

(0380111) Health Care Organization Management*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*

(0380230) 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: 0320211

(0380245) Pharmaceutical Management*Course Description*

The objective of this course is to familiarize students with the basic principles, terms, and functions of management that must be undertaken in every pharmacy practice setting. Topics include evaluating the financial performance of a pharmacy, acquisition of medications, strategic planning and marketing management, material management, distribution and control of narcotics, and management of medication error.

Credit Hours: 3 hours

Pre-requisites None

(0380246) Supply Management and Inventory*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: None

(0380315) Health Law and Ethics

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

(0380325) Information Management and 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: None

(0380332) Economics of Health

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

(0380343) Accreditation & Quality Management in Health Care

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: None

(0380360) Applied Health care Quality*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: 0380343

(0380414) Hospital Management*Course Description*

This course provides a broad overview of the various functions of the hospital, and explores basic concepts of management theory as applied to hospital. The historical evolution of hospital is examined. Students will examine the administrative processes such as planning, problem solving, management of operations, financial management, human resource management, quality productivity improvement, and physician relations. Emphasis will also be placed on the major issues and problem areas confronting hospital administrators.

Credit Hours: 3 hours

Pre-requisites: 0380111

(0380418) Health Care Systems Management*Course Description*

This course focuses on the challenges of managing complex health care systems, and provides students with an understanding of how the Jordanian healthcare system works, including major components of both service delivery and financing of care. The relationships between and among the various stakeholders, including consumers, providers, payers, regulatory agencies, and policy makers, are explored as well as their impact on healthcare delivery.

Credit Hours: 3 hours

Pre-requisites: 0380111

(0380419) Health Service Organization Policy & Strategy

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 and ability in strategic management in health services organizations. 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: None

(0380420) Accommodation & Support Services

This course focuses on the managing of 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: 0380111

(0380432) E-Health & Computer Applications

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 through the use of 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

(0380445) Health Resources Management (Applied Topics)

Course Description

This course introduces the students to health resources management concepts, models and techniques that have broad areas of application. The course covers supervisory skills for health resources management, including personnel, finances, equipment, supplies, facilities and others. This course examines the complexities and multiple issues involved in health resources management in health care organizations. Students will examine the strategic role of health resource management in response to changes in the health care industry.

Credit Hours: 3 hours

Pre-requisites: 0380111

(0380463) 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: 0380III

(0380481) 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

(0380492) Field Training*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

2014

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: The fourth level