



Hospital Management and Administration

07 - 11 Jul 2024
Online



Hospital Management and Administration

Ref.: 15046_269720 **Date:** 07 - 11 Jul 2024 **Location:** Online **Fees:** 1500 **Euro**

Introduction:

This training course helps participants to advance their career in medical administration. They'll gain a firm grasp of medical and scientific terms used day-to-day in hospitals, GP surgeries, and other medical settings. In this course, participants will gain the skills to communicate effectively and manage staff, processes, and healthcare resources at all levels.

Targeted Groups:

- Hospital Management
- Hospital Departments Managers
- Administration Staff in Healthcare Organizations

Course Objectives:

At the end of this course the participants will be able to:

- Understand roles and responsibilities to be followed by management and administration.
- Learn how to be familiar with the skills and knowledge needed for general administration staff.
- Appropriate training for leaders, supervisors, and managers in the hospital departments.
- Discuss the current healthcare delivery system as it relates to the economics, accessibility, and overall health of the population
- Manage the hospital departments more effectively

Targeted Competencies:

- Management skills
- Leadership skills
- Motivation
- Performance management
- Time management
- Quality management

Course Content:

Unit 1: Management & Healthcare Organizations:

- Defining the organizations and healthcare organizations.
- Defining management.
- Identifying the professional manager.
- What do professional managers do in hospitals?
- Professional managers and business ethics in the medical sector.
- Defining management in healthcare organizations.
- Factors which impact the management function.

- Essential managerial functions.
- The 6 steps in planning effectively.

Unit 2: Management and Motivation:

- Defining motivation and the need for it in hospitals.
- Key motivational theories professional managers should be aware of.
- Leading towards a motivating work environment.
- Job design.
- Goal setting.
- Performance feedback.
- Reward systems.
- Motivating a multi-cultural workforce in healthcare systems.

Unit 3: Management and Leadership:

- Defining leadership at the hospital levels.
- Differences between leaders and managers.
- The 6 levels of leadership.
- Leadership characteristics and habits of professional managers.
- Personal Action Plan.
- Best practices in hospital management and leadership.

Unit 4: Time Management Challenges and Assessment:

- Definition of time management and its criticality in the hospital.
- Time management challenges in healthcare workplaces.
- Modern time management.
- Major time wasters.
- Self-imposed time wasters.
- System-imposed wasters.
- Time management assessment.

Unit 5: Management in Hospitals:

- Challenges of health and hospital administration in the new world.
- Administration of hospital services.
- Administration of out-patient services.
- Administration of hospital departments.
- Nursing services.
- Ward administration.
- Administration of operation theaters.
- Material management nutrition, x-ray, lab, pharmacy, etc....
- Records management.

Unit 6: Quality Management in Hospitals:

- Quality Control QC.
- Doctor/Nurse patient relationship from a QC perspective.
- Doctors and consumer protection act.

Unit 7: Hospital Management and Private Practice:

- Promoting health through hospitals.
- Reproductive and child health services.
- Referral systems.
- Hospital administration during disaster.

Unit 8: Bed Management:

- Bed management system.
- What does a hospital bed manager do?
- The functions of the Bed Management Department.
- Improving hospital bed management and patient care.
- Automated bed management.
- What is a bed meeting?
- What is Patient Flow and how can it be optimized?



**Registration form on the :
Hospital Management and Administration**

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