

## DIPLOMA IN HOSPITAL MANAGEMENT

THROUGH DISTANCE LEARNING (SESSION 2016-17)

TEACHING CALENDER FOR FIRST CONTACT PROGRAMME

NIHFW, NEW DELHI

**01<sup>ST</sup> TO 5<sup>TH</sup> NOVEMBER 2016**

| Day & Date              | 09.30 AM to 11-15 AM   | 11.30 AM to 01.00 PM   | 02.00 PM to 03.15 PM  | 03.30 PM to 05.00 PM   |
|-------------------------|--|--|---|--|
| Tuesday<br>01-11-2016   | Introduction to the course, How to write an Assignments<br>Open session for candidates                                 | <b>Theme-1 Block-I</b><br>Overview of Hospital Management System       | Discussion on Project Formulation   | <b>Theme -1 Block-I</b><br>Management Principles and Functions   |
| Wednesday<br>02-11-2016 | <b>Theme-1 Block-I</b><br>Techniques of Management and application in Hospital   | <b>Theme-1 Block-III</b><br>Motivation and Leadership                  | <b>Theme-1 Block-III</b><br>Transactional Analysis and Johari Window  | Writing Project Synopsis and Project Topics  |
| Thursday<br>03-11-2016  | <b>Theme-2 Block-II</b><br>Material Management<br>Inventory Control  | <b>Theme-2 Block-II</b><br>Equipment Management including Condemnation | <b>Theme-1 Block-II</b><br>Human Resource Planning and Development  | <b>Theme-2 Block-III</b><br>Developing Quality Assurance System in the Hospital  |
| Friday<br>04-11-2016    | <b>Practical Exercises</b><br><br>Break-even point analysis, Cost benefit and Cost effective analysis<br>ABC/VED & EOQ | <b>Theme-1 Block-III</b><br><br>Conflict Management in Organization    | <b>CANDIDATE PRESENTATION</b><br><b>Theme-2 Block-III</b><br>Hospital Medical Record Management and Medical Audit | <b>CANDIDATE PRESENTATION</b><br><b>Theme-2 Block-III</b><br>Developing Hospital Management Information System & Hospital Cost Containment |
| Saturday<br>05-11-2016  | <b>Theme-2 Block-I</b><br>Financial Control Tools, and Financial Auditing  | <b>Theme-2 Block-I</b><br>Cost and costing & Budgeting                 | Discussion on Project topics and Practical Examination  | Feedback Evaluation Valedictory and closing  |

TEA BREAK     ]     11.15 AM – 11.30 AM                      LUNCH BREAK   ] 01.00 PM – 02.00 PM  
                         ]     03.15 PM – 03.30 PM

**REGISTRATION                      09.00 AM ONWARDS**