

(0380112) Management of hospitals and health institutions

Course Description

Within the context of healthcare, this course will provide students with a fundamental understanding of the principles of management and managerial functions as a framework for organizing knowledge and techniques in the healthcare field. This will be done by relating each of the functions of management (planning, organizing, staffing, directing, and controlling) to healthcare organization operations. Practical examples, applications, issues, and exercises requiring critical thinking and effective written and verbal presentations will be emphasized.

Credit Hours: 3 hours

Pre-requisites: None

(0380129) Demography & Biostatistics

Course Description

This course introduces the basic techniques of demographic analysis and biostatistics. Students will become familiar with the standard techniques of data collection and analysis, the content of vital statistics and mass data of the health fields, the appropriate sources of data, perform basic demographic analyses, using various techniques and ensure their comparability across populations. The student will also be able to produce population projections and interpret the information gathered by the different demographic methods.

Credit Hours: 3 hours

Pre-requisites: None

(0380161) Law and ethics of health work

Course Description

This course explores the legal and ethical issues that are fundamental to the practice of healthcare and the conduct of health-related research. A historical overview of

events and milestones that have shaped the contemporary regulatory landscape is provided. Specific topics include privacy and confidentiality, informed consent, and licensing and malpractice, among others. The course also considers ethical decision-making models for ensuring quality, safety, and appropriateness of healthcare and services. The course also explores the main health laws in Jordan and their applications in health care organizations.

Credit Hours: 3 hours

Pre-requisites: None

(0380214) Administration of Food and Shelter Services

This course focuses on the managing of food, accommodation and support services to ensure safe care that is satisfying to patients and healthcare employees. The student will also be able to put up and implement policies related to the following:

- Housekeeping, including standardized cleaning procedures, infection prevention activities, and adequate training
- Food service, including sources of food, storage, preparation, and distribution
- Laundry and linen services, including safe handling of contaminated linen and safe cleaning and distribution

Credit Hours: 3 hours

Pre-requisites: 0380112

(0380242) Logistics Management

Course Description

In this course we will study the basic concepts and ideas to health materials management (purchasing and storing), stages of the purchasing operation, planning, implementation, evaluation, sources of purchasing, and the types of suppliers. It also handles the appropriate purchasing operations in terms of their suitable quantity, price, quality, suppliers, and supplying time, in addition to the storing operations and stages, planning, storing procedures, methods of control over the stock.

Credit Hours: 3 hours

Pre-requisites: 0380214

(0380274) Epidemiology

Course Description

This course focuses on the principles and practice of epidemiology, epidemiologic methods for non-epidemiology majors. Focuses on research designs and methods to describe distribution and determinants of disease and health events in populations; uses quantitative and biomedical information to infer whether causal relationships exist between potential causes and disease in populations.

Credit Hours: 3 hours

Pre-requisites: None

(0380248) Safety Management

Course Description

For care to be safe in hospital, attention must be devoted to managing the physical environment and the physical assets such as equipment and utilities. The hospital must have plans for managing the safety of the environment, must implement these plans, must train all relevant staff on their responsibilities, and need to collect and analyze the data to determine the effectiveness of the plans.

Credit Hours: 3 hours

Pre-requisites: 0380247

(0380251) Long-term care services

Course Description

This course will consider long-term service delivery programs designed to meet the special needs of some types of patients, especially aging patients. Students will become conversant with a conceptual framework for planning, organizing, and delivering services to the elderly, including the ability to define the major physical, mental and psychosocial changes and health problems that accompany aging and their applicability to program development. They will be able to describe the impact of demographics and the changing nature of family relationships on aging services delivery programs as well as to evaluate various models of service delivery, including their relevance to current economic, political and social conditions.

Credit Hours: 3 hours

Pre-requisites: 0380112

(0380264) Total Quality Management

Course Description

This course in quality is part of the curriculum for the hospital management students and provides a comprehensive coverage of quality concepts, tools and techniques, emphasizing on the implementation, understanding, and use of quality principles and concepts throughout the problem-solving process, and practical application of quality principles & hospital accreditation.

Credit Hours: 3 hours

Pre-requisites: 0380112

(0380316) Medical terms

Course Description

Medical terminology is the study of the principles of medical word building to help the student develop the extensive medical vocabulary used in health care occupations. Students receive a thorough grounding in basic medical terminology through a study of root words, prefixes and suffixes. The study focuses on correct pronunciation, spelling and use of medical terms. Anatomy, physiology, and pathology of disease are discussed yet no previous knowledge of these topics is necessary.

Credit Hours: 3 hours

Pre-requisites: 0130101

(0380319) Health planning

Course Description

This course covers the basic concepts and principles of the health planning process. Topics covered include: needs assessment, program planning, and implementation and evaluation of public health interventions and programs. The use of quantitative and qualitative data is discussed. Examples are drawn from health education, health

promotion, disease prevention and community health services. Students can expect to identify a health problem in a community, describe it, develop a program to address the issue, and evaluate it from a formative and summative perspective.

Credit Hours: 3 hours

Pre-requisites: 0380112

(0380324) Management of Medical Records

Course Description

This course discusses the application and use of information technology to support clinical and managerial decision-making in healthcare, and the medical record as a link within the health care providers, and its relation with other hospital subsystems. It emphasizes the importance of medical records in the management and patient care process, the importance of medical records as legal documents, storage development and content of medical records. Also the course designed to introduce the student to concepts of medical coding utilizing classification systems such as the International Classification of Diseases (ICD).

Credit Hours: 3 hours

Pre-requisites: 0380122

(0380329) Accreditation of health institutions

Course Description

The purpose of this course is to familiarize the student with the concept of accreditation and quality across the health care organizations. The student is introduced to the rationale for performance management and the role of the governing body of the health care organization in ensuring compliance with the standards of regulatory and accreditation organizations. Various health care customers and market voice are identified. Methods for assuring quality in

process and outcome management are described, as well as the significance and statistical application of measuring outcomes.

Credit Hours: 3 hours

Pre-requisites: 0380264

(0380331) Applications in TQM and accreditation

Course Description

This course in quality is part of the curriculum for the hospital management students and provides a comprehensive coverage of quality concepts and hospital accreditation, tools and techniques, emphasizing on the implementation, understanding, and use of quality principles and accreditation standards throughout the problem-solving process, and practical application of quality principles & hospital accreditation.

Credit Hours: 3 hours

Pre-requisites: 0380343

(0380333) Health Economics

Course Description

This course examines the principles and application of economic analysis in delivery of healthcare services. It covers the discussion of basic health economic concepts such as demand and supply model, theoretical model of competition, opportunity costs, production of health, cost benefit and cost effectiveness analysis and behavior of health care markets and organizations. In addition, the course also includes the discussion of the role of government in health and medical care market, principles of scarce resources, distribution of health care services, and health insurance.

Credit Hours: 3 hours

Pre-requisites: 0320150

(0380334) Financial Management of Health Care Institutions

Course Description

The purpose of this course is to familiarize the students with the application of the concepts of financial management within health care organizations, to include financial planning principles, financial analysis and risk analysis, reimbursement procedures, governmental regulation and legal restraints. The course includes topics related to health care national accounts and hospital budget.

Credit Hours: 3 hours Pre-requisites: 0380112

(0380334) Financial Management in Hospitals

Course Description

The purpose of this course is to familiarize the students with the application of the concepts of financial management within health care organizations, to include financial planning principles, financial analysis and risk analysis, reimbursement procedures, governmental regulation and legal restraints. The course includes topics related to health care national accounts and hospital budget.

Credit Hours: 3 hours Pre-requisites: 0380112

(03803540) HRM in hospitals

This course provides an introduction to the various functions of human resource management, including compensation and benefits, staffing, recruitment and selection, research, labor relations, training and development, health and safety, planning, mediation and arbitration, the influence of

government legislation on industry, and human rights legislation and employment equity.

Credit Hours: 3 hours

Pre-requisites: 0330110

(0380366) Policies and health systems

Course Description

This course introduces students to key aspects of health policy including a framework for the analysis of health policy and aims to develop the student's knowledge in the concept of health systems in health service institutions. Based on an introduction to the general process model of strategic management, the course will engage in detailed discussions of a series of topics in strategic management. These topics include the identification of the organization's mission, vision, and values, the analysis of the external and internal environment of the organization, the identification of strategic challenges and opportunities, the development of strategies, the evaluation of strategies, the communication of strategies, and the development and evaluation of an action plan.

Credit Hours: 3 hours

Pre-requisites: 0380319

(0380400) Graduation Project

Course Description

This course is an individual work to be done with the guidance of a supervisor assigned by the department of Hospital Management. It aims to provide the students with the required knowledge to make a research and to give the students the chance to conduct a small-scale study. The course content is aimed to develop skills of solving practical problems and providing students opportunities to hone their abilities.

Credit Hours: 3 hours

Pre-requisites: Department Approval

(0380416) Case Study

Course Description

Case Studies in Hospital Management uses case studies to analyze and integrate the various disciplines of hospital management and the patients care. A critical attitude toward all administrative and management thought is encouraged.

Credit Hours: 3 hours

Pre-requisites: Department Approval

(0380423) Computer Application in Health Institutions

Course Description

This course aims to give students knowledge of skills in computer use in health management as well as a functional level of computer ability. It is a course designed to teach students how to use the computer as a business and personal tool using applications software. Topics will include the use and impacts of E-Health applications in healthcare organizations, the use of communication networks for delivery of healthcare services and medical education from one geographical location to another.

Credit Hours: 3 hours Pre-requisites: None

(0380424) Applied Healthcare Management

Course Description

The Applied Healthcare Management course is designed to assimilate and integrate knowledge and skills from previous coursework and field experiences. This course focuses on the key issues impacting the administration of today's healthcare organizations, explores how those issues impact the delivery of care, and prepares

students to enter management positions in a healthcare setting. This course is designed to meet the Healthcare Management Program outcomes.

Credit Hours: 3 hours Pre-requisites: 0380331

(0380433) Health insurance and social security

Course Description

Presents an overview of major issues related to the design, function, management, regulation, and evaluation of health insurance and managed care plans. Also, to provide a thorough introduction to Jordanian social security law.

Credit Hours: 3 hours Pre-requisites: 0380334

(0380493/4) Field training (1 /2)

Course Description

This course will enable students to co-exist with the hospital environment so as to make them acquire the real-life, practical experience through having them train in one of the health business organizations---be it a state health organizations or a private one, with special emphasis placed on the notion of 'learning by practice', and relating notions, concepts and theoretical knowledge acquired by the students in the fields of their specialization to the real-life situation of the work environment, which should ultimately conduce to the sharpening of their skills and assisting them to choose their careers after graduation.

Credit Hours: 3 hours Pre-requisites: Department Approval