

**शहीदगंगालाल राष्ट्रिय हृदय केन्द्र**  
**पदपूर्ति समिति**  
**पद:मेडिकल रेकर्डस अधिकृत(सेवा - प्रशासन, समूह - प्रशासन, उप-समूह - प्रशासन) को**  
**खुल्ला/आन्तरिक प्रतियोगितात्मकलिखित परीक्षाको पाठ्यक्रम**  
**एवं परीक्षायोजना**

यस पाठ्यक्रम योजनालाई दुई चरणमाविभाजनगरिएको छ :

**प्रथम चरण :-** लिखित परीक्षा(Written Examination)

पूर्णाङ्क :- २००

**द्वितीय चरण :-**अन्तर्वार्ता (Interview)

पूर्णाङ्क :- ३०

**प्रथम चरण(First Phase) :लिखित परीक्षा योजना(Written Examination Scheme)**

Paper	Subject	Full Marks	Pass Marks	No. Questions & Weightage	Time Allowed
I	Technical Subject	100	40	50×2 = 100 (Objective Multiple Choice Questions)	1.00 hrs
II		100	40	10×10 = 100 (Subjective Descriptive Type)	3.00 hrs

**द्वितीय चरण(Second Phase)**

Subject	Full Marks	Examination
Interview	30	Oral

**द्रष्टव्य :**

- यो परीक्षा योजनालाई प्रथम चरण (लिखित परीक्षा) र द्वितीय चरण (अन्तर्वार्ता) गरी दुई चरणमाविभाजनगरिएको छ ।
- लिखित परीक्षाको माध्यमभाषा नेपालीवाअंग्रेजीअथवा नेपाली र अंग्रेजीदुवै हुनेछ ।
- प्रथम र द्वितीयपत्रको पत्रको विषयवस्तुएउटै हुनेछ ।
- प्रथम र द्वितीयपत्रको लिखित परीक्षा छुट्टाछुट्टै हुनेछ ।
- वस्तुगतबहुवैकल्पिक(Multiple Choice)प्रश्नहरूको गलतउत्तर दिएमाप्रत्येक गलतउत्तर बापत २० प्रतिशतअङ्कट्यागिनेछ । तर उत्तर नदिएमा त्यस बापतअङ्कदिइने छैन र अङ्कट्यापनिगारिने छैन ।
- विषयगतप्रश्नको हकमाप्रत्येकखण्डकालागि छुट्टाछुट्टै उत्तरपुस्तिकाहरू हुनेछन् । परीक्षार्थीले प्रत्येक खण्डकाप्रश्नहरूको उत्तर सोहीखण्डकाउत्तरपुस्तिकामा लेख्नुपर्नेछ ।
- यस पाठ्यक्रम योजनाअन्तर्गतकापत्र/विषयकाविषयवस्तुमा जेसुकै लेखिएको भएतापनिपाठ्यक्रममा परेकाकानून, ऐन, नियमविनियमतथानीतिहरू परीक्षाको मितिभन्दा ३ महिनाअगाडि (संशोधनभएकावा संशोधनभई हटाईएकावाथप गरी संशोधनभई) कायम रहेकालाई यस पाठ्यक्रममा परेको सम्झनु पर्दछ ।
- प्रथम चरणको परीक्षाबाटछनौट भएकाउम्मेदवारहरूलाई मात्रद्वितीय चरणको परीक्षामा सम्मिलित गराइनेछ ।
- पाठ्यक्रमलागू मिति :- २०७६।११।१९

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**Paper I &II : - Technical Subject**

**Section (A): 50 % Marks**

**1. Statistics and Mathematics**

- 1.1 Statistics and Data Management
  - 1.1.1 Definitions of statistics and role of statistics in health and medicine
  - 1.1.2 Importance and limitation of Statistics
  - 1.1.3 Data/Information, types and nature of data
  - 1.1.4 Collection of data
  - 1.1.5 Organization of data
  - 1.1.6 Presentation of data (Tables and Charts)
- 1.2 Descriptive Statistics
  - 1.2.1 Measure of central tendency
  - 1.2.2 Measure of dispersion
  - 1.2.3 Correlation and Regression
  - 1.2.4 Time series analysis (secular, seasonal and cyclical variations)
  - 1.2.5 Forecasting
- 1.3 Probability and Distribution
  - 1.3.1 Concept of Probability
  - 1.3.2 Additional and multiplication rule of probability
  - 1.3.3 Binomial Distribution
  - 1.3.4 Poisson Distribution
  - 1.3.5 Normal Distribution and its properties
- 1.4 Sampling and sampling methods
  - 1.4.1 Introduction and importance sampling
  - 1.4.2 Principle steps and limitations in sample survey
  - 1.4.3 Types of random sampling (Simple random sampling, stratified random sampling, systematic sampling, cluster and multistage sampling)
  - 1.4.4 Standard errors and sampling distributions
  - 1.4.5 Sampling and non-sampling errors
- 1.5 Statistical tests of significance
  - 1.5.1 Estimation and Confidence interval
  - 1.5.2 t-test
  - 1.5.3 Z test
  - 1.5.4  $\chi^2$  test (Chi- square Test)
- 1.6 Set theory and number system
  - 1.6.1 Definition and various types of sets, notations and use of set theory
  - 1.6.2 Rate, ratio and proportion
  - 1.6.3 Number System
  - 1.6.4 Permutation and combination
  - 1.6.5 Logarithm
- 1.7 Determinants and Matrix
  - 1.7.1 Determinants and properties of determinants
  - 1.7.2 Introduction of matrix, addition, subtraction and multiplication of matrix
  - 1.7.3 Different types of matrices
  - 1.7.4 Ad-joint, Inverse of matrix, Rank of matrix and their uses
  - 1.7.5 Properties of matrix

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**Section (B): 50 %**

2. **Medical Records and Medical Records Department**
  - 2.1 Introduction, types and need of medical records
  - 2.2 Comparison between hospital records and other health facility record
  - 2.3 Filling and indexing of medical records
  - 2.4 Storage and retrieval medical records
  - 2.5 Processing of records and their flow
  - 2.6 ICD-10 coding system
  - 2.7 Medico legal aspects of medical records
  - 2.8 Medical records section/ Department and its functions
  - 2.9 Roles and responsibilities of medical records in hospital management
  - 2.10 Confidentiality and safety of patient's information
  - 2.11 Medical terminologies (suffix and prefix)
  - 2.12 Medical prescriptions, other papers used for recording, reporting and patient's care
  - 2.13 Different registers used in hospitals and other health facilities
3. **Hospital Based Recording and Reporting System**
  - 3.1 Introduction and types of hospital in Nepal
  - 3.2 Different sections in hospital and services provided by different level of hospital
  - 3.3 Present status, issues and problems of hospital based recording and reporting
  - 3.4 Information flow chart of HMIS, Hospital based HMIS tools, Strengths and weaknesses of present HMIS
4. **Hospital based health indicators**
  - 4.1 Definition, importance and characteristics of indicators
  - 4.2 Hospital based health indicators (inputs, processing, output and impact)
  - 4.3 Hospital defined indicators used by MoHP
  - 4.4 Utility of hospital data/information
  - 4.5 Use of disaggregated information, gender statistics
5. **Population Statistics of Nepal**
  - 5.1 Major sources of population data
  - 5.2 Population censuses of Nepal
  - 5.3 Composition and distribution of population
  - 5.4 Fertility, mortality and migration of population
  - 5.5 Population growth and population projection
  - 5.6 Vital events and registration of vital events
  - 5.7 Sources of vital statistics
6. **Miscellaneous**
  - 6.1 Present Constitution of Nepal (health and welfare issues)
  - 6.2 National Health Policy
  - 6.3 Health care delivery system of Nepal
  - 6.4 Nepal health sector strategy and implementation plan
  - 6.5 Recording reporting of different diseases - EWARS, surveillance activities
  - 6.6 Spatial data and digital data, Electronic dissemination
  - 6.7 Sustainable development goals (SDG)
  - 6.8 Health research priorities in Nepal
  - 6.9 शहीदगंगालाल राष्ट्रिय हृदय केन्द्र र सो को कर्मचारी सेवाकाशर्त र सुविधा सम्बन्धीनियमावलीतथाआर्थिक प्रशासननियमावली सम्बन्धीजानकारी