

Vocational School / Medical Documentation and Secretariat

2023 - 2024 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
Prerequisites Courses					
Recommended Elective Courses					
Language of Instruction	Turkish				
Course Level	Short Cycle (Associate's Degree)				
Course Type	Required				
Course Coordinator	Lect. Aslıhan DEMİRCAN				
Name of Lecturer(s)	Lect. Hüseyin SARPKAYA				
Assistant(s)					
Aim	To provide knowledge about the features of hospital management and hospital procedures.				
Course Content	This course contains; Management Science and Related Basic Concepts,Functions of Management,Characteristics of the Hospital and the Sector,Hospital Management Models,Hospital Processes/Corporate Service Management/Health Services Management/Support Services Management,Hospital Intermediate Processes/Corporate Service Management (Management, Patient Care),Hospital Intermediate Processes/Corporate Service Management (Facility Management, Emergency and Disaster Management),Hospital Intermediate Processes/Corporate Service Management (Information Management, Stock Management, Waste Management),Hospital Intermediate Processes/Health Services Management (Polyclinic, Emergency Services),Hospital Intermediate Processes/Health Services Management (Laboratory, Imaging Services),Hospital Intermediate Processes/Health Services Management (Clinical Services),Hospital Intermediate Processes/Support Services Management (Patient File and Archive Services),Hospital Intermediate Processes/Support Services Management (Kitchen, Laundry),Hospital Intermediate Processes/Support Services Management (Kitchen, Laundry).				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
Explains management's definition and properties.			10, 9	A	
Lists the functions of management.			16, 9	A	
Interprets hospital management models.			16, 9	A	
Describes the hospital organization.			10, 16, 9	A	
Recognizes the main processes, characteristics, and activities of hospital service management.			10, 9	A	
Teaching Methods	10: Discussion Method, 16: Question - Answer Technique, 9: Lecture Method				
Assessment Methods	A: Traditional Written Exam				
Lecture Schedule					
Sequence	Topics	Preliminary Preparation			
1	Management Science and Related Basic Concepts				
2	Functions of Management				
3	Characteristics of the Hospital and the Sector				
4	Hospital Management Models				
5	Hospital Processes/Corporate Service Management/Health Services Management/Support Services Management				
6	Hospital Intermediate Processes/Corporate Service Management (Management, Patient Care)				
7	Hospital Intermediate Processes/Corporate Service Management (Facility Management, Emergency and Disaster Management)				
8	Hospital Intermediate Processes/Corporate Service Management (Information Management, Stock Management, Waste Management)				
9	Hospital Intermediate Processes/Health Services Management (Polyclinic, Emergency Services)				
10	Hospital Intermediate Processes/Health Services Management (Laboratory, Imaging Services)				
11	Hospital Intermediate Processes/Health Services Management (Clinical Services)				
12	Hospital Intermediate Processes/Support Services Management (Patient File and Archive Services)				
13	Hospital Intermediate Processes/Support Services Management (Kitchen, Laundry)				
14	Hospital Intermediate Processes/Support Services Management (Kitchen, Laundry)				
Evaluation Methods		Weight(%)			
Midterm Exam		40			
General Exam		60			

Resources

Instructor's lecture notes