



*Training Course:  
Hospital Administration*

*21 April - 2 May 2025  
Accra (Ghana)*

## Training Course: Hospital Administration

Training Course code: MA235098 From: 21 April - 2 May 2025 Venue: Accra (Ghana) - Training Course Fees: 9520 € Euro

### Introduction

Welcome to the Hospital Administration training program, designed by Global Horizon Training Center. This comprehensive program is designed to equip participants with the necessary knowledge and skills to manage and administer hospital operations effectively. With a focus on industry best practices, this program will enhance your understanding of hospital administration and prepare you for a successful career in healthcare management.

### Objectives

- To provide participants with a solid foundation in hospital administration principles and practices.
- To enhance participants' understanding of the healthcare industry and its evolving landscape.
- To develop participants' skills in managing hospital operations, including finance, human resources, and patient care.
- To equip participants with the necessary leadership and communication skills to lead a healthcare team effectively.
- To foster critical thinking and problem-solving abilities in the context of hospital administration.
- To promote ethical and professional conduct in healthcare management.

### Methodology

The training program utilizes a combination of interactive lectures, case studies, group discussions, and practical exercises to ensure an engaging and comprehensive learning experience. Participants will have the opportunity to apply their knowledge through real-world scenarios and gain hands-on experience in hospital administration. The program will be facilitated by industry experts with extensive experience in healthcare management, who will provide valuable insights and guidance throughout the training.

### Target Audience

This training program is designed for professionals and individuals aspiring to work in hospital administration and healthcare management roles. It is suitable for:

- Healthcare professionals doctors, nurses, pharmacists looking to transition into administrative positions.
- Hospital administrators and managers seek to enhance their skills and knowledge.
- Graduates and postgraduates with an interest in healthcare management and administration.
- Individuals from related industries who wish to enter the healthcare sector.

## Training program outline

### Day 1: Introduction to Hospital Administration

- Overview of the healthcare industry and its challenges
- Roles and responsibilities of a hospital administrator
- Healthcare policies and regulations
- Introduction to healthcare management principles

### Day 2: Financial Management in Hospitals

- Budgeting and financial planning
- Revenue generation and cost control
- Healthcare reimbursement systems
- Financial analysis and performance indicators

### Day 3: Human Resource Management in Hospitals

- Staffing and recruitment strategies
- Employee training and development
- Performance management and evaluation
- Conflict resolution and employee relations

### Day 4: Quality and Patient Safety in Hospital Administration

- Patient-centric care and patient experience
- Quality improvement methodologies e.g., Six Sigma, Lean
- Risk management and patient safety protocols
- Regulatory compliance and accreditation standards

### Day 5: Leadership and Strategic Planning in Hospital Administration

- Leadership styles and strategies in healthcare
- Strategic planning and goal setting
- Effective communication and teamwork
- Change management and innovation in healthcare

#### Day 6: Health Information Management

- Importance of health information management
- Electronic health records EHR and their implementation
- Data privacy and security in healthcare
- Utilizing data analytics for decision-making

#### Day 7: Supply Chain Management in Hospitals

- Understanding hospital supply chain processes
- Inventory management and optimization
- Vendor management and procurement
- Logistics and distribution in healthcare

#### Day 8: Facility Management and Infrastructure

- Hospital facility planning and design
- Maintenance and safety protocols
- Energy efficiency and sustainability in healthcare facilities
- Emergency preparedness and disaster management

#### Day 9: Ethics and Legal Issues in Healthcare

- Ethical principles in healthcare administration
- Patient rights and informed consent
- Legal and regulatory frameworks in healthcare
- Handling medical malpractice and liability issues

#### Day 10: Emerging Trends in Hospital Administration

- Innovations in healthcare technology
- Telemedicine and remote patient monitoring
- Population health management
- Global healthcare challenges and opportunities

## Registration form on the Training Course: Hospital Administration

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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  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.