

# CERTIFICATE COURSE ON MATERIALS MANAGEMENT IN HOSPITALS (Batch 3)



St. John's  
Medical  
College



Christian  
Medical  
Association of  
India

A short term certificate course on Materials Management in hospitals is arranged to be held online for the benefit of managers and executives in stores, purchase and pharmacies of mission hospitals in India. The programme is offered as a joint initiative of **Christian Medical Association of India (CMAI)** and the **Department of Hospital Administration in St. John's Medical College, Bangalore.**

## Topics Covered

1	Introduction to Materials and Equipment Management: Introduction, Objectives, Need & Importance of Material Management
2	Ordering, maintaining registers like purchase register, stores inward register, stock register, drug expiry register, scheduled drug register, narcotic drug register, etc
3	Vendor selection, negotiation and rate fixing
4	Product specification and participatory decisions on purchase
5	Stores – Layout, Functions of stores & stores manager, Stores documentation, Codification & classification, Standardization, simplification & variety reduction.
6	Inventory Analysis, Lean management of stores
7	Guidance on getting a pharmacy license, and renewal; guidance on dealing with Government regulations and authorities, dealing with medical representatives, pitfalls to avoid.
8	Accreditation requirements of Purchase and stores
9	Quality assurance in purchase
10	Revenue Cycle management

**Resource Team:** A panel of experts in Materials Management and Hospital Administration from St. John's Medical College, missionary organizations and corporate hospitals.

## Expected Participants

The number of participants for the third batch of this short term course is limited to 30 persons based on first come-first served basis. They shall be presently employed with any mission hospitals under CMAI or CHAI or EHA hospitals or hospitals owned by Christian organizations or individuals.

## Course duration

Three months, starting from **22<sup>nd</sup> January ending on 20<sup>th</sup> March,2022.**  
Course materials soft copy will be sent to the participants.

## Certificate

On successful completion of the course, the participants will be awarded “Certificate in Materials Management in Hospitals” by St. John’s Medical College, Bangalore & Christian Medical Association of India, New Delhi.

## Course requirements

- Participation in more than 80 percent classes.
- Timely submission of all four assignments.
- Viva-voce examination online.

## Course fees

The fee for the course is Rs.6000/- (Six thousand only).  
Additional GST applicable @ 18 per cent.

## Registration and application

Online registration, application and fees payment can be done on  
[www.stjohns.in](http://www.stjohns.in).

**Last Date:** The last date of application is 15<sup>th</sup> January,2022.

**All correspondence** to the Email ID: [hod.mhachca@stjohns.in](mailto:hod.mhachca@stjohns.in)