

Vocational School / Medical Documentation and Secretariat

2022 - 2023 Academic Year

HOSPITAL MANAGEMENT and PROCESSES

Syllabus

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
HOSPITAL MANAGEMENT and PROCESSES	TDS1213960	Spring Semester	2+0	2	4
<b>Prerequisites Courses</b>					
<b>Recommended Elective Courses</b>					
<b>Language of Instruction</b>	Turkish				
<b>Course Level</b>	Short Cycle (Associate's Degree)				
<b>Course Type</b>	Required				
<b>Course Coordinator</b>	Lect. Aslıhan DEMİRCAN				
<b>Name of Lecturer(s)</b>	Lect. Hüseyin SARP KAYA				
<b>Assistant(s)</b>					
<b>Aim</b>	To provide knowledge about the features of hospital management and hospital procedures.				
<b>Course Content</b>	This course contains; .....				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
1. Learn management's definition and properties.			1, 10, 3	A	
1.1. The manager and the properties that you need to carry around are worth a while.			1, 10, 3	A	
1.2. You can practice ideas with examples in the field of managerial skills.			1, 10, 15, 2	A	
1.3. Has knowledge about the birth and historical development of the science of management.			1, 10, 15	A	
2. Know the functions of management.			1, 10, 2	A	
2.1. Planning process, precaution and plan types.			1, 10, 2, 3	A	
2.2. Organize and learn the sub-processes.			1, 10, 2, 3	A	
2.3. Defines the functions of executive, coordination and supervision.			1, 10, 3	A	
3. Will be able to evaluate hospital management models.			1, 10, 2	A	
3.1. Has knowledge about hospital organization.			1, 10, 2, 3	A	
3.2. Describe the duties of titles and steps in the hospital organization.			1, 10, 2, 3	A	
3.3. It can exemplify authority ranking in hospital organization.			1, 15, 2	A	
4. The hospital can evaluate the main processes.			1, 10, 3	A	
4.1. "Enterprise Service Management" intervention processes, properties and activities.			1, 10, 2, 3	A	
4.2. "Health Services Management" can exemplify intermediate processes and properties with measurement methods.			1, 10, 2, 3	A	
4.3. "Support Services Management" explains intermediate processes, features and auditing.			1, 10, 3	A	
<b>Teaching Methods</b>	1: Lecture, 10: Brainstorming, 15: Problem solving, 2: Question - Answer, 3: Discussion				
<b>Assessment Methods</b>	A: Written Exam				
Lecture Schedule					
Sequence	Topics	Preliminary Preparation			
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
Evaluation Methods		Weight(%)			
Midterm Exam		40			
General Exam		60			

**Resources**

Instructor's lecture notes