

€ TRAINING

Health Care Management & Administration
(MHA)



14 - 25 October 2019
Paris (France)



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REF: M12415 DATE: 14 - 25 October 2019 Venue: Paris (France) - Fee: 6750 Euro

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 and medical settings. In this course, participants will gain the skills to communicate effectively and manage staff, processes and healthcare resources at all levels.

Health Care Management MHA Course Objectives:

- Understanding roles and responsibilities to be followed for medication reminders, medication assistance and medication administration.
- Being familiar with skills and knowledge needed for medication administration.
- Appropriate training for the caregiver to ensure safe medication administration. Discussing current health care delivery system as it relates to the economics, accessibility and overall health of the population.

Outlines of Health Care Management MHA:

Day 1:

- Challenges of health and hospital administration in the new millennium.
- Administration of hospital services.
- Administration of out-patient services.

Day 2:

- Ward administration.
- Administration of operation theater.
- Nursing Services.

Day 3:

- Records management.
- Material management.
- Manpower planning.

Day 4:

- Quality control.
- Doctor/Nurse patient relationship.
- Doctors and consumer protection act.
- Referral systems.

Day 5:

- Hospital and private practice.
- Hospital administration during disaster.
- Reproductive and child health services.
- Promoting health through hospitals.

Days 6 - 7 - 8:

Field visits to 2 hospitals and hands on practices for healthcare management in hospital:

- Observing day-to-day responsibilities such as managing human resources, allocating budgets and other financial resources, submitting reports, and maintaining and managing IT systems and databases, coordinating with doctors, physicians, nurses, surgeons, health information technicians, pharmacists, and other professionals to ensure patient quality care, treatment, and rehabilitation.
- Understanding the roles with regard to making policy decision, overseeing patient care, budgeting and accounting, marketing, and driving policy impacting and technology innovations in the hospital.
- Being familiar with the role serving as a mediator between goals, strategies, and the day-to-day activities.
- Depending on the availability, the field visits and training will be made to JCI accredited A class hospitals.

Days 9 - 10:

- Closing workshop - How to apply it to your work; what works and doesn't? And Why?
- Best Practices and latest updates.
- Case studies, success stories as well as failure stories.
- Modern application through IT, software programmes and/or mobile applications.
- Share top and recent 3 book titles in this field.