

| Course Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ENGLISH<br>CODE/NO | ARABIC<br>CODE/NO | CREDIT UNIT                                                                                  |     |     |     |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                    |                   | Th.                                                                                          | Pr. | Tr. | TCU |
| Hospital Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | HHSM 304           | HHSM 304          | 2                                                                                            | 1   | -   | 3   |
| <b>Prerequisites</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                    |                   |                                                                                              |     |     |     |
| The course is offered at <input type="checkbox"/> 1 <sup>st</sup> semester <input checked="" type="checkbox"/> 2 <sup>nd</sup> semester <input type="checkbox"/> summer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                    |                   | The course is <input checked="" type="checkbox"/> required <input type="checkbox"/> elective |     |     |     |
| <b>Course Description:</b><br>It describes the administration characteristics in hospitals, The required discipline in health organization, organization control, decision making, applies scientific methods in problem analysis and solving. Decision taking, dealing with health cadres, Report writing, and Using the internet and PowerPoint are also taught.                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |                   |                                                                                              |     |     |     |
| <b>Course Objectives:</b><br>Identifying students with concepts, method and trends used in hospital administration to build up a healthcare system capable of adapting influences from internal and external environment and developing the employees' performance for the group performance sake.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |                   |                                                                                              |     |     |     |
| <b>Scientific Contents:</b> <ul style="list-style-type: none"> <li>• Introduction to administration.</li> <li>• Organization.</li> <li>• Planning and Control.</li> <li>• Leadership effect.</li> <li>• Problem solving and decision taking.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                    |                   |                                                                                              |     |     |     |
| <b>Course Outcomes</b><br>By the end of this course, students should be able to: <ul style="list-style-type: none"> <li>• Outlining the administration characteristics in health organization.</li> <li>• Knowing how to organize the health organization.</li> <li>• Knowing the methods of problem solving and decision making inside health organization.</li> <li>• Knowing the planning and design of health organization.</li> <li>• Knowing the modern tremens in hospital administration.</li> <li>• Knowing how to deal with different staff in hospitals.</li> <li>• Knowing report writing.</li> <li>• Knowing performance assessment.</li> <li>• Decision making skill in hospital.</li> <li>• Information of its statistical analysis.</li> <li>• Communication skills with individuals inside and outside hospital.</li> </ul> |                    |                   |                                                                                              |     |     |     |
| <b>Assessment Methods:</b> <ul style="list-style-type: none"> <li>• Tests.</li> <li>• Participation.</li> <li>• Applied cases.</li> <li>• Field visits.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |                   |                                                                                              |     |     |     |
| <b>Text Book:</b><br><br>A. V. Srinivasan . Managing a Modern Hospital: Second Edition .(Paperback) SAGE Publication Inc. April 14,2008                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                    |                   |                                                                                              |     |     |     |

**Supplementary References:**

Managing Health Services: Concepts and Practice by Harris M.G. and Associates (2nd ed..) Marrickville, NSW, Australia: Elsevier Australia, 2006.

Health Care Management: Tools and techniques for managing in health care environment by John R. Schermerhorn (Paperback - Aug 25, 2006).

**Time Table for Distributing Theoretical Course Contents**

| <b>Week</b>       | <b>Subject</b>                                  | <b>Remarks</b> |
|-------------------|-------------------------------------------------|----------------|
| 1                 | Introduction to administration                  |                |
| 2                 | Introduction to Hospital administration         |                |
| 3                 | Introduction to Hospital administration         |                |
| 4                 | Introduction to Organization                    |                |
| 5                 | Organization in Healthcare system               |                |
| 6                 | Organization for Hospital Administration        |                |
| 7                 | Planning and Control of Hospital Administration |                |
| 8                 | Planning and Control of Hospital Administration |                |
| 9                 | Planning and Control of Hospital Administration |                |
| 10                | Leadership effect                               |                |
| 11                | Leadership effect                               |                |
| 12                | Leadership effect                               |                |
| 13                | Problem solving and decision making             |                |
| 14                | Problem solving and decision making             |                |
| 15                | Problem solving and decision making             |                |
| <b>Final Exam</b> |                                                 |                |