Short Course on Dental Public Health
April 21-25, 2014

Course Description:
This short course will provide a combination of lectures, short courses, panel discussions on important topics in dental public health. It will discuss basic principles and concept in dental public health and is intended to provide a structured framework in the implementation of public health dentistry for those in government services, non-government organizations involved in oral health programs. It will discuss the role and challenges for the public health dentist in the current health agenda for UNIVERSAL HEALTH CARE. It will discuss general oral health indices and how these indices should be interpreted for planning of oral health programs, basic management principles, program/project planning as well as effective interventions and strategies for the promotion of oral health.

Course Objectives
At the end of the course, the participants should be able to
1. Understand the challenges and role of the public health dentist in the achievement of Universal Health Care.
2. Choose from a variety of health promotion and preventive interventions to plan for an effective oral health program.
3. Appreciate and understand the importance and processes needed to advocate for oral health.
4. Understand the different oral health indices and use these indices for program planning and evaluation.
5. Identify policy issues related to oral health.

Short Course on Hospital Accounting and Selected PhilHealth Updates
April 21 - 25, 2014

Course Objectives
(1) To provide the participants with knowledge on selected topics of management accounting, cost finding and analysis, rate setting (laboratory exams, x-ray and diagnostic procedures, rooms, etc.), accounts receivable management and credit and collection, cost-volume-profit relationships and break-even analysis, working capital management;

(2) To enhance the skills of participants in performing the above through the use of group discussions, workshops, lecture discussion;

(3) To apprise the participants of updates from the National Health Insurance Corporation (PhilHealth) in relation to policies, rules and regulations on the type, amount, and method of reimbursements, coverage of reimbursements as to type, magnitude, benefits available, common administrative and operational problems encountered and how to resolve these, common pitfalls in the accomplishment and processing of hospital forms for PhilHealth reimbursements and to increase reimbursements from PhilHealth;

(4) To provide insights to the participants on a hospital’s legal liability for medical malpractice.

Methods: Lecture-discussion, group work, case study discussion, exercises, problem sets, sharing of best practices
Short Course on Hospital Financial Management  
May 5 – 9, 2014

Course Objectives
(1) To provide the short course participants with an understanding of the theories, concepts, principles, and techniques in finance and their application to Philippine hospitals (e.g., capital finance and investment decision-making, capital budgeting techniques, discounted cash flow analysis, financial ratio analysis, management of working capital);
(2) To enhance the skills of the short course participants in performing the above through the use of problem sets, lecture-discussion, sharing of best practices;
(3) To provide the short course participants with an overview of the Philippine Health Situation and National Health Accounts; Directions and Thrusts of the Department of Health in relation to the government hospitals’ accounting and financial management; the government budgeting process in relation to hospitals and public finance; the Development Bank of the Philippines’ Sustained Health Care Investment Program and loan process and procedures; Socio-Economic Indicators for Hospitals and the Health Sector;
(4) To provide the short course participants with insights and an overview of public-private partnerships as applied to government hospitals and their legal implications; a hospital’s legal liability for medical malpractice; legal viewpoint and perspectives on the anti-detention act, writ of habeas data, and no deposit law; the legal considerations and implications of a hospital’s credit and collection policies and procedures.

Methods: Lecture-discussion, problem sets, sharing of best practices and valuable lessons learned.

Organizational Development for Health Care Institution  
May 5-9, 2014

Course Description
Health Care Organizations need to manage organizational change effectively to survive and thrive in today’s rapidly changing global economy. Organizational change is inevitable across a wide range of health care organizations: from small healthcare facilities to large complex state-of-the-art corporations, including government and non-government, profit and non-profit organizations. This course is geared towards the continuing education and update needs of Health Care Institution executives. OD also compliments strategic planning; it’s an important tool in managing and planning organizational growth.

Course Objectives
At the end of the course, participants will be able to:
1. Discuss basic health organization theory and equipping participants with required to carry on OD effectively and efficiently;
2. Appreciate the critical role of organizational development in ensuring effective organizational growth and development;
3. Describe the process of organizational change and innovation
4. Identify effective management strategies of organizational change and innovation.
5. Analyze problems related to organizational change and utilize solutions for organizational problems by applying knowledge and skills learned from organizational change and innovation and Organizational Development Intervention (ODI) methods.

Basic Course on Management for Middle Level Health Professionals  
May 12 – 16, 2014

Course description
This short course provides an overview of the whole continuum of management with emphasis on project management. It is intended to provide middle-level health care professionals basic as well as practical knowledge on how to formulate a project and manage a project. Their competencies will be enhanced through the different practical workshops particularly in case analysis, problem identification, decision-making and prioritization, project planning and implementation, monitoring and evaluation. The course is designed to serve as basic reference to health care professionals interested in project management/general management fundamentals.

Course Objectives:
The participants should be able to:
1. Discuss the functions/principles of management;
2. Get an overview of the various organizational theories and their relevance to present day management;
3. Discuss the program/project management process & the application of the different functions of management through theory & workshops (practicum);
4. Analyze the different steps in program /project plan and be able to formulate one based on case/back-home situation;
5. Understand the resource management concepts & their relevance to health care organizations;
6. Develop a monitoring and evaluation plan.
Short Course on Organization and Management of Selected Hospital Clinical & Ancillary Departments and Support Services
May 12 – 16, 2014

Course Objectives (including coverage):

(i) To provide a framework to the participants for effectively and efficiently managing and administering the following hospital departments/units: Dept. of Surgery, OR – RR Complex, ICU-CCU-SCU, Emergency Room, Outpatient Department, Radiology, Housekeeping, Security Unit, Maintenance & Engineering Unit, Infection Control Unit, Central Sterile and Supply Requisition Unit, Pharmacy;

(ii) To obtain updates on the DOH’s Requirements for Registration, Operation, Licensing, and Accreditation of Hospitals and to discuss common pitfalls, snags, bottlenecks, and problem areas and how to resolve these.

(iii) To update the participants on legal liability for medical malpractice.

Methods: Lecture-discussion; sharing of best practices & valuable lessons learned

Short Course on Safe and Green Hospitals
May 19 – 23, 2014

Course Objectives

1. To update the participants on the standards, requirements and guidelines of the Dept of Health in relation to the planning, design, construction, and maintenance of government and private hospitals, especially in relation to safe and green hospitals;

2. To update the participants on how to plan and operate “safe” hospitals and to share best practices;

3. To update the participants on hospital preventive maintenance and equipment planning and equipment maintenance;

4. To conduct a group activity in relation to the application of the concepts, principles, and techniques involving safe and green hospitals;

5. To update the participants on the national government’s efforts to implement public-private partnerships in relation to government hospitals.

Methods: Lecture-discussion, group work, sharing of best practices and valuable lessons learned

Ensuring Highly Performing Human Resource for Health Teams through Effective Human Resource Management
May 19-23, 2014

Course Description

The Philippines is now committed to a 25 year HRH Master Plan during the decade of HRH Development declared by WHO. Government and private health managers will benefit from learning how to manage HRH resources from recruitment to succession. Workforce planning, forecasting and management are critical skills that managers need to use to manage the health workforce for the 21st century.

Course Objectives

This five-day course aims to:

1. Enable participants to develop understanding, insights, skills, attitudes and values underlying human resource management;

2. Develop critical thinking and analysis of issues and problems and the methods and techniques appropriate in given situations through the use of case studies;

3. Examine how HRM policies and practices contribute to strategic management of human resources in health care organizations; and

4. Enable participants to identify critical HRM systems that need to be installed in order to retain and sustain high performing health workforce teams.
ICD-10 Training Course for Coders  
May 26 – 30, 2014

Course Description

Through this course, participants learn the steps in using the World Health Organization’s ICD-10 as a coding tool. The course covers 26 modules, including the definition of ICD-10, benefits derived from its usage, history of its development, its elements and structures, the general guidelines for coding, and specific instructions for coding morbidity and mortality data.

Course Objectives

At the end of the training, the participant should be able to:
1. State the reason for classifying diseases and operations/procedures;
2. Discuss the ICD-10 structure;
3. Discuss and explain the rules/guidelines on morbidity and mortality coding;
4. Code diseases using the International Classification of Diseases, 10th Revision;
5. Discuss and explain the proper filing-up of the required reporting forms, e.g. medical certificates, death and fetal death certificates, medical charts, etc;
6. Discuss data translated from Coded Data, e.g. Summary Statistics;

Short Course on Health Policy: Management of Health Policy Implementation  
June 2-6, 2014

Course Description:

In the Philippines and elsewhere, the situation is that health care organizations find themselves awash with policies regulating hospitals and other health facilities as well as payers. There are also rules and SOPs that are within the organization that are designed to guide behavior within the organization. However, a common challenge is ensuring effective implementation of these policies. This short course is designed for health care organization managers and budding policy advocates who need to learn how to develop implementable policies and shepherd policy advocacy strategies.

Course Objectives

At the end of the course, participants should be able to:
1. Understand the complexity as well as the importance of the policy-making process, which has analytical, political and legislative components;
2. Understand the process of policy development and analysis as it applies to the health management system;
3. Differentiate appropriate policy and program implementation issues;
4. Develop beginning skills in systematic policy analysis and advocacy; and
5. Appreciate the need for health professionals to be involved in systematic in systematic health policy development.

Health Program Monitoring and Evaluation in Health Care Management Short Course  
June 16-20, 2014

Health program monitoring and evaluation are important but usually underutilized aspects of health care management. Health program monitoring and evaluation aims to assist in improving the effectiveness and quality of health programs. Program evaluation is a collection of methods, skills and attitudes necessary to determine whether a health program is needed and likely to be used, whether it is sufficiently intense to meet the unmet need identified, whether the service is offered as planned, and whether the human service actually does help people in need at a reasonable cost without undesirable side effects. This short course is designed to train participants who need to update their knowledge and hone their skills in health program monitoring and evaluation within the framework of health care management and Universal Health Care. It is a five day short course that utilizes lectures and workshops and other appropriate adult learning strategies to accomplish the objectives of the course.

At the end of the course, participants should be able to:
1. Discuss the concepts and processes critical to the conduct of health program monitoring and evaluation;
2. Differentiate various types of evaluation and their appropriate uses;
3. Apply evaluation designs appropriately given selected cases;
4. Discuss the systematic process of conducting monitoring and evaluation as applied in selected cases from planning an evaluation to preparation of evaluation reports;
5. Analyze the impact of evaluation result to program management and change; and
6. Appreciate the need for technical evaluation savvy in health care management towards the achievement of Universal Health Care.
Total Quality Management Short Course  
June 23-27, 2014

Total Quality Management (TQM) is a strategic way of managing the future, geared towards complete customer satisfaction on every aspect, internally and externally, it is both a philosophy and a set of guiding principles that represent the foundation of a continual improvement for Health Care Organizations performance. The final outcome of TQM results to: increased productivity, efficiency, customer satisfaction/delight, and world-class performance. This course will present the various TQM frameworks, concepts, and quality improvement tools necessary for implementing the quality culture that characterizes world-class organizations of the 21st century. The course will revolve around the core values and the criteria for performance excellence embodied in the Philippine Quality Award, the highest national recognition for exemplary organizational performance of private and public organizations in the country. We will, therefore, explore the key actions necessary for transforming government and non-governmental organizations into world-class organizations that deliver ever-improving value to their customers, clients, and constituents.

**Course Objectives**

*By the end of this course, you should be able to:*
1. Implement the principles and concepts inherent in a Total Quality Management (TQM) approach to managing a healthcare organization.
2. Successfully implement process improvement using the various quality tools of TQM.
4. Develop a strategy for implementing TQM in an organization.

Short Course on Strategic Planning and Management  
July 2-4, 2014

**Course Description:**
The course is an offering of the Department of Health Policy and Administration designed to provide health managers, administrators, health care providers, human resource personnel, teachers, and other advocates the basic concepts, principles, and practical skills in strategic management and planning, highlighting each participant’s skills in strategic analysis particularly the planning aspect of strategic management.

**Course Objectives:**

*At the end of the course, participants should be able to:*
1. Understand what strategic planning and management are all about in the face of present challenges;
2. Hone their skills in situational analysis of the macro and microenvironment of their organization;
3. Perform and analyze the external and internal environmental scan of their organization using SWOT analysis and TOWS matrix analysis;
4. Identify appropriate strategies for the respective quadrants in the TOWS matrix analyzed; and
5. Improve their directional strategies (Mission, Vision, Values) and identify the significant decision areas that their organization should focus on for better performance, including building future scenarios;
6. Finally, apply the lessons and skills learned to their workplace.

Basic Training Course in Occupational Dental Health  
July 14-18, 2014

**Course Description**

Forty (40) hours basic course for dentist, currently employed or wishing to be employed in occupational establishments. It aims to enable the participants to understand the standards and regulations specific to their work plan, implement and evaluate oral health programs for their workplace, recognize and manage occupational hazards of importance to oral health and implement an information system based on the DOH standards.

**Course Objectives**

At the end of the training course, the participant will be able:
1. Appreciate the roles of dentists in occupational health.
2. Discuss the standards for occupational dental health services.
3. Understand labor laws and its implication to occupational dental health.
4. Analyze the different occupational hazards and diseases in dentistry, their nature, causes, (prevention, control and treatment) management, and economic implications.
5. Plan, implement and evaluate an occupational health program/project plan relevant to ones workplace.
6. Establish and maintain an information system for occupational health and safety in dentistry, through proper recording, reporting, storage, retrieval, and utilization of data.
Executive Course in Hospital Administration
July 21-25, 2014

Course Description

The course is designed to meet the needs of top and middle executives of private and government hospitals in raising their level of performance and capabilities in the context of today’s challenging and changing world.

Course Objectives

1. Empower the participants to lead their hospital to become a fully charged economic enterprise institution ready to compete in providing the highest level of quality hospital care;
2. Equip participants to address current issues and problems the hospitals are confronted with such as: Nursing and Human Resource Management, Organizational Development and Transformation, Institutionalizing Quality Standards for Accreditation, and Developing a Nurturing Environment of Caring for Patients and Patients’ Rights;
3. Understand the hospital system’s current status, trends, thrusts and prospects; their roles and responsibilities; functions, skills and attitudes required, and methods needed to manage the hospital effectively and efficiently.

New topics to include:
1. International accreditation of hospitals and their laboratory services.
2. Health technologies management for hospital facilities
3. Establishing a hospital cooperative – information hospital owners have to know ...

Registration Information

The fee is P12,000.00 for each training course except for Strategic Planning and Management which will cost P10,000 per person.

Fees are inclusive of training kit, morning and afternoon snacks, batch directory, batch picture, and compilation of lectures in CD. The course fee excludes hotel accommodation and lunch.

Discounts are as follows:
- 10% discount for full payments one week before the said schedule
- 15% discount for full payments two weeks before the said schedule

For early reservations, please accomplish the Reservation Form/Reply Slip and return it to us by mail/fax/email. A reservation fee of P500.00 will be required. This is non-refundable (in case the registrant fails to attend the course) but will be deducted from the full cost of the course fee for attendees. **NO RESEVATION FEE = NO SLOT!!!**

Payments may be in
a) Cash or cheque payable to **UP-CPH Department of Health Policy and Administration**.
b) or deposit to any BPI branch, Savings account name: **UP-CPH Department of Health Policy and Administration**; Account #: 3063-5296-04.

To ensure the quality of instruction we will limit the number of participants in each course. **Admission is on a first-come-first-serve basis especially in the ICD 10 training course.**

For more information and registration, please contact
a) Department Support Staff at 3104203 and/or 523-2997 (telefax)
b) dhpashortcourses@post.upm.edu.ph  
c) Facebook: DHPA Short Courses

Confirmation and Cancellation Policies
Participants will be notified two weeks before scheduled date of any cancellation of the course. Paid fees will be returned by bank deposit.
For participants who will cancel their attendance: please notify our office 5 days prior to the scheduled date. A fine of P500.00 will be deducted from the full payment.

Department of Health Policy and Administration
1. Carl Abelardo Antonio, MD, MPH
2. Emerito Jose Faraon, MD, MBA
3. Richard Javier, MBA
4. Noel D. Lawas, MD, MPH
5. Fely Marilyn Lorenzo, RN, MPH, DrPH
6. Ma. Susan Yanga-Mabunga, DDM, MScD
7. Fernando M. Sison, MD, MPH
8. Eufemia Tobias, DDM, MSTropMed
9. Esmeralda Silva, MPA, MPPM (on study leave, PhD candidate)
10. Fernando Garcia, MPA, (on study leave, PhD candidate)

Support Staff
1. Ms. Matchelle Gannaban
2. Ms. Aileen Hong
3. Mr. Jorel Manalo, PTRP
4. Mr. Pau Protacio