



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Hospital Management and Organization							
Course Code		TS008		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	76 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		The purpose of this course is to give information about the structure of hospitals, public and private hospitals in Turkey, and management styles as an aimed enterprise.							
Course Content		Management Concepts and Functions of Hospitals, Functions of Hospitals, Functions of Hospitals, Characteristics of Hospitals, Financial Management in Hospitals, Material and Inventory Management in Hospitals, Human Resources Management in Hospitals, Public and Corporate Communication Management in Hospitals, Patient Services Management in Hospitals, Pharmacy and Laboratories in Hospitals , Management of Specific Units such as Operating Rooms, Ministry of Health, Universities, Municipalities and Private Sector Hospital Services, and Health Transformation Program in Health Sector.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study					
Name of Lecturer(s)		Ins. Ali ALU							

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	Sur, Haydar- Palteki, Tunçay, Hastane Yönetimi, Nobel Tıp Kitapevi, 2013.
2	Şahin Kavuncubaşı, Selami Yıldırım, Hastane ve Sağlık Kurumları Yönetimi, Siyasal Kitapevi, Ankara, 2010
3	Dilaver Tengilimoğlu, Oğuz Işık, Mahmut Akbolat, Sağlık İşletmeleri Yönetimi, Nobel Yayın Dağıtım, 2012

Week	Weekly Detailed Course Contents	
1	Theoretical	Management Concept and Functions
2	Theoretical	Hospital Description, Aims and Functions of Hospitals, Hospitals Other Features
3	Theoretical	Historical Development of the Hospital Management Profession and Features Required in the Hospital Manager
4	Theoretical	Hospital Management and Organization and Departments and Functions of Hospital
5	Theoretical	Financial Management in Hospitals
6	Theoretical	Materials and Inventory Management in Hospitals
7	Intermediate Exam	Information Technology Management in Hospitals (Midterm)
8	Theoretical	Human Resources Management in Hospitals
9	Theoretical	Public Relations and Corporate Communication Management in Hospitals
10	Theoretical	Patient Services Management in Hospitals
11	Theoretical	Management of Specific Units such as Pharmacy, Laboratory, Operating Room in Hospitals
12	Theoretical	Assessment of the Status of the Ministry of Health, Universities, Municipalities and Private Sector about Hospital Services
13	Theoretical	Effects of the Health Transformation Program on the Health Sector
14	Theoretical	Health Cities and Health Regions
15	Final Exam	Final Examination

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	3	5	2	21
Midterm Examination	1	10	1	11



Final Examination	1	15	1	16
Total Workload (Hours)				76
[Total Workload (Hours) / 25*] = ECTS				3
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	he/she will be able to analyze management techniques in hospitals
2	he/she will be able to explain scientific management approaches and historical development.
3	he/she will Experience hospital management and organizational structures.
4	he/she will Evaluate hospital management structures
5	Compare hospital management with other forms of management
6	Analyze the requirements of the hospital organization

Programme Outcomes (Medical Documentation and Secretarial Practices)

1	Write and pronounce medical terms correctly.
2	Collect data of medical statistics and report the results periodically after analyzing them scientifically.
3	Learn basic structure of human body and important system diseases.
4	Know principles and rules of medical secretaryship. Protect patients' rights and privacy.
5	Use Turkish and body language in a correct and effective way.
6	Run internal and external correspondence of the foundation, keep the files of the documents after classification, organize them and archive in line with filing techniques.
7	Establish verbal and written communication inside the foundation and out of foundation.
8	Make the coding procedure of diseases and health problems according to existing international classification systems.
9	Run the counseling services for patients and their relatives.
10	Solve the problems that are encountered in work life quickly and effectively.
11	Use the necessary equipment for professional practices such as computer and office devices effectively.
12	Improve professional knowledge and skills continuously.
13	Executes any patient registration-documentation processes
14	Makes archiving operations
15	Prepares medical documents
16	Knows Turkish history and Atatürk's revolutions.
17	Adapt to team work in application areas.
18	Knows and defines diseases.
19	Have general information about the world and biological formations.
20	English speaking writer

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5	L6
P1	1	1	1	1	1	1
P2	2	2	2	2	2	2
P3	1	1	1	1	1	1
P4	4	4	4	4	4	4
P5	3	3	3	3	3	3
P6	3	3	3	3	3	3
P7	3	3	3	3	3	3
P8	3	3	3	3	3	3
P9	3	3	3	3	3	3
P10	4	4	4	4	4	4
P11	5	5	5	5	5	5
P12	5	5	5	5	5	5
P13	5	5	5	5	5	5
P14	5	5	5	5	5	5
P15	5	5	5	5	5	5
P16	1	1	1	1	1	1
P17	5	5	5	5	5	5



P18	4	4	4	4	4	4
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