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# **Post Graduate Diploma in Hospital and Health Management (PGDHHM)**

## **ASSIGNMENTS**

**2015**

**PGDHHM/AS 1-6**



*School of Health Sciences*  
**Indira Gandhi National Open University**  
**Maidan Garhi, New Delhi-110 068**  
**2015**

Dear Student,

As explained in the Programme Guide, there are six 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
June 30, 2015	PGDHHM-01	1, 2 & 3	PGDHHM/AS-1
	PGDHHM-03	1, 2 & 3	PGDHHM/AS-3
August 31, 2015	PGDHHM-02	1, 2 & 3	PGDHHM/AS-2
	PGDHHM-04	1, 2 & 3	PGDHHM/AS-4
October 15, 2015	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 only foolscap size paper for writing your responses. Only handwritten assignments will be accepted. **Typed or printed copies of assignments will not be accepted.**
- Tie all 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 150.
- Each assignment has 15 short questions.
- Each question carries 10 marks.
- Answer to each question should be between 500-750 words.

**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 Xe-rox 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 Enrollment 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 _____	Enrollment No. _____
Course Title _____	Name _____
Assignment Code _____	Address _____
PSC _____	_____
Date of Submission _____	_____

**Please submit the assignments to your Programme In-charge only.**

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

**Course Code: PGDHHM-01**  
**Assignment Code: PGDHHM/AS-1**  
**Maximum Marks: 150**  
**Due Date: June 30, 2015**

- 1)
  - a) Enumerate the functions of management. (20)
  - b) Discuss how the control function is exercised in an organization.
  - c) Explain the relevance and significance of management principles as applied to health sector.
  
- 2)
  - a) What do you understand by the term "Motivation"? (20)
  - b) Describe in brief the major content theories of work motivation.
  - c) Enlist the important motives influencing the employees behaviour.
  
- 3)
  - a) Discuss in brief the objectives of training. (20)
  - b) Write the need of evaluation of training and how will you carry out the evaluation of a training programme?
  
- 4) Write short notes on: (10x9=90)
  - a) Equal Remuneration Act 1976
  - b) Leadership skills
  - c) Collective Bargaining
  - d) Communication Barriers
  - e) Organizational Structure
  - f) Decision making
  - g) Classification of Wages
  - h) Management by Objectives (MBO)
  - i) Leadership style.
  - j) Managerial Grid.

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

**Course Code: PGDHHM-02**  
**Assignment Code: PGDHHM/AS-2**  
**Maximum Marks: 150**  
**Due Date: August 31, 2015**

- 1)
  - a) Explain the concept of budget and its main characteristics. (20)
  - b) Describe the responsibilities of the budget committee.
  - c) Discuss various approaches of budgeting.
  
- 2)
  - a) What is cost accounting? (20)
  - b) Briefly discuss the cost behavior in relation to hospital output.
  - c) Describe in brief the direct costs and overhead costs.
  
- 3)
  - a) Discuss in brief the cost containment strategy which may influence the costs and efficiency in hospital functioning. (20)
  - b) Which financial reports are required for financial control?
  - c) Describe the tools of financial control.
  
- 4) Write short notes: (10x9=90)
  - a) Health Economics
  - b) Marketing Communication for Health Care Services
  - c) Break Even Analysis
  - d) Services Marketing Mix
  - e) Techniques of Economy Efficiency
  - f) Methods of Cost Analysis
  - g) Elasticity of Demand
  - h) Balance Sheet
  - i) Classification of Cost
  - j) Pricing of Health Services.

## **PGDHHM-03: Organization and Management of Hospitals**

**(Blocks 1, 2 & 3)**

**Course Code: PGDHHM-03**  
**Assignment Code: PGDHHM/AS-3**  
**Maximum Marks: 150**  
**Due Date: June 30, 2015**

- 1)
  - a) Define a medico-legal case. (20)
  - b) Discuss the importance of medical records in medico-legal cases.
  - c) Describe the medico-legal duties and responsibilities of doctors in clinical practice.
  
- 2)
  - a) Explain the term 'hospital system'. (20)
  - b) Describe in brief the various functions of the hospital.
  - c) Discuss the role and responsibilities of the hospital manager in context of the changing role of hospitals.
  
- 3)
  - a) Describe the structure and staffing pattern of the engineering department of a hospital. (20)
  - b) Enlist the functional areas of an engineering services department in the hospital.
  - c) Discuss in brief the role of engineering services department in hospitals.
  
- 4) Write short notes on any nine of the following. (10x9=90)
  - a) Hospital safety aspects in designing the structure of a hospital building.
  - b) Classification of Hospitals.
  - c) Non Conventional Energy Devices in Hospitals.
  - d) Management of inter-group conflicts.
  - e) Quality Manual
  - f) Consumer Disputes Redressal
  - g) Types of Consent
  - h) Hospital Organogram
  - i) Concept, purpose, peculiarities and areas of research in hospital administration
  - j) Principles of Public Relations in Hospitals.

## **PGDHHM-04: Clinical, Diagnostic and Therapeutic Services**

**(Blocks 1, 2 & 3)**

**Course Code: PGDHHM-04**  
**Assignment Code: PGDHHM/AS-4**  
**Maximum Marks: 150**  
**Due Date: August 31, 2015**

- 1) a) Discuss the various managerial issues encountered in pharmacy services and measures to be taken to control them. (20)  
b) Describe the role and functions of pharmacy including the drug distribution system
- 2) a) Enumerate the role and functions of outpatient department (OPD) of a hospital. (20)  
b) Describe the various planning consideration for setting up an outpatient department (OPD) of a district hospital.
- 3) a) Define disability and enumerate the laws related to disability. (20)  
b) Discuss the policy, procedures and managerial issues with regard to physical medicine and rehabilitation department of a hospital.  
c) Describe various approaches to prevent the disability.
- 4) Write short notes: (10x9=90)
  - a) Ward designs
  - b) Factors influencing Inpatient Care
  - c) Role, functions and types of Blood Bank
  - d) Protective measures from Radiation Hazards
  - e) Quality Control of Laboratory Services
  - f) Zoning Concept of Operation Theatre
  - g) Role, functions and types of Accident and Emergency Services
  - h) Admission and discharge policies of ICU
  - i) Staffing norms for Nursing Services
  - j) Elements of Progressive Patient Care (PPC)

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

**Course Code: PGDHHM-05**  
**Assignment Code: PGDHHM/AS-5**  
**Maximum Marks: 150**  
**Due Date: October 15, 2015**

### **Answer all the questions**

- 1)
  - a) What do you understand by the term “Disaster”? (20)
  - b) Discuss in brief the principles of disaster planning.
  - c) Describe the special characteristics of disaster and the spectrum of disaster management.
  
- 2)
  - a) Discuss the importance and implications of Hospital Waste Management. (20)
  - b) Describe the steps of Hospital Waste Management from generation to final disposal in a 500 bedded general hospital.
  - c) Explain the role of hospital waste management committee.
  
- 3)
  - a) Explain the purpose of medical records in a hospital. (20)
  - b) Discuss briefly the medico-legal aspects of medical records.
  - c) Describe the reports and returns which can be generated via medical record department.
  
- 4) Write short notes: (10x9=90)
  - a) Surveillance of HAI.
  - b) Fire protection Measures in Hospital.
  - c) Importance and functions of Housekeeping Services.
  - d) Planning and organization of Hospital Ambulance Services.
  - e) Role and functions of Dietary Services Department of a Hospital.
  - f) Policies and procedures of Hospital Security.
  - g) Importance and scope of CSSD
  - h) Policies and procedures for Mortuary Services.
  - i) Sterilization Methods applicable to CSSD
  - j) Quality Assurance Programme in Hospital Laundry.

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

**Course Code: PGDHHM-06**  
**Assignment Code: PGDHHM/AS-6**  
**Maximum Marks: 150**  
**Due Date: October 15, 2015**

### **Answer all the questions**

- 1)
  - a) Describe the components and packages of services under RCH programme. (20)
  - b) Describe the role of hospitals in the implementation of RCH programme.
  
- 2)
  - a) Describe the organizational structure of health care delivery system from village to district level. (20)
  - b) Describe the steps for district health planning.
  
- 3)
  - a) What do you understand by the term “epidemics”? (20)
  - b) Describe in brief the various types of epidemics.
  - c) List the various techniques of forecasting of an epidemic.
  - d) Describe in brief the various steps in management of an epidemic.
  
- 4) Write short notes: (10x9=90)
  - a) Health Insurance.
  - b) Concept, Need and Basis of Holistic Health
  - c) National Rural Health Mission
  - d) Role of Hospital in National Cancer Control Programme
  - e) Morbidity and Mortality Indicators.
  - f) Regionalization of Health Services.
  - g) RNTCP
  - h) Need, organization and function of Occupational Health Services
  - i) New Structures proposed under National Population Policy 2000
  - j) Measures of Central Tendency and Dispersion.