



Institute for Capacity Development (ICD)

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Health Centre Management and Administration

Course Objectives

On completion of the course, participants should be able to:

- Apply resource management concepts (personnel, finance, and material resources) and the processes and strategies needed in specific hospital sectors
- Appreciate the role played by health centers in community development
- Come up with strategies for community and stakeholder engagements for effective service delivery
- Design Performance monitoring for framework and systems for health staff
- Identify skills and competencies required for various health administration jobs.
- Analyze the roles and challenges of various components of a hospital
- Draw up a health center budget and monitor its performance
- Appreciate the role of Hospital Management Information Systems in hospitals and how to generate, analyze and use information for planning, implementation, monitoring and evaluation of health outcomes

Target groups

- Health Services Project Administrators
- Assistant Administrators
- Health Administrators
- Hospital Chief Executive Officers
- Medical Practitioners
- Health Insurance Officers
- Nurse Administrators
- Health personnel

Course Outline

- General Management Principles and skills
- Understanding the role and Mission of Health care centers
- Services Provided by Health Centers
- Marketing Health Services

- Health Promotion, Education, Outreach, Program Development and Evaluation
- Ambulatory Care and Medical Group Practice Management
- Health Care Administration
- Hospital governance
- Financial Management of Health Care Organizations
- Managing Health Care Information Systems
- Health Care Statistics
- Administration of inpatient and outpatient services
- Management of Medical Records Management
- Health Care Ethics
- Healthcare Business Development, Marketing and Public Relations
- Community and Stakeholder engagement in Health Service delivery
- Resource use and mobilization
- Health center budgeting
- Budgeting Performance and monitoring
- Health sector management and health economics
- National Health policy and service delivery
- Health Insurance Claims Management
- Social health insurance and national infrastructure
- Human Resources for Health Care Delivery
- Performance Management for staff
- Legal Aspects of Health Care
- Challenges of hospital administration
- Action Planning

Dates: 12th – 16th December 2022

Duration: 1 Week

Course Costs: US\$2550/delegate

Venue: Kigali, Rwanda