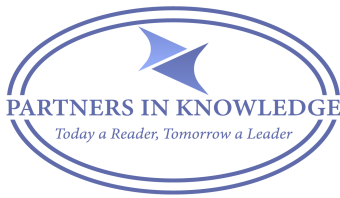




MODERN MANAGEMENT SKILLS IN THE HEALTH-CARE SECTOR

PIK381-0725 LON-2





Place: London (UK)	Venue: INDUSTRIOUS (245, Hammersmith Road, Hammersmith, LONDON) - TBC	
Start Date: 07-07-2025	End Date: 18-07-2025	PPP: £6200



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**If you can't train them,
you can't blame them!**

Short Description:

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. This course consists of healthcare industry-specific skill development, and enhancement methodologies and topics, designed for senior and executive-level hospital staff. Including primary care, recuperative care, community and other healthcare facility administrators, chiefs of staff, hospital board members, chief nursing officers, department directors, and other healthcare professionals with supervisory, management, or executive level responsibilities. The course will also be of benefit to clinicians who are transitioning or seeking to transition into administrative management or executive roles. Medical and non-medical personnel and staff who aspire to become directors, executives, and administrators will also find tremendous value in the knowledge and skills taught.

Course Overview:

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.

Program Outline:

Unit 1: An overview of hospitals and the health-care system

1. Statistics on the global health-care system.
2. Challenges of health and hospital administration in the new millennium.
3. Administration of hospital services.
4. Administration of out-patient services.
5. Individual Exercise.

Unit 2: Internal Management of the hospitals (1/2)

1. Ward administration.
2. Administration of operation theatres.
3. Nursing Services (outpatients).
4. Nursing Services (inpatients).
5. Individual Exercise.

Unit 3: Internal Management of the hospitals (2/2)

1. Records management.
2. Material management.
3. Manpower planning.
4. Ethics of the health-care industry.
5. Groups Exercise.

Unit 4: Quality and Acts

1. Quality control.
2. Doctor/Nurse patient relationship.
3. Doctors and consumer protection act.
4. Nurses protection act.
5. Referral systems.

Unit 5: Promoting prevention in hospitals

1. Hospital and private practice.
2. Hospital administration during a disaster.
3. Reproductive and child health services.
4. Promoting health through hospitals.
5. Case-Study.

Unit 6: Strategic Management

1. Strategic management in healthcare
2. Developing a mission and vision statement.
3. Strategic Management steps.
4. Developing a marketing strategy.
5. Positioning the hospital for quality.

Unit 7: Hospital Organisational Structure

1. Understanding the US and other global organisational structures.
2. Managing and leading in complex organisations.
3. Teamwork in healthcare settings.
4. Groups Exercise.
5. Groups Discussion.

Unit 8: Financial Management and Forecasting in the Healthcare Industry

1. The organisational structure and responsibilities of hospital cost centres.
2. Department and individual cost centres.
3. Evaluation methods.
4. The convergence of cost accounting.
5. Financial accounting & Insurance.

Unit 9: Hospital Human Resource Management



1. Hospital strategic human resource management.
2. Developing core values and human resource management.
3. Understanding human resource management systems.
4. Developing human resource incentives.
5. Control mechanisms.

Unit 10 : Medical Service Quality Management and Improvement

1. Quality of medical services management.
2. Performance tracking and incentives.
3. Healthcare quality management methods and common tools.
4. Emergency preparedness and crisis management.
5. Course Wrap-Up.