



## Short course on: Hospital Management for Health Professionals



### Introduction

The School of Public Health and Social Sciences, MUHAS in collaboration with the Hochschule Neu-Ulm University of Applied Sciences, Germany will conduct a short course on Hospital Management for Health Professionals. The course offers basic knowledge of Hospital Management and is designed to suit the needs of African hospital workers. Being a blended learning course concept, the course both features face to face and online lectures.

### Aim

It is designed to provide hospital managers (medical doctors, nurses, managers and administrators) with the necessary knowledge to extend their competences and improve their skills.

### Course competence based objectives

After completion of this course the trainee will be able to

1. Demonstrate principles of quality management with regard to health care services
2. Describe key concepts of health economics, material management, marketing and procurement.
3. Demonstrate leadership, understand basic concepts of human resource management and communication
4. Describe basic concepts of accounting, budgeting, strategy, and accounting system in an organization and interpret accounts.
5. Properly use ICT services in hospital management, capable of data management and analysis

### Structure of the training

#### Module 1 – Quality Management

- Introduction to quality Management
- Improving Processes
- Increasing user satisfaction and safety

#### Module 2 – Health Economics and Material Management

- Health Economics
- Material Management

#### Module 3 – Human Resource management

- Staff Satisfaction and communication
- Leadership systems
- Tools of HR – controlling and management

#### Module 4 – Accounting and controlling

- Accounting
- Cost accounting
- Controlling

#### Module 5 – Information Management

- ICT basics and Applications
- Methods
- Data Analysis

### Target group

The course is open to all health care professionals in hospital settings i.e. medical doctors, nurses, technicians, pharmacists, dental surgeons and hospital administrators.

### Course duration

There will be two weeks of face to face training including, one week at the beginning and another week at the end. The course will then run in between for nineteen weeks of online learning making a total of 21 weeks (five months). The course begins from 18<sup>th</sup> April 2017.

### Course Fees

Each participant will be required to pay TShs 600,000/= for the program. The fees should be deposited at MUHAS NMB account, Muhimbili Branch, Account number **2091100002**. The applicant should scan and submit pay in slip at least two weeks before commencement of the course.

### Application procedures

Submit a letter of application with CV and diploma or degree certificates. The application letter should indicate your qualifications, current position and how this course will facilitate your work.

**Deadline: 6<sup>th</sup> April 2017.**

### All applications should be addressed to;

Dean,  
School of Public Health and Social Sciences,  
Muhimbili University of Health and Allied Sciences,  
P.O.BOX 65015,  
Dar es Salaam, Tanzania

Please send your application electronically using the following e-mail: [muhas.hnu@gmail.com](mailto:muhas.hnu@gmail.com).

For inquiries call the following numbers: 0713646133 or 0757761002.