

**KING SAUD UNIVERSITY  
COLLAGE OF APPLIED MEDICAL SCIENCES  
DEPARTMENT OF REHABILITATION SCIENCES  
PHYSICAL THERAPY PROGRAM  
COURSE SYLLABUS**

**COURSE INFORMATION**

**Course Title:** Hospital Management & Administration

**Course Number:** RHS 423

**Course Date:** Mon 8am-10am

**Course location:** Room 1/3

**Instructor:** Mrs. Asma A. Alderaa, PT., MSc.

[aalderaa@ksu.edu.sa](mailto:aalderaa@ksu.edu.sa)

**Office Hours:** Tuesday 9am-10am, Monday 10am-1pm, Thursday 8am – 10am

**Course Theme** In this course, students takes the primary responsibility for learning Hospital Management & Administration

**COURSE DESCRIPTION:**

This course provides students with foundational knowledge in Hospital Management & Administration. Emphasis is placed on the definition and function of management, planning process, organization and functions of hospital personal, health care system, organization structure of hospital and physical therapy services, effective delegation and communication process, and value and ethics.

**COURSE LEARNING OBJECTIVE:**

Upon completion of this course students will be able to:

- Identify the meaning, function, and skills of management process.
- Identify the job requirements and employee rights and responsibilities.
- Identify the gap between the health care services in Saudi Arabia, and what the suggested solution can be present.
- Mention the meaning of delegation and effective communication.

**OUTCOMES TO SUCCESSFULLY COMPLETE THIS COURSE INCLUDE:**

Students must demonstrate knowledge of Managements & Administration is the successful completion of group discussion, reading yellow paper, report, posture, and satisfactory performance on exams.

**TEXTBOOKS:**

- Catherine G. Page. Management in Physical Therapy Practices. F.A Davis Company 2010.

- Nosse LJ and Friberg DG: Management principle for physical therapists. Williams & Wilkins, 1992.

-Nosse, LJ. Management and supervisory principle for physical therapists. Lippincott Williams & Wilkins, 2009.

- Electronic material, Web sites.

TIMELY AND APPROPRIATE ADDITIONAL READING WILL BE IDENTIFIED DURING THE COURSE.

**COURSE EVALUATION AND GRADING:**

- Two Midterm Exam **40%**, First Midterm Exam due week 8, Second Midterm Exam due week 13.
- One Individual Report **15%** due week 9.
- Attendance & Class Participation **5%**.
- Final Exam **40%**

**COURSE POLICIES:**

**- Instructional Methodology**

Lectures, student's presentation, small group exercise at a class site will be utilized. Additional instructional methods include exercise, assignments, and examination.

**- Attendance**

Students are expected to attend each session AND be on time. Five percent of the overall course grade depends on Class Participation. Therefore, regular attendance is critical for doing well in this course. If you are absent in the class, make arrangements to obtain the notes from another students. Additionally, each student will be responsible for signing her name ONLY. If a student signs in for another, neither student will receive credit for that day.

**- Conduct & Responsibilities**

It is the student's responsibility to maintain professional standards of behavior and attire while on campus. Students are expected to be prepared for instructional activities. They must be bring required supplies/equipment and dress appropriately in accordance with instructor's directions. Failure to do so can result in the students being marked for absent for the class session. Any disruptive activity (e.g. use of cell phones, side conversations) in the classroom is prohibited. If the instructor required disruptive students to leave the classroom, the student remains responsible for all the information and will be marked absent for the class session. The dean will impose sanctions for unprofessional behavior.

Any form of cheating, fraud, plagiarism, or unauthorized collaboration will result in failure of the course and referral to the dean for disciplinary sanctions.

**- Bonus Marks**

(Only TWO marks) will be given at the end of course as needed.

## COURSE SCHEDULE

Week	Date	TOPIC AREA	Note(s)
1	2/9/2013	<p style="text-align: center;">Course overview. Course syllabus review.</p> <p style="text-align: center;"><i>Students write expectations from RHS 423 course.</i></p>	
2	9/9/2013	<p style="text-align: center;"><b>MANAGEMENT IN HEALTH CARE:</b></p> <ul style="list-style-type: none"> <li style="text-align: center;">-Transection from patient care to management.</li> <li style="text-align: center;">-Mentoring.</li> <li style="text-align: center;">-Large Health-care Organization.</li> <li style="text-align: center;">-Management of other Health-care settings</li> <li style="text-align: center;">-Mid-level Managers.</li> <li style="text-align: center;">-People management.</li> <li style="text-align: center;">-A manager's sense of perspective.</li> <li style="text-align: center;">-Horizontal communication.</li> <li style="text-align: center;">-Vertical communication.</li> </ul>	
3	16/9/2013	<p style="text-align: center;"><b>HEALTH-CARE ORGANIZATIONS AND PHYSICAL THERAPY:</b></p> <ul style="list-style-type: none"> <li style="text-align: center;">-Organizational culture.</li> <li style="text-align: center;">-Intercultural communication in organizations.</li> <li style="text-align: center;">-In-groups &amp; Out-groups.</li> <li style="text-align: center;">-Organizational Socialization.</li> <li style="text-align: center;">-Effects of socialization.</li> <li style="text-align: center;">-Organization.</li> <li style="text-align: center;">-The work in different organizations.</li> <li style="text-align: center;">-The future of organization.</li> <li style="text-align: center;">-The structure of health-care system.</li> <li style="text-align: center;">-Other health-care organization.</li> <li style="text-align: center;">-Educational organization.</li> <li style="text-align: center;">-Other Physical Therapy organization.</li> <li style="text-align: center;">-contemporary issue in health-care organization.</li> </ul>	
4	23/9/2013	National day	
5	30/9/2013	<p style="text-align: center;"><b>LEADERSHIP, MANAGEMENT, AND PHYSICAL THERAPY:</b></p> <ul style="list-style-type: none"> <li style="text-align: center;">-Leadership.</li> <li style="text-align: center;">-Defining leadership.</li> <li style="text-align: center;">-Lateral leadership.</li> <li style="text-align: center;">-Management.</li> <li style="text-align: center;">-Innate ability to manage.</li> <li style="text-align: center;">-Competing values framework of management.</li> <li style="text-align: center;">-The final word.</li> </ul>	
6	7/10/2013	<p style="text-align: center;"><b>RESPONSIBILITIES OF THE PHYSICAL THERAPY MANAGER (1/3):</b></p> <p style="text-align: center;"><b>RESPONSIBILITIES FOR VISION, MISSION, &amp; GOAL SETTING</b></p> <ul style="list-style-type: none"> <li style="text-align: center;">-Visions.</li> <li style="text-align: center;">-Mission statements.</li> <li style="text-align: center;">-Broader health-care mission statements.</li> <li style="text-align: center;">-Value statements.</li> <li style="text-align: center;">-Goals settings.</li> </ul>	

		<p>-A manager's responsibility.</p> <p><b>RESPONSIBILITIES FOR POLICIES &amp; PROCEDURES</b></p> <p>-Basic principles of polices &amp; procedures.</p> <p>-Policies versus procedures.</p> <p>-Policy &amp; procedures template.</p> <p>-A manager's responsibility.</p>	
7	14/10/2013	<b>Eid Hajj vacation</b>	
8	21/10/2013	<b>1<sup>st</sup> Mid exam</b>	
9	28/10/2013	<b>Interview with Physical therapist manager</b>	Review Exam Paper & Marks
10	4/11/2013	<p><b>RESPONSIBILITIES OF THE PHYSICAL THERAPY MANAGER (2/3):</b></p> <p><b>STAFFING RESPONSIBILITY:</b></p> <p>-Staff Mix.</p> <p>-Job Descriptions.</p> <p>-Compensation costs.</p> <p>-Staff recruitments and hiring.</p> <p>-Productivity.</p> <p>-Evaluation of staff performance.</p> <p>-Staff development.</p> <p><b>RESPONSIBILITIES OF PATIENTS CARE:</b></p> <p>-Managing professionals.</p> <p>-Utilization management case management.</p> <p>-Quality care.</p> <p>-Patient satisfaction.</p>	
11	11/11/2013	<p><b>RESPONSIBILITIES OF THE PHYSICAL THERAPY MANAGER (3/3):</b></p> <p><b>RESPONSIBILITY FOR RISK MANAGEMENT:</b></p> <p>-Hazard risks</p> <p>-Reputation risks.</p> <p>-Operation risks.</p> <p>-Human capital risks.</p> <p>-Identifying risks.</p> <p><b>LEGAL &amp; ETHICAL RESPONSIBILITIES:</b></p> <p>-Legal concerns of managers.</p> <p><b>COMMUNICATION RESPONSIBILITIES:</b></p> <p>-Oral communication.</p> <p>-written communication.</p>	
12	18/11/2013	<p><b>MANAGEMENT IN SPECIAL PHYSICAL THERAPY SETTINGS (1/2):</b></p> <p>-Management issue in Long-term Care.</p> <p>-Management issue in outpatient centers.</p>	
13	25/11/2013	<b>2<sup>nd</sup> Mid exam</b>	
14	2/12/2013	<p><b>MANAGEMENT IN SPECIAL PHYSICAL THERAPY SETTINGS (2/2):</b></p> <p>-Management issue in Inpatient hospital &amp; health system.</p>	Review Exam Paper & Marks
15	9/12/2013	Current care service in Saudi Arabia.	

16	16/12/2013	Current care service in Saudi Arabia. <i>Review Students Expectation for RHS 423</i>	
17	23/12/2013	Revision	
18	30/12/2013	Final exam	