



**INFORMATION SCIENCE STUDIES,  
COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS,  
UNIVERSITI TEKNOLOGI MARA NEGERI SEMBILAN, CAMPUS REMBAU**

**DIPLOMA IN INFORMATION MANAGEMENT (CDIM110)**

**INDUSTRIAL TRAINING REPORT IMD 310**

**REPORT OF:**

**HOSPITAL CANSELOR TUANKU MUHRIZ (HCTM)  
JABATAN PERUBATAN KESIHATAN AWAM  
FAKULTI PERUBATAN**

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## **ABSTRACT**

This industrial training report highlights my eight-week internship at the Public Health Unit of Hospital Canselor Tuanku Muhriz (HCTM), where I gained hands-on experience in information management, public health initiatives, and administrative tasks within a healthcare setting. My responsibilities included data collection, event coordination, report writing, and utilizing digital tools such as Canva and Autocrat to streamline workflows. I actively participated in organizing community outreach programs, designing promotional materials, and assisting in hospital-wide events, which enhanced my project management, teamwork, and problem-solving skills. Additionally, I attended seminars on patient confidentiality, healthcare administration, and professional ethics, which deepened my understanding of workplace standards and industry expectations. Despite challenges such as time management and adapting to new technical tools, I overcame them through strategic planning, collaboration, and continuous learning. This training significantly bridged the gap between theoretical knowledge and practical application, reinforcing the importance of accurate information management, organization, and effective communication in the healthcare industry. The experience has equipped me with valuable skills and insights that will be instrumental in my future career, particularly in managing healthcare data, enhancing public health initiatives, and contributing to efficient hospital operations.

## TABLE OF CONTENT

CONTENT	PAGE
<b>CHAPTER 1: INTRODUCTION</b>	
1.1 Background of the industrial training program	1
1.2 Purpose and objectives of the report	2
1.3 Significance of industrial training for students of Diploma in Information Management	3
<b>CHAPTER 2: ORGANIZATIONAL INFORMATION</b>	
2.1 Overview of the organization where the industrial training took place	4
2.2 Organizational structure	5
2.3 Departmental structure and function related to information management	6
2.4 Explanation of the student's assigned department or unit within the organization	8
<b>CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES</b>	
3.1 Detailed description of the tasks, projects, and activities undertaken during the industrial training	11 – 19
3.2 Explanation of the skills, knowledge, and competencies applied or developed during the training period	
<b>CHAPTER 4: LEARNING OUTCOMES AND ACHIEVEMENTS</b>	
4.1 Reflection on the learning outcomes achieved during the industrial training	20
4.2 Discussion of personal growth, skills enhancement, and professional development	21
4.3 Examples of successful projects, accomplishments, or challenges overcome	22
<b>CHAPTER 5: RECOMMENDATIONS AND CONCLUSIONS</b>	
5.1 Suggestions for improvements in the industrial training program	25
5.2 Recommendations for the organization to enhance the information management practices based on the student's observations and experiences	26
5.3 Summary of the key findings and insights from the industrial training experience	27
<b>REFERENCES</b>	28
<b>APPENDICES</b>	29 - 43

## **LISTS OF FIGURES**

FIGURE 1:	Hospital Canselor Tuanku Muhriz Building	4
FIGURE 2:	Organizational Structure HCTM	5
FIGURE 3:	HCTM Location	6
FIGURE 4:	The Organizational Structure Public Health Unit	9
FIGURE 5:	The Location of Public Health Unit	9