव्य :

- यो पाठ्यक्रमको योजनालाई प्रथम चरण र द्वितीय चरण गरी दुई भागमा विभाजन गरिएको छ ।
- प्रथम र द्वितीय पत्रको पत्रको विषयवस्तु एउटै हुनेछ ।
- प्रथम र द्वितीय पत्रको लिखित परीक्षा छुट्टाछुट्टै हुनेछ ।
- लिखित परीक्षाको माध्यम भाषा नेपाली वा अंग्रेजी अथवा नेपाली र अंग्रेजी दुवै हुनेछ ।
- वस्तुगत बहुवैकल्पिक (Multiple Choice) प्रश्नहरूको गलत उत्तर दिएमा प्रत्येक गलत उत्तर बापत २० प्रतिशत अङ्क कट्टा गरिनेछ । तर उत्तर नदिएमा त्यस बापत अङ्क दिइने छैन र अङ्क कट्टा पनि गरिने छैन ।
- वस्तुगत बहुवैकल्पिक हुने परीक्षामा परीक्षार्थीले उत्तर लेख्दा अंग्रेजी ठूलो अक्षर (Capital letter) A,B,C,D मा लेख्नुपर्नेछ । सानो अक्षर (Small letter) a,b,c,d लेखेको वा अन्य कुनै सङ्केत गरेको भए सबै उत्तरपुस्तिका रद्द हुनेछ ।
- बहुवैकल्पिक प्रश्नहरू हुने परीक्षामा कुनै प्रकारको क्याल्कुलेटर (Calculator) प्रयोग गर्न पाइने छैन ।
- परीक्षामा सोधिने प्रश्नसंख्या, अङ्क र अङ्कभार यथासम्भव सम्बन्धित पत्र /विषयमा दिइए अनुसार हुनेछ ।
- परीक्षामा परीक्षार्थीले मोबाइल वा यस्तै प्रकारका विद्युतीय उपकरण परीक्षा हलमा लैजान पाइने छैन ।
- विषयगत प्रश्न हुने पत्रका हकमा प्रत्येक खण्डका लागि छुट्टाछुट्टै उत्तरपुस्तिकाहरू हुनेछन् । परीक्षार्थीले प्रत्येक खण्डका प्रश्नहरूको उत्तर सोही खण्डको उत्तरपुस्तिकामा लेख्नुपर्ने छ ।
- यस पाठ्यक्रम योजना अन्तर्गतका पत्र/विषयका विषयवस्तुमा जेसुकै लेखिएको भए तापनि पाठ्यक्रममा परेका कानून, ऐन, नियम तथा नीतिहरू परीक्षाको मिति भन्दा ३ महिना अगाडि (संशोधन भएका वा संशोधन भई हटाईएका वा थप गरी संशोधन भई) कायम रहेकालाई यस पाठ्यक्रममा परेको सम्झनु पर्दछ ।
- प्रथम चरणको परीक्षाबाट छनौट भएका उम्मेदवारहरूलाई मात्र द्वितीय चरणको परीक्षामा सम्मिलित गराइनेछ ।
- पाठ्यक्रम लागू मिति :- २०७८/०२/०१

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Paper I & II : - Technical Subject & Organizational Knowledge
Section (A): 45 % Marks

1. **Medical records and medical records department**
 - 1.1 Introduction, types and need of medical records
 - 1.2 Comparison between hospital records and other health facility record
 - 1.3 Filling and indexing of medical records
 - 1.4 Storage and retrieval medical records
 - 1.5 Processing of records and their flow
 - 1.6 ICD-10 coding system
 - 1.7 Medico legal aspects of medical records
 - 1.8 Medical records section/ Department and its functions
 - 1.9 Roles and responsibilities of medical records in hospital management
 - 1.10 Confidentiality and safety of patient's information
 - 1.11 Medical terminologies (suffix and prefix)
 - 1.12 Medical prescriptions and other papers used for recording, reporting and patient's care
 - 1.13 Different registers used in hospitals and other health facilities
2. **Hospital based recording and reporting system**
 - 2.1 Introduction and types of hospital in Nepal
 - 2.2 Different sections in hospital and services provided by different level of hospital (i.e. general and specific hospital)
 - 2.3 Present status, issues and problems of hospital based recording and reporting in HMIS
 - 2.4 Information flow chart of HMIS
 - 2.5 Hospital based HMIS tools
 - 2.6 Strengths and weaknesses of present HMIS

Section (B): 45 % Marks

3. **Hospital based health indicators**
 - 3.1 Definition, importance and characteristics of indicators
 - 3.2 Hospital based health indicators (i.e. inputs, processing or monitoring, output and impact)
 - 3.3 Hospital defined indicators
 - 3.4 Utility of hospital data/information
 - 3.5 Use of disaggregated information, gender statistics
4. **Health Statistics and Research**
 - 4.1 Definitions of statistics and role of statistics in health and medicine
 - 4.2 Importance and limitation of statistics
 - 4.3 Screening of disease and health indicators
 - 4.4 Health Statistics: source of health information, tabulation and presentation of data and simple statistical methods - mean, median, mode, dispersion, correlation and regression
 - 4.5 Probability and distribution, sampling and sampling methods, statistical tests of significance : t-test, Z test, χ^2 test (Chi- square Test) and F- test

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- 4.6 Demography: National Population Policy; Population Process; Trends; Measures-fertility, mortality, migration; Population size, growth, composition, marital status, spatial distribution
- 4.7 Health Education Research: Operational, health system, behavioral, diagnostic, evaluation, cost benefit, effectiveness research and its steps, design and applications
- 4.8 Health care delivery system of Nepal
- 4.9 Recording reporting of different diseases - EWARS, surveillance activities
- 4.10 Spatial data and digital data, Electronic dissemination
- 4.11 Sustainable development goals (SDG)

Section (C): 10 % Marks

5. **Concept of management**
 - 5.1 Management: concept, scope, functions, principles, and its practices
 - 5.2 Hospital Management : concept, scope, function, principle and its practices
 - 5.3 Communication skills, problem solving and decision making
 - 5.4 Planning, organizing, monitoring and evaluation in health sector
 - 5.5 Participative management
 - 5.6 Social justice and social security system in Nepal
 - 5.7 Positive attitude and self-development
 - 5.8 Demographic characteristic of Nepal

6. **Organizational Knowledge and General Health Issues**
 - 6.1 B.P.Koirala Memorial Cancer Hospital : History, organizational structure, functions, roles, services, problems and challenges
 - 6.2 National Health Policy
 - 6.3 B.P.Koirala Memorial Cancer Hospital related act and regulations
 - 6.4 Health Service Act, 2053 and Health Service Regulation, 2055
 - 6.5 Professional council related acts and regulations
 - 6.6 Professional and medical ethics
 - 6.7 Cancer Registry: Hospital and Community Based Cancer Registry