



Course Syllabus

Course title:	Hospital administration	Course No:	1201215
Course level:	4th year	Course prerequisite (s) and/or co-requisite (s):	No prerequisite
Lecture time:	Wednesday 20:00-21:00	Credit hours:	1 hour

Academic Staff Specifics

<u>Name</u>	<u>Rank</u>	<u>Office Number and location</u>	<u>Office hours</u>	<u>E-mail address</u>
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Course Description

This course provides an overview of the role of the hospitals and physical therapy department. The course focuses on effective leadership, planning, problem solving and organizational management. The course includes the safety consideration and hospital hygiene and infection control.



Course Objectives

This course emphasizes on understanding healthcare delivery systems and the organizational structures of hospitals. This course allows physical therapy students to recognize the hospital departments and especially physical therapy department. In addition, this course describes management concepts such as the management and leadership styles, delegation, and communication.

Learning Outcome

Knowledge and understanding, by the end of this course, students should be able to:

1. Recognize the types of hospital in the health delivery system.
2. Identify the hospital personal department and physical therapy department.
3. Understand the multidisciplinary health management process.
4. Explain the basic management terms and definitions.
5. Describe the hospital hygiene and infection protection and its importance.

Cognitive skills (thinking and analysis):

Interactive learning by participating the student into the lectures content.

Communication skills (personal and academic):

Review concept at office hours

Practical and subject specific skills (Transferable Skills):.

Doing homework and simple reports.



Course Outline and Time schedule

Week	Course Outline
First week	Types of hospital in the Egyptian health delivery system
2 nd week	Organizational structure of hospital
3 rd week	Hospital Personnel Department
4 th week	Physical therapy department
5 th week	The hospital main functions
6 th week	Types of managerial and leadership styles
7 th week	Types of managerial and leadership styles
8 th week	Elements of Management & Management's skills
9 th week	Leadership styles /Communication
10 th week	Leadership styles /Communication
11 th week	Multidisciplinary health management process
12 th week	Delegation/ Medical Records
13 th week	Hospital hygiene and infection control

Presentation methods and techniques

Methods of teaching varied according to the type of text, student and situation. The following techniques are usually used:

- ❖ Lectures **online**
- ❖ Cooperative learning.
- ❖ Discussion.
- ❖ Learning by activities.
- ❖ Connecting students with different sources of information



Sources of information and Instructional Aids

- ❖ Computer ... power point ...etc.
- ❖ Transparencies
- ❖ Distance learning
- ❖ Library sources

Assessment Strategy and its tools

The assigned syllabus is assessed and evaluated through: feedback and the skills that are acquired by the students

The tools:

- 1- Diagnostic tests to identify the students' level and areas of weakness
- 2- Formal (stage) evaluation
 - a) Mid-term exam
 - b) Class Participation
 - c) Activity file
 - d) Final exam

Tool & Evaluation

The following table clarifies the organization of the assessment schedule:

Test	Grade
Mid-term Exam	25
Activities & Participation	25
Final Exam	50
Total	100



Activities and Instructional Assignment

Practical assignments to achieve the syllabus objectives.

Regulations to maintain the teaching-Learning Process in the Lecture:

- 1- Regular attendance of the lectures.
- 2- Respect of commencement and ending of the lecture time.
- 3- Positive relationship between student and teacher.
- 4- Commitment to present assignments on time.
- 5- High commitment during the lecture to avoid any kind of disturbance and distortion.
- 6- High sense of trust and sincerity when referring to any piece of information and to mention the source.
- 7- The student who absents himself should submit an accepted excuse.
- 8- University relevant regulations should be applied in case the student's behavior is not accepted.
- 9- Allowed Absence percentages is (not exceed 15 %).

References

- ❖ Sharma, D. and R. Goyal, Hospital Administration And Human Resource Management 5Th Ed. 2010: PHI Learning Pvt. Ltd.
- ❖ Liu, J.B. and R.R. Kelz, Types of hospitals in the United States. *Jama*, 2018. 320(10): p. 1074-1074.
- ❖ Kao, C., et al., Most productive types of hospitals: An empirical analysis. *Omega*, 2021. 99: p. 102310.
- ❖ Moseley, S.K. and R.M. Grimes, The organization of effective hospitals. *Health care management review*, 1976. 1(3): p. 13-23.
- ❖ Robbins, S.A. and J.S. Rakich, Hospital Personnel Management In The Early 1990s: A Follow. *Journal of Healthcare Management*, 1989. 34(3): p. 385.
- ❖ Saeed, T., et al., Leadership styles: relationship with conflict management styles. *International journal of conflict management*, 2014.
- ❖ Page, C.G., *Management in Physical Therapy Practices*. 2015: FA Davis.
- ❖ Martin Chadwick, M. and M. PG Dip HS, *Management in Physical Therapy Practices*. *New Zealand Journal of Physiotherapy*, 2010. 38(3): p. 122.