

**MAHARASTRA UNIVERSITY OF HEALTH
SCIENCES, NASHIK**

**SCHOOL OF MEDICAL ASSISTANTS,
INHS ASVINI**

**COURSE CONTENT AND SYLLABUS ON
DIPLOMA COURSE IN**

MEDICAL STORES MANAGEMENT

SEMESTERWISE

DIPLOMA IN MEDICAL STORES MANAGEMENT

COURSE OBJECTIVE:-

1. Knowledge about the organisation of Armed forces Medical Stores, lay out of ideal medical stores.
2. Working knowledge to demand the medical stores from source of supply.
3. Working knowledge of procurement procedure of medical stores as per Defence procurement manual.
4. Working knowledge and skill to carryout medical stores keeping duties in hospitals & sickbays ashore and afloat.
5. Knowledge & Skills to demand, receipt, and issue of medical stores.
6. Working knowledge about condemnation of stores, regularization of losses, dispatch of medical stores, audit of stores, disposal of excess holding & time expires and procedure to transfer medical equipments.
7. Working knowledge and skills of functioning of medical stores, Maintenance of records and personnel management.
8. Knowledge about the dangerous drugs and schedule poison Act.
9. Procedure for demanding, issue, muster and receipt of dangerous drugs and schedule poisons and their demanding and accounting procedures in wards.
10. Working knowledge about the suspend use medicines, toxic drugs, their disposal and replacement.
11. Working knowledge for repair of medical equipments from various sources.
12. Knowledge & Skills to receipt, issue, accounting and mustering of medical stores.
13. Knowledge of storage, turn over and care of medical stores.
14. Knowledge of various reports and returns of medical stores.
15. Knowledge about Red Cross stores, indenting, accounting, repair, condemnation and disposal of Red Cross stores.
16. Working knowledge in pharmacy and skills to carry out duties in dispensaries of hospitals, sickbays ashore and afloat.
17. Working knowledge and skills of computer.

**GENERAL EXAM STRUCTURE FOR DIPLOMA
IN MEDICAL STORES MANAGEMENT**

S.No.	Subject	Theory	Practical	Total
Year I Semester I				
1.	Introduction to AFMSD & medical stores	150	50	200
2.	Indenting Procedure & Defence Procurement Manual	150	50	200
3.	Computer Training	150	50	200
4.	Introduction to Pharmacology	150	50	200
Year I Semester II				
1.	Disposal of Medical Stores	150	50	200
2.	Local Purchase & Red cross-stores	100	100	200
3.	Net working & computer maintenance	50	150	200
4.	Drugs acting Respiratory, CVS& Digestive Systems	50	150	200
Year II Semester III				
1.	Susmed / Toxic Drugs /Dangerous drugs	50	150	200
2.	Repairs of equipment and stores	50	150	200
3.	Receipt and issue procedure	50	150	200
4.	Drugs acting on CNS, Urinary Systems Anti-biotics, Chemotherapeutic, Anti amoebic and anti protozoal drugs	50	150	200
Year II Semester IV				
1.	Storage of medical stores and its care	50	150	200
2.	Return and reports of medical stores	50	150	200
3.	Drugs:Vaccine and sera, Dangerous drugs Immunosuppressant drugs	100	100	200
4.	Project work	---	100	100
Total				3100

COURSE DESCRIPTION FOR DIPLOMA IN MEDICAL STORES MANAGEMENT

Year I Semester-I

Paper I- Introduction to AFMSD & medical stores

- 1.1 Organisation of AFMSD
- 1.2 Lay out of AFMSD
- 1.3 Procurement of Medical Stores by AFMSD
- 1.4 Detailed knowledge of all PVMS section
- 1.5 Maintenance of books and ledgers & forms used in medical stores
- 1.6 ME Scales and CSHE Scales, procedure for new introduction in ME scale and PVMS

Paper II- Indenting Procedure & Defence Procurement Manual

- 2.1 Source of supply of medical stores
- 2.2 Procedure for preparation of indents :-
 - 2.2.1 Initial deficiency indents
 - 2.2.2 Regular indents
 - 2.2.3 Emergent indents
 - 2.2.4 NIV items (drugs, expendables & equipments)
 - 2.2.5 Payment indents
 - 2.2.6 Loan indents
- 2.3 Defence Procurement Manual & Procurement of drugs & consumables by DDO's
- 2.4 Indenting procedure for ECHS
- 2.5 Procedure for demanding and accounting vaccine and sera from civil institutes and settlement of bills
- 2.6 Indenting, accounting, disposal and competent financial authority of AFMRC stores

Paper III- Computer Training

- 3.1 Microsoft Word
 - 3.1.1 Making of various form in Word
 - 3.1.2 Hyper linking of files
 - 3.1.3 Drawing Frames
 - 3.1.4 Inserting Object and picture and Tables
 - 3.1.5 Mail Merging
 - 3.1.6 Scanning and Editing Document
 - 3.1.7 Protecting Document
- 3.2 Microsoft Excel
 - 3.2.1 Using of Formula
 - 3.2.2 Making Graph and chart
 - 3.2.3 Page & print Setup

- 3.2.4 Making of various form in Excel
- 3.2.5 Pivot Table Report
- 3.3 Microsoft PowerPoint
 - 3.3.1 Animation
 - 3.3.2 Slide transition
 - 3.3.3 Master Slide
 - 3.3.4 Inserting of Charts and objects
 - 3.3.5 Printing of Slides

Paper IV- Introduction to Pharmacology

- 4.1 Sources of drugs
- 4.2 Mode of administration
- 4.3 Actions of various drugs and their excretion
- 4.4 Adverse & toxic reactions
- 4.5 Weight & measures
- 4.6 Prescriptions
- 4.7 Grouping of drugs

Semester II

Paper V - Disposal of Medical Stores

- 5.1. Board Of Survey
 - 5.1.1 Occasions of board of survey
 - 5.1.2 Detail procedure to conduct board of survey (with special reference to RMSAF & AO)
 - 5.1.3 Disposal of items after survey
- 5.2 Loss statement and objection statements
 - 5.2.1 Loss, Various types of losses and procedure to deal with each type of loss in regard to prepare loss statement
 - 5.2.2 Competent financial authorities to approve loss statement
- 5.3 Settlement of audit objection
 - 5.3.1 To maintain objection statement register
 - 5.3.2 To deal with audit objection
- 5.4 Disposal of excess holding and time expired drugs
- 5.5 Transfer of medical equipments and its procedure

Paper VI - Local Purchase & Red cross-stores

- 6.1 Allotment of local purchase funds
- 6.2 Local purchase of PVMS items and settlement of bills against NA certificate from AFMSD/AFMC(BTD) PUNE
- 6.3 Procurement of medical stores under delegated financial power (with reference to NI/1/S/2006) and GOI MOD letter A/89591/FP-I/1974/2006 dt. 26 Jul 06
- 6.4 Organisation of red cross society
- 6.5 Various red cross stores
- 6.6 Indenting and accounting procedure of general amenity stores
- 6.7 Indenting and accounting procedure of Diversional therapy stores

- 6.8 Indenting and accounting procedures of DT prepared Articles
- 6.9 Indenting and accounting procedure of Red cross Library books, newspapers and magazines
- 6.10 Procedure for repairs, survey and disposal of Red cross stores

Paper VII - Net working & computer maintenance

- 7.1 Net Working
 - 7.1.1 (a) Introduction to LAN
 - 7.1.2 (b) Making of various cables
 - 7.1.3 (c) IP Addressing
 - 7.1.4 (d) Setting of small office network
 - 7.1.5 (e) Sharing of files and resources
- 7.2 Computer Maintenance
 - 7.2.1 (a) Hardware
 - 7.2.2 (b) Software
 - 7.2.3 (c) Recovery console and Data Backup

Paper VIII - Drugs acting Respiratory, CVS& Digestive Systems

- 8.1 Drugs acting on respiratory system
- 8.2 Drugs acting on CVS
 - 8.2.1 (a) Anti arrhythmic drugs
 - 8.2.2 (b) Anti hypertensive drugs
 - 8.2.3 (c) Cardiac glycosides
- 8.3 Drugs acting on digestive system

Year-II Semester- III

Paper IX - Susmed / Toxic Drugs

- 9.1 SUSMED
- 9.2 Procedure for declaring drug SUSMED
- 9.3 Action on receipt of SUSMED
- 9.4 Toxic Drugs
- 9.5 Procedure for declaring toxic and sending sample of drugs and IV fluids for test/assay
- 9.6 Disposal of toxic drugs and their replacement procedure
- 9.7 Dangerous and schedule poisons drugs:-
 - 9.7.1 Definition of dangerous drugs and schedule poison and DD Act
 - 9.7.2 Procedure for demanding issue, muster, and receipt of DD and schedule poisons. Accounting and demanding procedure in wards
 - 9.7.3 Accounting and disposal of dangerous drugs when ships under going long refits
 - 9.7.4 Accounting procedure of DD and schedule poisons onboard, ships not carrying medical officer

Paper X- Repairs of equipment and stores

- 10.1 Procedure for repairs of medical equipments through service source
- 10.2 Competent Financial Authorities for repairs
- 10.3 Repair of medical equipment through civil source and settlement of repair bills
- 10.4 AMC /CAMC of medical equipment through civil firm

Paper XI - Receipt and issue procedure

- 11.1 Checking rules on receipt of medical stores
- 11.2 Despatch of medical stores within India and abroad
- 11.3 Issue of medical stores within the unit, with in Navy, to the other services
- 11.4 Accounting procedure
- 11.5 Mustering procedure(as per RMSAF 1983)
- 11.6 Procedure to raise discrepancies and settlement of damages
- 11.7 Checking rules while receipt of stores from railways, receipt of open delivery
- 11.8 Procedure for railway claims in case of discrepancies, receipt of stores from railways without RR
- 11.9 Stock taking and verification method
- 11.10 Preparation of issue voucher and receipt voucher
- 11.11 Preparation of expense vouchers and CRV's
- 11.12 Packing and labelling of stores

Paper XII- Drugs acting on CNS, Urinary Systems Antibiotics, Chemotherapeutic, Anti amoebic and anti protozoal drugs

- 12.1 Drugs acting on ANS
 - 12.1.1 Cholinergic and anticholinergic
 - 12.1.2 Adrenergic and antiadrenergic
- 12.2 Drugs acting on CNS
 - 12.2.1 Hypotonic, sedatives and tranquilizers
 - 12.2.2 Antiepileptic
 - 12.2.3 Opioid analgesics and antagonist
 - 12.2.4 General anaesthetics
 - 12.2.5 Anti parkinsons drugs
 - 12.2.6 Anti psychotic, antianxiety, antidepressant and antimaniac drugs
- 12.3 Drugs acting on peripheral nervous systems
 - 12.3.1 Skeletal muscle relaxant
 - 12.3.2 Local anaesthesia
- 12.4 Drugs acting on kidney – diuretics and antidiuretics
- 12.5 Antibiotics
- 12.6 Chemotherapeutic
- 12.7 Antiamoebic and other antiprotozoal drugs

Semester-IV

Paper XIII - Storage of medical stores and its care

- 13.1 Stocking methods of medical stores and its care
- 13.2 Maintenance of Short Life Items
- 13.3 Preservation of different categories of medical stores in various temperature
- 13.4 Causes of determination of medical stores

Paper XIV- Return and reports of medical stores

- 14.1 Introduction to various returns & reports
- 14.2 Local Purchase Return
- 14.1 Toxic drug return
- 14.2 X-Ray & Electro medical equipment return

Paper XV - Drugs: Vaccine and sera, Dangerous drugs Immunosuppressant drugs

- 15.1 Vaccines and Sera
- 15.2 Dangerous drugs
- 15.3 Immunosuppressant

Paper XVI- Project work

- 16.1 Visit to AFMSD
 - 16.1.1 Visit to Halfkin institute
 - 16.1.2 Attachment to FMSD
 - 16.1.3 Lay out of medical stores
 - 16.1.4 Maintenance of books and ledgers
 - 16.1.5 Stocking and preservation of medical stores
 - 16.1.6 Placing demand (Indents) to various source of supply
 - 16.1.7 Local purchase of medical stores
 - 16.1.8 Various disposal of medical stores
 - 16.1.9 Demanding, accounting, issuing of dangerous and schedule poisonous drugs
 - 16.1.10 Repair of medical stores
 - 16.1.11 Receipt, issue and accounting of medical stores
 - 16.1.12 Storage of medical stores and it's care
 - 16.1.13 Rendering various reports and returns of medical stores
 - 16.1.14 Demanding, accounting and issuing of red cross stores
 - 16.1.15 Dispensary management