



DIPLOMA IN PROFESSIONAL HRM IN HEALTH CARE

INTRODUCTION

Human resource (HR) managers are vital to the health care industry. Working in hospitals, clinics, and insurance companies, they interact with health administrators, clinicians, and patients. The policies enacted by HR managers support a facility's goals and help ensure quality care. Human resource managers also exhibit great communication and leadership skills that enable them to manage hiring, training, claims, and administrative affairs in an organization. Those looking for a career in human resource management in health care can prepare by pursuing an advanced degree in health administration.

WHAT IS NEEDED TO BE A GOOD HR PROFESSIONAL IN HEALTHCARE

For a health care facility to function effectively, human resource managers must be able to hire the right candidates for each job. They vet and hire applicants, as well as advise management on salary and health care benefits for employees. Alongside hiring clinicians, HR managers are also responsible for hiring health care administrators, human resource staff, and service staff.

HR managers are required to stay abreast of health care laws and regulations, such as the Medicare and Medicaid Patient Program and Protection Act, and they must work closely with lawyers to ensure a health care facility's compliance. They also address and handle claims for patients, as well as develop employee training programs. When hiring nurses and doctors, HR managers are able to understand medical contracts and discuss them with these clinicians. Their ability to understand laws and regulations in a health care setting helps prevent an organization from being liable to lawsuits.

HR managers must also work closely with an organization's employees. They must be able to effectively communicate with all staff members, from clinicians to administrative and service professionals. They must effectively convey the expectations of each department, as well as collaborate with other divisions in the organization to provide better care for patients and a better work environment for employees. Moreover, HR managers are responsible for knowing how to interact with employees from different backgrounds, which may require a level of empathy to appropriately communicate sensitive information around firings, layoffs, and patient complaints.

DIPLOMA PROGRAM

This diploma program is unique in a sense that it not only covers core and fundamental areas of human resource management 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 HR professionals; 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.

COURSE CONTENTS

- Human Resource Management (HRM) in Healthcare
- Strategic Human Resource Management (SHRM) Overview
- Legal & Ethical Issues for Healthcare HRM
- Job Analysis & Design for HRM in Healthcare
- Recruiting & Hiring for HRM in Healthcare
- Careers & Roles in Healthcare
- HRM & Employee Benefit Plans
- HRM & Healthcare Employee Development
- Employee Rights in Healthcare
- Labor Unions, Mediation & Arbitration in Healthcare
- Impact of Current Healthcare Trends on HRM



DIPLOMA PROGRAM

Hospital Administrators, Departmental Heads, Owners of Pathological Labs and Family clinics, Medical practitioners, HR Professionals.



DURATION:
4 MONTHS (2 CLASSES PER WEEK)

LEARNING INVESTMENT:
RS. 40,000/=

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