



SEAMEO – TROPED

Regional Centre for Public Health,
Hospital Administration, and
Occupational Health

Training Courses for Effective Hospital & Public Health Administration

2018

by the

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

625 Pedro Gil St. Ermita Manila 1000, P.O. Box EA-460
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ICD-10 Training Course for Coders
“Batch 1” April 23-27, 2018 and
“Batch 2” July 30-August 3, 2018

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 course, the participants 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; and*
6. discuss data translated from Coded Data, *e.g. Summary Statistics.*

Mental Health Resilience and Disaster
Response Management
May 28-31, 2018

Course Description

Mental health problems among disaster survivors and responders are common and, in fact, are higher compared to the general population. Affected communities, including health workers and managers, might harbor acute stress and long-term mental health problems. With specific focus on disaster mental health, this course applies the cyclical process of disaster management—planning, organizing, coordinating, and implementing—to both prevent and manage the mental health impact of disasters. This course also aims to enhance the resilience of relief health workers and other responders, including development and application of specific and simple stress management skills.

Course Objectives

At the end of the training course, the participant will be able to:

1. introduce participants to the key elements of disaster mental health management and response at multiple levels
2. critically appraise the characteristics and attributes of natural and human-cause disasters and their impact on mental health
3. develop prevention and intervention plans using the cyclical process of disaster management for mental health
4. learn and apply strategies in stress management and self-care, such as relaxation techniques and meditation

**Certificate Course in Health
Information Management
May 28 to June 1, 2018**

Course Description

This course is designed to provide the foundation knowledge and introduction to the discipline of hospital health information management. In compliance with the hospital licensing requirement, this course will introduce the policies, organization, systems and procedures, ICD and procedures coding system, hospital statistical requirements, quality systems which are all essential to health information management in hospitals.

Course Objectives

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

1. describe anatomy and physiology of the organ systems of the human body;
2. describe the medical terminologies significantly used in the course of providing patient care in hospitals;
3. discuss the organization, policies, standards and procedures related to the management of health information in hospitals;
4. discuss the principles and methods governing the ICD and procedures coding system used in managing and generating health information reports in hospitals;
5. compute for the hospital statistics and indicators;
6. describe the concepts and principles of quality management of health information; and
7. describe legal implications of managing medical records.

**Basic Course on Management for Middle
Level Health Professionals
May 29 -31, 2018**

Course description

This short course provides an overview of the whole continuum of management with emphasis on the contextual application to health service delivery. It is intended to provide middle-level health care professionals basic knowledge on leadership and strategic management, change and risk management, and human resource management. It will use the six building block approach of the World Health Organization in discussing key healthcare management topics. 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.

Course Objectives

At the end of the course, 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 and the application of the different functions of management through theory and 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 and their relevance to health care organizations; and develop a monitoring and evaluation plan

**Basic Course in Hospital Administration
June 4 - 8, 2018**

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; and
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)

**Ensuring Highly Performing Human
Resource for Health Teams through
Effective Human Resource Management
June 4 – 8, 2018**

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

At the end of the course, the participants should be able 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.

**Essentials of Project Management in the
Health Sector
June 5-8, 2018**

Course Description

Organizations in the health sector routinely deploy projects, either to pilot an initiative or to support existing programs and policies. The central (but elusive?) aim of completing a project on target, on time and on budget rests primarily on having a competent manager equipped with the necessary knowledge, tools, and techniques for this purpose. This three-day short-course is appropriate for managers or associates handling government or private-sector led projects, as well as those engaged in research work.

Course Objectives

This course aims to equip the participant with the essential tools and techniques in project management.

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

1. critically analyze salient contextual issues and concerns that impact projects;
2. develop the project design using the Logical Framework matrix;
3. determine the activity schedule, estimate their duration, and assign responsibility;
4. develop the input schedules and budget for the identified activities; and
5. utilize appropriate tools and techniques to ensure timely and successful project deployment, implementation, and competition.

**Health Disaster Management Course
June 6 - 8, 2018**

Course Description

The emerging trends in Public Health Emergencies is evolving especially with the present capabilities of Nokor and their seemingless will to use their military nuclear capabilities without hesitation. This course will discuss the present CBRNE threats the Philippines face and hope to prepare our Public Health Professionals on managing such threats.

Course Objectives

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

1. enable the participants to understand the present existing CBRN threats that will affect the Philippines
2. Have a working idea of the possible scenarios within Metro Manila
3. Examine previous incidents in the Philippines and how they were handled.
4. Enable the participants to recognize the importance of their roles as Public Health Practitioners and help build local resilience towards these threats

**Total Quality Management Short Course
June 18 – 22, 2018**

**Basic Training Course in
Occupational Dental Health
June 25 – 29, 2018**

**Executive Course in Hospital
Administration
July 2 – 6, 2018**

Course Description

Total Quality Management (TQM) is a geared towards quality health care, patient safety and complete customer satisfaction. The short course will discuss the philosophies and principles of continuous quality improvement and provide learning skills for quality improvement

Course Objectives

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

1. understand the principles and concepts of Total Quality Management (TQM) in health care settings
2. utilize various quality improvement tools
3. assess organizational needs for quality management and accreditation requirements.
4. develop a plan for quality improvement frothier organization

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 should be able to:

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; and
6. establish and maintain an information system for occupational health and safety in dentistry, through proper recording, reporting, storage, retrieval, and utilization of data.

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.

To include topics on:

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

**Short Course in Dental Public Health
July 9 – 13, 2018**

Course Description

This short course will consist of lectures, workshops, panel discussions on important topics in dental public health. It is intended to provide a structured learning in dental public health for those in government services, non-government agencies, and those teaching community dentistry.

Course Objectives

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

1. understand Universal Health Care and 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 for the planning of effective oral health programs;
3. understand the importance and processes needed to advocate for oral health;
4. understand the different oral health indices and use of these indices for program planning; and
5. identify policy issues related to oral health.

**Short Course on Strategic Planning
and Management
July 9 – 13, 2018**

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;
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; and
6. finally, apply the lessons and skills learned to their workplace.

**Organizational Development for Health
Care Institution
July 23 – 27, 2018**

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, the participants should 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; and
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.

Financial Business Planning Short Course
July 23 – 27, 2018

Course Description

Following the 2014 Strategic Plan for Strengthening PGMO Hospitals, this short course aims to discuss and refresh the basics of financial business planning in the context of meeting the requirements and challenges of achieving Universal Health Care (UHC) while simultaneously conforming to the Philippine Health Agenda (PHA) of 2016-2022 as set by the Department of Health (DOH). Additionally, it will also impart strategies and recommendations to assist the identified target participants in meeting their daily tasks of helping PGMO hospitals become effective and efficient local economic enterprises (LEEs).

Course Objectives

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

1. enable the learner to appropriately utilize available financial planning and budgeting tools in their respective healthcare organizations
2. allow hospital managers and their financial/budget managers to appropriately analyze and appreciate available financial instruments in bringing about needed improvements and solutions to their respective challenges

Short Course on Hospital Planning and Design

July 30 – August 3, 2018

To enable the evaluators to understand the planning and design of hospitals in sufficient detail in order to have a basic understanding of the major principles of site planning, whole hospital planning and design, departmental design, as well as designing for hospitals which are green, sustainable and safe from disasters.

Course Objectives

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

1. Discuss the basic concerns, principles, and practices in planning and designing a hospital, its utility systems, and facilities.
2. Formulate an evaluator's checklist for the planning and design of a new hospital or the expansion, modification and retrofitting of an existing one.
3. Discuss the concepts of "safe hospital" and "green hospital" and the importance of their integration in the planning and design of hospitals.
4. Analyze and critique architectural plans in relation to hospital activities and functions.
5. Explain the administrative and financial aspects of hospital planning, design, and construction.

UPCOMING SHORT COURSES

1. **Short Course on Economic Evaluation in Health** – June 25 to 29, 2018
2. **Short Course on Regulatory Science for Hospitals** – July 23 to 27, 2018

REGISTRATION INFORMATION

The fee is **P12,000.00** for each training course except for Project Management in the Health Sector, Health Disaster Management, Mental Health Course, and Basic Course on Mgt for Middle Level Health Professionals 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:

- 15% discount for full payment one month before the training schedule, OR
- 20% discount for full payment for participants who will register in groups of ten (10) or more

For reservations, please accomplish the Reservation Form/Reply Slip and return to us by mail/fax/email. A reservation fee of **P1,000.00** is required which is deductible from the full course fee for attendees. However, in case the registrant failed to attend the course, the reservation fee is non-refundable. ***We will strictly observe no reservation, no slot policy.***

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 registration and more information, please contact telephone numbers: 3104203 and/or 523-2997(telefax)

Payments may be:

a) in cash or check 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.**

Cancellation Policies

- a. In case of cancellation of the training course, our Staff shall notify the registered participants two weeks prior to the scheduled dates; fees paid shall be refunded through bank deposit.
- b. For registered participant who would cancel his/her attendance, please notify our office (2) two weeks before the training start, otherwise his/her registration fee is non-refundable.

DHPA Faculty

1. Carl Abelardo T. Antonio, MD, MPH
2. Carmelita C. Canila, MD, MPA
3. Ronald T. Del Castillo, PsyD, MPH
4. Emerito Jose A. Faraon, MD, MBA
5. Fernando B. Garcia Jr., MPA, PhD
6. Carlos Primero D. Gundran, MD, MScDM, FPCEM
7. Richard S. Javier, MBA
8. Angelita V. Larin, MD, MHA
9. Noel D. Lawas, MD, MPH
10. Ma. Susan Yanga-Mabunga, DDM, MScD
11. Katherine Ann V. Reyes, MD, MPP
12. Ma. Esmeralda C. Silva, MPA, MPPM, PhD

DHPA Support Staff

1. Ms. Chit A. Villacorta
2. Ms. Michelle M. Bolambao
3. Ms. Aileen O. Hong
4. Mr. Jorel A. Manalo, PTRP, MPH
5. Mr. Jemerick Angeles

- ***Kindly communicate and transact with the above Faculty and Staff only. Thank you.***

REPLY SLIP / RESERVATION FORM

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

1. _____
2. _____
3. _____

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**

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