



*Training Course:  
Health Care Management & Administration  
(MHA)*

*15 - 19 July 2024  
Accra (Ghana)*

## Training Course: Health Care Management & Administration (MHA)

Training Course code: MA234587 From: 15 - 19 July 2024 Venue: Accra (Ghana) - Training Course Fees: 5950 € Euro

### Introduction

This training course helps participants to advance their careers in medical administration. They'll gain a firm grasp of medical and scientific terms used day-to-day in hospitals and medical settings. In this course, participants will gain the skills to communicate effectively and manage staff, processes, and healthcare resources at all levels.

### Course Objectives

- Understanding roles and responsibilities to be followed for medication reminders, medication assistance, and medication administration
- Being familiar with the skills and knowledge needed for medication administration
- Appropriate training for the caregiver to ensure safe medication administration
- Discussing the current health care delivery system as it relates to the economics, accessibility, and overall health of the population

### Target Audience :

- Senior and Executive Level Hospital staff
- Departments directors
- Hospital Board members
- Healthcare Administrators

### Course Outlines:

#### Day 1

- Challenges of health and hospital administration in the new millennium
- Administration of hospital services
- Administration of out-patient services
- Ward administration
- Administration of operation theater
- Nursing Services

#### Day 2

- Hospital and private practice
- Hospital administration during a disaster
- Reproductive and child health services
- Promoting health through hospitals

#### Day 3

- Records management
- Material management
- Manpower planning
- Quality control
- Doctor/Nurse patient relationship
- Doctors and consumer protection act
- Referral systems

#### Day 4

Field visits to hospitals and hands-on practices for healthcare management in the hospital. More details are mentioned below

#### Day 5

- Closing workshop - How to apply this to your work; what works and doesn't? And Why?
- Best Practices and latest updates
- Case studies, success stories as well as failure stories
- Modern application through IT, software programs, and/or mobile applications
- Share top and recent 3 book titles in this field

If site-visit to the hospital is applicable, we will visit one public & one private hospital to cover the following:

- Observing day-to-day responsibilities such as managing human resources, allocating budgets and other financial resources, submitting reports, and maintaining and managing IT systems and databases, coordinating with doctors, physicians, nurses, surgeons, health information technicians, pharmacists, and other professionals to ensure patient quality care, treatment, and rehabilitation.
- Understanding the roles with regard to making policy decisions, overseeing patient care, budgeting and accounting, marketing, and driving policy impacting and technology innovations in the hospital.
- Being familiar with the role of serving as a mediator between goals, strategies, and day-to-day activities.
- Depending on the availability, the field visits and training will be made to JCI accredited A class hospitals
- Q&A session with the hospital founder/manager

## Registration form on the Training Course: Health Care Management & Administration (MHA)

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€ Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
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to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
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