

Ref.: IHMR/SKP/MDP_EMH/2010/
Date: July 12, 2010

**INSTITUTE OF HEALTH
MANAGEMENT RESEARCH**
1, Prabhu Dayal Marg
Sanganer Airport, JAIPUR - 302 011, INDIA
Tel. : 3924700
Fax : 91-141-3924738
E-mail : iihmr@iihmr.org
URL : <http://www.iihmr.org>
Gram : HEALTHINST

Principal Secretary (Health)
Medical & Health Deptt.
Government of Rajasthan
Secretariat
Jaipur - 302 001

D.M. & H.S. (P.H.)

Sub.: Management Development Programme (MDP) on Effective Management in Hospitals, during September 13-18, 2010

Dear Sir/Madam,

As you are aware, that the Indian Institute of Health Management Research conducts a number of short duration Management Development Programmes (MDPs) every year. These MDPs are offered to enhance skill and knowledge of participants directly applicable to their professional needs. The Institute has trained more than 1500 medical and health care professionals from all over India and other developing countries during the past one decade.

We are delighted to inform you that we are going to conduct six-days MDP programmes on "Effective Management in Hospitals, during September 13-18, 2010.

The participation fee and other details of the programmes are given in the enclosed brochures. The programmes will be conducted in the Institute campus. Residential facilities are arranged for outstation participants.

I would be grateful if you could sponsor few candidates from your organisation to attend the programmes.

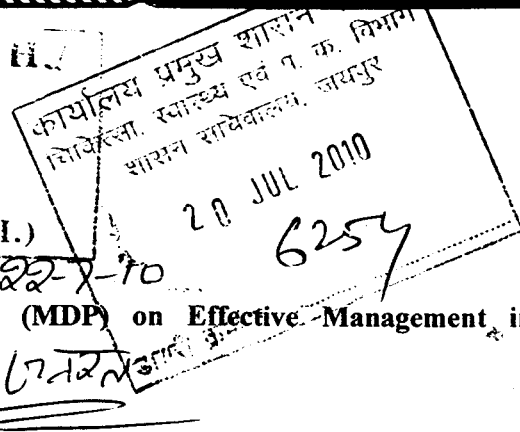
For any further information you might need, please do not hesitate to contact me.

With regards,

Sincerely yours,

Brig. (Dr.) S.K. Puri, VSM (Retd.)
Programme Coordinator

Encl. : Programme Brochures



The fee includes charges for training material and board and lodging. All the participants will be accommodated in the Institute's hostel.

TRAVEL PLANS

Participants are advised to reach Jaipur by the evening of September 12, 2010 and plan their departure on the evening of September 18, 2010. The Institute is located 2 km from Jaipur Airport and about 20 km from the railway station and the bus stand. The Institute will make arrangements to meet at the airport the participants who arrive by plane, and transport them to the campus.

NOMINATIONS

Please fill in the enclosed nomination form and send it with a demand draft of Rs. 17,000.00 or US\$ 600.00 for the fee in favour of *Institute of Health Management Research, Jaipur* latest by 5 Sept., 2010 to :

The Dean (Training)

Institute of Health Management Research

1, Prabhu Dayal Marg, Sanganer Airport, Jaipur-302 011

Phone : 91-141-3924700 (30 Lines) • Fax : 91-141-3924738

E-mail : swadesh@iihmr.org or iihmr@iihmr.org

URL : <http://www.iihmr.org>

ABOUT THE INSTITUTE

The *Institute* was established in 1984 in Jaipur with a mission to improve the standard of health of all people through better management of health care and related programme. Its thrust areas are: primary health care management, population, sexual and reproductive health including HIV/AIDS, health economics and finance, NGO management and networking. It seeks to accomplish these through management research, training, consultation and institutional networking in a national and global perspective. The research and training programme of the *Institute* have made phenomenal contribution to policy formulation and programme management in the region. WHO has recognized it as a *Collaborating Centre for District Health Systems based on Primary Health Care*. The *Ministry of Health and Family Welfare, Government of India* has identified it as an "*Institute of Excellence*".

PROGRAMME COORDINATOR

Brig. (Dr.) S.K. Puri, VSM (Retd.)

swadesh@iihmr.org

- Material management - ABC and VED analysis and maintenance of equipment
- Quality management in health care facilities, patient satisfaction, and medical audit
- Consumer Protection Act (PCA)
- Hospital infection control and bio-medical waste management
- Hospital management information system and computer applications in hospitals
- Cost containment in hospitals and health care organizations

TRAINING APPROACH

The course is designed according to the experiential learning format and consists of

- Lectures and discussions
- Group exercises and presentations
- Case studies

PARTICIPANTS

The programme is aimed at:

- Hospital executives
- Heads of departments of clinical support services like laboratory, medicine, imaging services, blood bank etc.
- Nursing administrators
- Incharges of support services like CSSD, kitchen, laundry, housekeeping and maintenance
- Doctors who expect to get managerial positions in the near future
- Executives in hospital consultancies, health insurance companies and TPA's

CERTIFICATION

On successful completion of the course, participants will be awarded a certificate by the Institute.

PARTICIPATION FEE

- Indian participants - Rs. 17,000.00 per participant
- Foreign participants - US \$ 600.00 per participant



Institute of Health Management Research, Jaipur

NOMINATION FORM

1. Programme Title : **EFFECTIVE MANAGEMENT IN HOSPITALS**
2. Duration : **September 13-18, 2010**
3. Name and Address of Sponsoring Organization
- Phone : Fax :
4. Personal Details of Nominee(s) :

	Name	Designation	Highest Degree	Age
1.				
2.				
3.				

To

The Dean (Training)

Please register my/our nomination(s) for the above mentioned programme. Enclosed please find a Draft No. dated for Rs./US\$ towards participation fee, drawn in favour of the Institute of Health Management Research, Jaipur.

Name of Sponsoring Authority

Designation of Sponsoring Authority

Date Signature

Please send this form with Participation fee to :

The Dean (Training)

Indian Institute of Health Management Research

1, Prabhu Dayal Marg. Sanganer Airport, Jaipur-302 011

Phone : 91-141-3924700 (30 Lines), Fax : 91-141- 3924738

E-mail : swadesh@iihmr.org or iihmr@iihmr.org URL: <http://www.iihmr.org>

PERSPECTIVE

Managing large hospitals has become an increasingly specialized job as the organizational structure in these hospitals is getting complex. Coordinating the work of senior consultants, keeping a check on lapses and irregularities and preventing and controlling workers' unrest require specialized managerial skills. Moreover, hospital managers have the responsibility not only to protect the interest of the clients but also to safeguard the hospital staff against getting involved in avoidable legal disputes.

Managing hospital waste, installing an oxygen tank and dealing with narcotic drugs have legal obligations and implications. The inventory of medical and surgical stores is increasing day by day, so much so that it has become difficult to control it. The decision to purchase expensive equipment needs scientific calculations.

With the advancement in medical technology, interventions on patients are increasing. This results in high chances of transmission of hospital acquired infections. The pressure on a hospital to improve the quality of care is not only from the clients but also from other institutions like insurance companies and TPA's. The increasing competition and the social responsibility of hospitals do not allow the cost of care to increase beyond certain limits. This training programme has, therefore, been designed to deliberate upon these issues.

OBJECTIVES

The main objectives of the programme are the following:

1. To provide management related inputs and help the participants develop requisite skills in hospital management.
2. To enable them to organize various clinical, support and utility services in an effective and efficient manner with minimal risk to patients.

CONTENTS

The programme will broadly cover the following areas:

- Application of management principles in hospitals and health care organizations
- Leadership, team building, motivation and conflict management
- Organization and management of clinical and support services

Management Development Programme

**EFFECTIVE MANAGEMENT IN
HOSPITALS**

September 13-18, 2010



Institute of Health Management Research, Jaipur

Ref.: IHMR/SKP/MDP_EMH/2010/
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