



Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raebareli Road, Lucknow, U. P.
Phone: 0522-2495365, 2495361

Letter No.: PGI/HA/ /2022

Date: -09-2022

Sub.: Request to deliver an Invited Talk as Domain Expert for Residents of DoHA, SGPGIMS, reg.

Dear Dr. Richa,

Greetings from the Department of Hospital Administration, SGPGIMS, Lucknow!

We are pleased to inform you, that, DoHA, SGPGIMS keeps on inviting eminent domain experts, to deliver talk on topics/areas/domains that are allied to the specialty of hospital administration, so as to enrich the knowledge base, in general; as well as to expand the horizon of understanding of the residents of the DoHA, SGPGIMS and also to equip them with right frame of reference & true perspective, in particular. Carrying on with the tradition, DoHA is organizing a talk in order to upscale the knowledge about Confidentiality, as it applies to healthcare administration.

In the view of your vast experience in the field of Forensic Medicine & Toxicology, we are pleased to invite you as Domain Expert to deliver an invited talk, as per the following schedule.

Name : Dr. Richa Choudhary, HoD, Forensic Medicine, RMLIMS, Lucknow
Program Designation : Domain Expert
Topic : Confidentiality
Date : 15-09-2022
Time : 10: 00 am onwards
Venue: Seminar Hall, Department of Hospital Administration, SGPGIMS
Target Audience: All Residents, Hospital Administration, SGPGIMS

We look forward to your gracious presence. An acknowledgement shall be highly appreciated.

With Warm Regards!


(Dr. R. Harsvardhan)
Head, Hospital Administration, SGPGIMS

Distribution:

- Dr. Richa Choudhary, HoD, Forensic Medicine, RMLIMS, Lucknow
- All Residents, DoHA, SGPGIMS – To attend

Copy:

- Dean, SGPGIMS
- HoD, Hosp. Admin., SGPGIMS
- Guard File, DoHA, SGPGIMS


(Dr. R. Harsvardhan)
Head, Hospital Administration, SGPGIMS


Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



Post Graduate Diploma in Hospital & Health Management (PGDHHM)

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Letter No.: SGPGI/HA/PGDHHM/ /2023

Date: 11.03.2023

Sub.: Request for an Oral Presentation as Speaker in First Contact Program of the XXII Batch of PGDHHM at SGPGIMS, Lucknow, reg.

Dear Dr. Richa Choudhary,

Greetings from the Department of Hospital Administration, SGPGIMS, Lucknow!

We are pleased to share with you that the Department of Hospital Administration, SGPGIMS is going to organize **First Contact Session for the XXII Batch of Post Graduate Diploma in Hospital & Healthcare Management (PGDHHM) students** under the aegis of Program Study Centre (PSC) for the Indira Gandhi National Open University (IGNOU).

The First Contact Session has been weaved as a *6 days program spanning 13th March, 2023 – 18th March, 2023* and the *program will be conducted through offline mode*. We extend our sincere gratitude for having your consent to grace the occasion as Speaker. The precise details of your deliberation, is as given below:


- **Name: Dr. Richa Choudhary**
- **Program Designation: Speaker**
- **Topic: Mortuary Services**
- **Date: 18.03.2023**
- **Time: 10:00 AM – 11:00 AM**

In case you require any further assistance in this regard, we would be more than happy to render the same & we are just a mail/call away. Please also do confirm your presence for the aforementioned program on email id/ contact number given below on receiving this letter, we look forward to your gracious presence.

Email id: drharsvardhan@yahoo.co.in

Contact number: 8004969828

With Warm Regards!


(Dr. R. Harsvardhan)
Program In-charge, PGDHHM &
Head, Hospital Administration
SGPGIMS



Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



Post Graduate Diploma in Hospital & Health Management (PGDHHM)

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Venue: Department of Hospital Administration, 4th Floor, New Library Complex, SGPGIMS, Lucknow

Contact Program (Offline)

Time	Event	Speaker	
Warm Up Session			
10:00 am - 10:15 am	Welcome Note & Road Ahead	Dr. R. Harsvardhan Program In-charge, PGDHHM & HoD, Hospital Administration SGPGIMS	
10:15 am - 10:30 am	Expectations of IGNOU & Road Ahead	Dr. Anitta Jose Ellenkil S.R. In-charge, PGDHHM Deptt. of Hospital Administration SGPGIMS	
Contact Session: Day 01			
Date: 13-03-2023 Session: I	Session Theme: Diagnostic & Therapeutic Services Time span: 10:30 am - 01:30 pm		
Time	Topic	Sub-Topic	Speaker
10:30 am – 11:30 am	Radiodiagnosis & Imaging Services	Introduction and types of services, Planning & Designing considerations, Organizational & Managerial Considerations, Monitoring & Evaluation. Radiation Hazards, Preventive Measures, Handling of Radioactive Waste	Dr. Anil Kumar Singh Faculty I/C, Radiology, ATC & Associate Professor Deptt. of Radiodiagnosis SGPGIMS
11:30 am - 12:30 pm	Laboratory Services	Introduction, Role & Functions, Categorization of Laboratory Services, Functional Components, Planning & Design Considerations, Policies & Procedures, Laboratory Information System, Managerial Issues	Dr. Richa Mishra Additional Professor Deptt. of Microbiology SGPGIMS
12:30 pm – 01:30 pm	Blood Transfusion Services	Introduction, Functions, Planning & Designing considerations, Organizational & Managerial	Dr. Dheeraj Khetan Additional Professor Deptt. of Transfusion Medicine SGPGIMS

Program In-charge: Dr. R. Harsvardhan

Program Coordinators: Dr. Anitta Jose Ellinkel (+91-9497381186)

Dr. Akanksha Chowdhary (+919076496716), Dr. Vaibhav Shriya (+919414180467)

For Details Please Contact: Department of Hospital Administration, 4th Floor, New Library Complex, SGPGIMS, Lucknow

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Time	Event	Speaker
	Considerations, Legal Considerations, National Blood Policy	
Break for Lunch (01:30 pm - 02:00 pm)		
Date: 13-03-2023 Session: II 02:00 pm – 03:30 pm	Session Theme: Clinical Services Time span: 01:30 pm - 05:00 pm Group Work & Presentation	Dr. Anitta Jose Ellenkil S. R. In-charge, PGDHHM Deptt. of Hospital Administration SGPGIMS
03:30 pm – 05:00 pm	• Personal Management • Management Functions & Techniques • Management Principles & Principles of Organization	
03:30 pm – 05:00 pm	Area/ Facility Visit (as per roster)	
Wrap Up & Adjournment for the Day		
Teaching Session: Day 02		
Date: 14-03-2023 Session: I 10:00 am – 11:00 am	Session Theme: Hospital Services Time Span: 10:00 am – 01:00 pm CSSD	Dr. Gaurav Kumar Jha Senior Resident Deptt. of Hospital Administration SGPGIMS
11:00 am – 12:00 noon	Laundry Services	Dr. Anitta Jose Ellenkil S. R. In-charge, PGDHHM Deptt. of Hospital Administration SGPGIMS
12:00 noon – 01:00 pm	Dietary Services	Moderator: Dr. R. Harsvardhan Program In-charge, PGDHHM & HoD, Hospital Administration SGPGIMS Speaker: Dr. Swati Choudhari J. R., Hospital Administration SGPGIMS

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Signature

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Time	Event	Speaker
Break for Lunch (01:00 pm – 01:30 pm)		
Date: 14-03-2023 Session: II		Session Theme: Group Presentations & Facility Visit Time Span: 01:30 pm – 05:00 pm
01:30 pm – 03:30 pm	Group Work & Presentation	<ul style="list-style-type: none">• Functions of Hospital• Legal Aspects• Total Quality Management (TQM) Dr. Anitta Jose Ellenkil S. R. In-charge, PGDHHM Deptt. of Hospital Administration SGPGIMS
03:30 pm – 05:00 pm	Area/ Facility Visit (as per roster)	
Wrap Up & Adjournment for the Day		
Teaching Session: Day 03		
Date: 15-03-2023 Session: I		Session Theme: Engineering Services Time Span: 10:00 am – 01:00 pm
10:00 am – 11:00 am	Basic Engineering Services	Objectives, Introduction, Civil Assets, Water & Steam Supply, Central Medical Gas, Air & Vacuum System, Building Management System Dr. K. D. Singh Asstt. Prof., Deptt. of Hospital Administration AIIMS – Raebareli
11:00 am – 12:00 noon	Allied Engineering Services	Objectives, Introduction, Air Conditioning & Refrigeration, Maintenance & Operations, Engineering Services Department Dr. K. D. Singh Asstt. Prof., Deptt. of Hospital Administration AIIMS – Raebareli
12:00 noon – 01:00 pm	Engineering Hazards	Objectives, Introduction, Physical Environment, Building Elements & Materials, Hospital Maintenance, Preventive Maintenance Program Dr. Dinank Patel Resident Hospital Administrator LPS Instt. of Cardiology & Cardiac Surgery Kanpur
Break for Lunch (01:00 pm – 01:30 pm)		
Date: 15-03-2023 Session: II		Session Theme: Group Presentations & Facility Visit Time Span: 01:30 pm – 05:00 pm
01:30 pm – 03:30 pm	Group Work & Presentation	<ul style="list-style-type: none">• Hospital budget & its Control• Financial Accounting Procedures Dr. R. Harsvardhan Program In-charge, PGDHHM & HoD, Hospital Administration SGPGIMS

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Time	Event		Speaker
03:30 pm – 05:00 pm	• Health Economics Area/ Facility Visit (as per roster)		
Wrap Up & Adjournment for the Day			
Teaching Session: Day 04			
Date: 16-03-2023 Session: I	Session Theme: Support & Utility Services Time Span: 10:00 am – 01:00 pm		
10:00 am – 11:00 am	Pharmacy Services	Introduction, Roles, Functions & Types, Planning Considerations, Policies & Procedures, Managerial Issues, Computerization of Pharmacy Services, Purchase Process & Inventory Control	Moderator: Dr. R. Harsvardhan Program In-charge, PGDHHM & HoD, Hospital Administration, SGPGIMS Speaker: Dr. Vinay Kumar Pathak J. R., Hospital Administration SGPGIMS
11:00 am – 12:00 noon	Transportation and Ambulance services	Introduction, Objectives, Types of Transport System in Hospitals, Managerial & Administrative Issues	Dr. Anil Kumar Singh Faculty I/C, Radiology, ATC & Associate Professor Deptt. of Radiodiagnosis SGPGIMS
12:00 noon – 01:00 pm	Manifold Services	Introduction, Basic Principles of Medical Gas Pipelines, Installation of Medical Gas Pipeline System, Medical Gases, Gas Supply System	Er. M. N. Shukla Asstt. Engineer – Mechanical SGPGIMS
Break for Lunch (01:00 pm - 01:30 pm)			
Date: 16-03-2023 Session: II	Session Theme: Group Presentations & Facility Visit Time Span: 01:30 pm - 05:00 pm		
01:30 pm - 03:00 pm	Group Work & Presentation	<ul style="list-style-type: none"> • Material Management & Inventory Control • Procurement of Equipment • Equipment Maintenance & Condemnation 	Dr. R. Harsvardhan Program In-charge, PGDHHM & HoD, Hospital Administration, SGPGIMS
03:00 pm – 05:00 pm	Area/ Facility Visit (as per roster)		
Wrap Up & Adjournment for the Day			
Teaching Session: Day 05			
Date: 17-03-2023	Session Theme: Support Services		

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Time	Event		Speaker
Session: I 10:00 am – 11:30 am	Time Span: 10:00 am - 01:00 pm Medical Records Department		Dr. Gaurav Kumar Jha Senior Resident Deptt. of Hospital Administration SGPGIMS
		Objectives, Introduction, Planning, Organizing & Staffing, Processing of Records & its flow, Coding & Indexing, Storage & Retrieval of Medical Records, Legal Aspects of Medical Records, Electronic Health Record	
11:30 am – 01:00 pm	Public Relations in Hospitals	Introduction, Concept of Public Relation in Hospitals, Public Relations Department, Patient's expectation & Satisfaction	Mrs. Manavta Bajpai Reception Officer Director's Office SGPGIMS
Break for Lunch (01:00 pm – 01:30 pm)			
Date: 17-03-2023 Session: II	Session Theme: Group Presentations & Facility Visit Time Span: 01:30 pm – 05:00 pm		
01:30 pm – 03:00 pm	Group Work & Presentation	<ul style="list-style-type: none"> • Engineering Services • CSSD • Laundry 	Dr. Gaurav Kumar Jha Senior Resident Deptt. of Hospital Administration SGPGIMS
03:00 pm – 05:00 pm	Area/ Facility Visit (as per roster)		
Wrap Up & Adjournment for the Day			
Teaching Session: Day 06			
Date: 18-03-2023 Session: I	Session Theme: Support & Utility Services Time Span: 10:00 am – 01:00 pm		
10:00 am – 11:00 am	Mortuary Services	Objectives, Introduction, Planning Considerations, Staffing Norms, Policies & Procedures, Equipments, Safety & Hygiene Issues in Mortuary	Dr. Richa Choudhary Professor & HoD, Forensic Medicine RMLIMS
11:00 am – 12:00 noon	Bio- Medical Waste Management	Introduction, Objectives, Implications, Polies Procedures & Practices, Category of Bio-Medical Waste, Legal & Ethical Aspects of Bio-Medical Waste Management in Hospital, Managerial Issues	

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Time	Event		Speaker
12:00 noon – 01:00 pm	Sanitation and House Keeping Services	Introduction, Planning Sanitation & Housekeeping Services, Control, Evaluation & Quality Assurance, Recent Trends in Housekeeping Services	Moderator: Dr. R. Harsvardhan Program In-charge, PGDHHM & HoD, Hospital Administration SGPGIMS Speaker: Dr. Amarjeet Mitra J. R., Hospital Administration SGPGIMS
Break for Lunch (01:00 pm – 01:30 pm)			
Date: 18-03-2023	Session Theme: Group Presentations & Facility Visit		
Session: II	Time Span: 01:30 pm – 05:00 pm		
01:30 pm – 03:00 pm	Group Work & Presentation	<ul style="list-style-type: none">• Dietary Services• Bio-Medical Waste Management• Mortuary Services	Dr. R. Harsvardhan Program In-charge, PGDHHM & HoD, Hospital Administration SGPGIMS
03:00 pm – 05:00 pm	Area/ Facility Visit (as per roster)		

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