

प्रदेश लोक सेवा आयोग, कर्णाली प्रदेश

प्रदेश निजामती सेवाको स्वास्थ्य सेवा, विविध समुह, अधिकृतस्तर सातौं तह, अस्पताल व्यवस्थापक वा सो सरह पदको खुला र आन्तरिक लिखित प्रतियोगितात्मक परीक्षाको पाठ्यक्रम र परीक्षा योजना

पाठ्यक्रमको रूपरेखा:- परीक्षा योजना (Examination Scheme) निम्नानुसार छ।

परीक्षाको चरण	परीक्षाको किसिम	पूर्णाङ्क
प्रथम	लिखित परीक्षा	२००
अन्तिम	सामुहिक परीक्षण र अन्तर्वार्ता	४०

१. प्रथम चरण - लिखित परीक्षा योजना

पत्र	विषय	पूर्णाङ्क	उत्तिर्णाङ्क	परीक्षा प्रणाली	प्रश्नसंख्या×अंक	समय
प्रथम	Health Care Management	१००	४०	बस्तुगत बहुवैकल्पिक (Multiple Choice)	१००×१=१००	१ घन्टा ३० मिनेट
द्वितीय	Health Care Planning, Evaluation and Management	१००	४०	विषयगत (Subjective)	१०×१०=१००	३ घन्टा

२. अन्तिम चरण: सामुहिक परीक्षण र अन्तर्वार्ता (Group Test & Interview)

विषय	पूर्णाङ्क	परीक्षा प्रणाली	समय
सामुहिक परीक्षण (Group Test)	१०	समूहमा व्यक्तिगत प्रस्तुती (Individual Presentation in Group)	३० मिनेट
अन्तर्वार्ता (Interview)	३०	बोर्ड अन्तर्वार्ता (Board Interview)	

द्रष्टव्य:

१. यस पाठ्यक्रमलाई प्रथम चरण र अन्तिम चरणमा विभाजन गरिएको छ।
२. खुला र समावेशी समूहको एउटै प्रश्नपत्रबाट परीक्षा सञ्चालन हुनेछ।
३. प्रथम तथा द्वितीयपत्रका पाठ्यक्रमका एकाईहरूबाट सोधिने प्रश्नहरूको संख्या निम्नानुसार हुनेछ।

प्रथमपत्रका एकाई	1	2	3	4	5	6	7	8	9	10
वस्तुगत प्रश्नसंख्या	5	10	5	15	10	10	15	8	12	10
द्वितीयपत्रका खण्ड	A			B				C		D
द्वितीयपत्रका एकाई	1	2	3	4	5	6	7	8	9	10
विषयगत प्रश्न	1	1	1	3				1	1	2

४. लिखित परीक्षाको माध्यम भाषा नेपाली वा अंग्रेजी वा नेपाली र अंग्रेजी दुवै हुनेछ।
५. 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।
६. बहुवैकल्पिक प्रश्नहरू हुने परीक्षामा क्याल्कुलेटर प्रयोग गर्न पाइने छैन।
७. विषयगत प्रश्नहरूको हकमा तोकिएको अङ्कमा एउटा लामो प्रश्न वा एउटै प्रश्नका दुई वा दुई भन्दा बढी भाग (Two or more parts of a single question) वा एउटा प्रश्न अन्तर्गत दुई वा बढी टिप्पणीहरू (Short notes) सोध्न सकिनेछ।
८. परीक्षा हलमा मोबाइल फोन, स्मार्ट वाच, हेड फोन वा यस्तै प्रकारका विद्युतीय उपकरण, पुस्तक, नोटबुक, झोला लगायतका वस्तुहरू लैजान पाइने छैन।
९. परीक्षामा सोधिने प्रश्नसंख्या, अङ्क र अङ्कभार यथासम्भव सम्बन्धित पत्र/विषयमा दिईए अनुसार हुनेछ।
१०. विषयगत प्रश्न हुने पत्र/विषयका प्रत्येक भाग/खण्डका लागि छुट्टाछुट्टै उत्तर पुस्तिकाहरू हुनेछन्। परीक्षार्थीले प्रत्येक भाग/खण्डका प्रश्नहरूको उत्तर सोही भाग/खण्डको उत्तर पुस्तिकामा लेख्नुपर्नेछ।
११. यस पाठ्यक्रम अनुसारका पत्र/विषयका विषयवस्तुमा जुनसुकै कुरा लेखिएको भए तापनि पाठ्यक्रममा परेका कानून, ऐन, नियम तथा नीतिहरू परीक्षाको मिति भन्दा ३ महिना अगावै संशोधन भई कायम रहेका विषयवस्तुलाई यस पाठ्यक्रममा परेको सम्झनु पर्दछ।
१२. प्रथम चरणको लिखित परीक्षाबाट छनौट भएका उम्मेदवारहरूलाई मात्र अन्तिम चरणको परीक्षामा सम्मिलित गराइनेछ।
१३. लिखित परीक्षा र अन्तिम चरणको सामूहिक परीक्षण र अन्तर्वार्ताको कुल प्राप्ताङ्कको आधारमा अन्तिम परीक्षाफल प्रकाशित गरिनेछ।
१४. पाठ्यक्रम लागु हुने मिति: २०८०।०८।२७

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सो सरह पदको खुला र आन्तरिक लिखित प्रतियोगितात्मक परीक्षाको पाठ्यक्रम

First paper- Health care management -100 Marks

1. Introduction to Health Care

- 1.1 Definition, Dimension, Spectrum, Determinants and changing concept of health care
- 1.2 Concept of positive health and wellbeing
- 1.3 New philosophy of health and Diseases
- 1.4 Health status of Karnali province

2. Health Care and Primary Health care

- 2.1 Concept, characteristics and level of health care
- 2.2 Health Care delivery system model
- 2.3 Health Statistics and Health problem of Nepal
- 2.4 Challenges of health care in Nepal
- 2.5 Element and principle of PHC
- 2.6 Community Participation in PHC
- 2.7 Concept of Basic health care services of Nepal

3. Introduction to Hospital

- 3.1 Historical development of hospital in the world
- 3.2 Introduction, types and functions of hospital
- 3.3 Challenges faced by the hospital in 21 Century

4. Concept, Planning and Function of Hospital Department

- 4.1 Concept and planning of different departments of hospital
- 4.2 Functions and issues of different departments of hospital (Outpatient department, Emergency Department, Inpatient Department, Intensive Care Unit, Operation Theater, Central Sterile Supply Department, Laboratory Services, Pharmacy Service, Medical Record Department and Diagnostic Services)

5. Support and Utility Services of Hospital

- 5.1 House Keeping Service
- 5.2 Dietary Service
- 5.3 Linen and Laundry Service
- 5.4 Equipment Management
- 5.5 Ambulance Services

6. Hospital waste and infection Management

- 6.1 Definition, source and classification of hospital waste and infection
- 6.2 Elements of waste management cycle
- 6.3 Waste management committee
- 6.4 Concept of hospital acquired infection
- 6.5 Infection control committee and manual
- 6.6 Type of hospital acquired infection
- 6.7 Infection control surveillance and responsibility
- 6.8 Sterilization and disinfection

7. Community Health and its Issues

- 7.1 Definition and meaning of community Health
- 7.2 Concept, objectives, principles and determinants of community health
- 7.3 Difference between community health and public health
- 7.4 Rural community health problem
- 7.5 Water and air pollution and its management
- 7.6 Community health services provided by public and private sector
- 7.7 Communicable and non-communicable diseases
- 7.8 Malnutrition
- 7.9 Urbanization
- 7.10 Sanitation and hygiene
- 7.11 Industrial pollution and global warming
- 7.12 Drug abuse and mental health problem
- 7.13 Concept, definition and process of community diagnosis
- 7.14 Community resources: Man, Money, Material, Local Level Government Fund, FCHV and Nepal Red Cross Society
- 7.15 Bilateral and Multilateral partners working in health care system
- 7.16 Community participation in health care management

8. Epidemiology

- 8.1 Concept, scope and aim of epidemiology
- 8.2 Agent, host and environment factor in epidemiology
- 8.3 Risk factor and risk group
- 8.4 Natural history of disease
- 8.5 Concept of prevention
- 8.6 Specific preventive measure
- 8.7 Model of intervention

9. Health Financing and Economics

- 9.1 Definition of health care financing
- 9.2 Basic concept of financial accounting
- 9.3 Debit and credit and its rule
- 9.4 Trail balance and Balance sheet
- 9.5 Concept, Objective and principles of health insurance
- 9.6 Health insurance policy and Role and responsibility of Health Insurance Board
- 9.7 Introduction to micro and macro economics
- 9.8 Meaning and concept of demand and supply
- 9.9 Law of demand and supply
- 9.10 Monopoly and perfect competition market
- 9.11 Concept and measurement of National income

10. Health Policy and Program

- 10.1 Concept of policy, plan, program and project
- 10.2 Issues, Characteristics and development of health policy
- 10.3 Policy formation and procedure
- 10.4 Model of health system in the world
- 10.5 National health program and its management

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Second Paper-Health Care Planning, Evaluation and Management- 100 Marks

Section A- 30 Marks

1. Fundamentals of Management

- 1.1 Concept, definition and characteristics of management
- 1.2 Principle, process, function and scope of management
- 1.3 Theory of management (Classical, Behavioral, Management science, Contingency and Contemporary Theory)
- 1.4 Organization: Meaning, Types and Principle
- 1.5 Leadership: Meaning, function, Type and quality of successful leader
- 1.6 Managerial decision making: Concept of decision-making process
- 1.7 Team work: Concept and importance of team work
- 1.8 Motivation: concept, Techniques and theory of motivation
- 1.9 Meaning and Type of manager and managerial skill

2. Hospital Planning and Disaster Management

- 2.1 Concept, guiding principle, aim and steps of hospital planning
- 2.2 Hospital planning team and factor affecting it
- 2.3 Factors affecting hospital service utilization
- 2.4 Preliminary survey
- 2.5 Impacting factors of hospital planning
- 2.6 Space requirement for different areas of hospital
- 2.7 Concept, definition and history of disaster in the world and Nepal
- 2.8 Type and consequences of disaster
- 2.9 Principle of disaster management
- 2.10 Disaster preparedness, mitigation and response
- 2.11 Health problem associated with disaster
- 2.12 Designing hospital disaster plan
- 2.13 Managerial issues in disaster management
- 2.14 Planning and design of Hospital
- 2.15 Medical Architecture

3. Health Care Planning and Evaluation

- 3.1 Concept, definition, scope and steps of healthcare planning and evaluation
- 3.2 Planning and evaluation cycle
- 3.3 Logical model for program planning and evaluation
- 3.4 Real time, midterm, outcome and impact evaluation
- 3.5 Source of information for healthcare planning
- 3.6 Tools and techniques for collecting information for health care evaluation
- 3.7 Evaluation criteria and tools
- 3.8 Methods of monitoring and evaluation
- 3.9 Strategic healthcare planning
- 3.10 Health planning problems in Nepal
- 3.11 Monitoring and evaluation in Nepal
- 3.12 Annual planning cycle in three tiers of government

Section B- 30 Mark

4. Human Psychology and Behavior

- 4.1 Nature and perspective of human psychology
- 4.2 Importance of biology in psychological understanding of behavior, neurons and nervous system
- 4.3 Sensation and perception
- 4.4 Learning and memory
- 4.5 Cognition, motivation, emotion and stress
- 4.6 Personality

5. Anatomy and Physiology

- 5.1 Introduction and terminology of Anatomy and Physiology
- 5.2 Introduction and function of muscular system
- 5.3 Introduction and function of skeletal system
- 5.4 Introduction and function of nervous system
- 5.5 Introduction and function of sensory system
- 5.6 Introduction and function of respiratory system
- 5.7 Introduction and function of urinary system and kidney function

5.8 Introduction and function of reproductive system

5.9 Introduction and function of circulatory system

6. Human Resource Management (HRM)

6.1 Changing concept and function of HRM

6.2 Essential skill of HR manager

6.3 Training and its method

6.4 concept, process and benefit of performance appraisal

6.5 Improving employee performance

6.6 Legal requirement for safety and health

6.7 Human resource planning and recruitment

6.8 Performance Appraisal

7. Inventory, Medical Record and Biomedical Management

7.1 Concept, introduction, definition and function of inventory management

7.2 Objective and importance of inventory management

7.3 Logistic and store management in hospital

7.4 Fundamentals of purchasing

7.5 Legal aspects of purchasing

7.6 Medical Record System

7.7 Data and MIS Management

7.8 IT in Health care system

Section C- 20 Marks

8. Quality Management

8.1. Concept, principle and method of quality management

8.2 Quality control and factors affecting it

8.3 Concept and meaning of total quality management

8.4 Emerging quality management issues and challenges

8.5 Quality Issues in Health Care

9. Introduction to Research

9.1 Meaning and type of research

9.2 Scientific research process

9.3 Quantitative and qualitative research approach

- 9.4 Data: type, sources and its uses
- 9.5 Method of analyzing quantitative data
- 9.6 Probability and non-probability sampling
- 8.7 Type of sampling
- 9.8 Determination of sample
- 9.9 Importance of research in Health Care

Section D- 20 Marks

10. Health Care Law and Ethics

- 10.1 Hippocrates oath and declaration of Geneva
- 10.2 Professional code of conduct and ethics
- 10.3 Inform consent and confidentiality
- 10.4 Concept of duty and standard of care
- 10.5 Patient right and responsibility
- 10.6 Liabilities of negligence
- 10.7 Nepal medical council act
- 10.8 Nepal health professional council act
- 10.9 Nepal nursing council act
- 10.10 Nepal pharmacy council act
- 10.11 Nepal health research council act
- 10.12 Nepal health service and labor act
- 10.13 Narcotic control act
- 10.14 Infectious disease control act
- 10.15 Human organ transplant act
- 10.16 Consumer protection act
- 10.17 Provision of health care in the constitution of Nepal
- 10.18 Current national guidelines for health care waste management
- 10.19 Health facility operation standards

सामूहिक परीक्षण

सामूहिक परीक्षण व्यक्तित्व परीक्षणको एक अंश हो। प्रदेश निजामती सेवाको क्षेत्र विस्तार तथा कार्य पद्धति परिवर्तन समेत भैरहेको सन्दर्भमा नेपाल सरकारका नीति, योजना, कार्यक्रम लगायत शासन व्यवस्था सम्बन्धी समसामयिक विषयमाथि विचार-विमर्श, छलफल गरी तिनको अझै बढी प्रभावकारी तथा कार्यान्वयन योग्य समाधान पहिल्याउने सम्बन्धमा उम्मेदवारहरूको क्षमता पहिचान गर्नु यस परीक्षणको मूलमर्म हो। यसको लागि छलफल, विचार-विमर्श गरी परिस्थिति बुझ्न सक्ने, निर्णय दिने, जनतालाई क्रियाशील बनाउने, चित्त बुझाउने, निर्धारित लक्ष्य अनुसार काम गर्ने/गराउने, जस्ता कामका लागि लेखन क्षमताका साथसाथै समस्यालाई यथार्थपरक ढंगले पहिचान गर्नसक्ने, वाक्पटुता, शिष्टता, तर्कशक्तिको पनि आवश्यकता पर्दछ।

त्यसैले यस परीक्षणमा उम्मेदवारहरूको बौद्धिक क्षमता, संचार सीप, समूह गतिशिलता, व्यवहार, व्यक्तित्व, मनोवृत्ति, क्रियाशीलता, निर्णयशक्ति, समस्या समाधान क्षमता, नेतृत्व क्षमता, समय व्यवस्थापन तथा व्यक्तित्वमा भएका अन्य गुणहरूको आँकलन अर्थात् परीक्षण र मूल्याङ्कन गर्नको लागि उम्मेदवारहरूलाई कुनै समसामयिक विषय/सवाल/समस्यामा सामूहिक छलफल गरीसमस्या समाधान केन्द्रीत प्रभावकारी र कार्यान्वयन योग्य समाधान निकाल्न दिइन्छ।

सामूहिक छलफल

यस प्रयोजनको लागि गरिने परीक्षण १० पूर्णाङ्क र ३० मिनेट अवधिको हुनेछ जुन नेताविहिन सामूहिक छलफलको रूपमा अवलम्बन गरिनेछ। दिइएको प्रश्न वा Topic का विषयमा पालैपालोसँग निर्दिष्ट समयभित्र समूहबीच छलफल गर्दै प्रत्येक उम्मेदवारले व्यक्तिगत प्रस्तुति गर्नुपर्नेछ। यस परीक्षणमा मूल्याङ्कनको लागि देहाय अनुसारको ३ जना भन्दा बढीको समिति रहनेछ।

आयोगका अध्यक्ष वा अध्यक्षले तोकेको सदस्य – अध्यक्ष

आयोगका सदस्य – सदस्य

मनोविज्ञानवेत्ता – सदस्य

दक्ष/विज्ञ (१ जना) – सदस्य

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