

U P RAJARSHI TANDON OPEN UNIVERSITY

PGDHHM-01: Introduction to Management-I

(Assignment)

2017-2018

Subject : -Introduction to Management-1
Course Title : Introduction to Management

Subject Code : PGDHHM
Course Code : PGDHHM-01

Maximum Marks: 30

Note: Long Answer Questions. Answer should be given in 800 to 1000 words. Answer all questions. All questions are compulsory.

Section – A

Maximum Marks: 18

1. Importance of management in health care services.

or

Role of motivation in health sector services.

or

Recruitment of for health care services staff.

2. Financial management in health sector.

or

Different types of health care organizations.

or

Fixation of salary structure of staff in health sector.

3. Role of managers in health service agencies.

or

Training of health care providing staff.

or

Importance of competent staff in health care settings.

Section – B

MaximumMarks: 12

Note: Short Answer Questions. Answer should be given in 200 to 300 words. All questions are compulsory.

1. Routine obstacles in health services.
or
Role of Public contact for communication in health services.
2. Different types of health trainings to staff.
or
Concept of motivation.
3. Different types of hospitals.
or
Application of Reward and punishment theory in health sector.
4. Managerial techniques.
or
Staff recruitment communication.
5. Health care needs in rural areas.
Or
Management crisis in health sector.
6. Need of Public Relationship Officer in Health sector.
Or
Demand and supply in health care settings.

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PGDHHM-02: Introduction to Management-II

(Assignment)

2017-2018

Subject : -Introduction to Management-II
Course Title : Introduction to Management

Subject Code : PGDHHM
Course Code : PGDHHM-02

Maximum Marks: 30

Note: Long Answer Questions. Answer should be given in 800 to 1000 words. Answer all questions. All questions are compulsory.

Section – A

MaximumMarks:18

1. Determination of essential steps to minimize overhead expenditures in health care settings.

or

How to make budget of hospital.

or

Role of unit supervisors in health settings management.

2. Factors determining financial strategies and policies.

or

Role of stock registers in hospital management.

or

Disposal of Hospital waste.

3. Importance of segregation in hospital waste management.

or

Manmade and natural disasters in hospitals .

or

Importance of regular inventory updation in hospitals.

Section – B

MaximumMarks:12

Note: Short Answer Questions. Answer should be given in 200 to 300 words. All questions are compulsory.

1. Recurring expenses in hospitals.

or

Autoclaving of equipments.

2. Methods of Cost Analysis.

or

Internal audit.

3. Importance of Balance Sheets of financial years.

or

Financial crisis in health management.

4. Procurement of Equipment in Health Care Institutions.

or

Hospital infrastructure.

5. Management of Logistics in health care settings.

or

Keeping and maintaining different equipments of hospital.

6. Marketing of health services.

Or

Importance of Fire extinguishing devices in hospitals

U P RAJARSHI TANDON OPEN UNIVERSITY

PGDHHM-03: Organisation and Management of Hospitals

(Assignment)

2017-2018

Subject Organisation and Management of Hospitals
Course Title:

Subject Code : PGDHHM
Course Code : PGDHHM-03

Maximum Marks: 30

Note: Long Answer Questions. Answer should be given in 800 to 1000 words. Answer all questions. All questions are compulsory.

Section – A

Maximum Marks: 18

1. Type of medical services provided by different types of hospitals.
or
Importance of hospitals in society.
or
Role of Primary Health Centres.
 2. Emergency services in hospitals.
or
Role of Trauma centres.
or
Planning of different departments of hospital on different floors of the building
 3. Role of Department of research in the hospitals.
or
How to ensure quality health care services in the hospital.
- Or
- Consumer Protection Act in health care services.

Section – B

Maximum Marks: 12

Note: Short Answer Questions. Answer should be given in 200 to 300 words. All questions are compulsory.

1. Paramedical staff in the hospital. .
or

- Challenges before hospitals.
2. Mortuary in the hospital. .
or
Enquiry counter in the hospital.
 3. Management of legal issues. .
or
Ensuring patient satisfaction.
 4. Hygiene in the hospital. .
or
Alternative sources of electricity energy in the hospital.
 5. Maintenance cell. .
or
Medico-Legal Duties.
 6. First Aid facility. .
or
Role of Security guards in the hospital.

PGDHHM-04: Clinical, Diagnostic and Therapeutic Services

(Assignment)

2017-2018

Subject : Clinical, Diagnostic and Therapeutic Services

Subject Code : PGDHHM
Course Code : PGDHHM-04

Maximum Marks: 30

Note: Long Answer Questions. Answer should be given in 800 to 1000 words. Answer all questions. All questions are compulsory.

Section – A

MaximumMarks:18

1. Establishment of OPD in a hospital.
or
Importance of NICU in a hospital.
or
Nursing staff duties monitoring in the wards.
2. Role of ICU and ICCU in the emergency.
or
Establishment of Diagnostic wings in the hospital.
or
Quality Assurance of Medical Laboratory Services
3. Establishment of Radiological Imaging Services.
or
Write about Emergency ward services.
or
Describe hospital blood bank.

Section – B

MaximumMarks: 12

Note: Short Answer Questions. Answer should be given in 200 to 300 words. All questions are compulsory.

1. Recruitment of Staff nurse.
or
Recruitment of Medical lab technicians.

2. Recruitment of X-ray lab Technician.
or
Need of Rehabilitation centre in hospital.
3. Objectives of canteen services in hospital.
or
Name different types of wards
4. Prevention of Cross infections
or
Need of hospital laundry.
5. Determination of Sterilization room.
or
6. Audit of the hospital services.
or
Disaster management procedures

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PGDHHM-05: Support and Utility Services and Risk Management

(Assignment)

2017-2018

Subject : Support and Utility Services and Risk Management

**Subject Code : PGDHHM
Course Code : PGDHHM-05**

Maximum Marks: 30

Note: Long Answer Questions. Answer should be given in 800 to 1000 words. Answer all questions. All questions are compulsory.

Section – A

Maximum Marks: 18

1. Write about different types of ambulance services.

Or

Write about planning to establish ICCU in the hospital.

Or

Precautions to check communicable diseases in the hospital.

2. Infectious diseases ward.

Or

Management of emergency ward.

Or

Describe fire fighting strategies.

3. Establishment of trauma centre.

Or

Management of hospital waste.

Or

Medico legal records and its importance..

Section – B

MaximumMarks:12

Note: Short Answer Questions. Answer should be given in 200 to 300 words. All questions are compulsory.

1. Different types of hospital data.

Or

Hospital account maintenance.

2. Sterilization process facility.

Or

Epidemiological data and its utility.

3. Day care facility.

Or

Annual Budget of the hospital.

4. Record keeping.

Or

Accidental cases ward..

5. Hospital pharmacy.

Or

Hospital staff behaviour.

6. Minor O.T.

Or

Oxygen supply unit.

U P RAJARSHI TANDON OPEN UNIVERSITY

PGDHHM-06: Health System Management

(Assignment)

2017-2018

Course Title : Health System Management

Subject Code : PGDHHM

Course Code : PGDHHM-06

Maximum Marks: 30

Note: Long Answer Questions. Answer should be given in 800 to 1000 words. Answer all questions. All questions are compulsory.

Section – A

MaximumMarks:18

1. Services provided by Community Health Centres .

or

Consumer Protection Act issues in health care services..

or

Describe Challenges before hospitals.

2. Role of Public relation Officer in hospitals.

or

Describe Health Information System.

or

Role of counsellors in hospitals.

3. How can Reputation of hospitals be maintained?

or

Write about need of health care settings based on population.

Or

Noscomial infections.

Section – B

MaximumMarks: 12

Note: Short Answer Questions. Answer should be given in 200 to 300 words. All questions are compulsory.

1. Participation of NGOs in health care sector.

or

Research cell in hospitals.

2. Application of Right to Information act in hospital records.

or

Problems of hospital staff .

3. Role of NGOs in Health Sector.

or

Importance and types of surveillance and the current system of surveillance in the country.

4. Quality Assurance in Health Care Organizations.

or

National Health Programmes related to Non-communicational Diseases.

5. Control and Prevention of Occupational Hazards in Health Care Institutions

or

Regionalization of Health Services

6. Incineration process.

or

Fixing fire fighting devices.

