

Health Services Administration Program Specifications



Bachelor program in Medical Administration Program Specification

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Table of Contents

1 Introduction	1.
٢ Program Identification and General Information	.٢
٣ Overview	.٣
◦ University Vision, Mission and Goals	.٤
٦ Faculty of Medical Administration Vision, Mission and Goals	.٥
٧ Department of Medical Administration Mission and Goals	.٦
7 Program Vision, Mission and Goals	6
٨ Program Standards& Benchmarks	.٨
٩ Learning Outcomes	.٩
9 Graduates Attributes	.١٠
١١ Teaching and Learning Strategies	.١١
١٢ Assessment Tools	.١٢
١٣ Project Assessment	.١٣
14 Training Course Assessment	13
15 Alignment of Program Intended Learning Outcomes (PILOs) with Teaching	14
16 Intended Learning Outcomes Mapping	.14
17 Program Structure	15
١٧ Elective Courses: (0.hrs)	18.
19 Study Plan	.18
20 Distribution of Total Credit Hours	21
٢١ Admission Requirements	.٢١
22 Attendance and Graduation Requirements	.22
23 Grading System	22
24 Facilities Required for Running the Program	22
25- Program Policies	.22
26 Faculty to Conduct the Program	23
27 Lecture Rooms	.24
28 Program Evaluation and improvement	.24
Annexes	25

1. Introduction:

This program

2. Program Identification and General Information:

Scientific name of the program:	Health Services Administration
Total credit hours required to award the degree	1٣٢
Number of years needed for completion of the program:	4 Academic years – 8 Academic Terms
The body responsible for granting the degree:	21 September university for medical and applied sciences
The body responsible for the program:	Faculty of Medical Administration
Award granted on completion of the program:	Bachelor's Degree
Study system:	Regular / Semesters
Study Language of the Program:	Arabic & English
Entry requirements:	General Secondary School Certificate
Departments participating in the program:	None
Starting year of the program:	٢٠١٧-٢٠١٦
Study methods in the program:	Lectures
Location of Delivery:	University Campus
The program resources:	21 September university for medical and applied sciences
Minimum grade requirements:	According to regulations of ministry of high education and scientific research
Other admission requirements:	According to university rules regulations
Date of program development:	February
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3. Overview :

The Bachelor of Health Services Administration and Hospital degree program has been designed to ensure graduates acquire the knowledge and skills in business management, the art and science of healthcare, and mindful leadership capacity, to be fully prepared to meet the increasing demands of the multifaceted healthcare sector. The need for “high impact leadership” amidst a languishing Yemeni health system has been identified as a national priority.

To ensure that the Council for Accreditation & Quality Assurance standard in Yemen is met, the courses and learning outcomes have been developed by faculty members who are familiar with degree-level study healthcare management field and reviewed by faculty members who are familiar in the degree-level study healthcare management, economic and accounting fields.

The curriculum of this program has been mapped to similar degrees regionally and internationally, where the Bachelor of Health Services Administration and Hospital degree program is aligned with similar existing Bachelor degree programs.

The proposed Bachelor of Health Services Administration and Hospital degree program produces graduates who think analytically, understand conceptual thinking, challenge the status quo, identify problems, create solutions and engage others to service the growing global population’s health needs amidst a climate of increasing budgetary and fiscal constraint.

Recent transformations within the healthcare industry have given healthcare leaders the opportunity to consider more diverse career options. Therefore, healthcare executives can find employment opportunities in :

- 1- Outpatient facilities
- 2- Healthcare associations
- 3- hospital manager
- 4- Managed care organizations:
- 5- The Public Health Department

4. University Vision, Mission and Goals:

21 September UMAS VISION

A contemporary university with national responsibility and faith identity.

21 September UMAS MISSION

Leading the transformation in the management and delivery of health care with all partners by setting a standard of excellence in education and medical and applied research in a way that meets the needs of Yemeni society, its privacy and regional influence.

21 September UMAS OBJECTIVES

1. Ensuring the implementation of quality standards and setting standards of excellence in the medical and applied sciences, scientific research, and community service.
2. The centrality of the student in the educational process, as well as, the partnership with them forever, in addition, consolidating the principles of national responsibility and faith identity, looking after them, and the development of their capabilities after graduation and during work.
3. Attracting, employing, and retaining scholars, cadres, and highly specialized talents to win minds and reverse the direction of “brain drain” thus enhancing and ensuring that there are thinkers, businessmen, and good citizens.
4. Continuous development of the distinguished academic infrastructure and the establishment of modern research and service centers with high efficiency and capable of making a real impact locally and regionally.
5. Enhancing the university’s position as a preferred partner for local, regional and international partnerships, through implementing innovative models of education, exchanging research and knowledge, and providing real and effective outcomes for developing professional practices to benefit from them locally and regionally.

21 September UMAS values

1. Leadership and Influence
2. Excellence and Innovation
3. Work effectively within a team

5. Faculty of Medical Administration Vision, Mission and Goals:

FACULTY VISION

Originality and contemporary in education and scientific research that are specialized in medical administration.

FACULTY MISSION

Participate in the leadership of transformation through developing the administration of healthcare to ideal level by setting standard of excellence in education and scientific research that are specialized in medical administration field, to ensure that the needs of the local and regional health sector are meet, with Equip leadership cadres with integrative thinking combining intuition, analytic reason and creativity, in the local and regional levels

FACULTY OBJECTIVES

1. Applying Total Quality Standards, and setting an academic excellence standard in medical management sciences, scientific research, and community service.
2. Centrality of students in the educational process, their participation, as well as, looking after them, establishing originality values and developing their potential after graduation and during work.
3. Attracting scholars, cadres, and highly specialized talents in healthcare management, thus enhancing and ensuring that there are thinkers, businessmen, and good citizens.
4. Utilize the available capabilities of the infrastructure and academic, as well as, the modern researches and services centers to achieve the desired goals of the College of Medical Administration in order to meet the needs of the labor market.
5. Enhance the university and collage position as an ideal partner with stakeholders in the health sector locally and regionally.

Faculty values

1. Leadership and influence
2. Development and Innovation
3. Collaborative Work

6. Department of Medical Administration Mission and Goals:

Department Mission:

Providing qualitative educational programs in the field of health services administration, to prepare leadership and academic cadres who are qualified intellectually and professionally, to meet the requirements of the local and regional community, by providing a high-quality educational and research environment, to produce a creative research, which serve the local and regional community.

Department objectives:

1. Preparing and implementing postgraduate programs in the field of health services administration by achieving self-sufficiency in terms of faculty members
2. Equip students with the key skills, intellectual, ethical, behaviors, technical abilities, and knowledge required to manage and operate various health facilities, in accordance with total quality and health accreditation standards.
3. Activate faculty members' role to develop and qualify the administrative and academic thinking of students to enable them to deal with the issues and problems of the various health sectors at the national, regional, and international levels.
4. Develop managerial research in the health services administration-related fields, and meeting the needs of the Yemeni health sector (public and private) of intellectually and professionally qualified cadres that are specialized in the health services administration field.
5. Contribute to improving the national performance level of staff in the health services administration field through training and continuing education.

7. Program Vision, Mission and Goals:

Program Mission:

Providing qualitative education in the field of health services administration, to prepare students with integrative thinking combining intuition, analytic reason, and innovation, and enhance students' leadership capabilities in health services administration and hospitals, through qualified academic cadres that are committed to the values of Cooperation, Scientific Secretariat, excellence, and Sincerity, and modern and developing curriculums.

Program objectives:

1. Provide graduates with knowledge and understanding of health services administration, through modern teaching and training methods.
2. Prepare students to develop, plan, and manage healthcare programs within healthcare systems.
3. Prepare graduates to oversee business operations at hospitals, nursing homes, community service organizations, and other medical facilities.
4. Develop students' critical thinking, evaluation, analysis, and interpretation skills, scientific research capabilities, and other skills required for decision-making and problem-solving of the various health organizations and medical services at the national, regional, and international

levels.

5. Develop students` practical skills and build originality values such as ethical and professional values necessary to manage and operate the various health facilities, in accordance with local and international quality and accreditation standards.
6. Improve students` general skills to work within a teamwork environment and communicate with related users using information technology effectively in the healthcare sector.

8. Program Standards& Benchmarks:

Academic Standards:

- National Academic Reference Standards (NARS) for Undergraduate Medical administration, Council for Accreditation & Quality Assurance, Republic of Yemen, Jan 2021 (First Edition).
- Standards of the 1st level of accreditation, 2021, Council for Accreditation & Quality Assurance (CAQA), Yemen.

Government Rules and Regulations:

- 1- Act No. 13/2005 of the Law of Yemeni universities.
- 2- The executive regulations of Act No. 13/2005 of the Law of Yemeni universities.
- 3- strategic orientations of ministry of high education and scientific research
- 4- Strategic orientations of Council for Accreditation & Quality Assurance, Republic of Yemen.
- 5- Strategic orientations of 21 September University of Medical and Applied sciences.

Similar Programs in::

- Hospital Management Department of Hospital Management, Faculty of Business Administration, MADURAI KAMARAJ UNIVERSITY, India.
- Healthcare Management, Department of HEALTHCARE MANAGEMENT, Seneca College of applied arts and Technology, University of Toronto, Canada.
- Health Administration, School of Health Management, Collage of Health Science, Stratford University, United States.
- Healthcare-management-economics, Department of healthcare-management-economics, College of healthcare management economics, Gulf Medical University, United Arab emirates.
- Occupational Safety & Health Management, Department of Occupational Safety & Health Management, College of Occupational Safety & Health Management, University of Technology, Mauritius, Mauritius.
- Hospital Administration, Department of Hospital Administration, College of Health Professions, university of phoenix, United States.

See Annexes 2, 3, 4 and 5.

(Annex -2 Survey of names Similar Accredited Programs at International Universities Benchmarks)

(Annex - 3 Survey of Intended Learning Outcomes for Similar Accredited Programs at International

Universities.)
(Annex-4, Survey of Credit Hours of Similar Programs)
(Annex-5, Survey of Course Names of Similar Program)

9. Learning Outcomes:

A. Knowledge and Understanding:

Upon successful completion of an undergraduate Health Services Administration Program, graduates should be able to:

- A1. Explain the methods and principles of (administrative, financial, economic, accounting, marketing, statistically and research science) and interpret the theories that are related to the health services administration and health organizations.
- A2. Demonstrate knowledge and understanding on the basics of (Anatomy and physiology, nursing, nutrition, epidemiology, diseases and drugs, public health and safety, and medical information technology).
- A3. Mention the standards of comprehensive quality and health accreditation, and defines ethics and legislation that are regulating the health professions and administrative in health organizations.
- A4. Describe the various types and nature of health services and professions, work policies and procedures in the various departments and divisions of the health organization, and the mechanism of managing and documenting in health records and reports.

B. Cognitive/ Intellectual Skills:

Upon successful completion of an undergraduate Administration of Medical Services and Hospitals program, graduates should be able to:

- B1. Evaluate professional performance (health and administrative) in various health sectors and organizations using scientific methods, in accordance with comprehensive quality standards and policies and health accreditation.
- B2. Analyze the work environment, problems, and challenges in health organizations, and extrapolates the solutions based on scientific evidence, strategic thinking, and accurate information.
- B3. Recognize the importance of both benefits of motivation and career development for employees, and aware the importance of adhering to the ethics and legislation of the administrative and health professions.
- B4. Predict the needs and aspirations of the health organization's internal and external customers, and estimates the volume of demand for health services, its funding sources, and the mechanism for spending on them efficiently and effectively.

C. Practical and Professional Skills:

Upon successful completion of an undergraduate Administration of Medical Services and Hospitals program, graduates should be able to:

- C1. Prepare scientific studies to establish, develop, diagnose and address the problems of health organizations using principles and methods (statistical, administrative, financial, economic, and accounting).
- C2. Perform the administrative functions and optimal exploitation of human, financial, material and technological resources in the production of goods and services in health organizations.
- C3. Apply effective leadership and communication skills in managing and developing health organizations and improving performance in accordance with the principles, standards and policies of comprehensive quality and health accreditation.
- C4. Develop the workplace policies and procedures in line with scientific and cultural development in a way that does not conflict with the ethics and legislation of administrative and health professions, requirements of environmental and community health, and occupational safety.

D. General and Transferable Skills:

Upon successful completion of an undergraduate of Health Services Administration program, graduates should be able to:

- D1. Practice ethical behavior and teamwork in the spirit of one team.
- D2. Communicates effectively with others.
- D3. Get benefits from other's past experience to enhance his scientific and practical knowledge.
- D4. Use health information technology appropriately, in scientific research, management of health organizations, production, delivery and marketing of health goods and services.

10. Graduates Attributes:

Upon successful completion of an undergraduate Administration of Medical Services and Hospitals Program, graduates should be able to:

1. **A highly qualified with theory and practice:** having scientific knowledge and practical experience with the tasks, standards, methods, policies and procedures (health, administrative,

accounting, economic, legal) that are necessary to manage health organizations.

2. **Successful manager and leader:** He can practice administrative duties and possesses the intellectual, human and technical skills that enable him to positively influence and carry out the tasks and goals of the health organization.
3. **Educated and aware of health issues:** He is aware of the nature of the environment, activities, services and problems in health institutions and facilities and the requirements for managing them efficiently and effectively in accordance with quality standards and health accreditation.
4. **Skilled Communicator:** Having personal strength and ethical behavior in practicing verbal communication skills (negotiating, speaking, listening, writing, listening) and non-verbal communication in a faith-based and Islamic treatment.
5. **Knowledgeable about the basics of research:** Using the scientific method and latest information in self-learning and scientific research, assessment, evaluation, prediction and coming up with solutions, and decision-making.

11. Teaching and Learning Strategies:

Knowledge and Understanding Skills is developed through:

- Lectures, class discussion
- Knowledge-based activities with feedback
- Understand research concept and projects
- Brainstorming

Intellectual Skills are developed through:

- Lectures
- Case studies
- Reflective activities with feedback
- Structured exercises, tasks, and projects with feedback
- Group discussions and activities
- Projects/assignment

Practical and professional Skills are developed through:

- Structured exercises, tasks, and projects with feedback
- Group discussions and activities
- Research skills-based activities with feedback
- Supervised applied research
- Conducted training
- Problem based learning

General/Transferrable Skills are developed through:

- Planning activities with feedback
- Problems solving
- Class room discussion
- Case studies analysis

Teaching Strategy	Description
Lectures	These are interactive lectures weekly conducted in the class, and supporting with a variety of teaching formats including lectures and multimedia presentations, whiteboard, and class discussions in which concepts, approaches and case studies are presented and

	explored. In addition to showing students what they need to know.
Tutorials	Tutorial classes are also provided each week to create a stimulating environment for students to work through examples and case studies that make students to think about challenging subjects. Students are designed to work in a team or individually.
Team work (cooperative learning)	Small group discussions based around case study material.
Exercises and home works	Students are given and Individual home works or small group Exercises.
Computer laboratory based sessions	Computer workshops which give you practical experience of how to process, store and analyze data using appropriate software.
Independent self- study	Independent learning is supported by a range of excellent learning facilities, including the Hive and library resources, the virtual learning environment, and extensive electronic learning resources.
Problem based learning	Students centered approach in which students learn about a subject by working in groups to solve an open-ended problem.
Team work (group learning)	Group discussions and practical exercises which enable students to reflect on their accumulation of appropriate knowledge and understanding.
The use of communication	All modules in the program require regular written work and the feedback given will help students develop communication skills both verbal and written.
Training	The students are assigned to perform a training in the health organizations.
Case based learning	

12. Assessment Tools:

- Midterm and final exam
- Case studies
- Practical lab performance assessment.
- Presentation.
- Practical research
- Home works and assignments.
- Coursework activities assessment.
- Assignments
- Field training
- Group of research discussion

Assessment Strategy	Description
Written Exams	Mid-term test and final exam for each course are required for all courses and conducted in the 7th Class and at the end of each course, respectively.
Practical Lab performance assessment	To demonstrate the personal skills, practical expertise, communication skills, ability to interpreted and report data and draw conclusions, and team work expertise they are expected to learned and gained through their education.
Coursework Activities	The entire assessment of coursework activities during the teaching period of each course (which includes group and individual work, tests and presentations, etc.)
Home works and assignments	Assignments are given for all courses except for project.
Case studies	Students are designed to work in a team in which students are asked to interpret or critically comment on the material contained in the case study during the class.
Presentations	Students are given selected topic to discuss during the class. This helps students develop self-confidence, readiness, and accuracy in major exams.

13. Project Assessment:

Each project will be assessed by a committee of Two members as follows

Item	Marks Distribution
Research project supervisor	70%
Internal examiner: a member of the department teaching staff.	30%
External examiner: a qualified external examiner (either from other departments of the faculty or from another university)	Nil
Total	100%

14. Training Course Assessment:

Students are sending to selected hospital training and practice a variety tasks during the class. This helps students to recognizing and enhancing their own leadership capabilities within healthcare organizations, based on the **PILOs**.

15. Alignment of Program Intended Learning Outcomes (PILOs) with Teaching Strategies and Assessment Methods:

PILOs	Teaching Strategy	Assessment Methods
Knowledge and Understanding A1,A2, A3, A4,	<ul style="list-style-type: none"> ▪ Lectures, class discussion ▪ Knowledge-based activities with feedback ▪ Understand research concept and projects ▪ Brainstorming 	<ul style="list-style-type: none"> ▪ Written Exams ▪ Individual and group Assignment ▪ Case study ▪ Projects ▪ Presentation
Intellectual Skills B1,B2, B3, B4	<ul style="list-style-type: none"> ▪ Lectures ▪ Case studies ▪ Reflective activities with feedback ▪ Structured exercises, tasks, and projects with feedback ▪ Group discussions and activities ▪ Projects/assignment 	<ul style="list-style-type: none"> ▪ Written Exams ▪ Individual and group Assignment ▪ Case study ▪ Projects ▪ Presentation
Professional & practical skills C1,C2, C3, C4	<ul style="list-style-type: none"> ▪ Structured exercises, tasks, and projects with feedback ▪ Group discussions and activities ▪ Research skills-based activities with feedback ▪ Supervised applied research ▪ Conducted training ▪ Problem based learning 	<ul style="list-style-type: none"> ▪ Written Exams ▪ Individual and group Assignment ▪ Case study ▪ Projects Presentation
General & Transferable Skills D1,D2, D3, D4	<ul style="list-style-type: none"> ▪ Planning activities with feedback ▪ Problems solving ▪ Class room discussion ▪ Case studies analysis 	<ul style="list-style-type: none"> ▪ Projects ▪ Presentation

16. Intended Learning Outcomes Mapping:

See Annexes 6, 7,9 and 10.

(Annex 6: Alignment of Program Themes with Program Intended Learning Outcomes (PILOs))

(Annex 7: Alignment of Program Objectives with Council of Accreditation Standards)

(Annex 9: Coding System and Alignment of Courses with Program Intended Learning Outcomes (PILOs))

(Annex 10: Matrix of Mapping Program PILO's With Courses)

17. Program Structure:

Requirements					
No	Requirements	No. of Courses	Credit Hours	Rational Weight %	
1	University Requirements	Compulsory	7	14	10.7%
		Elective			
2	Faculty Requirements	Compulsory	11	27	20.5%
		Elective			
3	Department and Program Requirements	Compulsory	36	91	68.9%
		Elective			
Total:			54	132	100%

17.1. University Requirements (14 hrs)

Compulsory Courses (14 hrs)								
No	Course Code	Course Name	L	T	P	Cr. Hrs.	Prerequisites, Co-requisites	Level/ Semester
1	06.11.501	Arabic Language 101	2	0	0	2	-	1/1
2	06.11.502	Arabic Language 102	2	0	0	2	-	1/2
3	06.11.503	English 101	2	0	0	2	-	1/1
4	06.11.504	English 102	2	0	0	2	-	1/2
5	06.11.505	Islamic Culture	2	0	0	2	-	1/1
6	06.11.506	National culture	2	0	0	2	-	1/1
7	06.11.507	Arab-Israeli conflict	2	0	0	2	-	1/2

17.2. Faculty Requirements (27 hrs)

Compulsory Courses (28 hrs)								
No	Course Code	Course Name	TH	T	P	Cr. Hrs.	Prerequisites, Co-requisites	Level/ Semester
1	04.01.501	Fundamentals of Nursing	2	0	2	3	-	1-1
2	04.01.502	Medical Terminology	2	0	0	2	-	1-1
3	01.01.503	Physiology and Anatomy	2	0	2	3	-	2-1
4	04.02.504	Public health	2	0	0	2	-	2-1
5	07.01.505	Basics of Computer and programming	2	0	2	3	-	2-1
6	02.02.506	Concepts Of Pharmacology	2	0	0	2	-	1-2
7	01.02.507	Epidemiology	2	0	0	2	-	2-2
8	01.02.508	Forensic Medicine	2	0	0	2	-	1-3
9	03.03.509	Fundamentals of Microbiology	2	0	2	3	-	2-3
10	01.02.510	Concepts of Clinical Diseases	2	0	0	2	-	2-4

11	07.01.511	Health Information Systems	٢	0	2	٣	-	٢-٤
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17.3. Department and Program Major Requirements (91 hrs)

Compulsory Courses (52 hrs)									
No	Course Code	Course Name	L	T	P	PBL, CBL, PSL	Cr. Hrs.	Prerequisites, Co-requisites	Level/ Semester
1	05.02.531	Mathematics	2	2	٠	٠	3	-	١-١
2	05.02.532	Principles of Financial Accounting (A)	2	٢	٠	٠	3	-	١-١
3	05.02.533	Principles of Financial Accounting (B)	2	٢	٠	٠	3	-	٢-١
4	05.02.534	Medical legislations and Ethics	2	0	٠	٠	2	-	٢-١
5	05.02.535	Health Statistics	٢	2	٠	٠	٣	-	١-٢
6	05.02.536	Health Organizations Accounting	٢	2	٠	٠	٣	-	١-٢
7	05.02.537	Principles of Microeconomics	٢	2	٠	٠	٣	-	٢-٢
8	05.02.538	Operations Research and Quantitative Methods	٢	2	٠	٠	٣	-	٢-٢
9	05.02.539	Business Correspondence	٢	0	٠	٠	2	-	٢-٢
10	05.02.540	Project management & Feasibility Study	٢	2	٠	٠	٣	-	١-٣
11	05.02.541	Fundamentals of Administrative & Commercial law	٢	0	٠	٠	2	-	١-٣
12	05.02.542	Research Methodology	٢	0	٠	٠	2	-	١-٣
13	05.02.543	Management Accounting in Health organizations 1	٢	2	٠	٠	٣	-	٢-٣
14	05.02.544	Health Insurance	٢	0	٠	٠	2	-	١-٤
15	05.02.545	Management Accounting in Health organizations 2	٢	2	٠	٠	٣	-	١-٤
16	05.02.546	Health Economics	2	0	٠	0	2	-	٢-٤
17	05.01.511	Principles of Health Management	٢	٠	٠	0	٢	-	١-١
18	05.01.512	communication skills	٢	٠	٠	0	٢	-	٢-١
19	05.01.513	Psycho-sociology	٢	٠	٠	0	٢	-	١-٢
20	05.01.514	Health Marketing	٢	٠	٠	0	٢	-	١-٢
21	05.01.515	Organization Theory & Organizational Behaviour	٢	٠	٠	0	٢	-	١-٢
22	05.01.516	Hospitals Management	2	٠	٠	٠	2	-	٢-٢
23	05.01.517	Principles of Financial Management	٢	٢	٠	0	٣	-	٢-٢

24	05.01.518	Health Services Management (1)	2	٠	٠	١	٣	-	١-٣
25	05.01.519	Health Strategic Management	2	٠	٠	١	3	-	١-٣
26	05.01.520	Health Services Management ٢	2	٠	٠	١	٢	-	٢-٣
27	05.01.521	Health Human Resources Management	2	٠	٠	١	٣	-	٢-٣
28	05.01.522	Health Production & Operations Management	٢	٠	٠	١	٣	-	٢-٣
29	05.01.523	Medical warehousing & Procurement Management	٢	٢	٠	٠	٣	-	٢-٣
30	05.01.524	T.Q.M. in Health Services (1)	2	٠	٠	1	٣	-	١-٤
31	05.01.525	Occupational Health & Safety Management	٢	٠	٠	0	٢	-	١-٤
32	05.01.526	Management of Medical Reports and Records	٢	٠	٠	0	٢	-	١-٤
33	05.01.527	Field Training	0	٠	٦	0	٢	-	١-٤
34	05.01.528	T.Q.M. in Health Services (٢)	2	٠	٠	1	٣	-	٢-٤
35	05.01.529	Management of Medical Devices	٢	٠	٠	0	٢	-	٢-٤
36	05.01.530	Graduation Project	0	٠	٦	0	٢	-	٢-٤

18. Elective Courses: 0 courses(0 hrs)

Elective Course 1 (hrs)								
No	Course Code	Course Name	L	T	P	Cr. Hrs.	Prerequisites, Co-requisites	Level/ Semester
1		Nil						
2		Nil						
3		Nil						
Elective Course 2 (hrs)								
No	Course Code	Course Name	L	T	P	Cr. Hrs.	Prerequisites, Co-requisites	Level/ Semester
1		Nil						
2		Nil						
3		Nil						
4		Nil						
Elective Course 3 (hrs)								
No	Course	Course Name	L	T	P	Cr.	Prerequisites,	Level/

	Code					Hrs.	Co-requisites	Semester
1		Nil						
2		Nil						
3		Nil						
4		Nil						

19. Study Plan:

1. Level 1

Term 1								
No.	Course Code	Course Name	L	T	P	PBL, CBL, PSL	Cr. Hrs.	Prerequisites, Co-requisites
1	06.11.501	Arabic language ١٠١	2	0	0	0	2	-
2	06.11.502	English language 101	2	0	0	0	2	-
3	06.11.503	Islamic Culture	2	0	0	0	2	-
4	06.11.504	National Culture	2	0	0	0	2	-
5	04.01.501	Fundamentals of Nursing	٢	٠	٢	0	٣	-
6	04.01.502	Medical Terminology	٢	0	0	0	٢	-
7	05.01.511	Principles of Health Management	٢	0	0	0	٢	-
8	05.02.531	Mathematics	2	٢	0	0	3	-
9	05.02.532	Principles of accounting (A)	2	٢	0	0	3	-
Term 2								
No.	Course Code	Course Name	L	T	P	PBL, CBL, PSL	Cr. Hrs.	Prerequisites, Co-requisites
1	06.11.505	Arabic language ١٠٢	2	0	0	٠	2	٠٦.11.501
2	06.11.506	English language 102	2	0	0	٠	2	٠٦.11.502
3	06.11.507	Arab - Israel Conflict	٢	٠	٠	٠	٢	-
4	07.01.505	Basics of Computer and programming	٢	٠	٢	٠	٣	-
5	01.01.503	Physiology and Anatomy	٢	0	2	٠	3	04.01.502
6	05.02.532	Medical legislations and Ethics	2	0	0	٠	2	-
7	05.01.512	Communication Skills	٢	٠	٠	٠	٢	-
8	04.02.513	Public Health	2	0	0	٠	2	-
9	05.02.533	Principles of Financial Accounting(B)	٢	٢	٠	٠	٣	05.02.532

2. Level 2

Term 1								
No.	Course Code	Course Name	L	T	P	PBL, CBL, PSL	Cr. Hrs.	Prerequisites, Co-requisites
1	05.01.514	Health Service Marketing	2	0	0	0	2	05.01.511
2	05.02.535	Health Statistics	٢	2	0	0	٣	05.02.531
3	02.02.506	Concepts Of Pharmacology	2	٠	0	0	2	01.01.503
4	05.01.513	Psycho-sociology	٢	٠	0	0	٢	05.01.512
5	05.02.536	Health Organizations Accounting	٢	٢	0	0	٣	05.02.532 05.02.533
6	05.01.515	Organization Theory & Organizational Behaviour	٢	0	0	0	٢	05.01.511
Term 2								
No.	Course Code	Course Name	L	T	P	PBL, CBL, PSL	Cr. Hrs.	Prerequisites, Co-requisites
1	05.02.538	Operations Research and Quantitative Methods	٢	٢	٠	٠	٣	05.02.531 05.02.535
2	05.01.516	Hospitals Management	2	٠	٠	٠	2	05.01.511
3	05.01.517	Principles of Financial Management	٢	٢	٠	٠	٣	05.01.511 05.02.536
4	01.02.507	Epidemiology	2	0	٢	٠	٣	04.02.513
5	05.02.539	Commercial Correspondence	٢	0	٠	٠	٢	06.11.502 06.11.506
6	05.02.537	Principles of Microeconomics	2	2	٠	٠	3	05.02.513

3. Level 3

Term 1								
No.	Course Code	Course Name	L	T	P	PBL, CBL, PSL	Cr. Hrs.	Prerequisites, Co-requisites
1	05.02.540	Economic Feasibility Study	٢	٢	0	0	3	05.02.537 05.02.517
2	05.01.519	Health Strategic Management	2	0	0	2	3	05.01.516
3	05.02.542	Research Methodology	٢	٠	0	0	٢	05.02.535
4	05.01.518	Health Services Management 1	2	٠	0	2	٣	04.02.516
5	01.02.508	Forensic Medicine	٢	٠	0	0	٢	06.11.502 06.11.506
٦	05.02.541	Fundamentals of Administrative & Commercial law	٢	٠	0	0	٢	05.02.532

Term 2								
No	Course Code	Course Name	L	T	P	PBL, CBL, PSL	Cr. Hrs.	Prerequisites, Co-requisites
1	05.02.543	Management Accounting in Health organizations 1	2	2	0	0	3	05.02.536
2	05.01.523	Medical warehousing & Procurement Management	2	٢	٠	0	٣	05.02.517
3	03.03.509	Fundamentals of Microbiology	2	٠	٢	0	٢	02.02.507
4	05.01.522	Health Production & Operations Management	2	٢	٠	0	٣	05.01.516
5	05.01.520	Health Services Management 2	2	٠	٠	2	٣	05.01.518
6	05.01.521	Health Human Resources Management	2	٠	٠	2	٣	05.01.516

4. Level 4

Term 1								
No.	Course Code	Course Name	L	T	P	PBL, CBL, PSL	Cr. Hrs.	Prerequisites, Co-requisites
1	05.01.525	Occupational Health & Safety Management	٢	0	0	0	٢	04.01.501 04.01.502 04.02.504
2	05.02.544	Health Insurance	2	0	0	0	2	05.02.537
3	05.01.526	Management of Medical Reports and Records	٢	٠	0	0	٢	05.02.535
4	05.02.545	Management Accounting in Health organizations 2	2	2	0	0	3	05.01.520 05.02.543
5	05.01.524	T.Q.M. in Health Services (1)	2	٠	0	2	٣	05.01.518 05.01.520
6	05.01.527	Field Training	٠	٠	2	0	٢	05.01.518 05.01.520
Term 2								
No.	Course Code	Course Name	L	T	P	PBL, CBL, PSL	Cr. Hrs.	Prerequisites, Co-requisites
1	05.01.529	Management of Medical Devices	٢	0	0	0	٢	05.01.518 05.01.520
2	05.02.546	Health Economics	2	0	٠	0	2	05.02.537 05.02.544
3	01.01.510	Concepts of Clinical Diseases	٢	0	٠	0	٢	03.03.509 02.02.506
4	05.01.528	T.Q.M. in Health Services (٢)	٣	0	٠	2	٣	05.01.524
5	07.01.511	Health Information Systems	٢	0	٢	0	٣	07.01.505
6	05.01.530	Graduation Project	٠	0	٢	0	٢	All

20. Distribution of Total Credit Hours:

Level	Term	University Requirements		Faculty Requirements		Department and Program major Requirements		Total Cr. Hrs		Total Cr. Hrs./ Level
		No. of Courses	Credit Hours	No. of Courses	Credit Hours	No. of Courses	Credit Hours	No. of Courses	Credit Hours	
First	First	4	8	2	5	3	8	9	21	42
	Second	3	6	3	8	3	7	9	21	
Second	First	-	-	1	2	5	12	6	14	29
	Second	-	-	1	2	5	13	6	15	
Third	First	-	-	1	2	5	13	6	15	33
	Second	-	-	1	3	5	15	6	18	
Fourth	First	-	-	-	-	6	14	6	14	28
	Second	-	-	2	5	4	9	6	14	
Total:		7	14	13	27	41	91	54	132	132
Percentage:		١٠.6%		20.5%		68.9%		100%		100%

21. Admission Requirements:

1. Admissions to the program shall be made as per the admission rules set by the Ministry of Higher Education and Scientific Research as well as University admission guidelines.
2. General Secondary school certificate (Science Section) or any equivalent certificate with grade as specified in the admission rules made by Ministry of Higher Education and Scientific Research.
3. Pass the aptitude test.
4. Any necessary requirement for specialization, decided by the scientific committee.

22. Attendance and Graduation Requirements:

1. Student attendance should not be less than 75%.
2. Student will graduate after successfully passing all program requirements.
3. Total credit hours for the program are ١٣٢ credit hours.

23. Grading System:

Excellent	From 90% to 100% from total marks
Very Good	From 80% to less than 90%
Good	From 65% to less than 80%
Pass	From 50% to less than 65%

Poor/Fail	Less than 50%
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24. Facilities Required for Running the Program:

5. Sources of learning:
1. Lecture Rooms with facilities such as chairs and tables, data show, etc
2. Library and study room
3. Internet

25. Program Policies:

Based on University Regulations	
1.	(Class Attendance) : A student should attend not less than 75 % of total hours of the subject; otherwise he/she will not be able to take the exam and will be considered as Barred. If the student is absent due to illness, he/she should bring a proof statement. If the absent is more than 25% of a course total contact hours, student will be required to retake the entire course again.
2.	(Tardy) : For late in attending the class, the student will be initially notified. If he repeated lateness in attending class he/she will be considered as absent.
3.	(Exam Attendance/Punctuality) : A student should attend the exam on time. He/she is permitted to attend an exam half one hour from exam beginning, after that he/she will not be permitted to take the exam and he/she will be considered as absent in exam.
4.	(Assignments & Projects) : In general one assignment is given to the students after each chapter; the student has to submit all the assignments for checking on time, mostly one week after given the assignment.
5.	(Cheating) : For cheating in exam, a student will be considered as fail. In case the cheating is repeated three times during his/her study the student will be disengaged from the Faculty.
6.	(Plagiarism) : Plagiarism is the attending of a student the exam of a course instead of another student. If the examination committee proofed a plagiarism of a student, he/she will be disengaged from the Faculty. The final disengagement of the student from the Faculty should be confirmed from the Student Council Affair of the university or according to the

	university roles.
7.	<p>(Other policies) :</p> <ul style="list-style-type: none"> - Mobile phones are not allowed to use during a class lecture. It must be closed; otherwise the student will be asked to leave the lecture room. - Mobile phones are not allowed in class during the examination. - Lecture notes and assignments might be given directly to students using soft or hard copy.

To be filled by the university

26. Faculty to Conduct the Program:

Rank or Administrative position	General Specialization	Specialization	Required Number	Full-time	Part-time	Student/Lecturer ratio	Total
Professor							
Associate Professor							
Assistant Professor			9	9			
Lecturer			10	10			
Demonstrator							
Technician							
Lecturer							
Administrator							
Others							

27. Lecture Rooms:

#	Lecture Rooms	Qty	Capacity
1	Bader 1		70
2	Bader 2		70
3	Al-raze		80
4	Al-tabary		150
5	Class 1		40
6	Class 2		40

28. Program Evaluation and improvement:

#	Stakeholders Targeted	Assessment method	Sample
1	Academic Staff	Interviews	%١٠٠
2	Final year students	Focus group discussions	%٢٠
3	Graduates	Questionnaires	%٢٠
4	Employment agencies	Questionnaires	%٥٠
5	External Examiners	Interviews	%100