

# **Diploma in Health Care Administration**

**Prospectus August 2021**

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## **Introduction**

Healthcare administration is the management of all the non-clinical functions involved in operating a healthcare facility, from day-to-day operations to staffing to budgeting and finance to long-term strategic planning to ensure the success of the healthcare provider or system. You can think of healthcare administration as the process of managing and handling every aspect of the business side of delivering healthcare services. As leaders in a dynamic and interdisciplinary field that combines health policy, business, and science to manage fiscal and human resources, healthcare administrators strive to improve the business of healthcare; an endeavor that always starts with sound policy and top quality patient care.

The sheer size and complexity of many of our nation's healthcare systems means that healthcare administration encompasses everything from policy making to human resources to department management and beyond. However, the goal of healthcare administration is always the same: to ensure the coordinated delivery of healthcare and the efficient management of medical facilities.

## **Scope of Health Care Administration**

Depending on the type and size of the healthcare system, healthcare administration may involve a number of teams working in unison to manage the system at every level. Healthcare administration may involve the oversight and management of:

- An entire healthcare system
- Specific facilities, such as physician's practices, hospitals, and home health agencies
- Specific departments or units, such as critical care units, emergency departments, and cardiac care units
- Specific clinical areas, such as nursing, physical therapy, and cardiology
- Specific areas, such as staffing, facility administration, admissions, and finances.

## **Challenges**

- Ensuring effective, efficient healthcare services for communities
- Shortages of nurses and other healthcare workers
- Concern for the safety and quality of healthcare services
- Rising healthcare costs

- An aging population
- Rapidly changing medical terminology and practice

### **Diploma Program**

This diploma program is unique in a sense that it not only covers core and fundamental areas of health care administrative matters but also link these knowledge areas with holistic functions and operations of a health care facility. The prime focus of this diploma is applied as it incorporates routine problems, issues, obstacles, complications and impediments faced by professionals performing administrative duties; with multi-layered and multi-dimensional functions of a health care facility. It employs lectures, written assignments and group presentations, class quiz and written examination. This six months' diploma program has been designed to facilitate all those professionals who work as administrators in multiple health care facilities enveloping above captioned scope. It is a full twelve credit hours course blended with latest teaching techniques based upon lecture, group discussion, case studies, assignments, presentations and written examination at the end.

### **Learning Outcomes**

Upon completion of the healthcare administration program, participants will:

- Demonstrate an understanding of the health care system in Pakistan.
- Demonstrate competence in health information literacy.
- Display effective professional communication skills.
- Develop skills to collaborate and consult as a strategic member of the healthcare team.
- Demonstrate the ability to evaluate the scientific literature, understand and synthesize relevant information from it, and be able to convey this information both orally and in writing.
- Ability to analyze and interpret financial information specific to the healthcare setting.
- Develop appropriate professional behaviors and leadership skills for careers in health care.

### Program length and Marks

It is six months' program comprises of Thirty-Two (32) on-campus classes (04 months), every class is of 03 hours, and research project (02 months) to be submitted and defended at the end of the diploma.

Serial Number	Courses	Contact hours	Marks
01	Health Care Administration; Structures, Models, Country wide Outlook	09	75
02	Research Project Awareness and selection of topic	06	00
02	Health care Facilities: Types and Categories	09	75
03	Facilities Design and Mapping	03	25
04	Patients Zones Administration	09	75
05	Allied Zones Administration	09	75
06	Maintenance Function of the Facility	09	75
07	Purchase and Supplies Management	09	75
08	Financial Management	09	75
09	Human Resources' Administrative matters Handling	06	50
10	Administering Information System: Applications and Maintenance	06	50
11	Waste Management and Administration	09	75
12	Quality Assurance	09	75
13	Research Project (Thesis)	96	200
	<b>Total Hours/Marks</b>	<b>198</b>	<b>1000</b>
	<b>Credit Hours</b>	<b>12</b>	

## **Research Project**

The student will be advised to select a administration related topic with his/her professional requirements during the first month of the diploma. The proposal formulated has to be critically appraised by the course director before the end of second month. The course director can suggest changes which will be communicated to the student at the time of critical appraisal. The students will carry out data collection, data analysis, interpretation and presentation of the results leading to conclusions from the study under the dissertation writing guidelines during the fourth month. The primary educational objective of the dissertation is to demonstrate appropriate consideration and application of core concepts, skills, and knowledge in analyzing administrative public health problem within any of the proscribed frameworks. The core area competencies must be addressed in each project. These competency areas cut across the domains identified for each specific framework. For example, quantitative competence may be demonstrated in the literature review and/or methodology section and/or results and/or discussion section of a publication framework. The research thesis is required to demonstrate minimum competence but are held accountable to a level of competence consistent with the problem and framework as defined by the student.

The Research thesis is to be defended before appraisal committee and only after the successful defend of the thesis, the diploma shall be awarded.

## **Method of assessment, procedures and rules**

Students will be evaluated on the basis of;

1. Formative assessment which is a mix of the tests, class and home assignments, class participation, interactive discussions, practical exercises, field works and/or group works, depending on the course outline (ongoing assessment).
2. Thesis defense is the final assessment on the basis of which the diploma shall be awarded

## **Student recruitment and admissions**

Health Services Academy abides by its strict merit-based criteria with absolute transparency to select its students for this diploma program.

## **Basic qualifications**

The candidate should possess one of the following qualifications or an equivalent degree from a

recognized university or accrediting body.

- BBA (Bachelor of Business Administration)
- BS (Bachelor of Science in Business related subjects)
- MBA (Masters of Business Administration)
- MA/Msc (any subject with at least two years' experience in HR related area in any health care organization)
- MBBS (holding HR/Administrative portfolio in any healthcare facility or running own health care facility)

### **Age limit**

There is no Age-limit restrictions for admission in this Program.

### **Selection**

The applicant's acceptance is contingent upon the receipt of all required documents including official transcripts. The Admissions Committee is responsible for identifying those students with missing documents and/or credentials which do not meet eligibility standards.

### **Course fee**

Total Course Fee is Rs. 60,000