

15th Professional Development
Course in
Management,
Public Health and
Health Sector Reforms
for
District Medical Officers

14th November 2011 to 21st January, 2012

Introductory Document

Supported by



Ministry of Health and Family Welfare,
Government of India

Organised by



आरोग्यम् सुखसाम्रदा

National Institute of Health and Family Welfare
New Delhi-110 067

15th Professional Development Course
in
Management, Public Health and Health Sector Reforms
for
District Medical Officers

(14th November, 2011 – 21st January, 2012)

Course Director

Director I/c

Nodal Coordinator

Prof. (Mrs.) M. Bhattacharya

| S. No. | Course Coordinators | Dates | Mobile |
|---------------|----------------------------|----------------------|---------------------|
| 1 | Dr. T.G. Shrivastav | 14-11-11 to 02-12-11 | (9873710664) |
| 2 | Dr. P. Swain | 03-12-11 to 25-12-11 | (9899783178) |
| 3 | Dr. Rajesh Kumar | 26-12-11 to 07-01-12 | (9891122681) |
| 4 | Dr. Ankur Yadav | 08-01-12 to 21-01-12 | (9968911348) |

Course Associates

| | | | |
|---|-----------------------|----------------------|---------------------|
| 1 | Mr. Subhash Chand | | (9716104965) |
| 2 | Dr. (Mrs.) Vinod Joon | | |
| 3 | Mr. Devmitra Arya | 14-11-11 to 21-01-12 | (9810753439) |

Secretarial Assistance

| | |
|---|-------------------|
| 1 | Mr. Vikas Kanojia |
| 2 | Mrs. Radha |

Introduction

The issues relating to the Health & Family Welfare of one billion plus population in India are too many. However, those relating to the primary health care including care for mothers & children and population stabilization have social as well as administrative dimensions. The multitude of tasks in this sector cannot be performed by the providers alone. Participation of communities in comprehensive health care business through interrelated sectors other than medical and public health is essential for attainment of the cherished goals indicated in the National Population Policy 2000 and the National Health Policy 2002.

The National Rural Health Mission (NRHM) was launched on 12th April, 2005 based on lessons learnt so far to bring about changes in the health care delivery system and in the health status of the people, specially those who live in rural areas and the marginalized population in the hard to reach areas. The emphasis has been given to well managed services through technically competent, health managers grounded in principles of management.

The Professional Development Course is a step to bridge the gap in a short duration by building a critical mass of the doctors, working as senior administrators to be effectively able to deliver the services under NRHM which follows the path of health sector reforms.

The PDC curriculum has been suitably made according to NRHM guidelines by including subjects like running peripheral health facilities, planning for FRU's , Village Health & Nutrition Days, linkage with ASHA, equity/gender issues, Rogi Kalyan Samiti, integration of health schemes at grassroot level, financial aspects, optimum management of resources, preparation of District Programme Implementation Plan and innovations in service delivery. PDC is designed to update professionals and help them hone their skills in an effective way.

The Professional Development Course launched in 2001 and inoperating since then has been evaluated twice. First by Tata Institute of Social Sciences (TISS) and second time by Administrative Staff College of India (ASCI). The observation of the experts who conducted the evaluation, submitted to the Department of Family Welfare, Govt. of India vindicated the usefulness of the course while recommending marginal changes, which have since been incorporated.

The course subsequently has been rolled out to selected 17 regional training centres throughout the country.

A meeting of the CTIs was held at NIHFWS on 15th and 16th May, 2009 towards standardization of the course contents, programme schedule, sessional

objectives and the field visits. It was decided that 80% will be uniform for all and 20% local changes were permitted. Based on the suggestions during the meeting the following changes were listed: -

- a). Time for some of the subjects was increased e.g. sessions on finance and programme management.
- b). Action Plans should be related to NHRM at levels of districts/blocks/PHCs.
- c). Meticulously structured, multi-dimensional evaluation forms for sessions and pre/post course were finalized.
- d). Field visits made more structured and to be conducted in low and high performing states.
- e). A set of power-point presentations and sessional objectives adopted which were distributed to all CTIs.

The responsibilities for conducting the 15th course is to be shared by almost all the departments of NIHFWS with the department of CHA as the nodal coordinating department

Course Content

The course will cover five main areas:

1. Management

- Basic Management concepts - Functions & principles
- Planning, Monitoring & Evaluation
- Human resource management
- Materials management
- Office procedures & disciplinary procedures
- Health Management Information System
- Dealing with change
- Quality of Hospital and Health Services

2. Communication

- Organization communication
- Communication with community
- PLA Techniques

3. Public Health

- National Rural Health Mission (NRHM)
- Health & demographic indicators
- Principles of Epidemiology
- Surveillance of diseases
- Epidemic and disaster management
- National Health Programmes

- Population/Health Policies and Acts.

4. Health Financing

- Basics of health economics
- Financial management
- Alternative financing schemes
- Public-private partnership
- Health insurance
- User fee systems

5. Health Sector Reform and Decentralization

- Role of Panchayati Raj in health sector
- Innovative programme strategies under NRHM
- Role of ASHA
- Role of different officers in implementation of NRHM

Computer

- Basic Operations of computers.
- Use of MS Word, MS Excel, Power Point & Internet.
- Preparation of Action Plan on Computer.

Aim of the Course

To improve the competencies of district based doctors called to take on public health & managerial responsibilities and in turn improve the overall management of health services, and implement the health sector reforms.

Objectives

At the end of the course the participants should be able to:

- Explain the existing status of policies, public health programmes and managerial practices in their district.
- Apply principles and techniques of health management and public health for effective delivery of health care under NRHM.
- Describe the components of health sector reforms and their implementation.
- Identify the changes required in the district health system for instituting reforms.
- Prepare an Action Plan related to NRHM issues in their district.
- Demonstrate adequate computer literacy required for day to day working and making presentations

Methodology

The programme is need-based, participatory, practical and involving extensive use of exercises, management tools, case studies, group-work & presentation, field demonstration and ‘hands on’ training in the field. The course coordinators are aware that as many of the district doctors already have considerable experience of the subjects, they will be encouraged to share experiences using resources provided by the trainers.

As a part of the training district doctors will be expected to produce an “Action Plan” related to NRHM for their own district during the course of the training. Each participant would also have to work on given assignments, which would form the Portfolio.

Nature of Participants

Participants will be medical officers preferably from districts, which are already implementing health sector reforms with the service experience of 12–16 years faculty from the Department of Community Medicine and SIHFWs.

Course Materials

The course materials are being provided in hard-copy and soft-copy.

Hard-copy

- Health Management
- NRHM
- Management of Public Health Services

Soft copy

- Computer Fundamentals
- National Health Policy
- National Health Programmes
- Disaster Management
- PLA/PRA

Evaluation of Course

- The evaluation of the course will be carried out as
- Pre course evaluation of participants.
 - Sessional assessment
 - Post course evaluation of participants.
 - Assessment of District Action Plans.

- Assessment of Portfolios.

Course Outcome

To develop effective public health managers for the delivery of quality health care under current health sector reforms at the district level in tune with NHRM.

Award of prizes and Certificate

- A certificate will be given to each participant for undergoing the complete training.
- The Best Action Plan will be awarded cash prize and certificate.
- Prize and certificate would also be awarded for the best portfolio.

Funding

Funded by Ministry of Health & Family Welfare.

15th Professional Development Course in Management, Public Health & Health Sector Reforms for DMOs

PROGRAMME SCHEDULE

| Day & Date | 9:30 am to 10:00 am | 10:00 am to 11:15 am | 11:30 am to 1:00 pm | 2:00 pm to 3:15 pm | 3:30 pm to 5:00 pm | |
|-------------------------------|---|---|---|---|--|--|
| Monday 14-11-11 | Recap, experience sharing & preparation of port folio | 1. Introduction, Expectations & Fears and Pre Course Evaluation Course Team | 2. Overview of NRHM Dr. M. Bhattacharya | 3 & 4. Organisational Behaviour Laboratory for Developing Self Understanding & Awareness L/D Dr. P.L. Trakroo | | |
| Tuesday 15-11-11 | | 5, 6, 7 & 8. Organisational Behaviour Laboratory for Developing Self Understanding & Awareness L/D Dr. P.L. Trakroo | | | | |
| Wednesday 16-11-11 | | 9 & 10 Overview of Management in Health Sector: Process, Functions and Skills of Management L/D Dr. A.K. Sood | 11 & 12. Human Resource Management LD/ Exercises Dr. N.K. Sethi | | | |
| Thursday 17-11-11 | | 13, 14, 15 & 16. Leadership and Team Building & Role of Medical Officers L/D and Games Dr. V.K. Arora | | | | |
| Friday 18-11-11 | | 17, 18 & 19. Supportive Supervision L/D Dr. V.K. Arora | | | 20. Introduction to MS-Word Mr. P.D. Kulkarni | |
| Saturday 19-11-11 | | 21, 22, 23 & 24. Computer (Teaching-email) | | | | |

Note: 5.30 p.m. to 6.30 p.m. Computer Practical Sessions everyday

2ND WEEK

| Day & Date | 9:00 am to 10:00 am | 10:00 am to 11:15 am | 11:30 am to 1:00 pm | 2:00 pm to 3.15 pm | 3:30 pm to 5:00 pm | |
|-------------------------------|---|--|---|--|--|--|
| Monday 21-11-11 | Recap, experience sharing & preparation of port folio | 25 & 26. Motivation L/D Dr. Neera Dhar | | 27 & 28. Interpersonal Communication and Counselling L/D Dr. Pratima Mittra | | |
| Tuesday 22-11-11 | | 29 & 30. Negotiation Skills and Management of Conflict L/D Dr. Neera Dhar | | 31 & 32. Computer Practice Mr. P.D. Kulkarni | | |
| Wednesday 23-11-11 | | 33. Comm. Process Scope and Importance in Health L/D Dr. Swati Bute | 34 Strategic Communication Design for Senior Medical Officers for Delivering Quality Services Dr. T. Mathiyazhagan | | 35 & 36. District Communication Plan Communication Strategy for BCC L/D Dr. Sanjeev Kumar | |
| Thursday 24-11-11 | | 37. Managing Media and Public Relation Dr. T. Mathiyazhagan | 38. Writing for Newspaper & Articles Mr. G. Subramanian | | 39 & 40. Principles of PLA/PRA for Community Mobilization L/D Dr. A.M. Khan | |
| Friday 25-11-11 | | 41, 42, 43 & 44. PLA/PRA L/D and Field visit Dr. A.M. Khan | | | | |
| Saturday 26-11-11 | | 45 & 46. Using Posters for Communication Mr. Ashok Choudhary | | | 47 & 48. Computer Class | |

Note: 5.30 p.m. to 6.30 p.m. Computer Practical Sessions everyday

3RD WEEK

| Day & Date | 9:30 am to 10:00 am | 10:00 am to 11:15 am | 11:30 am to 1:00 pm | 2:00pm to 3:15 pm | 3:30 pm to 5:00 pm | |
|------------------------------|---|---|---|---|--|--|
| Monday 28-11-11 | Recap, experience sharing & preparation of port folio | 49 & 50. Preparation of Action Plan L/D Prof. N.K. Sethi | | 51 & 52. Sources Use of Data for Planning L/D Dr. M. Bhattacharya | | |
| Tuesday 29-11-11 | | 53 & 54. Situation Analysis & Formulation of Objectives for Action Plan L/D Dr. V.K. Tiwari | | 55 & 56. Overview of Hospital Administration & Planning for Hospital L/D Dr. J.K. Das | | |
| Wednesday 30-11-11 | | 57 & 58. Hospital Materials Management & Inventory Control L/D Dr. J.K. Das | | 59. Accreditation Processes in Hospital Dr. K.K. Kalra | 60. Training Needs Assessment L/D Dr. U. Datta | |
| Thursday 01-12-11 | | 61. Equipment Management L/D Dr. A.K. Agarwal | 62. Universal Precaution in Hospitals and Health Centres Dr. Krishna Ray | | 63 & 64. Visit to Chacha Nehru Bal Chikitshalay/ Holy Family Hospital for Biomedical Waste Management Course Team | |
| Friday 02-12-11 | | 65 & 66. Consumer Rights and Responsibilities L/D Dr. Sidharth Sathpathy | | 67 & 68. Visit to J.P.N. Apex Trauma Centre, AIIMS Course Team | | |
| Saturday 03-12-11 | | 69 & 70. Computer Class (Word) | | 71 & 72. Briefing of Field Visit Course Coordinator | | |

Note: 5.30 p.m. to 6.30 p.m. Computer Practical Sessions everyday

4TH WEEK

First Field Visit (03-12-11 to 10-12-11) to MP

| | |
|------------------------------|--|
| Saturday 03-12-11 | Departure for field visit |
| Saturday 10-12-11 | <p>At the Village- PRI, AWW, ANM & ASHA under NRHM and MPW (male) Visit to sub-centre & Anganwari Centre and a AYUSH Clinic.</p> <p>At the PHC- (24 X 7 Services) & FRU</p> <p>Visit to CHC- BDO, BPM, NGO CDPO, Convergence, welfare schemes, Immunization, resource mapping in health for planning, implementation of programmes</p> <p>Visit to the Distt.- DPMO, Public Health Laboratory, RKS</p> <p>Visit to the state - NRHM coordination & implementation, SPMU and Programme Officers</p> <p>(to prepare a report and present at state level)</p> |

5TH WEEK

| Day & Date | 9:30 am to 10:00 am | 10:00 am to 11:15 am | 11:30 am to 1:00 pm | 2:00pm to 3:15 pm | 3:30 pm to 5:00 pm | |
|-------------------------------|---|---|---|---|--|--|
| Monday 12-12-11 | Recap, experience sharing & preparation of port folio | 73. Public Health in Metropolitan Cities Dr. N.K. Yadav | 74. Mainstreaming Health Promotions in National Health Programmes L/D Dr. J.S. Thakur | 75 & 76. Epidemic Management L/D & Exercises Dr. P.L. Joshi | | |
| Tuesday 13-12-11 | | 77. Epidemiology: Surveillance in Public Health L/D Prof. M. Bhattacharya | 78. Strategy for Polio Eradication L/D Dr. Sunil Bahl & Course Team | 79. IDSP L/D & Exercises Dr. Gyan Singh | 80. Exercises in Epidemiology and Surveillance Course Team | |
| Wednesday 14-12-11 | | 81. Role of ICDS in Health Sector L/D Dr. Dinesh Paul/ Dr. Neelam | 82. FRU Functioning and Constraints L/D Dr. K. Kalaivani | 83. Janani Suraksha Yojana L/D Dr. Renu Shahrawat | 84. Trainings under NRHM with emphasis on ASHA L/D Dr. P.K. Nayak/ Anamika Saxena | |
| Thursday 15-12-11 | | 85. Basic & Emergency Obstetric Care L/D Dr. H. Bhushan | 86. Family Planning Programmes L/D Dr. S.K. Sikdar | 87 & 88. Public Health Nutrition in Women & Children L/D Dr. Sheila Vir | | |
| Friday 16-12-11 | | 89. Iodine Deficiency Disorder L/D Dr. Umesh Kapil | 90. Vit 'A' Prophylaxis L/D Dr. Umesh Kapil | 91. IMNCI L/D Dr. S.V. Adhish | 92. RTI/STI Dr. Manju Bala | |
| Saturday 17-12-11 | | 93 & 94. Visit to VCTC/ STD Center at Safdarjung Hospital | | 95 & 96. Computer Practice | | |

Note: 5.30 p.m. to 6.30 p.m. Computer Practical Sessions everyday

6TH WEEK

| Day & Date | 9:30 am to 10:00 am | 10:00 am to 11:15 am | 11:30 am to 1:00 pm | 2:00 pm to 3:15 pm | 3:30 pm to 5:00 pm |
|-------------------------------|---|--|---|---|--|
| Monday 19-12-11 | Recap, experience sharing & preparation of port folio | 97 & 98. Infant & Young Child Feeding Visit to Kalawati Saran Hospital Course Team | | 99 & 100. Immunization & Management of Cold Chain For Vaccines L/D Prof. M. Bhattacharya & Dr. P. Deepak | |
| Tuesday 20-12-11 | | 101. Microplanning for Immunization Dr. Renu Paruthi | 102. HIV / AIDS L/D Dr. M. Bhattacharya | 103. Integrated Vector Borne Disease Control Programme L/D Dr. P.L. Joshi | 104. Computer Practice Mr. P.D. Kulkarni |
| Wednesday 21-12-11 | | 105. Non- Communicable Diseases L/D Dr. Sudhir Gupta | 106. RNTCP L/D Dr. M. Bhattacharya/ Dr. Ashok Kumar | 107 & 108. Visit to NAZ Foundation for HIV Care (Demonstration) Course Team | |
| Thursday 22-12-11 | | 109. Mental Health Programme L/D Dr. Jagdish Kaur | 110. Prevention of Cardiovascular Diseases L/D Dr. R. Yadav | 111. Adolescent Health Programmes L/D Dr. S. Menon | 112. Leprosy Elimination Programme L/D Dr. M.A. Arif |
| Friday 23-12-11 | | 113. Gender Mainstreaming Dr. Renu Shahrawat | 114. National Tobacco Control Programme L/D Dr. Poonam Khattar | 115 & 116. Use of Biostatistics in Health Sector L/D & Exercise Dr. Pushpanjali Swain | |
| Saturday 24-12-11 | | 117 & 118. Visit to MCD Delhi for Innovative programmes | | 119 & 120. Computer Practice Computer Centre | |

Note: 5.30 p.m. to 6.30 p.m. Computer Practical Sessions everyday

7TH WEEK

| Day & Date | 9:30 am to 10:00 am | 10:00 am to 11:15 am | 11:30 am to 1:00 pm | 2:00 pm to 3:15 pm | 3:30 pm to 5:00 pm |
|-------------------------------|---|--|---|---|---------------------------|
| Monday 26-12-11 | Recap, experience sharing & preparation of port folio | 121. Annual Health Survey L/D Dr. Rattan Chand | 122. Overview of Health Sector Reforms L/D Dr. T. Bir | 123 & 124. HMIS System and Role of MOs under NRHM L/D + Demonstration Dr. S.C. Gulati | |
| Tuesday 27-12-11 | | 125. Management of Change L/D Dr. N.K. Sethi | 126. Health Care Financing L/D Dr. K.S. Nair | 127 & 128. Costing & Budgeting in IEC/ Training Programme L/D & Exercises Dr. K.S. Nair | |
| Wednesday 28-12-11 | | 129. User Charges in Public Health Services L/D Dr. V.K. Tiwari | 130. Community Health Insurance L/D | 131 & 132. GFR, Tender and LPC L/D & Exercises Dr. S.K. Chaturvedi | |
| Thursday 29-12-11 | | 133 & 134. Public Private Partnership L/D and Exercises Dr. Sanjay Gupta | | 135 & 136. Accounting and Budgeting LD/ Mr. Anoop Gupta | |
| Friday 30-12-11 | | 137. Role of AYUSH under NRHM Dr. Sulochana Bhatt | 138. Use of IT in Health L/D Dr. Tarun Seem | 139 & 140. Computer Practice Mr. P.D. Kulkarni | |
| Saturday 31-12-11 | | 141 & 142. HS-PROD | | 143 & 144. Briefing of Field Visit Course Coordinator | |

Note: 5:30 p.m. to 6:30 p.m. Computer Practical Sessions everyday

8TH WEEK

Second Field Visit (31-12-11 to 07-01-12)

| | |
|------------------------------|--|
| Saturday 31-12-11 | Departure |
| | Demonstration of various Innovative initiatives under NRHM State/ Distt. NRHM Unit/ SPMU Financial –Fund Flow, PPP, Outsourcing, contracting/ NGOs, Accredited Hospitals Health Insurance- Logistics & Supply and Drugs Distribution, IPHS HMIS |
| Saturday 07-01-12 | Return |

9TH WEEK

| Day & Date | 9:30 am to 10:00 am | 10:00 am to 11:15 am | 11:30 am to 1:00 pm | 2:00 pm to 3:15 pm | 3:30 pm to 5:00 pm |
|-------------------------------|---|--|----------------------------|--|---------------------------|
| Monday 09-01-12 | | 145 & 146. Logistics & Supply of Essential Drugs and Consumable in Health Sector L/D Dr. P. C. Samantaray | | 147 & 148. PNDT & MTP Act L/D Dr. (Mrs.) R. Samantaray | |
| Tuesday 10-01-12 | Recap, experience sharing & preparation of port folio | 149 & 150. Managing Medico Legal Cases L/D M.C. Gupta | | 151 & 152 CPA & Medical Negligence L/D Dr. Sher Singh Kashyotia | |
| Wednesday 11-01-12 | | 153 & 154. Office & Disciplinary Procedures L/D Dr. S.K. Chaturvedi | | 155 & 156. Disaster Preparedness & Management L/D Dr. A.K. Shrivastava | |
| Thursday 12-01-12 | | 157 & 158. Geriatric Care and Services in India L/D Prof. A.M. Khan | | 159 & 160. NSSK Dr. Nandini A., Dr. Chetna Chauhan, Dr. Geetanjali | |
| Friday 13-01-12 | | 161, 162, 163 & 164. Preparation of Port Folio and Action plan, Submission of Portfolio Course Team/ Participants | | | |
| Saturday 14-01-12 | | 165, 166, 167 & 168. Computer Class Computer Center | | | |

Note: 5:30 p.m. to 6:30 p.m. Computer Practical Sessions everyday

| Day & Date | 9:30 am to 10:00 am | 10:00 am to 11:15 am | 11:30 am to 1:00 pm | 2:00 pm to 3:15 pm | 3:30 pm to 5:00 pm |
|-------------------------------|---|---|--|---------------------------|---------------------------|
| Monday 16-01-12 | Recap, experience sharing & preparation of port folio | 169 & 170. Right to Information Act L/D Dr. Rajesh Kumar | 171 & 172 Presentation of Action Plan (Practice) Participants Dr. P.L. Joshi | | |
| Tuesday 17-01-12 | | 173, 174, 175 & 176. Preparation of Action Plan | | | |
| Wednesday 18-01-12 | | 177, 178, 179 & 180. Presentation of final Action Plan Judges (Dr. P.L. Joshi, Dr. S.K. Chaturvedi, Ms. Anamika Saxena) | | | |
| Thursday 19-01-12 | | 181, 182, 183 & 184. Presentation of Action Plan Judges (Dr. P.L. Joshi, Dr. S.K. Chaturvedi, Ms. Anamika Saxena) | | | |
| Friday 20-01-12 | | Computer Test | Post Course Evaluation & Wrap Up Dr. P.K. Nayak & Dr. B. Kishore | | |
| Saturday 21-01-12 | | Payment | | | |

10TH WEEK

Sessional Objectives

1. Pre Course Evaluation

At the end of the session, the participants should be able to:-

- (i) List the expected learning from the course vis-à-vis their role in the field & their fears & expectations.

2. Overview of NRHM

At the end of the session, the participants should be able to:-

- (i) List the goals and strategy of NRHM.
- (ii) Identify approaches to operationalise the mission goals.
- (iii) Discuss problems in implementation.

3 – 8.

Organizational Behaviour Laboratory for Developing Self Understanding & Awareness

At the end of the session, the participants should be able to:-

- (i) List steps for self-improvement.
- (ii) Discuss the groups/individual behaviour dynamics.

9 & 10.

Overview of Management in Health Sector: Process, Functions and Skills of Management

At the end of the session, the participants should be able to:-

- (i) Describe the basic concepts of management.
- (ii) Describe the management, process & functions.
- (iii) Analyze issues related to management practices in context of health care delivery.

11 & 12.

Human Resource Management

At the end of the session, the participants should be able to:-

- (i) Describe the importance of human resource as being central to an organisation.
- (ii) Discuss the difference between role and job and how to increase their role effectiveness.

13 – 16.

Leadership and Team Building & Role of MOs

At the end of the session, the participants should be able to:-

- (i) Describe the various styles of leadership.
- (ii) Analyze their-own leadership style.
- (iii) Explain the ways of building a health team

17 - 19.

Supportive Supervision

At the end of the session, the participants should be able to:-

- (i) Explain the concept, functions and styles of supervision.
- (ii) Describe the supervisory practices within a district health system.

25 & 26.

Motivation

At the end of the session, the participants should be able to:-

- (i) Explain work motivation and the ways to motivate subordinates.
- (ii) How work motivation can be applied in a district health organization.

27 & 28.

Interpersonal Communication and Counselling

At the end of the session, the participants should be able to:-

- (i) Explain the importance of Interpersonal Communication (IPC) in effective delivery of Public Health Services.
- (ii) Describe the process of interpersonal communication.
- (iii) List the skills of explaining.
- (iv) Enumerate the skills of active-listening
- (v) Discuss the skill of non-verbal communication
- (vi) List the barriers of effective Interpersonal Communication
- (vii) Discuss the role of emotional and spiritual intelligence effective in Interpersonal communication.

29 & 30.

Negotiation Skills and Management of Conflict

At the end of the session, the participants should be able to:-

- (i) Describe how to set up a negotiation process to avoid conflict.
- (ii) Describe how to use arbitration in the negotiation process.
- (iii) Discuss the process for identifying the causes of conflict.
- (iv) Discuss the process of team building.

33. Communication Process: Scope and Importance in Health

At the end of the session, the participants should be able to:-

- (i) Appreciate the importance of the communication in health.
- (ii) Understand the processes of communication

34. Strategic Communication Design for Senior Medical Officers for Delivering Quality Services

At the end of the session, the participants should be able to:-

- (i) Describe the strategic communication in NRHM.
- (ii) Discuss the various methods of communication suited for different stakeholders.

35 & 36.

District Communication Plan- Communication Strategy for BCC

At the end of the session, the participants should be able to:-

- (i) Discuss various strategies and methods of communication.
- (ii) Guidelines for preparation of district communication plan.

37. Managing Media and Public Relations

At the end of the session, the participants should be able to:-

- (i) Explain the significance of managing media.
- (ii) Describe the methods for managing media.

38. Writing for Newspaper

At the end of the session, the participants should be able to:-

- (i) Prepare write up/stories for Newspapers related to health education.

39 & 44.

Principles of PLA/ PRA for Community Mobilization and Field Visit

At the end of the session, the participants should be able to:-

- (i) Explain the concept of PLA/PRA.
- (ii) Describe the various methods of PLA/PRA.
- (iii) Discuss the use of PLA/PRA for enhancing community participation.

45 & 46.

Using Posters for Communication

At the end of the session, the participants should be able to:-

- (i) Explain the need for change
- (ii) Describe the methods of communicating for change.

49 & 50.

Preparation of Action Plan

At the end of the session, the participants should be able to:-

- (i) Identify the problem in their work place.
- (ii) Diagnose the causes of the problem.
- (iii) Frame goals, objectives and strategies.
- (iv) Prepare an action plan.

51 & 52.

Sources & Use of Data for Planning

At the end of the session, the participants should be able to:-

- (i) Describe the sources of data.
- (ii) Discuss the methods of data interpretation.

53 & 54.

Situation Analysis & Formulation of Objectives for Action Plan

At the end of the session, the participants should be able to:-

- (i) What is the importance of situation analysis
- (ii) How to carry-out situation analysis.
- (iii) How to use the data from situation analysis for planning at local level.

55 & 56.

Overview of Hospital Administration & Planning for Hospitals

At the end of the session, the participants should be able to:-

- (i) Describe the planning process in hospitals
- (ii) Discuss the different aspects of Hospital Administration.

57 & 58.

Hospital Materials Management & Inventory Control

At the end of the session, the participants should be able to:-

- (i) Discuss the importance of using modern scientific method for materials management.
- (ii) Discuss various techniques of materials management including Inventory Control techniques.

59. Accreditation Processes in Hospital

At the end of the session, the participants should be able to:-

- (i) Describe the standards and accreditation processes to be adopted for getting accreditation for hospitals.

60. Training Needs Assessment

At the end of the session, the participants should be able to:-

- (i) Introduction training needs assessment
- (ii) How to Conduct a Training Needs Assessment

61. Equipment Management

At the end of the session, the participants should be able to:-

- (i) Describe the importance of purchasing, keeping inventory and maintaining equipment at district level.
- (ii) Discuss the importance of condemnation procedure in their organizations and the required changes.

62. Universal Precaution in hospitals and health centres

At the end of the session, the participants should be able to:-

- (i) List the universal precaution procedures
- (ii) Discuss the implementation process in their own work place.

63 & 64.

Visit to Chacha Nehru Bal Chikitshalay/Holy Family Hospital for Biomedical Waste Management

- (i) To describe the various functional areas in hospital
- (ii) To discuss the quality of services provided by Holy Family hospital.

65 & 66.

Consumer Rights and Responsibilities

At the end of the session, the participants should be able to:-

- (i) Discuss the rights & responsibilities of consumers.
- (ii) Explain ways of consumer education.
- (iii) Describe role of quality services in utilization of health services.

67 & 68.

Visit to JPN Apex Trauma Centre of AIIMS

- (i) Describe the various functional areas in hospital
- (ii) Discuss the quality of services provided by JPN Apex Trauma Centre.

73. Public Health in Metropolitan Cities

At the end of the session, the participants should be able to:-

- (i) Understand the health problems, prevention and remedies in context to metropolitan cities.

74. Mainstreaming Health Promotions in National Health Programmes

At the end of the session, the participants should be able to:-

- (i) Understanding the concept of health promotion and its importance in health promotion.

75 & 76

Epidemic Management

At the end of the session, the participants should be able to:-

- (i) Enumerate the steps for epidemic management.
- (ii) Explain the responses for controlling epidemics of communicable diseases.

77. Epidemiology: Surveillance in Public Health

At the end of the session, the participants should be able to:-

- (i) Describe the need for surveillance.
- (ii) Discuss the various types of surveillance under National Health Programme.

78. Strategy for Polio Eradication

At the end of the session, the participants should be able to:-

- (i) Describe the methods and significance of surveillance in Polio Eradication Programme.
- (ii) Discuss the problems in implementation and process of monitoring.

79. IDSP

At the end of the session, the participants should be able to:-

- (i) Discuss organization and functions of the Integrated Disease Surveillance Project.
- (ii) Describe constraints in implementation.

80. Exercises in Epidemiology and Surveillance

At the end of the session, the participants should be able to:-

- (i) Describe key features and applications of descriptive and analytic Epidemiology.
- (ii) Describe the processes, uses, and evaluation of public health surveillance.
- (iii) Describe the steps of an outbreak investigation.

81. Role of ICDS in Health Sector

At the end of the session, the participants should be able to:-

- (i) Identify the role of ICDS in health.
- (ii) Explain the mechanism for coordination and convergence with NRHM.

82. FRU Functioning and Constraints

At the end of the session, the participants should be able to:-

- (i) Discuss the current status of FRUs.
- (ii) Describe the processes for improvement.

83. Janani Suraksha Yojana

At the end of the session, the participants should be able to:-

- (i) Explain the concept of JSY.
- (ii) Describe the implementation of JSY.
- (iii) Discuss the problems in implementation.

84. Trainings under NRHM with Emphasis on ASHA

At the end of the session, the participants should be able to:-

- (i) Enumerate the kind of training under NRHM.
- (ii) Discuss the National Training Strategy.
- (iii) Discuss the training components of ASHA.

85. Basic and Emergency Obstetric Care

At the end of the session, the participants should be able to:-

- (i) Understanding the underlying causes of high MMR in India.
- (ii) Appreciating the efforts being made under NRHM to address the important causes of high maternal mortality.
- (iii) The list of remedial interventions to take care of the important causes of maternal mortality.

86. Family Planning Programmes

At the end of the session, the participants should be able to:-

- (i) Discuss the various Family Welfare methods.
- (ii) Describe the constraints in success of Family Planning Programme.

87 & 88.

Public Health Nutrition in Women & Children

At the end of the session, the participants should be able to:-

- (i) Discuss the status of malnutrition in the country.
- (ii) Describe the various nutritional programs in the country for women & children.

89. Iodine Deficiency Disorder

At the end of the session, the participants should be able to:-

- (i) Discuss current situation of iodine deficiency disorders in India and causes.

90. Vit 'A' Prophylaxis

At the end of the session, the participants should be able to:-

- (i) Describe the magnitude of Vitamin 'A' deficiency disorder and nutritional blindness in India.
- (ii) Enlist the doses & schedule for treatment of nutritional blindness and Vitamin 'A' prophylaxis.
- (iii) Discuss challenges in implementation.

91. IMNCI

At the end of the session, the participants should be able to:-

- (i) Describe the contents of IMNCI.
- (ii) Recognise the role of this programme in reducing infant and child mortality.
- (iii) Plan for its integration in existing Health Care system.

92. RTI/STI

At the end of the session, the participants should be able to:-

- (i) Describe the various RTI/STIs.
- (ii) Discuss the programme and constraints in the implementation.

93 & 94.

Visit to VCTC/STD centre at Safdarjung Hospital

- (i) Administrative structure and functioning of the centre
- (ii) Counselling procedure

97 & 98.

Infant & Young Child Feeding (Visit to Kalawati Saran Hospital)

At the end of the session, the participants should be able to:-

- (i) Describe infant and child feeding practices and nutrition supplementation for the infant and young child.

99 & 100.

Immunization & Management of Cold Chain for Vaccines

At the end of the session, the participants should be able to:-

- (i) Describe the overview of immunization programme and cold chain vaccine management.
- (ii) List essential elements of the cold chain and vaccine management system and its importance in the immunization programme.
- (iii) To illustrate storage and correct stocking of vaccine, ice-packs, diluents at district and block health facilities and during the transport.

101. Microplanning for Immunization

At the end of the session, the participants should be able to:-

- (i) Describe the microplanning process for the immunization
- (ii) Discuss the problems and solutions for microplanning.

102. HIV/AIDS

At the end of the session, the participants should be able to:-

- (i) Describe the programs of HIV/AIDS.

103. Integrated Vector Borne Disease Control Programme

At the end of the session, the participants should be able to:-

- (i) Discuss the activities being undertaken under IVBDCP and the strengths and weakness in the programme.

105. Non Communicable Disease

At the end of the session, the participants should be able to:-

- (i) Describe the status of NCD in the country.
- (ii) Discuss the Non Communicable Diseases control strategies and progress.

106. RNTCP

At the end of the session, the participants should be able to:-

- (i) Describe the programs of TB Control.

107 & 108.

Visit to NAZ Foundation for HIV Care (Demonstration)

- (i) Describe the role of NGOs in care and support of ill persons.
- (ii) Discuss the services available for HIV/AIDS patients.

109. Mental Health Programme

At the end of the session, the participants should be able to:-

- (i) Discuss the magnitude of mental diseases in the country.
- (ii) Discuss the mental health programme in the country.

110. Prevention of Cardiovascular Diseases

At the end of the session, the participants should be able to:-

- (i) Discuss factors contributing to Cardiovascular Disease.
- (ii) Explain methods of prevention.
- (iii) Discuss health promotion methods for CVD prevention

111. Adolescent Health Programmes

At the end of the session, the participants should be able to:-

- (i) Discuss the status of Adolescent health in the country.
- (ii) State the need for services for adolescents.
- (iii) Describe the existing policy/services in the country.

112. Leprosy Elimination Programme

At the end of the session, the participants should be able to:-

- (i) Describe current status of leprosy.
- (ii) Discuss the strategy for elimination of leprosy.

113. Gender Mainstreaming

At the end of the session, the participants should be able to:-

- (i) Describe the concept of gender sensitivity.
- (ii) Discuss the means for mainstreaming.

114. National Tobacco Control Programme

At the end of the session, the participants should be able to:-

- (i) Describe the initiatives taken by Government.
- (ii) Discuss the tobacco related legislations.
- (iii) Explain the steps to initiate programmes in their workplace.

115 & 116.

Use of Biostatistics in Health Sector

At the end of the session, the participants should be able to:-

- (i) Describe the concepts of bio statistics for use of DMO.
- (ii) Discuss the various health indicators and the interpretation.
- (iii) Discuss the statistical tools of health applicable to DMOs.

117 & 118.

Visit to MCD Delhi for Innovative Programmes

- (i) Administrative structure and functioning of the centre

121. Annual Health Survey

At the end of the session, the participants should be able to:-

- (i) Describe the method of Annual Health Survey.
- (ii) Discuss the constraints.

122. Overview of Health Sector Reforms

At the end of the session, the participants should be able to:-

- (i) List the major health sector reforms.
- (ii) Discuss the various Health Sector Reforms and their implementation status.

123 & 124.

HMIS System and Role of MOs under NRHM

At the end of the session, the participants should be able to:-

- (i) Describe the sources of data and current HMIS.
- (ii) Discuss problems in implementation and strategies for improvement.

125. Management of Change

At the end of the session, the participants should be able to:-

- (i) Discuss the need for a change in an organisation.
- (ii) Explain the mechanisms for implementing changes effectively.
- (iii) Discuss barriers to change.

126. Health Care Financing

At the end of the session, the participants should be able to:-

- (i) Describe the concept of health care financing.
- (ii) Describe alternative ways of financing in workplace.
- (iii) List out the main thrust areas of these policies.
- (iv) Discuss the status of implementation of these policies.

127 & 128.

Costing & Budgeting in IEC/ Training Programme

At the end of the session, the participants should be able to:-

- (i) Describe the costing of various activities.
- (ii) Describe different types of budgeting procedures.
- (iii) Discuss performance based budgeting.

129. User Charges in Public Health Services

At the end of the session, the participants should be able to:-

- (i) Discuss the implementation and advantages of user charges.

- (ii) The functioning of Rogi Kalyan Samiti for utilization of user charges.
- (iii) Constraints in implementing user charges.

130. Community Health Insurance

At the end of the session the participants should be able to:-

- (i) Appreciate the need for insurance cover to avoid indebtedness due to illness/treatments.
- (ii) Explain concept of risk pooling.

131 & 132.

GFR, Tender and LPC

At the end of the session, the participants should be able to:-

- (i) Discuss the process of tender.
- (ii) Describe the various government financial rules.
- (iii) Discuss the rules and regulation of local purchase committee (LPC)

133 & 134.

Public-Private-Partnership

At the end of the session, the participants should be able to:-

- (i) Describe importance of public – private partnerships.
- (ii) Describe mechanisms to develop public private partnerships.

135 & 136.

Accounting & Auditing

At the end of the session, the participants should be able to:-

- (i) Describe the main financial procedures carried out at district levels.
- (ii) Describe how to maintain accounts and to make UCs, SOEs etc.

137. Role of AYUSH in NRHM

At the end of the session, the participants should be able to:-

- (i) Discuss the role of AYUSH under NRHM.
- (ii) Describe the current status.

138. Use of IT in Health

At the end of the session, the participants should be able to:-

- (i) Application of Information Technology in development dissemination and management of health related data

141 & 142.

HS-PROD

At the end of the session, the participants should be able to:-

- (i) To know about the health sector reforms and how to tackle common management problems.

145 & 146.

Logistics & Supply of Essential Drugs and Consumable in Health Sector

At the end of the session, the participants should be able to:-

- (i) Discuss the Fundamentals of Logistical practices
- (ii) Identify the Essential drug lists in use
- (iii) Describe the Rational use of drugs
- (iv) List steps in weeding out of formulations from market

147 & 148.

PNDT Act & MTP Acts

At the end of the session, the participants should be able to:-

- (i) Describe the various acts, problems in implementation and solutions.

149 & 150.

Managing Medico-Legal Cases

At the end of the session, the participants should be able to:-

- (i) Describe the need for knowledge on medico-legal issues.
- (ii) Discuss the various medico-legal issues of relevance.

151 & 152.

CPA & Medical Negligence

At the end of the session, the participants should be able to:-

- (i) Describe the important aspects of CPA & and other examples of medical negligence.
- (ii) Discuss the operationalization of these acts in their districts.

153 & 154.

Office & Disciplinary Procedures

At the end of the session, the participants should be able to:-

- (i) Describe the shortcomings in functioning of an office.
- (ii) Describe the steps in implementing disciplinary procedures.
- (iii) Describe various vigilance procedures.

155 & 156.

Disaster Preparedness & Management

At the end of the session, the participants should be able to:-

- (i) List the various events and disasters, which require preparedness.
- (ii) Describe the contingency plans for managing them.

157 & 158.

Geriatric Care & Services in India

At the end of the session, the participants should be able to:-

- (i) Describe the status of geriatric care in India and role of Govt. & NGOs.

159 & 160.**NSSK**

At the end of the session, the participants should be able to:-

- (i) Demonstrate the ABCD skills in maternal resuscitation.
- (ii) List, identify and manage the most common causes of maternal mortality of India.
- (iii) Assess a new born at birth, provide essential new born care and perform neo-natal resuscitation, if required (through a mannequin)

161 - 164, 171-184**Preparation of Port Folio & Action Plan**

At the end of the session, the participants should be able to:-

- (i) Identify the problem in their work place.
- (ii) Diagnose the causes of the problem.
- (iii) Frame goals, objectives and strategies.
- (iv) Prepare an action plan.

Then Presentation of Action Plans**169 & 170.****Right to Information Act**

At the end of the session, the participants should be able to:-

- (i) Explain the various provisions under the RTI Act.
- (ii) Discuss the procedure to be followed for implementation of the Act.

Computer Test

At the end of the session, the participants should be able to:-

- (i) Test the skills/knowledge of the participants.

Post Course Evaluation

A structured format used and participants attempt it.

20, 21-24, 31-32, 47-48, 69-70, 95-96, 104, 119-120, 139-140, 165-168**Computer Classes and Preparation of Action Plan on Computer**

At the end of the session, the participants should be able to:-

- (i) Describe the MS Word, MS Excel & Power Point, internet and their use.
- (ii) Demonstrate the skills to work on them and prepare Action Plan on Power point.

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Aim of the Course

To improve the inherent competencies of district based doctors to take on public health & managerial responsibilities and in turn improve the overall delivery of health services and to implement the objectives of the on going National Rural Health Mission in the country