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

## ***ASSIGNMENTS*** ***2019*** ***PGDHHM/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 Assignment Code	Course Code	Blocks Involved	
<b>June 30, 2019</b>	PGDHHM-01	1, 2 & 3	PGDHHM/AS-1
	PGDHHM-03	1, 2 & 3	PGDHHM/AS-3
<b>August 31, 2019</b>	PGDHHM-02	1, 2 & 3	PGDHHM/AS-2
	PGDHHM-04	1, 2 & 3	PGDHHM/AS-4
<b>October 15, 2019</b>	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, 2019**

**Write in brief on the following:**

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

- 1) *Principles of Management and their relevance in Health Care Institutions.***
- 2) *Communication Process and Barriers in Communication***
- 3) *Training Need Assessment for Health Care Institutions***
- 4) *Theories of Motivation.***
- 5) *Leadership Styles and Leadership Skills for Hospital Administrators.***
- 6) *Performance Appraisal***
- 7) *Management Techniques Used in Health Care Sector***
- 8) *Methods of Recruitment***
- 9) *Performance Appraisal in Health Care Organisations***
- 10) *Collective Bargaining.***

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

**Course Code: PGDHMM-02  
Assignment Code: PGDHMM/AS-2  
Maximum Marks: 150  
Due Date: August 31, 2019**

**Write in brief on the following:**

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

- 1) *Need for Budgeting and Types of Budget.***
- 2) *Methods of Cost Analysis***
- 3) *Tools and Techniques of Inventory Control***
- 4) *Enhancing Health Care Access for Poors & Marginalised***
- 5) *Health Care Financing***
- 6) *Procurement of Equipment in Health Care Institutions***
- 7) *Techniques of Economic Efficiency***
- 8) *Logistics Management in Health Care Organisations***
- 9) *Maintenance Plan for Medical Equipment in Large Hospitals.***
- 10) *Marketing Communication in Health Care Services***

# **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, 2019**

**Write Short Notes on the following:**

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

- 1) *Role of Hospital Administration in Present day Context.***
- 2) *Challenges and Strategies in Hospital Management.***
- 3) *Organogram***
- 4) *Public Relation Department of Hospitals.***
- 5) *Management of Conflict in Health Care Institutions***
- 6) *Organization of Quality Management System.***
- 7) *Conducting Research in Hospital Management.***
- 8) *Use of Non-Conventional Energy Devices in Hospital***
- 9) *Engineering Services Department of a Hospital***
- 10) *Medico-Legal Duties and Responsibilities of Doctors in Clinical Practice.***

**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, 2019**

**Write Short Notes on the following:**

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

- 1) *Planning and Organization of OPD Services of a Hospital***
- 2) *Quality Assurance of Nursing Care Services in Hospitals.***
- 3) *Physical facilities and Planning Consideration for Blood Transfusion Services.***
- 4) *Management Issues and Quality Assurance for Diagnostic Services.***
- 5) *Goals, Objectives and Rehabilitation Approaches for PMR.***
- 6) *Types of Wards & their Merits and Demerits***
- 7) *Medico-Social Aspects of Organ Donation.***
- 8) *Planning and Organization of Radio Imaging Services for a 500 Bedded  
Hospital.***
- 9) *Zoning concept of Operation Theaters***
- 10) *Policy and Procedures of Accident and Emergency Department of a Hospital***

# **PGDHMM-05: Support and Utility Services and Risk Management**

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

**Course Code: PGDHMM-05**  
**Assignment Code: PGDHMM/AS-5**  
**Maximum Marks: 150**  
**Due Date: October 15, 2019**

**Write Short Notes on the following:**

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

- 1) *Planning and Organizing Considerations of the Dietary Services of a Hospital***
- 2) *Hospital Statistics and their Utility in Managing the Hospitals***
- 3) *Disaster Management in Hospitals.***
- 4) *Planning and Organisation of Ambulance Services of a Hospital.***
- 5) *Epidemiology and Control Measures of Hospital Acquired Infections (HAIs).***
- 6) *Organization and Management of Laundry Services of a Hospital***
- 7) *Record Retention Process***
- 8) *Legal and Ethical Aspects of Hospital Waste Management***
- 9) *Merits and Demerits of Outsourcing of Housekeeping Services of a Hospital***
- 10) *Roles, Functions and related Managerial Issues of Hospital Pharmacy***



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

**Course Code: PGDHMM-06  
Assignment Code: PGDHMM/AS-6  
Maximum Marks: 150  
Due Date: October 15, 2019**

**Write Short Notes on the following:**

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

- 1) *Models of Partnership in Health Care***
- 2) *Significance and Importance of Right to Information Act in Health Sector***
- 3) *Indicators for Measuring Health Status of the Communities.***
- 4) *Primary Health Care System in the Country and the Role of Hospitals in  
Primary Health Care***
- 5) *Role of NGOs in Health Sector.***
- 6) *Holistic Approach to Health***
- 7) *Quality Assurance in Health Care Organizations***
- 8) *National Health Programmes related to Non Communicable Diseases***
- 9) *Control and Prevention of Occupational Hazards in Health Care Institutions***
- 10) *Population Control Initiatives and Strategies in the Country***