VIDHYAVIKAS ACADEMY

Hospital Administration & Human Resource Management

Hospital management and operations, medical terminology, patient care and safety and hospital quality, plus employee management, staff training and HR planning.

Who it is for

Degree students who want to run hospital operations or work in human resources. Open to: Students of any degree. Delivery: live on campus.

Modules

01 · Hospital management and operations

- Departments and workflows
- Front office and patient services

02 · Medical terminology

- Common medical terms
- Records and documentation

03 · Patient care and safety

- Patient safety standards
- Patient relations

04 · Hospital quality management

- Quality standards
- Audits and improvement

05 · Employee management and staff training

- Managing teams
- Running staff training

06 · HR planning

- Workforce planning
- Recruitment basics

07 · AI in healthcare management

- AI for healthcare service management

AI module

Healthcare service management

How the programme builds

Level	What you learn	AI module	Placement module	Output
Foundation	Tools and basics for the chosen option	AI awareness for the field	Aptitude and resume basics	Mini project
Intermediate	Industry tools and certificate preparation	AI applied to the field	Group discussion, LinkedIn, interview basics	Project and internship
Advanced and placement	Specialisation and live case work	AI in real workflows	Role-based training and mock interviews	Capstone and internship

Outcomes

- Manage day-to-day hospital operations
- Use medical terminology correctly
- Follow patient care and safety standards
- Support hospital quality management
- Plan staffing, manage employees and run staff training

Tools

Hospital management systems · HR software · Excel

Certificates

- Programme completion certificate (included)
- Project certificate (included)
- Internship certificate, countersigned by the host company (included)
- Language certification (included)
- Personality development certificate (included)

Career roles

Hospital administration executive · Patient relations executive · Quality assistant · HR executive · Training coordinator

Programmes run alongside the degree and are taught live on campus. Certificate pathways depend on each provider’s approval; exam fees are separate. Placement outcomes are not guaranteed.