

ADVANCED DIPLOMA IN HEALTHCARE MANAGEMENT

AHM101 Hospital Operations

This module provides an insight into knowledge about facility planning and hospital facilities in a healthcare organization. The module focuses on design plan, layout and functioning of individual wards, ancillary services and other support services. Better operations of each department will help the hospital to perform efficiently and effectively as well as reduce costs and provide network optimization.

AHM102 Healthcare Operations Management

This module discusses various aspects of healthcare operations management with a focus on how hospitals can improve processes and reduce costs. It will highlight the importance of operations management in healthcare and the role it plays in improving the business and financial positions of the hospitals. It will include topics such as the use of quantitative tools to improve patient and process flows, process and quality improvement, how to manage and improve productivity, and the role of logistics, inventory management and supply chain management.

AHM103 Healthcare Management

This module provides an understanding of the trends, future challenges and the major factors likely to shape the healthcare system. It consists of an insight to basic healthcare economics, healthcare delivery system, healthcare philosophy and healthcare financing. Students will receive a well-rounded knowledge on the current Singapore healthcare scene and learn to incorporate public policy and external environmental factors in strategic decision-making.

AHM104 Patient Safety

This module provides students with knowledge of clinical risk management and patient safety strategies. It includes topics such as principles of risk management, leadership role in quality improvement and patient safety, types of medical errors and healthcare ethics. At the end of the module, students would better understand and manage healthcare risks and patient safety.

AHM105 Financial Management in Healthcare

This module provides an introduction to the fundamental concepts and skills in financial management necessary to succeed in an increasingly competitive employment environment. Students will understand the various healthcare revenues and expenses as well as the trends in healthcare financing budgeting and capital expenditure. At the end of the module, students can do financial analysis, management reporting as well as planning, operating revenues and measuring financial performance. This area covers the planning, development, establishment, analysis and assessment of financial management processes for an organization's capital, budget, accounting and related reporting systems.

AHM106 Human Resource Management in Healthcare

This module provides an introduction to human resource and issues specific to healthcare. At the end of this module, students will have the knowledge in areas like healthcare work force planning, recruitment, selection and retention methods in healthcare, performance management, training and development of staff. The module also focuses on employee safety, benefits as well as legal issues related to human resource management.

AHM107 Healthcare Informatics

This module discusses how IT is used to support healthcare business applications like Patient Registration, Records and Billings, Hospital Management, Clinical Systems, Electronic Health Records and Medical Information. It also discusses the various technologies like RFID and Telemedicine. Students will learn how to support healthcare processes and exploit IT in patient care.

AHM108 Healthcare Quality

This module focuses on the principles of Quality Management and some of the common techniques associated with controlling quality. Topics covered include the criteria and framework used in assessing companies' achievement of system quality, introduction to international standards such as ISO9000 series and hospital accreditation standards. Students will learn about quality management in areas such as clinical quality standards, patient safety and quality improvement programmes.

AHM109 Professionalism and Ethics in Healthcare

This module provides an insight into the multiple ethical and legal issues pertinent to healthcare. These ethical and legal issues apply to hospitals, clinics, medical office etc. The module helps practicing healthcare professionals to know the legal requirements in their own jurisdictions. This area focuses on the development, monitoring and maintenance of procedures to ensure that the needs of professional staff are met. Ethics includes identifying, monitoring and disseminating codes of professional conduct; understanding the implications of ethical decisions; providing procedures to monitor standards of behavior within the organization; and determining, maintaining and monitoring accountability procedures.