

ORDINANCE No. 31

POST GRADUATE DIPLOMA IN HOSPITAL AND HEALTH MANAGEMENT

1. OBJECTIVES OF THE PROGRAMME

After completion of the PGDHHM Programme you should be able to;

- ◆ acquire theoretical knowledge and develop practical skills to apply scientific approach to management of people materials finance, communication and for organising work and managing resources.
- ◆ learn modern management techniques like inventory control, economic order quantity (EOQ), operational research, organisational development, management information system etc.
- ◆ plan in advance how to face the problems of hospital management, learn methods of problem solving and decision making.
- ◆ assess the clinical and non-clinical needs of patient care, understanding the administrative and technical requirement of physicians, nursing and paramedical personnel.
- ◆ apply the principles and function of general management to various services to maximise efficiency.
- ◆ learn planning and designing needs of physical facilities of hospitals.
- ◆ learn the principles and practices of health management and its interactive roles with the medical care in hospitals.
- ◆ use the epidemiological techniques to study the prevalence of disease and its pattern on the community to plan health care services.
- ◆ learn to utilise biostatistics in planning decision making professional services review and in media-administrative research.

2. ABOUT THE PGDHHM PROGRAMME?

2.1 Eligibility

Candidates holding Master's Degree in any discipline including medicine and nursing. preference will be given to professionals who have 2 years working experience in hospital or health institutions.

2.2 Duration

The duration of the programme is one year. You have the option to complete it in 2 years.

2.3 Programme Package

This programme package is developed by IGNOU. This programme package in distance education mode is developed with the help of available technology commonly known as multimedia package. The package for this programme consists of print material in the form of booklets called blocks and the audio video materials in form of cassettes. Beside there is arrangements for radio conference and contact sessions at programme study centres.

In distance mode, the study hours are measured in credit system. One credit is equivalent to 30 learning hours. Each theory booklet is called a block, which consists of three to six chapters called units. Usually each course represents 5 credits (3 for theory plus 2 for practicals). The block on practical manual is meant for guidance for practicals. Hence, the credit hour represented by it will be as mentioned against the respective courses in Sub-section 2.2.

The duration of the programme is of one-year i.e. July to June of a calendar year. The print material consists of 18 theory blocks, 6 Practicals Manuals, project Work, programme Guide and 9 assignments. You will receive the print materials in two installments. The audio/video cassettes developed for the programme will be made available at programme study centres in due course of time.

2.4 Programme Structure

PGDHHM is multimedia package which includes print material and audio-video material. It has six courses covering introduction to management which includes **General Management, Management of Human Resources, Finance, Logistics and equipment in Hospitals**; also included are **Organisation and Management of all services provided in a hospital**; further it includes **health system management** including **epidemiology and biostatistics**. Each course is considered as a separate entity by itself, although interrelated when conceptually comprehended as issues of the hospitals system.

The programme is designed on the basis of learning hours required by an average student. As mentioned above, one credit represents 30 hours of learning. The design of the PGDHHM programme in terms of credit distribution of the courses is shown below.

Course No.	Name of the Course	No. of Credits	
		Theory	Practical
I.	Introduction to Management-I	3	2
II.	Introduction to Management-II	3	2
III.	Organisation and Management of Hospitals	3	2
Iv.	Clinical, Diagnostic and Therapeutic Services	3	2
V.	Support and Utility Services and Risk Management	3	2
VI.	Health System Management	3	2
	Project Work	-	2
		18	14

2.5 Scheme Of Study

In distance education system, in addition to self-learning, contact sessions are held to facilitate the learning process of students. In this programme, where practical component is quite significant, the contact sessions will comprise of counseling session for the theory and practical components for the convenience of study the whole duration of these sessions are divided into three contact session of 7 days each. The course content that will be dealt in these contact sessions is as follows:

Spell	Theory Component Course, Block	Practicals Course. Block. Unit
I	Course I and Course II	Practical I and II
II	Course III and Course IV	Practical III and IV
III	Course V and Course VI	Practical V and VI Project Work

3. MAJOR COMPONENT OF THE STUDY

3.1 Theory Component

The students of distance education system are adult learners. Hence, the self-instructional materials are written with the objective and style so as to make the reading interesting and easily understandable. A schematic representation of the design of units is given below to facilitate your access to the contents.

As the scheme suggests, the units are divided into sections for easy reading and better comprehension. Each section is indicated distinctly by bold capital letters and each sub-section by relatively smaller but bold letters. The significant divisions within sub-sections are in still smaller but bold letters. So as to make it easier for you to see their place within subsection. For purpose of uniformity, the same scheme of divisions in every unit throughout the programme.

Please start reading from the very beginning of the block i. e. Block Introduction and then go through to units. In each unit read the objectives, introduction and then the text. The objectives articulate briefly:

- ◆ What is presented in the unit, and
- ◆ What we expect from you once you complete working on the unit.

The last section of each unit under the heading 'Let Us Sum Up' summarises the whole for the purpose of recapitulation and ready reference. We have self-check exercises under the caption 'Check Your progress' at a few places in each unit. Do not skip these exercises. The answers to these exercises are mentioned at the end of the unit.

Unit X *

X.0 Objectives

X.1 Introduction

X.2 Section 1(Main Theme)

X.2.1 Sub-section 1 of Section 1

X.2.2 Sub-section 2 of Section 1

Check Your Progress

X.3 Section 2 (Main Theme)

X.3.1 Sub-section 1 of Section 2

X.3.2 Sub-section 2 of section 2

Check Your Progress

X.m Let us Sum Up

X.n Answers to Check Your Progress

* 'X' stands for the serial number of the unit concerned.

What, perhaps, you would do is to go through the units and jot down important points as you read in the space provided in the margin. Broad margins in the booklets are there for you to write your notes on. Make your notes as you work through the materials. This will help you to prepare for the examination as also in assimilating the content. This will help you keep track of and assimilate what you have been reading in the unit, answer the self check exercises and the assignment questions and easily identify the item(s) to be clarified.

We hope that we have given enough space for you to work on the self-check exercises. The purpose of giving self-check exercises will be served satisfactorily if you compare your answers with the possible ones given at the end of each unit after having written your answer in the blank space. You may be tempted to have a furtive glance through answer(s) given at the end of the unit as soon as you come across an exercise. But we do hope that you will overcome the temptation and turn to these answers only after you write yours.

These exercises are not meant to be submitted to us for correction or evaluation. Instead, the exercises are to function as study tools to help you keep on the right track as you read the units.

The units are designed in such a way that the contents of later are based upon the contents of initial. If you have not understood or followed a unit properly, please read it again before reading the next one because, it may be difficult to follow the later units without a proper understanding of the first one. Wherever you face problem in understanding the content, please make note of it and put that question to your counsellor during the counselling sessions at the PSC. You can also informally clear your doubts whenever you come in contact with your counsellors at PSC without any hesitation. You could also mail or Fax your questions to the Department of Nursing and Health Sciences (address mentioned in 6.3) for clarification. Your questions would be answered during the radio conference or contact sessions.

The reference books are listed for those who want to know further about the subject. But for your purpose, it should be sufficient if you have understood the contents thoroughly. Please note that all the questions either in assignments or in term end examination will be from the syllabi as mentioned in this guide. You will have to write the assignments related to each block as mentioned later on.

3.2 Practical Component

Every Course has practical component, the list of practical work which you will undertake in each course is given in block 4. Please maintain record of all the practical work before submission to your counsellor for evaluation.

3.3 Audio Video Component

A number of audio and video cassettes for this programme are being prepared. A student should play the audio/video cassettes during his visit to PSC or he could purchase them and play at his own set up. The planning of counselling sessions will also be made in such a way that all the available audio/video cassettes in respective course be shown to the students at the PSC.

Log-book Maintenance

You will prepare your own log-books. The subject heading and the number of cases to be practiced for each skill are mentioned in the respective practical manual. Each of the records maintained at PSC should be signed by the respective counsellors.

Attendance in Contact Session

The attendance to contact programmes is compulsory. However, you have the option to complete them over 2 years.

Certificate from PSC Counsellor

You will have to attach the certificate to completion of practicals at PSC while applying for the term end practical examination. You could retain a xerox copy of these certificate for future use.

Timely Submission of Assignments

The dates for submission of assignments at PSC are given in each assignment. If the assignments are not submitted in the time limit as mentioned in the assignments, and you appear in the term end theory examination, then the term end theory result of the particular subjects will not be considered. In that situation, you will have to appear for the theory papers again.

Filling of Term-End Examination Form

You will have to fill up theory and practical term-end examination form separately and submit to the Director, Department of Nursing and Health Sciences and PIC respectively as mentioned in this programme Guide. The last date for submitting the theory form to the is March 31 of each year.

Invalid Registration

Even after completing the programme, your registration could be declared as invalid at the time of announcing the result. The reason could be one or more of the following.

- ◆ You have appeared in the examination without registration.
- ◆ Your registration period has expired.
- ◆ Your registration details are not forwarded from the concerned PIC to the DNHS.
- ◆ You were not eligible for registration for the particular programme/course.

Hence, you should first check the details from the respective PIC before approaching to the head quarters.

4. IMPLEMENTATION OF PROGRAMME

4.1 Infrastructure for Implementation

The programme will be implemented through a network of health infrastructure all over Madhya Pradesh and Chhattisgarh India. MPBOU has 9 Regional Centres (RCs) which are directly responsible for the programme related activities of that region. Appendix II mentions the jurisdiction of each of the regional centres.

The contact session will be conducted through the counsellors identified at Programme Study Centres (PSCs). The PSC identified by MPBOU for this programme for present session is Bhopal.

At PSC you will do the practicals as allotted. You will also have opportunity to clear your doubts at the PSC. You will be able to do more practicals/ practice at your workplace. More PSCs are in the process of activation and the centre/name of institution where PSCs are located will be intimated as and when the same are activated.

Work place is the set up where you work normally/i. e. hospital/nursing dispensary etc. or any other health set up in private/government sector. If the requisites in terms and the types of patients and facilities to perform the expected practicals are not available at the normal place of your work, then you are at liberty to select a place where you could work to fulfill the requirements for your practical activities.

4.2 Functions of Programme Study Centre

Presently, one programme Study centre has been identified for implementation of the PGDHHM programme. PSC will have the following major functions:

Counselling

Face to face contact between counselor and the student is provided to clarify doubts arising out of the study materials. Each theory counselling session will be two half-hour duration.

How can the counsellors help you at PSC?

- ◆ Take theory counselling in respective subjects.
- ◆ Demonstration of practical activities to the students attached to him/her.
- ◆ Evaluate assignments and provide feedback.
- ◆ Participate in radio conferencing if required.
- ◆ Evaluate records/projects of practical components of respective courses.
- ◆ Ensure your learning and gaining proficiency in respective disciplines.

Evaluation of Assignments

You will be given assignments having long, short, problems based, including multiple choice. The counsellors at your programme study centre will evaluate them and return to you for feedback.

Library

There will be availability of relevant course materials, reference books (where feasible) as suggested for further reading and audio video materials related to the programme run by the programme study centre.

You will be able to avail the library facility at the Institution to which the programme study centre is attached. Please use your Identity Card for this purpose.

Interaction with Fellow Students

You get opportunity to interact with your peer groups and other students that could help you to overcome the problems faced by a distant learner. You can overcome the feeling of being isolated other students.

4.3 Programme Schedules

You will be provided the schedule of counselling by your programme-in-charge. For synchronising the training in theory and practical components. The time frame for contact session is describe below :

1st Contact	:	July - August
2st Contact	:	November - December
3rd Contact	:	February - March

Each contact session will be of 7 days duration, wherever, the contact session is linked with the teleconferencing / radio conferencing the contact sessions would be of eight days duration.

4.4 Arrangements of Contact Sessions

Theory

Lecture discussion on relevant important topics will be held on part of each day throughout the programme. These sessions aim at clearing your doubts in the respective subject that you come across while reading the blocks. You should come prepared to these sessions so that could be benefited the most.

Visit

This will cover visit to related areas of the Hospital/department followed by discussion as arranged by the Counsellor.

Practical

The practical related to the contact session will be completed by the students at their workplace and submitted to the counsellor on the first day of contact session. These practicals will be discussed during the contact programme.

Project Work

The students are required to select a topic for project work in consultant with the Programme In-charge/ Counsellor, well in advance so that the same could be submitted to the programme in-charge during 3rd contact session, not later than 15th November.

At the end of third contact session, the PSC counsellor will sign on the completion certificate that is essential to make you eligible in appear in the term-end examination.

4.5 Attendance

Attending all the contact session are compulsory i.e. you will be allowed to appear in the examination only after completion of attendance at all the three contact session.

5. EVALUATION SCHEME

In Madhya Pradesh Bhoj (Open) University (MPBOU), every course is considered as an independent unit, However, the six courses of PGDHHM programme are arranged into three papers i.e. I, II, III, (Sub-section 2.4). Hence every step of evaluation will follow this paper pattern.

Evaluation will be made both concurrent (internal assessment) and at the end (end assessment). Theory and Practical components will be evaluated separately. In both the theory and practicals, the weightage of the **internal assessment** will be **30%** and that of the **end-assessment will be 70%** Student will be declared successful in theory and practical only if he/she scores 50% marks in aggregate combining the internal and term-end assessment. He/She should obtain atleast 40% marks separately in concurrent and term-end evaluation of each paper.

5.1 Distribution of Marks

Each paper will have 100 marks for theory and 50 marks for practical

Course Group-wise Distribution of Marks

Course Code	Theory			Practical			Grand Total
	Assign- met	Term End	Total	Internal	Term end	Viva Voce	
PGDHHM-1	30 (12)	70 (28)	100 (50)	15 (6)	---- 35 (14)	50 (25)	200
PGDHHM-II	30 (12)	70 (28)	100 (50)	15 (6)	---- 35 (14)	50 (25)	200
PGDHHM-III	30 (12)	70 (28)	100 (50)	15 (6)	---- 35 (14)	50 (25)	200
Project Work	--	--	--	--	50 (25)	50 (25)	50
Total	90	210	300 (150)	45 (18)	155	200	650

The marks in brackets indicate minimum pass marks.

5.2 Internal Assessment of Theory Component (Assignments)

In MPBOU, the internal assessment for theory is carried out by providing you one assignment for every two-theory blocks. These assignments are question papers that you will answer at your own place by referring your blocks. For the PGDHHM programme, you will have to do three assignments for each of the papers-I, II, III (each paper comprising of two courses). Thus, for each group of courses you will have to work up three assignments and secure an aggregate of at least 12 marks to pass the papers (assignment component). If one fails to secure 12 marks, he/she will have to repeat all the three assignments. The last date of submission of assignments will be mentioned against each assignment.

All the assignments are to be **hand written** and submitted within a time frame as mentioned in the assignments. Submission of assignments is a pre-requisite for appearing in theory examination. If some one appears in the term-end theory examination. Without submitting the respective assignments, his/her term-end theory examination for that paper will be considered as null and void and the student will have to reappear in the term-end theory examination.

Submission of Assignment

You must submit your assignments according to the schedule indicated in the assignment itself. The University/programme In-charge has the right to reject the assignment received after the due date. You are, therefore, advised to submit the assignments before the due date.

5.2.1 Term –end theory Examination

Term –end examination for theory will be held once in a year i.e. in the month of June. There will be 3 papers of 70 marks each. Each paper will cover two courses. The student should fulfill the following conditions to appear for the examination:

- ◆ Should have submitted answer to all assignments.
- ◆ Should have attended all contact programmes.
- ◆ Should have submitted the project Report.
- ◆ Should have submitted total programme fee.
- ◆ **The six courses are grouped into three papers as below:**

Paper	Courses
Paper-I	Course-I and Course-II
Paper-II	Course-IV and Course-V
Paper-III	Course-III and Course-VI

For appearing in the theory term-end examination, you should fulfill two requisites, i. e. filling up the form in time and timely submission of assignments related to that theory paper or the papers that you want to appear.

To make you eligible, you will have to fill up and submit in time the term-end examination form as mentioned note that no separate form is required for this purpose and the last date for submission of the form is always strictly adhered to. You should Xerox the form given fill it and submit to the Director, DNHS as mentioned in the form. Please do not tear the form from.

5.2.2 Internal Assessment of Practical Component

Like the theory component, the practical will have 30% weightage from assessment. The internal assessment of the practical component will be done by the counsellors located at the PSC. There are no formal question papers to assess this component. The counsellors will make a subjective assessment of your understanding and performance by the end of the respective contact session.

The marks on internal assessment will be given by the PSC counsellor in a proforma provided for each contact session. This Proforma will be handed over by the respective PSC counsellors to the programme in-charge as soon as you complete all the practicals under them.

Passing in internal assessment of the practical is a prerequisite for appearing in the Term-end Practical examination. A student will have to secure atleast 40% marks in Practical Assessment to be declared as pass in internal assessment component. If a student fails to secure pass marks. he/she will have to repeat all the practical activities of related papers.

5.2.3 Term-end Practical Examination

For term-end practical examination, there will be one internal and two external examiners. The internal examiner will be from the same programme study centre and the external examiners will be counsellors

selected by MPBOU. Their names will be decided by MPBOU in consultation with the DNHS. An observer from MPBOU will also be present.

The examination pattern will be uniform in all study centres. You will be given long and short cases alongwith short exercises/spots and there will be a viva - voce of 150 marks (50 marks for each practical).

You will appear in the term-end examination of practical component at your programme study centre. For appearing in the practical term-end examination, you should fulfil the following three requisites:

- ◆ Attend all the three practical sessions at PSC and complete all the activities. The completion certificate signed by respective counsellors is to be submitted as a proof.
- ◆ Pass in the practical internal assessment.

6. IMPORTANT TIPS

As discussed earlier, the programme implementation is made by a team effort. Different divisions of MPBOU look after different components of this implementation process. Any missing link could hurdles. Hence, if you as a distant learner face any problem, please follow the guidelines as mentioned below.

6.1 Change of Address

If your address gets changed, please xerox and fill up the form mentioned and mail to the Director DNHS, MPBOU, Shivaji Nagar, Bhopal. Your new address will be taken care.

Similarly, if a student gets transferred to another state, his PSC will not be changed.

In no situation a programme study centre will have 30-40 students in a batch, no change of programme study Centre will be permitted.

6.2 Despatch Of Study Material

As mentioned earlier, you will receive all the materials in two installments at the beginning of the session. It will reach at your correspondence address by post. If it does not reach you or any component is missing please write in the form mentioned. Please xerox the form and filled form to be send to DNHS. In addition, you could also contact your programme-in-charge to solve your problem. The materials that you will receive are as follows:

Course Code	Materials to be Received by the Students		
	Block	Assignment	Installment
PGDHHM-1 PGDHHM-2	1, 2, 3 and 4 1, 2, 3, and 4	PGDHHM/As-1, PGDHHM/As-2 PGDHHM/As-3	First
PGDHHM-3 PGDHHM-4	1, 2, 3 and 4 1, 2, 3, and 4	PGDHHM/As-5, PGDHHM/As-5 PGDHHM/As-6	First
PGDHHM-5 PGDHHM-6	1, 2, 3 and 4 1, 2, 3, and 4	PGDHHM/As-7, PGDHHM/As-8 PGDHHM/As-9	Second
Guide Lines for Project	-----	-----	Second

6.3 Channel of Communication and Address

Sl. No.	Purpose	Address	Contact number
1.	Admission, Re-registration, Examination centre, Results, Evaluation of Assignments, Change of address	Director (DNHS) Madhya Pradesh Bhoj (Open) University Red Cross Building , Shivaji Nagar, Bhopal	Tel: 0755-576555 0755-272018 Fax : 0755 –550606 email.
2.	New assignments, Non-receipt of study materials, purchase of study materials, etc.		
3.	Academic matters		
4.	Teleconference, Audio conference, Purchase of Audio – video, etc.		

If you still find any problem, you can contact the Student Services Centre, Department of Nursing & Health Sciences, MPBOU, Red Cross Building, Shivaji Nagar, Bhopal-21 Telephone No. 0755-576555, 272018, Fax-0755-550606 email: bhojvirtuluniversity.com, You can also enquire regarding examination at Phone No. 576555 and regarding Evaluation of Assignment at Phone No. 576555

Usually the programme-in-charge will be able to answer all your queries. You can also solve your problem by contacting the respective divisions or persons in the address mentioned above. If after all these steps problem still remains unsolved please write to the Department of Nursing and Health Sciences.

6.4 Assignments

Whenever you receive a set of assignment, check them immediately and ask for missing pages, if any, from Director DNHS MPBOU, Red Cross Building, Shivaji Nagar, Bhopal or the programme-in-charge of your programme study centre.

The assignment response should be complete in all respects. Before submission you should ensure that you have answered all the questions in all assignments. Incomplete answer sheets bring you poor marks. Please leave margin on the answer sheet so that the counsellor could write his comments there.

You must submit your assignments according to the schedule indicated in the assignment itself. The University/programme-in-charge has the right to reject the assignments received after the due date. You are, therefore, advised to submit the assignments before the due date.

The students repeating the assignments or the students of previous batches working on new assignments could submit all the assignments on any early date.

The main purpose of assignments is to test comprehension of the learning material you receive from us and also to help you get through the courses by providing feedback to you. The information given in the printed course materials should be sufficient for answering the assignments.

Try to write the assignments in your own style and give suitable examples wherever necessary. This will help you to get good marks. Note that every year, a new set of assignments is prepared. If you have not been able to submit all the assignments within the one-year time frame of your admission, then ask for fresh assignments in the proforma enclosed. Submit your assignment to your programme-in-charge. You will be provided feedback on the assignment usually within one to two months of submission.

Please note that re-evaluation of assignments is not done. However recounting of marks is carried out on receipt of application from the students. Every assignment has a Code Number. The evaluation mark of assignments is maintained by the programme-in-charge who in turn sends it to Director, DNHS for computerisation.

7. SYLLABI OF THE COURSES

COURSE 1 INTRODUCTION TO MANAGEMENT-I

Block 1 General Management

- Unit 1 Principles of Management
- Unit 2 Function of Management
- Unit 3 Management Techniques
- Unit 4 Organisation Structure and Design

Block 2 Human Resource Planning

- Unit 1 Human Resource Planning
- Unit 2 Recruitment, Selection and Induction
- Unit 3 Training and Development
- Unit 4 Communication

Block 3	Human Resource Management
Unit 1	Motivation
Unit 2	Leadership
Unit 3	Union and Management Relation
Unit 4	Wages and Salary Administration

Block 4	Practical Manual
Unit 1	Human Resource Development
Unit 2	Decision Making Case Studies

COURSE 2 INTRODUCTION TO MANAGEMENT-II

Block 1	Financial Management
Unit 1	Accounting Concepts and Application
Unit 2	Understating Cost and their behaviour
Unit 3	Budgeting
Unit 4	Financial Control

Block 2	Marketing And Health Economics
Unit 1	Marketing of Health Care Services
Unit 2	Pricing of Services
Unit 3	Health Economics

Block 3	Essentials Of Logistics And Equipment Management
Unit 1	Logistic Management
Unit 2	Inventory
Unit 3	Equipment Management - Planning & procurement
Unit 4	Equipment Management – Maintenance, Repair & Disposal

Block 4	Practical Manual
Unit 1	Break Even Analysis
Unit 2	Preparation of Financial Statement
Unit 3	Manual – Utilisation of Equipment
Unit 4	Manual – Inventory Analysis

COURSE 3 OVERVIEW OF HOSPITAL SYSTEM

Block 1 Overview of Hospital System

- Unit 1 Evaluation and Classification on Hospitals
- Unit 2 Hospital Organisation
- Unit 3 Role of Hospitals
- Unit 4 Role of Hospital Administration

Block 2 Challenges In Hospital Management

- Unit 1 Present Hospital Scenario : Management Orientation
- Unit 2 Public Relations and Image of Hospital
- Unit 3 Legal Aspects and Counsellor Protection Act.
- Unit 4 Fundamentals of Quality Management
- Unit 5 Research in Hospital Administration

Block 3 Hospital Engineering Services

- Unit 1 Basic Engineering Services
- Unit 2 Allied Engineering Services
- Unit 3 Engineering Hazards

Block 4 Practical Maunal

- Unit 1 Organisational Analysis
- Unit 2 Patient Satisfaction studies

COURSE 4 CLINICAL, DIAGNOSTIC & THERAPEUTIC SERVICES

Block 1 Clinical Services-I

- Unit 1 Outpatient Services
- Unit 2 Accident and Emergency services
- Unit 3 Operation Theatre
- Unit 4 Intensive Care Unit

Block 2 Clinical Services-II

- Unit 1 Inpatient Services
- Unit 2 Nursing Services Organisation and Administration
- Unit 3 Ward Management and Nursing Care
- Unit 4 Physical medicine and Relationship

Block 3 Diagnostic And Therapeutic Services

- Unit 1 Laboratory Services
- Unit 2 Radio-diagnosis and Imaging Services
- Unit 3 Radiation Hazards
- Unit 4 Blood transfusion Services
- Unit 5 Pharmacy Services

Block 4 Practical Manual

- Unit 1 Problems in OPD
- Unit 2 Emergency procedures
- Unit 3 Quality Control Study in Laboratory

COURSE 5 SUPPORT & UTILITY SERVICES AND RISK MANAGEMENT

Block 1 Support And Utility Services-I

- Unit 1 Sterile Supply Services in Hospitals
- Unit 2 Medical Record Department
- Unit 3 Linen and Laundry Services
- Unit 4 Dietary Services
- Unit 5 House Keeping Services

Block 2 Support And Utility Services-II

- Unit 1 Mortuary Services
- Unit 2 Transportation
- Unit 3 Sanitation and Waste Management

Block 3 Safety And Risk Management

- Unit 1 Hospital Acquired Infection (HAI)
- Unit 2 Disaster Management
- Unit 3 Security, organisation and Management

Block 4 Practical Manual

- Unit 1 Case Study/Guidelines – Nosocomial Infection
- Unit 2 Guidelines for Waste Disposal in Hospital
- Unit 3 Guidelines for Disaster Management Manual
- Unit 4 Fire manual Guidelines

COURSE 6 HEALTH SYSTEM MANAGEMENT

Block 1 Community Health

- Unit 1 Concept in Community Health
- Unit 2 Health for All and Primary Health Care
- Unit 3 Basics of Epidemiology & Biostatistics
- Unit 4 Occupational Health
- Unit 5 Health Insurance

Block 2 Health System In India

- Unit 1 Overview of Health Care Delivery System
- Unit 2 Holistic Approach to Health
- Unit 3 Health and population, policy and Strategies
- Unit 4 District Health Organisation
- Unit 5 Regionalization of Health Care

Block 3 National Health Programmes

- Unit 1 Programme Related to Communicable Diseases
- Unit 2 Programme Related to Non-communicable diseases
- Unit 3 Reproductive and Child Health Programme
- Unit 4 Health Related Programmes

Block 4 Practical Manual

- Unit 1 Guidelines for visit to Sub-centre, PHC, CHC, District HQ
- Unit 2 Epidemiological Investigation of an Outbreak of Food Poisoning

Guidelines on Project Work

USEFUL ADDRESS

**Director
Department of Nursing and Health Sciences,
Madhya Pradesh Bhoj (Open) University
Red Cross Building, Shivaji Nagar
Bhopal (M.P.) 462 016
Phone no. 0755- 2576555, 5272018
Fax no. 2550606
e-mail : health@bhojvirtualuniversity.com**

8. LIST OF REGIONAL CENTRES:

Place	Name of Regional Director	STD code	Office	Fax No.
Bhopal 01	Dr. R.P.Mishra, Regional Director, M. P. Bhoj (Open) University, Red Cross Bhawan, Shivaji Nagar, Bhopal.	0755	576555 272018	550606
Indore 02	Dr. Anil Dixit, Regional Director, M.P. Bhoj (Open) University, Devi Ahilya University Campus, Khandwa Road Indore - 452 001	0731	465689	465689 763618
Gwalior 03	Dr. U.P. Verma, Regional Director, M.P. Bhoj (Open) University, Jiwaji University Campus Gwalior - 474 006	0751	345559	345559
Jabalpur 04	Dr. K.K. Tiwari , Regional Director, M.P. Bhoj (Open) University, Old B.T.I. Building, P.S.M. Campus, Jabalpur.	0761	628113	628113 316976
Bilaspur 05	Dr. S.L. Koka, Regional Director, M.P. Bhoj (Open) University, Pt. Motilal Nehru Hostel Campus, Jarabhata, Bilaspur- 495 001	07752	47796	47796 29770
Raipur 06	Dr. S.K. Singh, Regional Director, M.P. Bhoj (Open) University, Pt. Ravi Sankar Shukla University Campus, Raipur - 492 010	0771	262695	227385 259528 (412622 Patel)

Jagdalpur 07	Dr. A. Ali, Regional Director, M.P. Bhoj (Open) University, Jagadalpur Pt. Ravi Sankar Shukla University Campus, Raipur- 492 010	07782	24900	23670
Rewa 08	Dr. K.S. Tiwari, Regional Director, M.P. Bhoj (Open) University, Old TRS College Campus, Civil Lines, Rewa.	07662	50410	50410 Mobile No. 9827220480
Durg 09	Dr. Rajendra Choubey, Dy. Regional Director, M..P. Bhoj (Open) University, Government Arts & Science College Campus, Durg – 491 001 (Chhattisgarh)	0788	334705 (513311 College)	334705 9827195449 (Mobile No.)

