

King Saud University
College of Administrative Sciences
Department of Health Administration
Master's Degree Program in Health and Hospital administration

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P.A. 501
Hospital Administration I
1st Semester, 1436 - 2015

Description:

This course serves as an introduction to health and hospital administration. It is designed to enable graduate students of the Master's Degree Program in Health and Hospital Administration to understand health care facilities structure, characteristics, process and administrative practices. Topics in this course cover a wide range of organizational and functional aspects, major issues in hospitals and other health care facilities; and the role of hospital administrators. Moreover, this course intends to give students the opportunity to learn the basic issues, concepts and ideas related to health care industry which will be taken up in more detail by other courses.

Major assignments of the course

Part I

Students are required to submit their assignments (which will be announced in class) on time. These assignments may include review of articles or homework relevant to topics in health and hospital administration or related to issues discussed in class.

Part II

Each student is required to write a term paper on any topic of his/her interest related to the field of health and hospital administration and relevant to the Saudi context. It is always advised that students select their topic and discuss its title, contents and layout with the course instructor as early as possible in order to avoid any potential problem. Ensure you reference your work. Include a word count (excluding references) on the title page.

Due date: 12th week of the class

Each student's term paper (as well as other written assignments) will be assessed against the following criteria:

- Relevance of the work to the course.
- Quality, depth of analysis and conclusions which are supported by evidence and/or argument.
- Referencing (it is recommended to learn one of the accepted academic methods for acknowledging sources of information). Be consistent in listing your references!. The use of the Web for accessing research and official publications is permissible and encouraged. However, if references from the Web are used, the complete address and the date of access of the website should be documented (CUT AND PASTE IS NOT ACCEPTED).
- Adherence to the due dates.
- Presentation of the topic.

→ *Always keep a hard photocopy of your work in case of loss or misplacement !!!*

Individual Project

Every individual has to submit a personal project. This project should not be less than 10 pages. Every student has to discuss his/her subject ASAP with the instructor. The subject of the project should be contemporary and MUST include the following:

- Introduction
- Literature review
- Method(preferably mixed methods)
- Data collection
- Data Analysis
- Discussion and recommendations
- Appendixes and Bibliography

Individual project hints

Selecting the relevant subject should fall within current issues in SA context; this may include, but not limited to:

Theory of health, Sociology in health, Health outcomes, health policies, etc.

Last two weeks (14 and 15), depending on the number of enrollment, 20-30 minutes are left for each student to prove his /her comprehensive understanding and ability in dealing with "health administration" issues in SA. External body may attend this seminar.

You are expected to hand over materials and make the class active, your dealing with the subject must be innovative. Use any materials that attract the audience and always involve them in your dialogue- no monologue in the post-graduate studies.

Checklist for Paper Writing

- Are the problem statement and objectives clearly and concisely written?
- Have the objectives, hypotheses, and research questions been adequately addressed?
- Are the findings, conclusions, and recommendations clearly stated and do they match the objectives, hypotheses, and research questions?
- Where necessary, are significant or potentially controversial statements supported by the literature?
- Are there weaknesses in logic or mistakes in spelling or grammar?
- Are concepts and technical terms adequately explained?
- Could a major point be better presented by a table or graph?
- Is the report/article objective in tone?
- Does the title adequately describe the contents?
- Is the use of headings and subheadings consistent throughout the paper?
- Is each paragraph essential? Does one paragraph flow naturally into the next?
- Are pages, tables, and charts numbered correctly?
- Are all the references necessary?
- Are quotations correct?
- Have you included a table of contents?
- If needed, have you included an abstract or summary of the report?

Students Evaluation and Grading:

Students' evaluation and course grades will be based on the following:

- Doing homework and other assignments (5%)
- Writing a term-paper and presenting it to class (20%)
- Attendance and active participation in class discussions (5%)
- First mid-term examination (15%)
- Second mid-term examination (15%)
- Final examination (40%)

Course outline

The course broadly follows the recommended topics mentioned below, but other relevant reading materials and topics from academic journals and other publications will be provided by the instructor of this course. Students may be guided to additional resource materials for wider readings.

The course will cover mainly the following topics:

- Introduction to hospitals and health services
- The Saudi Arabian Health Care System
- Introduction to Health Care Organizations
- Health services administration (review of concepts)
- Organizational change in health care organizations
- Managing health care organizations
- Problem-solving and decision-making in health care administration (selected issues. For example, length of stay, inappropriate use of hospital/health resources, etc)
- The use of conceptual models in studying health services problems and issues
- Other topics (as the course proceeds).

Moreover, the course intends to include:

- In-class discussions
- Out-of-class assignments
- Presentation of students' term-papers

Note:

There might be additional topics as the course proceeds. Although you will be provided by the majority of the reading materials, it is advised to search for additional readings (from different sources) related to the above mentioned topics.

Required materials:

1. Selected articles based on the subject lists.
2. Selected chapters from advanced health services references.
- 3 . Additional Arabic knowledge about: النظام الصحي السعودي واللائحة التنفيذية للنظام نظام معايير اعتماد المستشفيات في المملكة العربية السعودية أ خرى- بالاتفاق CBAHI

Useful readings

Rakich, J, et al, Managing Health Services Organizations, Health profession press, Baltimore, Maryland, (1993 or later).

Wolper, Lawrence F. (editor), Health care administration, principles, practices, structure and delivery. 2nd edition, Gaithersburg, Maryland, 1995.

Wolper, Lawrence F. (editor), Health care Administration, Planning, implementing, and managing organized delivery systems. Third edition, An Aspen Publication, Gaithersburg, Maryland, 1999.

Course outline:

The course schedule and outline may include the following topics. Additional topics may be added as the course proceeds.

Part I

- General orientation to the course
- Review of the syllabus
- Introduction to health and hospital administration
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Part II

- Policy and management of hospitals
 - Planning
 - Organizing
 - Financing
 - Coordinating
 - Controlling

Part III

- Organization of the hospital
 - History of the hospitals
 - Hospital organization and management
 - Hospital in Saudi Arabia
 - Public hospitals
 - Private hospitals

Part IV

- Human resources of the hospital
 - Administrative staff
 - Medical staff
 - Nursing staff
 - Paramedical staff
 - Supporting services staff
 - Human resources in Saudi hospitals

Part V

- Hospital information system
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Part VI

- Radiology
- Laboratory
- Pharmacy
- Dental services

Part VII

- Accident and Emergency (A&E) services
- Outpatient services
- Material management

Part VIII

- Major issues facing hospital industry
 - Accessibility and availability
 - High costs
 - Maldistribution
 - Quality issues
 - Utilization issues