Post Graduate Diploma in Hospital and Health management (PGDHHM)

ASSIGNMENTS

2022

<u>PGDHHM/AS 1-6</u>

IGNOU

School of Health Sciences
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Maidan Garhi, New Delhi-110 068

Dear Student,

As explained in the Programme Guide, there are nine assignments in total and **all** these assignments are compulsory. Please note that the assignments carry a weightage of 30% marks towards the final evaluation in theory component and *submission of related assignments is a prerequisite* for appearing in theory term-end examination for respective papers. The subject area of assignments and its last date of submission are mentioned below:

Last Date of Submission	Course Code	Blocks Involved	Assignment Code
July 31, 2022	**PGDHHM-01**	**1, 2 & 3**	**PGDHHM/AS-1**
	PGDHHM-03	**1, 2 & 3**	**PGDHHM/AS-3**
September 15, 2022	**PGDHHM-02**	**1, 2 & 3**	**PGDHHM/AS-2**
	PGDHHM-04	**1, 2 & 3**	**PGDHHM/AS-4**
October 31, 2022	**PGDHHM-05**	**1, 2 &3**	**PGDHHM/AS-5**
	PGDHHM-06	**1, 2 & 3**	**PGDHHM/AS-6**

Please take note of the following points before writing your assignments:

- Use foolscap size/A4 size paper for writing your responses. Only handwritten assignments will be accepted. Typed or printed copies of assignments will not be accepted.
- Tie the pages after numbering them carefully.
- Write the question number with each answer.
- *All the questions are compulsory.*
- Every assignment will be evaluated out of a full mark of 100. Weightage is indicated in parenthesis against each question.

Suggestions for writing an assignment:

Read the assignments carefully. Go through the units on which the answers are based. Draw a rough outline of your answer. Make a logical order. Then write your answer neatly and submit. Give illustrations and tables wherever necessary. **You may keep a xerox copy of the answer sheets for future reference.**

Answer each assignment in separate sheets. On the first page of the assignment response sheet, write the course code, course title, assignment code, name of your programme study centre and date of submission. Your Roll No., Name and Full address should be mentioned in the top right corner of the first page. The first page of your response sheet should look like the format given.

Course Code _____	Roll No. _____
Course Title _____	Name _____
Assignment Code _____	Address _____
PSC _____	_____
Date of Submission _____	_____

Please submit the assignments to your LSC Coordinator only.

PGDHHM-01: Introduction to Management-I
(Blocks 1, 2 & 3)

Answer in brief all the questions between 500-750 words

1. Collective Bargaining.

2. Methods of Recruitment

3. Application of Management Principles in health Sector.

4. Procedures for fixation of Minimum Wages

5. Leadership styles in Health Care Set ups.

6. Training Need Assessment for Health Care Institutions.

7. Decision Making

8. Resolution of Conflicts in Hospitals.

9. PET

10. Case Study Method of Training

PGDHHM-02: Introduction to Management-II
(Blocks 1, 2 & 3)

Answer in brief all the questions between 500-750 words

1) Methods of Cost Analysis

2) Balance Sheet

3) Techniques of Economic Efficiency

4) Tools and Techniques of Inventory Control

5) Audit of Hospital equipment

6) Approaches to Budgeting.

7) Service Marketing Mix.

8) Selection and Utilization of Hospital Equipments.

9) Breakeven Analysis

10) Competition Based Pricing in Health Sector

PGDHHM-03: Organisation and Management of Hospitals
(Blocks 1, 2 & 3)

Answer in brief all the questions between 500-750 words

1. Organogram

2. Changing Roles of Hospitals.

3. Conducting Research in Hospital Management.

4. Public Relation Department of Hospitals

5. Use of Non-Conventional Energy Devices in Hospitals.

6. Consumer Protection Act and its Implications.

7. ESIC Scheme.

8. Engineering Services Department of a Hospital

9. ABC-VED Analysis

10. Leadership skills necessary for an effective hospital administrator

PGDHHM-04: Clinical, Diagnostic and Therapeutic Services
(Blocks 1, 2 & 3)

Answer in brief all the questions between 500-750 words

1. Planning and Organization of OPD Services of a Hospital

2. Policy, Procedures and Managerial Issues in PMR.

3. Planning and Managerial Issues related to the Hospital Pharmacy.

4. Medico-Social Aspects of Organ Donation.

5. Management Issues and Quality Assurance for Diagnostic Services.

6. Monitoring, Evaluation and Factors Influencing the Inpatient Care

7. Role, functions and types of Blood Bank.

8. Admission and Discharge Policies of ICU.

9. Maintenance of Sterility conditions in Operation Theatres (OT).

10. Planning Consideration of a Rehabilitation Unit

PGDHHM-05: Support and Utility Services and Risk Management
(Blocks 1, 2 & 3)

Answer in brief all the questions between 500-750 words

1. Hospital Statistics and their Utility in Managing the Hospitals

2. Record Retention Process

3. Roles, Functions and related Managerial Issues of Hospital Pharmacy

4. Role, Functions, Classification and Types of Ambulance Services

5. Prevention and Control of Hospital Acquired Infections (HAIs)

6. Quality Assurance in Central Sterile Supply Department

7. Fire Protective Measures in Hospitals.

8. Advantages and Disadvantages of Out Sourcing of Housekeeping Services of a Hospital.

9. Hospital Death Rates

10. Management of Hospital Linen Services

PGDHHM-06: Health System Management
(Blocks 1, 2 & 3)

Answer in brief all the questions between 500-750 words

1) Models of Partnership in Health Care

2) Role of NGOs in Health Sector.

3) Control and Prevention of Occupational Hazards in Health Care Institutions

4) Health Care Delivery System in the Country

5) Role of Alternative Systems of Medicine in Health Care.

6) Emerging Issues in Occupational Health Care Management.

7) Investigation and Management of Infectious Disease Epidemic

8) Monitoring Indicators for Reproductive Child Health Programme.

9) First Referral Unit (FRU).

10) Regionalization of health services