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Post Graduate Diploma in Hospital and Health Management (PGDHM)

ASSIGNMENTS 2017 PGDHM/AS 1-6



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

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, 2017	PGDHHM-01	1, 2 & 3	PGDHHM/AS-1
	PGDHHM-03	1, 2 & 3	PGDHHM/AS-3
August 31, 2017	PGDHHM-02	1, 2 & 3	PGDHHM/AS-2
	PGDHHM-04	1, 2 & 3	PGDHHM/AS-4
October 15, 2017	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 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 _____
Programme Study Centre _____	
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, 2017

Write Short Notes on the following:

Answer to each should be between 500-750 words.

1. *Application of Functions of Management in Health Care Institutions.*
2. *Training Need Assessment for Health Care Institutions.*
3. *Management Techniques used in Health Care Sector.*
4. *Issues in Assessment of Manpower Requirements in Hospitals/ Health Care Organizations.*
5. *Procedures for fixation of Minimum Wages.*
6. *Managerial Grid and its applications in Health Care Set ups.*
7. *Types of Communication and Barriers in Communication Process.*
8. *Decision making processes and styles.*
9. *Resolution of Conflicts in Hospitals.*
10. *Performance appraisal in Health Care Organisations.*

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, 2017

Write Short Notes on the following:

Answer to each should be between 500-750 words.

- 1) *Accounting Concepts and Types of Accounts.*
- 2) *Types of Costs and Methods of Cost Analysis.*
- 3) *Approaches to Budgeting.*
- 4) *Ratios related to Financial Analysis and Health Care Institutions.*
- 5) *Special Issues in the Audit of Hospitals.*
- 6) *Service Marketing Mix.*
- 7) *Techniques of Economic Efficiency.*
- 8) *Security, Condemnation and Disposal of Stores.*
- 9) *Tools and Techniques of Inventory Control.*
- 10) *Selection and Utilization of Hospital Equipments.*

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, 2017**

Write Short Notes on the following:

Answer to each should be between 500-750 words.

- 1) *Consumer Protection Act and its Implications.*
- 2) *Role of Public Relations in Hospitals.*
- 3) *Function of Hospitals in changing scenario.*
- 4) *Medical Negligence and Role of Hospital Managers.*
- 5) *Steps of organization of Quality Management System.*
- 6) *ESIC Scheme.*
- 7) *Intelligent Building*
- 8) *Conducting Research in Hospital Management*
- 9) *Use of Non-conventional Energy Devices in Hospitals*
- 10) *Engineering Services Department of a Hospital*

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, 2017

Write Short Notes on the following:

Answer to each should be between 500-750 words.

- 1) *Reduction of waiting time in Out Patient Departments of Hospitals.*
- 2) *Nursing Audit and Quality Assurance of Nursing Services in Hospitals.*
- 3) *Goals, Objectives and Rehabilitation Approaches for PMR.*
- 4) *Quality Assurance for Radiation Safety Measures in Hospitals.*
- 5) *Policy and Procedures of Accident and Emergency Department of a Hospital.*
- 6) *Planning and Managerial Issues related to Hospital Pharmacy.*
- 7) *Role, functions and types of Blood Bank.*
- 8) *Admission and Discharge Policies of ICU.*
- 9) *Quality Control of Laboratory Services.*
- 10) *Maintenance of Sterility conditions in Operation Theatres (OT).*

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: September 30, 2017

Write Short Notes on the following:

Answer to each should be between 500-750 words.

- 1) *Principles of Disaster Planning.*
- 2) *Medicolegal Aspects of Medical Records.*
- 3) *Legal and Ethical Aspects of Hospital Waste Management and the role of Hospital Waste Management Committee.*
- 4) *Fire Protective Measures in Hospitals.*
- 5) *Planning and Organization of CSSD.*
- 6) *Policies and Procedures of Hospital Security.*
- 7) *Advantages and Disadvantages of Out Sourcing of Housekeeping Services of a Hospital.*
- 8) *Planning and Managerial Issues related to Hospital Pharmacy.*
- 9) *Hospital Statistics and their utility in managing the hospital.*
- 10) *Quality Control of Dietary Services of a Hospital.*

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

Course Code: PGDHHM-06
Assignment Code: PGDHHM/AS-6
Maximum Marks: 150
Due Date: September 30, 2017

Write Short Notes on the following:

Answer to each should be between 500-750 words.

- 1) *Investigation and Management of Infectious Disease Epidemic*
- 2) *Salient features of National Health Policy 2016.*
- 3) *Levels of prevention and their application in Health Management.*
- 4) *Role of Alternative Systems of Medicine in Health Care.*
- 5) *Emerging Issues in Occupational Health Care Management.*
- 6) *Monitoring Indicators for Reproductive Child Health Programme.*
- 7) *Risk Approach in Health Care.*
- 8) *Role of Hospitals in National Blindness Control Programme & Cancer Control Programme.*
- 9) *Importance, types of surveillance and the system of surveillance in the country.*
- 10) *First Referral Unit (FRU).*