

नेपाल सरकार  
गृह मन्त्रालय  
प्रहरी प्रधान कार्यालय  
(मानवश्रोत एवं प्रशासन विभाग, भर्ना तथा छनौट महाशाखा)  
नक्साल, काठमाण्डौ ।

प्राबिधिक प्रहरी नायव उपरीक्षक (चिकित्सक, MD General Practice) समूहको खुला प्रतियोगितात्मक परीक्षाको पाठ्यक्रम ।

पाठ्यक्रमको रूपरेखा:- यस पाठ्यक्रमको आधारमा निम्नानुसार दुई चरणमा परीक्षा लिईने छ :-

प्रथम चरण:- लिखित परीक्षा (Written Examination)

पूर्णाङ्क :- २५०

द्वितीय चरण:- अन्तरवार्ता (Interview)

पूर्णाङ्क :- ३५

प्रथम चरण:- लिखित परीक्षा योजना (Examination Scheme)

Paper	Subject	Full Marks	Part	Pass Marks	No. and Weight of Question	Time
I	Hospital Administration and Management	50	I-Hospital Administration and Management	20	5X2=10 (Short Answer)-1	2.00 hrs.
			II-General Health Issues		2X15=30 (Critical Analysis) 1X10=10 (Critical Analysis and Problem Solving)	
II	Service Specific	150	I-General Subject	60	1X15=15 (Critical Analysis) 1X10=10 (Long Answer)	4.00 hrs
			II-Technical Subject		4X20=80 (Critical Analysis) 3X15=45 (Critical Analysis and Problem Solving)	
तृतीय	नेपाल प्रहरी सेवा सम्बन्धी	५०	नेपाल प्रहरी सेवा सम्बन्धी	२०	वस्तुगत बहुउत्तर १०×१=१० बिषयगत लामो उत्तर १×१० = १० छोटो उत्तर ६×५ = ३०	१ घण्टा १० मिनेट

## द्वितीय चरण

विषय	पूर्णाङ्क	परीक्षा प्रणाली
अन्तरवार्ता	३५	मौखिक

- १) लिखित परीक्षाको प्रश्नहरू अंग्रेजी भाषामा हुनेछन् र उत्तर लेख्दा नेपाली वा अंग्रेजी अथवा नेपाली अंग्रेजी दुवै भाषामा लेख्न सकिनेछ ।
- २) पाठ्यक्रममा भएका यथासंभव सबै पाठ्यांशहरूबाट प्रश्न सोधिनेछन् ।
- ३) बस्तुगत बहुउत्तर (Multiple Choice) प्रश्नहरूको उत्तर सही दिएमा प्रत्येक सही उत्तर बापत पुरा अङ्क प्रदान गरीनेछ भने गलत उत्तर दिएमा प्रत्येक गलत उत्तर बापत २०% अङ्क कट्टा गरीनेछ। उत्तर नदिएमा त्यस बापत अङ्क दिइनेछैन र अङ्क कट्टा पनि गरिने छैन ।
- ४) प्राबिधिक प्रहरी नायब उपरिक्षकहरूको खुल्ला प्रतियोगिताको प्रथम पत्रको परीक्षा सबै उपसमुहलाई संयुक्तरूपमा एकै प्रश्नपत्रबाट एकैदिन हुनेछ ।
- ५) द्वितीया पत्रको परीक्षासमुह/उपसमुह अनुसार छुट्टाछुट्टै एकैदिन हुनेछ ।
- ६) तृतीया पत्रको परीक्षा सबै उपसमुहहरूलाई संयुक्तरूपमा एकै प्रश्नपत्रबाट एकैदिन हुनेछ ।
- ७) प्रथम पत्रका Part I को उत्तरपुस्तिका एउटामात्र हुनेछ भने Part I र द्वितीया पत्रको दुवै Part का लागि प्रत्येक प्रश्नको उत्तरपुस्तिकाहरू छुट्टाछुट्टै हुनेछन् ।
- ८) यस पाठ्यक्रममा जे सुकै लेखिएको भएतापनि पाठ्यक्रममा परेका ऐन, नियमहरू, परीक्षाको मिति भन्दा ३ महिना अगाडि (संशोधन भएका वा संशोधित भई हटाइएका वा थप गरी संशोधित भई कायम रहेका) लाई यस पाठ्यक्रममा परेको सम्झनु पर्दछ ।
- ९) अन्तवार्ताको अंकभार सम्बन्धमा प्रहरी सेवाको पदमा नियुक्ति र वढुवा गर्दा अपनाउनुपर्ने सामान्य सिद्धान्त २०६९ को अनुसुची-१९ मा ब्यबस्था भए बमोजिम हुनेछ ।
- १०) पाठ्यक्रम लागू मिति:- २०७५/१०/२३ गते ।

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## **Paper I: Hospital Administration, Management and General Health Issues**

### **Part I: Hospital Administration and Management**

#### **1. Introduction to Management**

- 1.1 Management Process
- 1.2 Managerial Roles & Skills
- 1.3 Nature of Managerial work

#### **2. Environmental Context**

- 2.1 The external environment
- 2.2 The internal environment
- 2.3 Organizational Culture
- 2.4 Organization environmental Relationship
- 2.5 Environmental – organizations effectiveness

#### **3. Managing Interpersonal & Communication**

- 3.1 Interpersonal nature of Organization
- 3.2 Forms of Communication
- 3.3 Managing Organizational Communication

#### **4. Planning & Organizing**

- 4.1 Planning process
- 4.2 Organizational goal
- 4.3 Kinds of Organizational Plans
- 4.4 Time frames for planning

#### **5. Concept of Hospital Planning**

- 5.1 Information and concept of Hospital planning
- 5.2 Guiding Principles in Planning Hospital facilities & services
- 5.3 Concept of Hospital unitization and its influencing factor
- 5.4 Master plan

#### **6. Background of Hospital**

- 6.1 Distinguishing Characteristics of Hospital
- 6.2 Complexities of Hospital
- 6.3 Organogram of the Hospital
- 6.4 Governing Board and its functions

#### **7. Quality / Customer Service and Measuring Quality**

- 7.1 Define Customer and Identify Customers
- 7.2 Domains of Quality
- 7.3 Customer Experience: Core Service & Delivery of Service
- 7.4 Excellent Customer Service; Caring Service
- 7.5 Individual Behavior: Stress, Communication and Interpersonal Relationship

#### **8. Patient Satisfaction and Quality Audit**

- 8.1 Setting Objectives and Agreeing upon Standards
- 8.2 Assessment of Patient Satisfaction

8.3 Feedback: Customers, Staff, Suppliers etc.

8.4 Quality Audit and Review Techniques

## **9. Hospital Store, Planning & Distribution**

9.1 Definitions, Objectives, Importance

9.2 Material cycle

9.3 Integrative Material Management

9.4 Factors Affecting & types for distribution

## **10. Miscellaneous**

10.1 Problem solving & decision-making models

10.2 Procurement, Receipt & Inspection in Hospital store

10.3 Equipment planning, selection, utilization

10.4. Import, maintenance & Audit of Hospital Equipments

### **Paper 1**

#### **Part II: General Health Issues**

1. Constitution of Nepal- 2072
2. National Health Policy, 2071
3. Guideline for Health Institutions Established Upgrade standard, 2070
4. Health and Human Right including Women's Right, Children's Right, Professional's Right, Client Right and Informed Consent
5. Gender Issues and Health
6. International Health Agencies: Role and Responsibilities of WHO, UNICEF, UNFPA and Interagency Relationships
7. Professional Council and Related Regulations
8. Medical Ethics
9. Health Management Information System (HMIS)
10. Health Insurance and Financing in Health Care
11. Continue medical Education (CME)

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## **Paper I1**

### **Part I: General Subject**

1. Institutional Management
2. Organization of faculty/department
3. Prevention/Risk for non-communicable diseases
4. Financing planning
5. Scientific paper writing
6. Research and paper Publication
7. National Health Statistics, analysis particular in relation to non-communicable diseases.
8. Medical Education and Training problem oriented medical Records
9. Information technology, Tele medicine etc.

### **Paper II: Technical Subject**

#### **1. Surgery:**

- a. Head Injury
- b. Burns
- c. Fracture (Simple and Compound) and Dislocations
- d. Bowel Obstruction
- e. Viscus
- f. Pancreatitis
- g. Cholelithiasis/cholecystitis
- h. Appendicitis
- i. Hernia
- j. Hydrocele
- k. Phymosis
- l. Abscess

#### **2. Obstetrics and Gynecology**

- a. Describe Normal Gestation
- b. Management of third stage of labour
- c. Abortion
- d. Ectopic Pregnancy
- e. Retained Placenta
- f. Family Planning
- g. Pelvic inflammatory disease

#### **3. E.N.T. a. Epistaxis**

- b. Sinusitis
- c. Otitis externa/media
- d. Tonsillitis

#### **4. Procedure**

- a. C.P.R.
- b. Id (Incision and Drainage)

- c. Chest tube insertion and maintenance
- d. Abdominal Paracentesis
- e. Lumber Puncture
- f. Bladder Catheterization
- g. Suprabubic Systotomy

#### **5. Internal Medicine**

- a. COPD
- b. Pneumonial
- c. Pneumothorex
- d. Pleural effusion
- e. CCF
- f. Myocardial Ischemia
- g. Myocardial Infarction
- h. Hypertension
- i. G.L. bleeding
- j. Enteric fever
- k. Renal failure acute
- l. A.P. disease

#### **6. Infectious and Tropical Diseases**

- a. Tuberculosis
- b. Malaria
- c. Leprosy
- d. S.T.D. and HIV

#### **7. Emergency Medicine**

- a. Poisoning i. Organo phosphorus poisoning ii. Rodenticide poisoning iii. Sulphos poisoning iv. Paracitamol poisoning
- b. Hepatic Encephalopathy
- c. Seizure
- d. Abdominal Pain
- e. Snake Bite
- f. Rabies
- g. Diarrhea/Vomiting
- h. Haemoptysis
- i. Haematemesis/Malena
- j. Hospital Disaster Management

#### **8. Pediatric**

- a. Failure to thrive
- b. Nephritis
- c. Rheumatic Fever
- d. Giardiasis
- e. Amoebiasis
- f. Meningitis