



**SEAMEO – TROPED PHILIPPINES**  
**Regional Centre for Public Health,**  
**Hospital Administration, and**  
**Environmental and Occupational**  
**Health**

## **Training Courses for** **Effective Hospital &** **Public Health** **Administration**

# 2016

by the

**Department of Health Policy and**  
**Administration**  
**University of the Philippines**  
**College of Public Health**

625 Pedro Gil St. Ermita Manila 1000, P.O. Box EA-460 Manila  
Philippines

Tel. No. : (+632) 523-2997; 310-4203

Fax No. : (+632) 523-2997

### **Ensuring Highly Performing Human** **Resource for Health Teams through** **Effective Human Resource** **Management** **June 6-10, 2016**

#### ***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 or enhance 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**  
**June 20-24, 2016/July 25-29, 2016**

#### ***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, 10<sup>th</sup> 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 Strategic Planning  
and Management  
June 20-22, 2016**

**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.

**De-Stress, De-Anger and De-Ignore  
June 22-24, 2016**

**Course Description**

*De-Stress, De-Anger and De-Ignore* combines three practical, interrelated but often neglected skills: stress management, anger management and conflict resolution as well as listening and interpersonal effectiveness. Stress is common at home, school and work. It can be motivating, but it can also be overwhelming. Conflict can lead to anger—a normal, healthy emotion but one that can also be destructive. Finally, people listen not to hear but to speak. It is all too common that we are already thinking of what to say when someone is talking. In effect, we are not listening. This 3-day workshop equips participants with specific and simple strategies to identify and manage stress, to practice and promote conflict resolution and to be effective, empathic listeners. No prior experience or relevant knowledge is needed. The workshop is appropriate for professionals, students and laypeople who aim to enhance their personal growth and psychosocial wellness.

**Course Objectives**

1. To learn and apply strategies in stress management, such as relaxation techniques and guided meditation
2. To learn and apply two key components of conflict resolution—assertiveness and cooperativeness
3. To learn and apply listening and interpersonal skills that are supportive, productive and empathic

**Topics** Stress management, anger management, conflict resolution, listening, interpersonal effectiveness, barriers to behavioral change

**Total Quality Management Short  
Course  
June 27 - July 1, 2016**

**Course Description:**

Total Quality Management (TQM) is a geared towards complete customer satisfaction 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 quality health care. This course will present the various TQM frameworks, concepts, and quality improvement tools necessary for implementing the quality culture needed for health service facilities

**Course Objectives**

*At the end of the course, participants should be able to:*

1. Understand 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.
3. Assess exactly where an organization stands on quality management with respect to identified accreditation bodies.
4. Develop a strategy for implementing TQM in an organization.

**Basic Course on Management for  
Middle Level Health Professionals  
June 27 - July 1, 2016**

***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 for health care professionals interested in project management/general management fundamentals.

***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

**Executive Course in Hospital  
Administration  
July 4-8, 2016**

***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

*... more new topics are being developed!*

**Basic Training Course in Occupational  
Dental Health  
July 4-8, 2016**

***Course Description***

Forty (40) hours basic course for dentists, 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 one's 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.

**Leadership in Mental Health  
July 4-8, 2016**

**Course Description**

Mental health is a neglected sector of overall wellbeing. In the Philippines this neglect is complicated by the limited number of professionals with adequate training in scaling-up mental health programs and services. How can professionals make meaningful impact with so little? Leadership in Mental Health is a 5-day workshop that empowers participants to develop and scale-up interventions for people with mental disorders and for settings where resources are scarce. The workshop also enhances critical leadership skills needed to protect and promote the dignity, welfare and other human rights of people with mental health needs. Prior experience in the mental health field is not necessary. The workshop is appropriate for health and non-health professionals as well as laypeople who aim to develop or enhance organizational or institutional programs or services for people with mental health needs.

**Course Objectives**

1. To understand and appreciate the burden of mental disorders in low-resource settings, including the Philippines
2. To develop and apply strategies for scaling-up programs and services so that people with mental health needs and their families have access to evidence-based care
3. To enhance problem-solving, critical-thinking and other leadership skills in order to promote and protect the human rights of people with mental health needs

Mental disorders, social determinants, evidence-based strategies, scaling-up programs and services, human resource development, community-based participation, promotion and protection of human rights, policy and political commitment.

**Short Course on Dental Public Health  
July 11-15, 2016**

**Course Description:** This is a one week short course. It will provide a comprehensive training on dental public health and will involve a combination of lectures, workshops( case study) and coaching.

**Course Objectives:**

**At the end of the short course , the participants should**

1. Understand Basic Principles and Concepts of Dental Public Health
2. Fundamentals of project planning
3. Discuss current trends in preventive dentistry
4. Discuss fundamentals of oral health service researches

Maximum number of participants : 20

<p>Module 1: The ecology of oral health Oral Health , Health and Development Basic principles and concepts in public health</p>	<p>Module 3 Updates in Cariology , Periodontology , Pediatric Dentistry. International Caries Detection and Assessment System Fluorides</p>
<p>Module 2 How to plan projects Tools in planning</p>	<p>Module 4 Important concepts in oral epidemiology Measurements of oral health</p>

**Short Course on Cost Effectiveness in Health Care  
July 12-15, 2016**

**Course Description:**

In recent years, Cost Effectiveness Analysis (CEA) has become increasingly significant to health care decision- and policy-makers. By systematically combining the information about effective interventions and information about their costs, CEA has proven to be a powerful tool and technique in order to identify neglected opportunities and redirect limited resources for better use.

This short course on Cost Effectiveness in Health Care is a four-day course work that will develop applied skills in cost-effectiveness analysis, with each subsequent day building on the knowledge that have been acquired from the previous sessions. This course is designed for participants with little to moderate knowledge of Cost Effectiveness Analysis in Health Care who want to learn more about the components, processes, and conduct of this important economic evaluation technique.

**Course Objectives:**

By the end of the course, participants should be able to:

- Understand the concepts, methods and critical issues in the design and conduct of CEA;
- Understand the different components of CEA and how to address them;
- Be familiarized in building and evaluating cost effectiveness through practical hands-on computer-based exercises; and
- Appreciate the CEA perspectives to complete the theory to evidence to policy loop.

**Course content/topics:**

A beginner's guide to cost-effectiveness analysis

Topic 1. What is cost-effectiveness analysis and why do we do it

Topic 2. Measuring costs

Topic 3. Measuring health benefits

Topic 4. Interpreting the results with examples from related CEA studies.

Building cost-effectiveness models

Topic 1. Rationale for and principles of decision modeling

Topic 2: Modeling with decision trees

Topic 2. Introducing state-based models

Topic 4. Choosing the data to include in the models

Evaluating cost-effectiveness models

Topic 1. Making decisions and uncertainty

Topic 2. Including uncertainty and exploring its impact on decision-making

Topic 3. Presenting the results

Topic 4. Postponing a decision and value of information analysis

Some applications of CE in Health Care

Topic 1: Demand and supply of healthcare and insurance

Topic 2: Burden of disease studies

Topic 3: Lessons for public policy

**Basic Training Course in Hospital Administration**  
**July 18-22, 2016**

***Course Description:***

This course is designed for future hospital executives who would like to be exposed in the discipline of hospital administration. This course is highly recommended to those planning to be admitted in the Masters of Hospital Administration program. It is also highly recommended to department heads or supervisors working in the clinical, nursing, or ancillary services of the hospital.

***Course Objectives***

*At the end of the course, participants should be able to:*

1. Describe the principles and practice of strategic management and demonstrate its application in managing hospitals.
2. Describe the concepts and principles related to managing hospital programs and project.
3. Discuss the concepts, principles and systems processes of managing and controlling the financial resources of the hospital.
4. Describe the general principles and practice of human resource development in hospital organization.
5. Describe concepts, principles and systems processes of managing hospital and health information attendant to managing services and patient care.
6. Appreciate the use of spreadsheet program in analyzing management information problems. (Highly recommended to bring notebook computers with Windows OS and Excel 2010 for some sessions)

## Registration Information

The fee is **P12,000.00** for each training course except for Strategic Planning and Management, and De-Stress, De-Anger and De-Ignore short courses which is **P10,000.00**

Fees are inclusive of training kit, morning and afternoon snacks, batch directory, batch picture, and compilation of lectures. 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
- 20% discount for full payments for participants who will register in groups of ten or more

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) 0998-5333708/0948-8818874

### **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. Carmelita Canila, MD, MPA
3. Ronald Del Castillo, PsyD, MPH
4. Emerito Jose Faraon, MD, MBA
5. Fernando Garcia, MPA (Phd candidate)
6. Richard Javier, MBA
7. Noel D. Lawas, MD, MPH
8. Fely Marilyn Lorenzo, RN, MPH, DrPH
9. Ma. Susan Yanga-Mabung, DDM, MScD
10. Eufemia Tobias, DDM, MScTropMed
11. Esmeralda Silva, MPA, MPPM, PhD

### **Support Staff**

1. Ms. Michelle Bolambao
2. Ms. Aileen Hong
3. Mr. Jorel Manalo, PTRP
4. Mr. Marvin Tiangga

## REPLY SLIP / RESERVATION FORM

Please write the short course/s title and date that you will attend:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Printed Name:

\_\_\_\_\_

*Last* *First* *M.I.*

Designation/Position:

\_\_\_\_\_

Company/Institution:

\_\_\_\_\_

Company Address:

\_\_\_\_\_

Area Code Tel. /Fax No.: \_\_\_\_\_

Cell phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Amount and Date of Payment: \_\_\_\_\_  
deposited to BPI savings account name: **UP-CPH Department of Health Policy and Administration**, account # **3063-5296-04**  
BPI branch where deposit was made: \_\_\_\_\_

*Please fax or mail this complete application slip together with the deposit slip with machine marked validation to:*

The Department of Health Policy and Administration  
College of Public Health, University of the Philippines Manila  
625 Pedro Gil St. Ermita Manila, 1004.  
Telefax No. (02) 523-2997 or 3104203

(This form can be reproduced.)