

€ TRAINING

Health Care Management & Administration
(MHA)





Health Care Management & Administration (MHA)

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 and 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:

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

- Understand roles and responsibilities to be followed for medication reminders, medication assistance, and medication administration.
- Being familiar with the skills and knowledge needed for medication administration.
- Ensure safe medication administration discussing the current health care delivery system as it relates to the economics, accessibility, and overall health of the population.

Targeted Audience:

- Financial management in healthcare
- Branding and customer relationship management
- Health services administration

Course Outlines:

Unit 1:

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

Unit 2:

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

Unit 3:

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

Unit 4:

- Quality control.
- Doctor/Nurse patient relationship.

- Doctors and consumer protection act.
- Referral systems.

Unit 5:

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