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

## **ASSIGNMENTS**

**2016**

**PGDHHM/AS 1-6**



*School of Health Sciences*  
**Indira Gandhi National Open University**  
**Maidan Garhi, New Delhi-110 068**  
**2016**

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, 2016	PGDHHM-01	1, 2 & 3	PGDHHM/AS-1
	PGDHHM-03	1, 2 & 3	PGDHHM/AS-3
August 31, 2016	PGDHHM-02	1, 2 & 3	PGDHHM/AS-2
	PGDHHM-04	1, 2 & 3	PGDHHM/AS-4
October 30, 2016	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 10 short questions.
- Each question carries 15 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 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 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, 2016**

**Write in brief on the following:**

**Answer to each question should be between 500-750 words.**

1. Significance of Management Principles.
2. Factors influencing the choice of organizational structure
3. Organisational level projection of manpower supply and demand.
4. Communication Network in Health Care set ups.
5. Objectives, relevance and evaluation of training in Health Care Organization
6. Procedures for fixation of minimum wage and effect of non-payment or less payment
7. Managerial Grid and its applications in health care setups.
8. Training methods used in hospitals and healthcare setups.
9. Decision making processes and styles
10. Union management in health care setup.

**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, 2016**

**Write in brief on the following:**

**Answer to each question should be between 500-750 words.**

1. Role of Budgeting in managing hospitals or healthcare institution
2. Cost Analysis Methods
3. Difference between pricing of industrial goods and Health Care Services.
4. Strategic considerations in implementing the pricing policy.
5. Techniques of Economic Efficiency.
6. Condemnation and Disposal of Hospital Equipment.
7. Health Sector Financing.
8. Factors responsible for utilization of hospital equipment.
9. Inventory Control Analysis.
10. Special considerations in the auditing of hospitals.

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

**Course Code: PGDHHM-03  
Assignment Code: PGDHHM/AS-3  
Maximum Marks: 150  
Due Date: June 30, 2016**

**Write in brief on the following:**

**Answer to each question should be between 500-750 words.**

1. Hospital as an Matrix Organization or as a system
2. Determination of patient satisfaction levels in hospitals.
3. Preventive Maintenance Programme in hospitals for engineering services
4. Energy conservation in hospitals.
5. Steam Supply System in Hospitals.
6. Consideration in selection process of floor, walls and ceilings materials in hospitals.
7. Steps in conducting the research in the hospitals.
8. Steps involved in organization of quality management programme.
9. Consumer Protection Act and its implications in medical practice.
10. Types of conflicts in hospitals and their resolutions.

**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, 2016

**Write in brief on the following:**

**Answer to each question should be between 500-750 words.**

1. Planning Organisation, Organizational management Considerations for out-patient services.
2. Write short notes on the following:
  - a. Zoning Concept of Operation Theater.
  - b. Quality Assessment and improvement in ICU.
3. Monitoring and Evaluation of inpatient services
4. Roles, Functions, Tasks and activities of Nursing Services of Hospital.
5. Laws related to disabilities
6. Quality Assurance of Laboratory Services
7. Planning and organization of Radio Diagnosis and Imaging Services.
8. Write Short notes on the following:
  - a. Nursing Audit
  - b. Factors for estimation of number of nurses required in a hospital.
  - c. Florence Nightingale's contribution towards nursing.
9. Policies, Procedures, Managerial issues in Pharmacy Services of a Hospital.
10. Standard Operating Procedures for Blood Transfusion Services in Hospitals.

## **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 30, 2016**

**Write in brief on the following:**

**Answer to each question should be between 500-750 words.**

1. Staffing, physical facilities, policies and procedures involved in mortuary services.
2. Write short notes on the following:
  - a. Types of Ambulance
  - b. Ambulance and Emergency Care Service of developed countries.
  - c. Types of hospital waste.
3. Management issues in sanitation and waste management
4. Control and prevention of Hospital Acquired Infections.
5. Write Short notes on the following:
  - a. Principles of Disaster Planning
  - b. Disaster Committee
  - c. Disaster Manual
6. Principles of hospital planning consideration in relation to the fire hazards and fire safety training.
7. Control, Evaluation and Quality Assurance of Housekeeping Services in Hospitals.
8. Importance, Roles & Functions of Linen and Laundry services and quality assurance programme.
9. Medico Legal Aspects of Medical records.
10. Methods of sterilization used in hospitals.

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

**Course Code: PGDHHM-06**  
**Assignment Code: PGDHHM/AS-6**  
**Maximum Marks: 150**  
**Due Date: October 30, 2016**

**Write in brief on the following:**

**Answer to each question should be between 500-750 words.**

1. Epidemiological Surveillance Health Indicators.
2. Primary Health Care and Role of Hospital in Primary Health Care.
3. Epidemic Forecasting and Management.
4. Occupational Health Scenario in India.
5. Emerging Trends in Health Insurance.
6. Role and need for application of Alternate Systems of Medicine in India.
7. District Health Information System.
8. Concept, problems and benefits of regionalization of Health Care Services.
9. Role of Hospitals in:
  - A. National Programme for Control of Blindness.
  - B. RNTCP.
10. Improvement in Quality of Services for Health Programmes related to Maternal and Child Health.