
**Training Diploma entitled
Leadership & Management in Health care**



2023

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Course Overview:

The health sector is in dire need of managers who have an in-depth understanding of general management principles, combined with the ability to apply them appropriately to healthcare delivery system.

Management of modern health care organizations has become challenging and complex because of the rapidly growing and changing medical technology, and increase awareness of public about modern diagnostic and therapeutic knowledge with affect their satisfaction.

These have made the health care organization's managers more vulnerable to criticism as well as medico legal issues. To overcome such problems, the health care organization authorities in the absence of a trained managers, have resorted to ad hoc solutions like 'Crisis management' at the face of a problem. Therefore, there is a need to have trained managers, who can have the skills to manage such situations scientifically and efficiently by matching with the trend in health sector changes.

The professional diploma in hospital and Health centers management provides candidates with the knowledge and skills that encompass both the business and healthcare perspectives.

Candidates with healthcare experience will experience will enhance their practical knowledge of management, and similarly, candidates with a management background will become qualified for healthcare management roles.

Course objectives:

The participant on successful completion of the Professional Diploma will be able to:

- Describe clearly the basic concepts of management and healthcare management.
- Apply the managerial skills in Healthcare organization environment.
- Describe planning and management of Hospital and Health care services.
- Describe how to manage human and material resources in healthcare.
- Describe planning of patient care and support services.
- Learn how to improve the managerial skills of senior and middle management professionals for the effective and efficient performance of hospitals and healthcare organizations.

Target Group:

- Health care organization managers, Department Heads, Supervisors who would like to augment and consolidate their managerial capabilities.
- Healthcare professionals who intend to play a vital role as Health Care Management in their organizations.
- Administrators who are employed or planning to work in the healthcare sector.

Duration

Six Months

Course language:

Bilingual English and Arabic.

Contents:

This training program includes ten modules:

- Module I: Leadership & Management.
- Module II: Strategic Management.
- Module III: Human Resource Management.
- Module IV: Infection Prevention and Control.
- Module V: Information System Management.
- Module VI: Project Management.
- Module VII: Health Economics.
- Module VIII: Total Quality Management.
- Module IX: Healthcare Accreditation & Standards.
- Module X: Healthcare Professional Laws & Ethics.

Applied Diploma in Health Care Management

Time	Session	presenter	Methodology
Date ()			
Module I: Leadership & Management			
	registration		
	Welcome meeting		
	Session 1: Introduction to management		Presentation, Group work, and Exercises
	Session 2: Management functions		
	Session 3: Basic roles of a manager		
	Session 4: Main leadership skills		
	Session 5: Decision making.		
	Session 6: Creativity & innovation.		
Module II: Strategic Management			
	Session 1: Introduction and History of Strategic Management		Presentation, Group work, and Exercises
	Session 2: Why strategic planning		
	Session 3: Challenges of new century		
	Session 4: SWOT analysis.		
	Session 5: Setting strategic goals & objectives.		
Module III: Human Resource Management			
	Session 1: Human resource planning		Presentation, Case study, Exercises
	Session 2: Job designing & description and Career development		
	Session 3: Training methods		

		Session 4: Adult learning & roles of a trainer		
		Session 5: Main Roles of Hospital Medical Professionals		
Module IV: Infection Prevention and Control				
		Session 1: Main Principles of Infection Control		Presentation Exercise and Case study
		Session 2: Human factors for infection prevention & control		
		Session 3: Infection control program		
		Session 4: Surveillance approaches		
		Session 5: Hands Hygiene		
		Session 6: Challenges of infection control		
Module V: Information System Management				
		Session 1: Medical Records Management		Presentation Case study And Exercise
		Session 2: Medical records as a review tool		
		Session 3: Managing information system & Electronic Medical record		
		Session 4: Information flow inside the medical institute		
		Session 5: Confidentiality, and Security of medical records		
Module VI: Project Management and Risk Management				
		Session 1: Overview of Project Management & Project life cycle.		Presentation and Case study
		Session 2: Resource Planning and management		
		Session 3: Project Leadership ,Team Building, and Schedule Development		
		Session 4 : Assessment Of Risk & Risk Management Approaches.		
		Session 5 : Risk Management Plan		
Module VII : Health Economics				

		Session 1: Introduction to Health Economics		Presentation and Case study
		Session 2: Health Care Systems		
		Session 3: Health Care Insurance.		
		Session 4 : Demand for Health & Health Care		
		Session 5: Supply of Health Care		
Module VIII: Total Quality Management				
		Session 1: Fundamentals of TQM		Presentation And Case study
		Session 2: Quality management systems & standardization		
		Session 3: Main tools used in TQM		
		Session 4: Performance improvement approach		
		Session 5: Six sigma basics		
		Session 6: TQM Impact on Healthcare system		
Module IX: Healthcare Accreditation & Standards				
		Session 1: Definitions of Accreditation		Presentation And Case study
		Session 2: History Of Accreditation		
		Session 3: Accreditation process		
		Session 4: Practitioner Credentialing ,and Privileging		
		Session 5: Leadership And Accreditation		
		Session 6: Impact Of Accreditation		
Module X: Healthcare Professional Laws & Ethics				
D		Session 1: Patient rights		Presentation

a y 1 0		Session 2: Informed consent		And Case study
		Session 3: Health laws and regulations		
		Session 4: Main principles of medical ethics		
Portfolio				
Final Exam				
Closing Ceremony				