

## Program Anesthesia Technician

### **Course Specification of Health Administration and Quality Management**

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**Course No. (05 01 838)**

**2024**

#### Template for Course Specification

#### **II. Course Description:**

The Health Administration and Quality Management course provides an in-depth understanding of the principles and practices essential for managing healthcare organizations and ensuring high-quality patient care. This course covers the key aspects of health care systems, including organizational structure, policy development, and strategic planning. Students will learn about the roles and responsibilities of health administrators, quality improvement frameworks, and performance measurement techniques

## IV. Course Contents:

### A. Theoretical Aspect:

| No. | Units/Topics List                                 | Sub Topics List                                                                                                                                                                                                              | Number of Weeks | Contact Hours | Learning Outcomes (CLOs) |
|-----|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------|--------------------------|
| 1   | <b>1. Introduction to Health Administration</b>   | <ul style="list-style-type: none"> <li>Overview of the healthcare system</li> <li>Roles and responsibilities of health administrators</li> <li>History and evolution of health services management</li> </ul>                | 1               | 2             | a1, d2                   |
| 2   | <b>2. Health Policy and Regulation</b>            | <ul style="list-style-type: none"> <li>Understanding healthcare laws and regulations</li> <li>Impact of policies on healthcare delivery</li> <li>Federal and state healthcare programs (e.g., Medicare, Medicaid)</li> </ul> | 1               | 2             | a1, b1                   |
| 3   | <b>3. Healthcare Quality Management</b>           | <ul style="list-style-type: none"> <li>Definition and importance of quality management in healthcare</li> <li>Quality assurance vs. quality improvement</li> <li>Key quality indicators and metrics</li> </ul>               | 1               | 2             | a1, b1, c1, d1           |
| 4   | <b>4. Leadership and Management in Healthcare</b> | <ul style="list-style-type: none"> <li>Leadership styles in healthcare settings</li> <li>Team dynamics and conflict resolution</li> <li>Strategic planning and</li> </ul>                                                    | 3               | 6             | a1, c1, d1               |



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|   |                                                                      | decision-making processes                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |                |
| 5 | <b>5. Financial Management in Healthcare</b>                         | <ul style="list-style-type: none"> <li>Basics of healthcare finance</li> <li>Budgeting and financial planning</li> <li>Reimbursement models and revenue cycle management</li> </ul>                                                                                                                                                                                                                                                                            | 1 | 2 | a1, b1, c1, d1 |
| 6 |                                                                      | <b>Exam</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1 | 2 |                |
| 7 | <b>Health Information Systems Patient Safety and Risk Management</b> | <ul style="list-style-type: none"> <li>Role of information technology in healthcare</li> <li>Electronic health records (EHR) and data management</li> <li>Use of data analytics for quality improvement</li> </ul>                                                                                                                                                                                                                                             |   |   |                |
| 8 | <b>Performance Measurement and Evaluation</b>                        | <ul style="list-style-type: none"> <li>Key performance indicators (KPIs) in healthcare</li> <li>Methods for evaluating organizational performance</li> <li>Benchmarking against best practices in the industry</li> </ul> <p><b>Change Management</b></p> <ul style="list-style-type: none"> <li>Implementing change in healthcare organizations</li> <li>Theories of change management</li> <li>Engaging staff and stakeholders during transitions</li> </ul> | 3 | 6 | a2, b2, c2, d2 |
| 9 | <b>10. Ethics and Compliance in</b>                                  | <ul style="list-style-type: none"> <li>Ethical considerations in healthcare management</li> </ul>                                                                                                                                                                                                                                                                                                                                                              | 2 | 4 | a2, c2, d2     |



|   |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |   |                |
|---|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|----------------|
|   | Healthcare                       | <ul style="list-style-type: none"> <li>Compliance with regulatory standards</li> <li>Creating an organizational culture of ethics</li> </ul> <p><b>11. Community Health and Population Management</b></p> <ul style="list-style-type: none"> <li>Assessing community health needs</li> <li>Strategies for population health management</li> <li>Social determinants of health and their impact on care delivery</li> <li></li> <li></li> </ul>                                              |   |   |                |
| 8 | . Capstone Project or Internship | <ul style="list-style-type: none"> <li>Application of knowledge through a practical project or internship</li> <li>Collaboration with healthcare organizations</li> <li>Development of a quality improvement plan</li> </ul> <p><b>Additional Topics</b></p> <ul style="list-style-type: none"> <li>Telehealth and technology in healthcare delivery</li> <li>Cultural competence and diversity in healthcare</li> <li>Innovative practices in health service delivery</li> <li></li> </ul> | 3 | 6 | a2, c2, d2.C3  |
|   | Final term exam                  | Final term exam                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1 | 2 | a2, b2, c2, d2 |



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|-----------------------------------------|----|----|--|
| Number of Weeks /and Units Per Semester | 16 | 32 |  |
|-----------------------------------------|----|----|--|

## V. Teaching Strategies of the Course:

- Interactive lecture
- Seminars and student presentations
- Brain storming
- Role-play and simulation
- Small group discussion
- Learning tasks and activities
- Problems solving
- Case study analysis

## VI. Assessment Methods of the Course:

- Assignments
- Quizzes
- Mid-term exam
- Final term exam