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JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION

Reshamghar Colony, Bakshi Nagar, Jammu-180001

Syllabus for the written test for the post of Medical Record Officer in Health & Family Welfare Department notified vide Notification No. 01-PSC (DR-P) of 2018 dated:17.01.2018.

Proposed Scheme	No. of Questions	Syllabus
a) Hospital and Patient-care Appraisal	10	(i) History and Evolution of Hospitals (ii) New trends in Hospitals. 2. Definition of Hospital - Objectives of Hospital. - Parameters of Good Medical Care/Patterns of Patient Care. - Functions of Hospital. 3. Role of a Hospital in Health is Delivery Systems (HCDS) 4. Classification of Hospitals. 5. Hospitals Organization and its analysis - Chart of Organization. - Board and committees - Duties and responsibilities thereof. 6. Departmental Administration - Delegation - Decentralization Patient Care Appraisal (PCA) - History of Medical Audit - Tools and Techniques - Various Phases of Medical Audit.
b) Departments and Service Units	10	i) Clinical Departments (ii) Diagnostic and therapeutic services (including clinical Laboratories, Radiology, Physical Medicine and Rehabilitation and Pharmacy services) (iii) Nursing Department (iv) Dietary Department (v) Outpatient Department (vi) Accident and emergency services Department (vii) Medical Social Service Department (viii) General and Medical stores (ix) Blood Bank (x) Medical Library services. Service units in a hospital Laundry, Housekeeping, CSSD, Miscellaneous Services, Engineering, Mortuary and Transport services.
c) Basic Anatomy	10	A. Anatomy 1. General Introduction - Definition of Anatomy & Physiology. - Types of Anatomy (including systemic) - Definition of topographic term/term used to describe the body.

		<ul style="list-style-type: none"> – Description of Various regions of the body. 2. Cells and tissues of body and general histology. 3. Anatomical description of the following: <ul style="list-style-type: none"> - Skin and breast – Ontology - Joints – Ligaments - Fasciae and Bursae – Musculoskeletal system - Cardiovascular system – Respiratory system - Lymphatic system – Blood and blood forming organs - congenital system – Endocrine system - Organs of special senses (ear, eye, etc.) – Digestive system – Embryology
d) Basic Physiology	10	<p>Introductory Lectures or specialization of tissues.</p> <p>Homeostasis and its importance in mammals.</p> <p>Blood and lymphatic system</p> <p>Cardiovascular system</p> <p>Excretory system, skin and temperature regulation</p> <p>Respiratory system</p> <p>Digestive system and metabolism</p> <p>Endocrinology</p> <p>Reproductive system</p> <p>Nervous system</p> <p>Special senses</p> <p>Muscles</p>
e) Basic Pathology and Microbiology	10	<ul style="list-style-type: none"> - Definitions and Classification of diseases, Inflammatory diseases – viral and fungal, Inflammatory diseases – Parasitic, - Degenerative diseases – Fatty degeneration, Amyloid etc. - Tumors – Definition, etiology & classification, -Disturbances in blood flow, - pigment disorders, Hereditary diseases, C.V.S. Blood vessels, -V.S. Heart, Respiratory system, - G.I. tract, Liver Lymphatic system, - Genitourinary system, Skeletal system, - Blood, Central Nervous system, - Endocrine system Clinical Pathology – Normal composition of blood; diseases of RBCs, WBCs, Plate less. – Coagulation factors and disorders – Blood groups and cross – matching, - Blood

		<p>transfusion, - Urine composition: variation in common diseases, - CSF and body fluids, - Gastris & Duodenal contents, - Faseses – parasites, Introduction and historical background, Classification special, Characteristics of organisms bacterias, - Asepsis, - Disinfection Antiseptics- Sanitation, Infection, Immunity, Allergy study of pathologenic organisms, Non-pathology organisms, Virus and fungus, Parasitic diseases- their stance in India with lab Diagnosis.</p>
f) Medical Terminology	10	<p>i. Objective ii. Basic iii.. Elements of Medical Terms (a) Roots (b) Prefixes (c) Suffixes (d) Colours (e) Numerals (f) Symbols(g)Abbreviationn (page501) (iv) Terms pertaining to Body as a whole. II. Terms relate to Investigations, and operation, treatment of conditions, disorders of: - 1. Skin and Breast (integumentary system) 2. Musculoskeletal 3. Neurological and psychiatric 4. Cardio- vascular 5. Blood and blood forming organs 6. Respiratory 7. Digestive 8. Uro – genital 9. Gynacological 10. Maternal, Antenatal and Neonatal conditions 11. Endocrine and Metabolic 12. Sense organs of: (i) Vision (ii) Hearing 13. Systemic: (i) Infectious diseases. (ii) Immunological diseases. (iii) Diseases of the Connective Tissues. b 14. Geriatrics and Psycho geriatrics. III. Supplementary terms: Selected terms relating 1. Oncology 2. Anesthesiology 3. Physical Medicine and Rehabilitation 4. Nuclear Medicine 5. Plastic Surgery of Burns and Maxillofacial 6. Radio- Diagnosis 7. Radiotherapy</p>

g) Biostatistics	10	<p>i) Introduction to Statistics. (ii) Methods of collection of data. (iii) Measures of central tendency (simple average, G.M., H.M. Mode and Median). (iv) Measures of dispersion (Standard deviation, range, variance, average deviation) (v) Sampling; Definition, Methods of sampling (random systematic, stratified, cluster). (iv) Correlation and regression: Significance, linear correlation, correlation coefficient, linear regression. (vii) Time series analysis – concept and its utility, component of time series. (viii) Test of significance. (ix) Graphical presentation of data. (x) Probability- concept and definition. (xi) Uses of statistics. -1. Sources of hospital statistics (In-Patient census, Out – Patient Deptt, and Special Clinics). 2. Definitions (live, birth, foetal death, immaturity, cause of death, underlying cause of death inpatient bed etc) 3. Analysis of hospital services and discharges. 4. Indices (Bed occupancy, average length of stay, bed turn – over interval, death rate, birth rate etc.) 5. Vital statistics. 6. Uses and Limitations of hospital data. 7. Method of compilation of various Health Returns/ Statistical Returns.</p>
h) Healthcare organization	10	<p>1. Introduction to Principles of Management and Administration - scope and importance of management. -Principles of Management. – Functions of a Manager (POSDCORB-E). Management Techniques. –Material Management – Personal Administration. –Financial Administration. 2. Public Health Structure in India. – Directive Principles of -With relation to Public Health & medical Care. – Constitutional lists. – Various five years plans and priorities. 3. Role of Voluntary Health Organisation. 4. Basic facts of Health in India. 5. Current Objectives and strategies. – Population Dynamics. – Community Health Worker schemes. 6. National Health Programmes of Medicine and Homeopathy. 8. Other programmes of relevance to Health Sector. – Family Welfare. –</p>

		Medical Termination of Pregnancy. – National Population Policy. – Maternity and Child Health.
i) Medical Record Science	10	<p>I. Introduction to Medical Record Science.</p> <p>II. - 1 Development, Analysis and Uses of Medical Record.</p> <p>2. (i) Development of Medical Record Forms, basic and special. (ii) Order of Arrangements:</p> <p>(a) Ward</p> <p>(b) Medical Record Department.</p> <p>(c) Source oriented medical record.</p> <p>(d) Problem oriented medical record.</p> <p>(e) Integrated Medical Record.</p> <p>3. Analysis of Medical record: (i) Quantitative. (ii) Qualitative.</p> <p>4. Uses of Medical Records:</p> <p>(a) as a personal document.</p> <p>(b) as impersonal document.</p> <p>5. Values of the Medical Record</p>
j) International classification of Diseases	10	Classification of diseases as per I.C.D.

Sd/-

(Rajesh Sharma) KAS
Secretary,
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