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Post Graduate Diploma in Hospital and Health Management (PGDHM)

ASSIGNMENTS

2021

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
August 15, 2021	PGDHHM-01	1, 2 & 3	PGDHHM/AS-1
	PGDHHM-03	1, 2 & 3	PGDHHM/AS-3
September 15, 2021	PGDHHM-02	1, 2 & 3	PGDHHM/AS-2
	PGDHHM-04	1, 2 & 3	PGDHHM/AS-4
October 31, 2021	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.

Assignment-1 (Blocks 1,2&3)

PGDHHM-01: Introduction to Management-I

Course Code: PGDHHM-01
Assignment Code: PGDHHM/AS-1
Maximum Marks: 150
Due Date: August 15, 2021

Answer in brief all the questions between 500-750 words

1. Application of Functions of Management in Health Care Institutions.
2. Objectives, Relevance and Methods of Performance Appraisal
3. Union Management in Health Care Set ups.
4. Resolution of Conflicts in Hospitals
5. Managerial Grid and its applications in Health Care Set ups.
6. Decision making processes and styles.
7. Procedures for fixation of Minimum Wages.
8. Qualitative Management Techniques
9. Operation research as management technique
10. Methods of recruitment

Assignment-2 (Blocks 1,2&3)

PGDHHM-02: Introduction to Management-II

Course Code: PGDHHM-02
Assignment Code: PGDHHM/AS-2
Maximum Marks: 150
Due Date: September 15, 2021

Answer in brief all the questions between 500-750 words

1. Accounting Concepts and Types of Accounts.
2. Approaches to Budgeting.
3. Ratios related to Financial Analysis and Health Care Institutions.
4. Special Issues in the Audit of Hospitals.
5. Service Marketing Mix.
6. Security, Condemnation and Disposal of Stores.
7. Selection and Utilization of Hospital Equipments.
8. Types of Audit
9. Classification of Costs
10. Basis used in Pricing

Assignment-3 (Blocks 1,2&3)

PGDHHM-03: Organisation and Management of Hospitals

Course Code: PGDHHM-03
Assignment Code: PGDHHM/AS-3
Maximum Marks: 150
Due Date: August 15, 2021

Answer in brief all the questions between 500-750 words

1. Role of Public Relations in Hospitals.
2. Function of Hospitals in changing scenario.
3. Medical Negligence and Role of Hospital Managers.
4. Steps of organization of Quality Management System.
5. ESIC Scheme.
6. Materials accounting
7. Core dimensions for job enrichment
8. Hospital stores Management
9. Steps in equipment selection for a hospital
10. Training for equipment maintenance in a hospital

Assignment-4 (Blocks 1,2&3)

PGDHHM-04: Clinical, Diagnostic and Therapeutic Services

Course Code: PGDHHM-04
Assignment Code: PGDHHM/AS-4
Maximum Marks: 150
Due Date: September 15, 2021

Answer in brief all the questions between 500-750 words

1. Reduction of waiting time in Out Patient Departments of Hospitals.
2. Concept of ward management and nursing care
3. Policy, Procedures and Managerial Issues in PMR
4. Planning and staffing considerations for Accident and Emergency services of a Hospital.
5. Maintenance of Sterility conditions in Operation Theatres (OT)
6. Planning and organization of physical facilities of an inpatient unit.
7. Admission and Discharge Policies of ICU.
8. Issues in Planning and Management of Nuclear Medicine Department.
9. Quality Control of Laboratory Services.
10. managerial issues encountered in blood transfusion Services of a hospital

Assignment-5 (Blocks 1,2&3)

PGDHHM-05: Support and Utility Services and Risk Management

Course Code: PGDHHM-05
Assignment Code: PGDHHM/AS-5
Maximum Marks: 150
Due Date: October 31, 2021

Answer in brief all the questions between 500-750 words

1. Medicolegal Aspects of Medical Records.
2. Implications of Hospital Waste.
3. Fire Protective Measures in Hospitals.
4. Organization of work flow and layout of CSSD.
5. Policies and Procedures of Hospital Security.
6. Total Quality management for housekeeping services
7. Quality Control of Dietary Services of a Hospital.
8. Designing, staffing and equipping aspects of an ambulance
9. Checklist for proper maintenance of a mortuary
10. organization of disaster facilities within the hospital

Assignment-6 (Blocks 1,2&3)

PGDHHM-06: Health System Management

Course Code: PGDHHM-06
Assignment Code: PGDHHM/AS-6
Maximum Marks: 150
Due Date: October 31, 2021

Answer in brief all the questions between 500-750 words

1. Investigation and Management of Infectious Disease Epidemic
2. Salient features of National Health Policy 2016.
3. Emerging health insurance scenario
4. Model occupational health services for factories and mines
5. Concept of regionalization in delivery of health care services
6. Steps of district health planning
7. Trend of Alternative Systems of Medicine in Health Care
8. Levels of prevention and their application in Health Management.
9. First Referral Unit (FRU).
10. Present scenario of Tuberculosis control programme in India