

Hospital Management and Administration (MHA)

Amman (Jordan)

3 - 7 November 2024

UK Training

PARTNER



Hospital Management and Administration (MHA)

Code: HM28 From: 3 - 7 November 2024 City: Amman (Jordan) Fees: 3900 Pound

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.

Course Objectives of Hospital Management and Administration MHA

- Understanding roles and responsibilities to be followed by management and administration
- Being familiar with skills and knowledge needed for general administration staff
- Appropriate training for leaders, supervisors and managers in the hospital departments
- Discussing current health care delivery system as it relates to the economics, accessibility and overall health of the population

Course Outlines of Hospital Management and Administration MHA

Day 1

Management & 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

* Note: At the end of day 1, BlackBird Training will arrange the exact days/dates/time/transportations of the hospital visits.

Day 2

Management, Motivation & 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 hospitals management and leadership
- Defining motivation and the need for it in hospitals
- Key motivational theories professional managers should be aware of
- Leading towards a motivated work environment
- Motivating a multi-cultural workforce in healthcare systems

Day 3

Time management challenges & 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

Day 4

Management in hospitals

- Challenges of health and hospital administration in the new millennium
- 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

Day 5

Hospital Management and Private Practice

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



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