



Advanced/ PG (Skill) - IIRDC Diploma

Healthcare Management & Administration

This programme aims at improving the managerial skills of Hospital for the effective and efficient performance of the Hospitals. The human resources, law and order and financial aspects of a hospital are planned, directed and coordinated by a specific workforce. These are a group of individuals who have specialised in hospital administration and management sciences. They collaborate with other professionals such as doctors, paramedical staff and nurses etc.

Instructor led + Hospital training

- ✓ **Duration : 6 Months to 12 Months**
- ✓ **Offline | Online | Hybrid | On - Job**
- ✓ **6 Month NABH Hospital Internship**
- ✓ **No.1 in Internship Integrated Skill Training**
- ✓ **Healthcare Industrial Visits**
- ✓ **SAP Software for Healthcare**
- ✓ **Tally for Healthcare professionals**
- ✓ **Basic Life Support Certification**
- ✓ **Senior Professional Certification in First Aid**
- ✓ **International and National Certifications**
- ✓ **Classes by Expert Administrators & Doctors**
- ✓ **Updated Industry Driven Curriculum**
- ✓ **Multiple Add-On Certifications**
- ✓ **Software Based Tools Training**
- ✓ **NSDC + Skill University Certificate**
- ✓ **IIRDC Personnel Skill Certification**
- ✓ **Artificial Intelligence**
- ✓ **Microsoft Office training**
- ✓ **Personality Development Program**
- ✓ **Placement Assistance and Career Development Module**

Module



ABOUT US

GetVarsity is a technology-backed Continuing Professional Development, Personnel Skill Development, Assessment and Certification organisation in the Learning services sector outside formal education that helps individuals develop the skills needed to succeed in today's rapidly changing job market. GetVarsity is an industry-driven professional development ecosystem consisting of a team of experienced professionals and industry experts under a single umbrella. GetVarsity conforms with the "General Requirements for Bodies Operating Certification of Persons", endorsed by the International Organisation for Standardisation.



Forster multidisciplinary innovations, Skill excellence and Entrepreneurship.



Premier global Organization linking industry, Institute and research organisations for sustainable Development.

GetVarsity Research and Development :

Industry Requirement Analysis	Skill Training Programs	Assessment & Certifications	Linkage to Employment Opportunities
<ul style="list-style-type: none"> ▪ Mapping Industry needs. ▪ Identifying employability skill-gaps in entry level roles. ▪ Identifying potential job roles in various industry sectors. 	<ul style="list-style-type: none"> ▪ Programs Endorsed by Industry. 	<ul style="list-style-type: none"> ▪ Skill based assessments & certifications. ▪ Global certification & recognition programs. ▪ Industry recognition for entry level roles. 	<ul style="list-style-type: none"> ▪ Creating strong linkage with industry. ▪ Placement opportunities created for trained students ▪ Career guidance & Continuous assistance

Accreditations | Association | Approvals | Certifications | Memberships



Moulding Industry Ready Upskilled Community

GetVarsity x IIRDC

GetVarsity an IIRDC Confederation Company
GetVarsity - IIRDC Center For Skill Excellence

The Institution of Industrial Research and Development Confederation (IIRDC), is an Autonomous Professional body, NGO and Confederation of Skill development companies working in the area of Learning services outside formal education to promote, monitor, govern and regulate multidisciplinary R&D, Skill excellence and Entrepreneurship by linking Industry, Institute and Research organizations. IIRDC is a professional body incorporated under the Ministry of Corporate Affairs, Government of India under Section-8, Act 2013, formerly known as Section -25, Act 1956. We are working to impart knowledge in different areas of Management and Healthcare as well as in multidisciplinary Engineering sectors.



Autonomous Assessment & Skill Development Confederation

*GetVarsity is a IIRDC Confederation Member Company and all Confederation companies under IIRDC will be accredited center for skill excellence . Affiliation No: AF1016



IIRDC is a professional body Recognized through various international standards accredited by the International Accreditation Forum (IAF) through Emirates International Accreditation Centre (EIAC) the national government accreditation body for the United Arab Emirates, International Accreditation Service (IAS) body of accreditation for USA, Egyptian Accreditation Council (EGAC) the national government body for Egypt and Others (Eurocert, UKAS, UKAF).. who are responsible for assessing the competence and capability of Organizations.

- ISO/IEC 17024:2012 (Accreditation & Personal certification body)
- ISO 21001:2018 (International standard for educational organization)
- ISO 9001:2015 (International standard for Quality management system)
- ISO 29993:2017 (International standard for Learning services outside formal education)
- IIRDC have partnered with Medhavi Skills University as Skill university (NCVET Awarding body and UGC approved Skill University) as Industry Outreach Partner and Service partner (Code: MSUIIRDC) . All Condederation companies under IIRDC will be accredited centers of MSU.
- IIRDC is a Institutional Member (Training/ Educational) of IIMM : IS/7147/CO, IIMM is the only professional body representing Materials and Supply Chain Management in India for over three decades. The International Federation of Purchasing and Supply Management (IFPSM) is connecting more than 44 Associations and supporting the development of Purchasing and Supply Chain Management (PSCM) globally. By actively participating in shaping the global PSCM environment
- IIRDC is an Educational Institutional Member (I3 38166) of NIPM the Largest National Level body for Human Resourse Management Professionals
- IIRDC is a Knowledge Partner of Quest Alliance in the state of Kerala Contract No: QA/KP/2022-23/65
- IIRDC is an Institutional Member of IAENG (300073).The International Association of Engineers (IAENG) is a non-profit international association for engineers and computer scientists. IAENG was founded by a group of engineers and computer scientists in 1968.

GetVarsity x IIRDC x Skill University *

IIRDC an MSU Industry Outreach & Service Partner
GetVarsity an IIRDC Confederation Company



Medhavi Skills University (MSU) is a State enacted Skill University established with the passage of the Medhavi Skills University, Sikkim Act, 2021 in the Sikkim state Legislative Assembly (Sikkim Act 12 of 2021) notified in the Gazette vide No. 156 dated June 24, 2021 for conducting various Degree/ Diploma program besides vocational education and training.

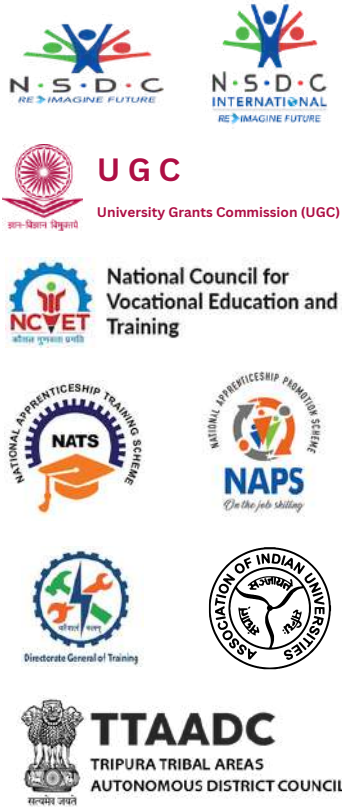
IIRDC and Skills University collaborated to bring the converge of Higher Education and skill development through Work Integrated Degree/ Diploma/ Certificate Programmes eg: MBA, M Voc, B Voc, D Voc/ Apprenticeship Embedded Degree Programme (AEDP) as per the New National Education Policy (NEP 2020).



NCVET AWARDING BODY & UGC - SKILL UNIVERSITY

*IIRDC is Industry Outreach Partner and Service partner (Code: MSUIIRDC) of MSU (Medhavi Skill University). All Confederation companies under IIRDC will be accredited Skill centers of MSU. Service Agreement Sl. No. B 108048

- Recognition of the **University Grants Commission (UGC)** - established as per Section 2(f) of the UGC Act, 1956.
- Recognized and Approved member of the **Association of Indian Universities (AIU)**.
- MSU has Approval and signed an MoU with the **Directorate General of Training (DGT)**
- MSU has received recognition and approval from the **National Council for Vocational Education and Training (NCVET)** to function as an **Awarding Body**
- Third Party Aggregator with the Ministry of Skill Development & Entrepreneurship (MSDE) for the Promotion of the **National Apprenticeship Promotion Scheme (NAPS)**
- Medhavi Foundation is registered as a Third Party Aggregator (TPA) with Board of Practical Training (Eastern Region), Board of Apprenticeship Training (Western Region) & Board of Apprenticeship Training (Northern Region) under the Department of Higher Education (Ministry of Education) for promotion of **National Apprenticeship Training Scheme (NATS)**
- MSU as Technical Agency of Tripura Tribal Areas Autonomous District Council (TTAADC)
- MSU and Indian Airforce sign MoU to provide Higher Education for IAF fraternity
- MSU has been appointed as the **Project Management Unit (PMU) of NSDC International**
- MSU has signed an MoU with **NSDC** to leverage NSDC's skills training centres network for candidate enrolment, for MSU's work-integrated B. Voc and Diploma programmes across India.
- Medhavi Foundation is an approved **Training Partner of the National Skill Development Corporation (NSDC)** under the Ministry of Skill Development & Entrepreneurship
- Empanelled with multiple **Sector Skill Councils**



www.iirdc.com



GetVarsity x Mangalyatan University

GetVarsity®

GetVarsity is a Accredited Vocational Training Provider (VTC) and Admission Counselor for Vocational Degrees

Mangalayatan University is a private university established in 2006, located in Aligarh, Uttar Pradesh. It has been created under the “Mangalayatan University, Uttar Pradesh Act” and notified by the Government of Uttar Pradesh as Act No. 32 of 2006, by its Gazette No. 362/VII-V-1-1(Ka)-12/2006 dated October 30, 2006, with the right to confer degrees under section (2f) and 22(1) of the UGC Act. GetVarsity and Mangalyatan University collaborated to bring the converge of Higher Education and skill development through Work Integrated Degree/ Diploma/ Certificate Programmes eg: MBA, M Voc, B Voc, D Voc/ Apprenticeship Embedded Degree Programme (AEDP) as per the New National Education Policy (NEP 2020).



**NAAC A+ Grade Accredited
UGC - UNIVERSITY**

*GetVarsity is Vocational Training Provider (VTP) and Admission Counselor of Mangalyatan University. All Centers under GetVarsity will be accredited Vocational centers of GetVarsity. Service Agreement Sl. No. B 108048



- Recognition of the **University Grants Commission (UGC)** - established as per Section 2(f) of the UGC Act, 1956.
- Recognized and Approved member of the **Association of Indian Universities (AIU)**.
- Mangalayatan University has been created under the “**Mangalayatan University, Uttar Pradesh Act**” and notified by the Government of Uttar Pradesh as Act No. 32 of 2006, by its Gazette No. 362/VII-V-1-1(Ka)-12/2006 dated October 30, 2006.
- Mangalayatan University Aligarh is recognized by the University Grants Commission - **Distance Education Bureau (UGC-DEB)**, allows the University to conduct open and distance learning mode of education in the higher education system.
- Mangalayatan University Aligarh is **entitled by the University Grants Commission (UGC) to offer online degree programs**. Additionally, programs are **approved by AICTE**.
- Awarded **Grade A+** by coveted **National Assessment and Accreditation Council (NAAC)** in the first cycle of accreditation for its high academic quality, including education, research, and extension. The University scored a Cumulative Grade Point Average (CGPA) of 3.34 on a 4 point scale.
- Member of the **Bar Council of India (BCI)**. Based on the membership of BCI, legal education offered by the University including academic and professional programmes in law are recognized all
- Approved by **Pharmacy Council of India (PCI)**
- As per law, Universities do not require AICTE approval. Only institutions which are affiliated to Universities require approval. As Mangalayatan University is a Bonafide University established by a State Act, it does not require AICTE approval.
- B.Sc. Nursing and General Nursing and Midwifery (GNM) Programmes are approved by **Uttar Pradesh State Medical Faculty**.
- Mangalayatan Ayurveda Medical College and Research Centre, Mangalayatan University. LOP from **National Commissioned for Indian System of Medicine (NCISM)** to conduct BAMS programme.
- Approved by **National Council for Teachers Education (NCTE)**

2000 +

Internship Placements
in 2023-2024



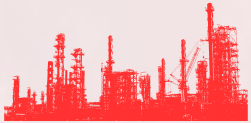
Industry Expert faculties
& mentor network

1 St

Entity Associated with
NCVET Awarding Bodies

No. 1

In Certification , Training &
Add-On courses



Industry Driven / Anchored
Updated Curriculum

1 St

one who Introduced Internship
Integrated Skill Development



Skill University Industry
Outreach Partner



Loans & Financial Assistance
for eligible learners

14 +

Years Skill Development
Track Record for IIRDC board
members



Accredited Skill Training,
& Certification Center



Autonomous -
IIRDC Confederation Entity



Attestations Eligibility

10 +

IIRDC Accredited Skill Centers in
across India

4 +

One among few IIRDC
Confederation Companies



Skill training centers in
prime locations

1 St

One who introduced
Placement Assistance and
Career development Module



Certificates with International
Online Verification through
IIRDC or awarding body Website



Offline | Online | Hybrid |
On - Job Learning Modes



Implementation of courses
adheres to National
Educational Policy (NEP)
2020 in association with
NCVET awarding bodies



No Cost EMI Finance
options



MOU's with multiple
organizations



Dedicated Research and
Development wing



Innovation and
Entrepreneurial Support

BEST

No.1 in curriculum and
practicals



ABOUT COURSE

Healthcare administration is the management of all the non-clinical functions involved in operating a healthcare facility, from day-to-day operations to staffing to budgeting and finance to long-term strategic planning to ensure the success of the healthcare provider or system. You can think of healthcare administration as the process of managing and handling every aspect of the business side of delivering healthcare services.. Today a modern hospital has just not the doctor and nurses alone but a large contingent of administrative support staff. In any large corporate hospital, the medical staff comprising of doctor and nurse v/s the support staff runs into a ratio of 6:4. That means almost half portion of the staff in any modern corporate hospital system would be support staff comprising of Admin, HR, Patient Relations, Accounts, Record maintenance etc. The success of a large modern hospital today to a very large extent depends upon the quality and effectiveness of its non-clinical support staff, who works as an interface between doctor and patient, patient and nurse, and between doctor and nurse within the hospital.

Candidates with excellent business acumen and organizational skills are mostly required in this job. Undoubtedly interpersonal skills play a very important role in making this career a success. Along with this set of soft skills, people with a certified educational qualification in healthcare/ hospital administration, have the upper hand in getting recruited into this position, in multispecialty hospitals in and around our country. Candidates with excellent communicational skills and vibrant personalities have huge demand. They are paid very high and can build-up an excellent career in administration, over a period of time in multispecialty hospital sector.

Eligibility

IIRDC Diploma	: 10/ +2/ Bachelor's degree, Master's degree, PHD, PDF etc...
Advanced Skill - IIRDC Diploma	: 10/ +2
Post Graduate Skill - IIRDC Diploma	: Bachelor's degree, Master's degree, PHD, PDF etc...

Who Can Join this Program ?



Fresh graduates



Professionals looking for career growth into mid/senior level roles or leading teams which demands decision-making.



Professionals moving into mid or senior management roles



Career opportunities after course:

- Medical Insurance
- Guest Relation Executive
- PRE
- PRO
- Admin Executive
- Ward Secretary
- Dr. Secretary
- OPD Executive
- OP Secretary
- Ward Supervisor
- Medical Records
- Medical Insurance
- Billing Executive
- IP BILLING
- OP BILLING
- HR Executive
- Floor executive
- Floor Coordinator
- Customer Relations
- Patient Care Executive
- NABH Coordinator
- Quality Control Executive
- Contact Centre Executive
- Executive-m Service Excellence
- Discharge summary coordinator
- Front Desk Executive



IIRDC HMA Students @ Different NABH Hospitals :



Course Modules

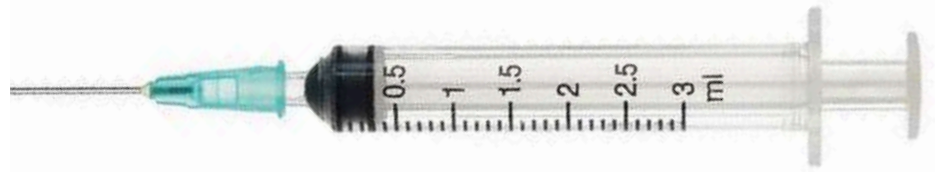
Management of Clinical Services Course Code: IIRDC-EHMA-001	Basic Physiology and Anatomy Course Code: IIRDC-EHMA- 002
Management of Support & Utility Services Course Code: IIRDC-EHMA-003	Medical Management Information System Course Code: IIRDC-EHMA-004
Biomedical Waste Management Course Code: IIRDC-EHMA-005	Safety & Risk Management Course Code: IIRDC-EHMA-006
Legal Aspects of Health Course Code: IIRDC-EHMA-007	HRM in Healthcare Industry Course Code: IIRDC-EHMA-008
Hospital Materials Management Course Code: IIRDC-EHMA- 009	Health Insurance and Medical Tourism Course Code: IIRDC-EHMA-010
Disaster Management Course Code: IIRDC-EHMA- 011	Quality Management Course Code: IIRDC-EHMA- 012
Office tools LAB Course Code: IIRDC-EHMA-013	Inplant Training (6 Months) Course Code: IIRDC-EHMA-014
Brand Development & Marketing Of Hospitals Course Code: IIRDC-EHMA-015	Accountancy for Hospitals Course Code: IIRDC-EHMA-016
Bsic Life Support Training Course Code: IIRDC-EHMABLS- 001	Senior Professional First Aid Red Cross Society Course Code: IIRDC-IRCSHMA-001
Placement Assistance and Career Development Course Code: IIRDC-EEA-001	SAP (MM, WM) Course Code: IIRDC-SAPHMA-019
Application Of Artificial Intelligence Course Code: IIRDC-AI-001	
Tally Software training COURSE CODE: IIRDC-HMATALLY-001	



Post Graduate Skill / Advanced Skill - IIRDC Diploma

Basic Life Support (BLS) - Workshop

(Free of Cost Workshop Training Programme for IIRDC Enrolled Students)



Duration: 1 Day



Delivery: Offline or Hybrid Mode



Location: Kochi

What You Will Learn ?

Basic Life Support (BLS) is performed to support the patient's circulation and respiration through cardiopulmonary resuscitation (CPR) until advanced life support arrives. Victims who have had early and correct BLS intervention will be better oxygenated and are more likely to respond to advanced techniques to revive them, thereby increasing their chance of survival.

BLS is the core of any resuscitation attempt, key elements include:

- Prompt recognition of cardiac arrest
- Call for urgent medical assistance
- Early effective CPR with an emphasis on minimal disruptions to compressions
- Early defibrillation
- Early advanced life support
- Integrated post-cardiac arrest care





Senior Professional : First Aid

Course Code: IIRDC-IRCSHMA-001

Principles of First Aid

Description of the structure and functions of the body

Practical - The triangular bandages and its application to the chest, back, shoulder, elbow hand , hip, knees and foot, arm slings

Varieties, signs and symptoms

Individual fracture - The skull, lower, jaw, spine, ribs, breast bone, collar, bone, shoulder, blades, forearm, hand, pelvis, thigh, knee, cap, leg and foot

Particular treatments of fractures and strains, Applications of splints.

General description of the heart and blood vessels.

Circulation of blood

Wounds, Hemorrhage and treatments

Wound accompanied by capillary or venous hemorrhage, varicose vein

Burns, scalds, stings, bites of snakes and rapid animals, frost bite

Respiration natural and artificial

the nervous system



Full Procurement Cycle with Reverse Logistics

- Purchase Requisition
- RFQ
- Quotation
- Contract
- Purchase Order
- Goods Receipt
- Invoice Verification
- Invoice Release
- Cash Payment to Vendor
- Return Delivery
- Credit Memo
- Credit Memo Release
- Cash Receipt from Vendor



Warehouse Management Processes

- Putaway For Goods Receipt
- Picking for Return
- Bin to Bin Transfer

Special Processes in Materials Management

- Plant to Plant Transfer
- St. Loc. To St. Loc Transfer
- STO – MM Route
- STO -- All Modules Involved
- Subcontracting Process
- Pipeline Process
- Consignment Process
- Framework Order Process
- Consumption Procurement
- Planned & Unplanned Issue
- Scrapping Process
- Service Procurement
- Physical Inventory in MM
- Physical Inventory in MM with WM
- GR Blocked Stock, Subsequent Credit & Debit
- Scheduling Agreement
- Invoicing Plant (Periodic)
- Sales Return to Unrestricted

Full Sales Cycle with Reverse Logistics

- Inquiry
- Quotation
- Contract
- Sale Order
- Outbound Delivery
- Picking
- Post Goods Issue
- Billing
- Cash Receipt From Customer
- Return Sale Order
- Inbound Delivery
- Post Goods Receipt
- Credit Memo
- Cash Payment to Customer





Applications of Artificial Intelligence

Course Code: IIRDC-AI-001

Application of AI Tools for Career Development and Professional Content Generation

1. Introduction to Artificial Intelligence

2. Introduction to ChatGPT

3. Applications of AI and ChatGPT in Career Development

4. Professional Content Generation and Enhancing Accuracy

5. Ethical Considerations and Best Practices

6. Future of AI in Professional Growth

7. AI for Business and Entrepreneurship

8. AI and Cybersecurity

9. AI in Healthcare

10. AI in Education and Training

11. AI in Logistics and Supplychain Management

12. AI in Daily Life

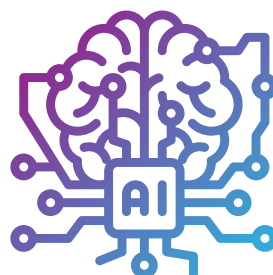
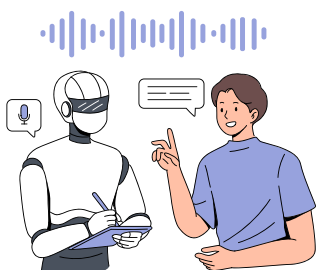
13. Project & Activities



AI, or Artificial Intelligence, refers to the development of computer systems that can perform tasks typically requiring human intelligence. These tasks include problem-solving, decision-making, learning, speech recognition, and language understanding. AI technologies use algorithms and data to improve efficiency, automate repetitive processes, and enhance decision-making across various fields, including healthcare, education, business, and cybersecurity.

The benefits of this module include enhancing career opportunities by integrating AI tools into job searches, resume building, and professional communication. It improves productivity by streamlining content creation, automating workflows, and optimizing decision-making processes.

This module serves as a comprehensive guide to understanding and utilizing Artificial Intelligence, particularly ChatGPT, in various aspects of career development and daily life. By exploring AI's applications in job search, education, business, cybersecurity, healthcare, and more, readers gain insights into how AI can enhance productivity, decision-making, and efficiency. The module also emphasizes ethical considerations and best practices, ensuring responsible AI usage. Whether for professionals, students, or businesses, this module provides valuable knowledge to help individuals stay competitive in an AI-driven world.



Life Skills-Based Employment Linked Programme*

(Free of Cost Training Programme for IIRDC Enrolled Students @ Bangalore)



Duration: Additional 8 Weeks /45 Days



Delivery: Offline or Hybrid Mode



Location: Bangalore

What You Will Learn ?

Life Skills

- Communication
- Critical Thinking
- Problem Solving
- Teamwork
- Managing Self

Employability Skills

- Financial Literacy
- Digital Literacy
- Communicative English
- Career Awareness
- Interview Preparation



Computer Literacy



Microsoft Excel



Microsoft Power Point



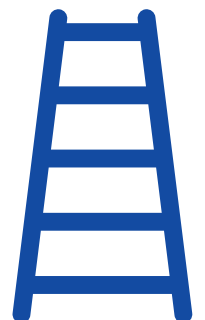
Microsoft Word



Interaction with Quest Alliance CEO and Team Members :



MoU Signing Ceremony with Multiple Organizations



Apostille Attestation

B.Voc / M.Voc, IIRDC Personnel Skill , NSQF / Non-NSQF Certifications

India, since 2005, has been a member of the Hague Convention of October 5, 1961, which abolished the requirement for the legalization of foreign public documents. Apostille is acceptable in all member countries of the Convention (For more info please visit the website: www.hcch.net). Apostille is done for personal documents like birth/death/marriage certificates, Affidavits, Power of Attorney, etc. and educational documents like degrees, diplomas, matriculation and secondary-level certificates etc. As India is a member of the Hague Apostille Convention, 1961, no further attestation or legalization of a document apostilled by a member country, should be required for using such apostilled document in India. An apostilled document should, therefore, be treated as a legalized document for all purposes in India by all concerned, in accordance with the international obligation under the Convention. (Source : <https://www.mea.gov.in/apostille.htm>) . The HCCH has currently 91 Members: 90 States and 1 Regional Economic Integration Organisation. (Source: <https://www.hcch.net/en/states/hcch-members>)

Albania Andorra Argentina Armenia Australia Austria Azerbaijan	Belarus Belgium Bosnia and Herzegovina Brazil Bulgaria Burkina Faso	Canada Chile China Costa Rica Croatia Cyprus Czech Republic	Denmark Dominican Republic
Ecuador Egypt El Salvador Estonia European Union	Finland France	Georgia Germany Greece	Honduras Hungary
Iceland India Ireland Israel Italy	Japan Jordan	Kazakhstan	Latvia Lithuania Luxembourg
Malaysia Malta Mauritius Mexico Monaco Mongolia Montenegro Morocco	Namibia Netherlands New Zealand Nicaragua North Macedonia Norway	Panama Paraguay Peru Philippines Poland Portugal	Republic of Korea Republic of Moldova Romania Russian Federation
Saudi Arabia Serbia Singapore Slovakia Slovenia South Africa Spain Sri Lanka Suriname Sweden Switzerland	Thailand Tunisia Türkiye	Ukraine United Kingdom of Great Britain and Northern Ireland United States of America Uruguay Uzbekistan	Venezuela (Bolivarian Republic of) Viet Nam
	Zambia		

Normal attestation/ Country specific attestation is done for all the countries which are not a member of Hague Convention and where Apostille is not accepted. According to their rules and regulation of that specific country/ attestation body (at the time of attestation) certificate can be applied for attestation. Online verification of certificates can be done through IIRDC website with or without attestation. Some Countries only provide country specific attestation for Specific courses/ programmes only, in that condition candidate can either go for Apostille attestation or IIRDC online verification for proving that certificate is genuine.

Companies where IIRDC Certified Students work as Interns / Trainees/ Employees



Only few companies are listed above

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IIRDC™ Institution of Industrial Research & Development Confederation

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SKILLS UNIVERSITY
Skill • Empower • Liberate

