

# Short term Course Information

<b>School</b>	Health School
<b>Department</b>	Management Sciences and Health Economy
<b>Name of Program</b>	Comprehensive Management of Disasters in Hospitals
<b>Description (500 characters)</b>	<p>The increase of natural and man-made disasters requires active management approaches. An approach that is comprehensive and includes four stages of prevention/mitigation of vulnerability, preparedness, response and recovery, and all different types of risks, whether natural or man-made, whether large or small. In every society, hospitals are key elements in providing services to disaster victims and need to be at the heart of crisis management programs.</p> <p>It is important for a hospital to have a comprehensive disaster management plan for two reasons: 1) Safety of the hospital itself to remain operational in the time of disaster and continue providing services. 2) Providing conditions in which the hospital can provide the routine health care services for its population and meet the health care needs of the injured of accidents and disasters.</p> <p>Comprehensive Program of Accident and Disaster Management in Hospital should address both intra-hospital accidents such as fire and hazardous materials leakage in the hospital laboratory, and external accidents and disasters such as earthquakes, floods, or fatal traffic accidents. Any kind of disaster management plan, whether at the community level, or at the level of organizations and facilities involved in disaster response, such as a hospital, or even a household should be based on risk analysis. In another word, disaster management programs will be effective and successful when they are based on a proper risk analysis. For this reason, disaster risk analysis will be the first part of this course. The basics and principals of risk analysis especially in hospitals will be taught. The contingent approach to hospital disaster management is another topic considered for this course.</p> <p>This step-by-step approach will be described in detail and with examples. The process of formulating a plan for preventing and mitigating hospital disasters and vulnerability, as well as planning for emergency preparedness and other hospital related topics will be presented. The hospital incident command system will be described in detail as the organizational framework for guiding the hospital in times of disasters. The planning process during response operations will be the next topic. Finally, disaster and disaster management systems and structures are described at local, regional, national and international levels and the role and position of the hospital in these structures and the way the hospital interacts and communicates and coordinates within and outside the hospital during the events of disaster will be described in detail, focusing on the Emergency Operations Center.</p>
<b>Keyword (3 Words)</b>	

<p><b>Complete Description</b></p>	<p>Given the significant role of hospitals in managing and responding to accidents and disasters, having a plan that can keep the safety of hospital in times of disasters and help to respond to a sudden increase in demand for health care is inevitable. A plan that is effective and efficient and results in the best use of the resources available in the event of disasters is needed. It should be comprehensive and include all risks. Policy makers should take an active, rather than passive, approach to disasters. The plan need to cover all stages of the crisis management cycle including prevention / mitigation of vulnerability, preparedness, response and recovery. The "All Risks" feature ensures that all different types of accidents and disasters are included in the plan. The purpose of this course is training the participants theoretically and practically for hospital disaster management, with a holistic approach to all risks. The following topics will be provided for this course:</p> <ul style="list-style-type: none"> <li>- Disaster Risk Analysis</li> <li>- Contingency Planning Model to Hospital Disasters Management</li> <li>- Hospital Emergency Operational Planning (EOP formulation)</li> <li>- Hospital Accident Command System (HICS)</li> <li>- Planning Process During Response</li> <li>- Disaster Management Structures</li> </ul>
<p><b>Program coordinator</b></p>	<p>Phone : ۰۵۱۳۱۸۹۲۵۰۳</p> <hr/> <p>Fax :</p> <hr/> <p>Mobile :</p> <hr/> <p>Email : shabanikiahr@mums.ac.ir</p> <hr/> <p>Address : Management Sciences and Health Economy Department, School of Health, Daneshgah St. Mashhad, Razavi Khorasan Province, Iran</p> <hr/> <p>Contact Person Name :Dr. Shabanikia</p>
<p><b>Length of Training</b></p>	<p>10 hours in two days</p>
<p><b>Language Requirement</b></p>	<p>Persian</p>
<p><b>Admission Requirement</b></p>	<p>Bachelor of Health Sciences The experience of working in a hospital</p>
<p><b>Tuition Fee</b></p>	<p>20.000.000 Rial</p>

## Short term Course Information

<b>School</b>	Health
<b>Department</b>	Management Sciences and Health Economy
<b>Name of Program</b>	Determining Required Workforce According to Workload Indicators
<b>Description (500 characters)</b>	<p>Healthcare sector is a labor-intensive industry, and trained human resources is the most important element in providing health care. It accounts for the largest share of health sector expenditure. In most developed countries, the issue of human resources planning has received considerable attention. The core of human resources planning is estimating the number and types of needed workforce to attain organizational goals. It is the most important part of human resources management, though it is often neglected. This negligence leads to several problems, including shortages or excessive human workforce, unequal human resources distribution, and inappropriate use of staff in organizations. To prevent the unequal distribution of healthcare providers, some strategies have already been employed, such as designing and implementing norms for the estimation of human resources.</p> <p>In the late 1990s, the World Health Organization (WHO) presented the Workload Indicators of Staffing Need (WISN) method to determine the required human resources of health facilities. The WISN method is a versatile human resource management tool based on the work which is actually undertaken by health sector staff. This method has several advantages including the ease and simplicity of use, technical acceptability, comprehensiveness, and being realistic. The application of WISN to determine the required human resources results in new norms for evidence-based human workforce. This method has been used in some countries, such as Bangladesh, Turkey, Uganda, and Indonesia to improve health human workforce planning.</p>
<b>Keyword(3 Words)</b>	Workforce, Workload, Human Resources Planning
<b>Complete Description</b>	<p>Determining required number and type of workforce according to workload indicators is a human resources management tool introduced by WHO. Through designing standards of time needed for performing an activity, this organization determined standards for workload. This method has been used for determining the number of needed workforce for healthcare facilities and their workload.</p> <p>The terms used in this method include:</p> <p><b>Health service activity:</b> Health service-related activities performed by all members of the staff category and for which annual statistics are regularly collected.</p>

	<ul style="list-style-type: none"> <li>• <b>Support activity:</b> Important activities that support health service activities, performed by all members of the staff category but for which annual statistics are not regularly collected.</li> <li><b>Additional activity:</b> Activities performed only by certain (not all) members of the staff category and for which annual statistics are not regularly collected Time necessary for a well-trained, skilled and motivated worker to perform an activity to professional standards in the local circumstances. There are two kinds of activity standards: <ul style="list-style-type: none"> <li>• <b>Service standard:</b> Activity standard for health service activities. (Annual statistics are regularly collected for these activities.)</li> <li>• <b>Allowance standard:</b> Activity standard for support and additional activities. (Annual statistics are not regularly collected for these activities.) There are two kinds of allowance standards: <ul style="list-style-type: none"> <li>- <b>Category allowance standard (CAS):</b> Allowance standard for support activities, performed by all members of a staff category.</li> <li>- <b>Individual allowance standard (IAS):</b> Allowance standard for additional activities, performed by certain (not all) members of a staff category</li> </ul> </li> </ul> </li> <li><b>Available working time (AWT):</b> A health worker's time available in one year to do his or her work, taking into account authorized and unauthorized absences.</li> <li><b>Standard workload:</b> Amount of work within a health service workload component that one health worker can do in a year (if the total working time were to be spent on this activity only). The results of WISN can be used in decision making in different ways. First, it can improve the current situation of human resources. Based on the results, employing or reallocating human resources can be decided. Moreover, analyzing the workload of different departments helps in choosing which department should get more workforce. Second, for assigning new tasks and allocating them to work groups, it can be used. Managers will be able to decide which department should have less or more employees by using the norms. Third, the analysis in WISN is done by using professional accepted standards which makes a framework for comparing the results among managers. The use of professional standards is helpful in determining the required manpower for acquiring higher standards in future. Forth, instead of current workload data, managers can use predicted workload for the future. Fifth, it can be used in studying the effects of the change of employees working time, leaves and training policies on the number of required workforce.</li> </ul>
<b>Program coordinator</b>	Phone : 05138515115 <hr style="border-top: 1px dashed black;"/> Fax : <hr style="border-top: 1px dashed black;"/> Mobile :09155053731 <hr style="border-top: 1px dashed black;"/> Email :tabatabaees@mums.ac.ir <hr style="border-top: 1px dashed black;"/> Address : Management Sciences and Health Economy Department, School of Health, Daneshgah St. Mashhad, Razavi Khorasan Province, Iran <hr style="border-top: 1px dashed black;"/> Contact Person Name :Dr. Seyed Saeed Tabatabaee

<b>Length of Training</b>	8 hours
<b>Language Requirement</b>	Persian
<b>Admission Requirement</b>	Bachelor, Master and PHD
<b>Tuition Fee</b>	۱۲۰۰۰۰۰ Rial



## Short term Course Information

<b>School</b>	Health
<b>Department</b>	Management Sciences and Health Economy
<b>Name of Program</b>	<b>Health Policy making and analyzing</b>
<b>Description (500 characters)</b>	In this course, at first, the concepts, theories and models of policy making and their use in health sector will be learned. Then, different models of policy analysis will be reviewed. Learning these models such as health sector control levers, policy making cycle, agenda setting, problem detection in health sector, health policy analysis framework, stakeholders' analysis through different educational methods and participatory learning are the goals of this course.
<b>Keyword(3 Words)</b>	Policy analysis, Health policy, Policy Making
<b>Complete Description</b>	Health policy refers to decisions, plans, and actions that aim to achieve specific health care goals within a society based on the definition of World Health Organization. According to this organization, health policy making is the agreement on health problems and goals which need to be addressed, and prioritizing and directing to acquiring them. Health Policy Making, as one of the three important functions of stewardship, affects other functions and goals of health sector. There are different models and theories for health policy making which are appropriate for specific political situation and framework. To better understand policy making process and the effects of policies on health sector, an analytical tool should be used. There are different tools that can be used for analyzing health sectors policies prospectively and retrospectively. Learning them will help policy makers to make effective health policies.

	In this course, at first, the concepts, theories and models of policy making and their use in health sector will be learned. Then, different models of policy analysis will be reviewed. Learning these models such as health sector control levers, policy making cycle, agenda setting, problem detection in health sector, health policy analysis framework, stakeholders' analysis through different educational methods and participatory learning are the goals of this course.
<b>Program coordinator</b>	Phone : 05138515115
	Fax :
	Mobile : 09151538995
	Email : Moghrij@mums.ac.ir
	Address : Address : Management Sciences and Health Economy Department, School of Health, Daneshgah St. Mashhad, Razavi Khorasan Province, Iran
	Contact Person Name : Dr. Javad Moghri
<b>Length of Training</b>	Three days
<b>Language Requirement</b>	Persian
<b>Admission Requirement</b>	Bachelor, Master, PHD
<b>Tuition Fee</b>	30000.000 Rial



Mashhad University of  
Medical Sciences

# Short term Course Information

<b>School</b>	Health
<b>Department</b>	Management Sciences and Health Economy
<b>Name of Program</b>	<b>Evaluation of Public Health Programs</b>
<b>Description (500 characters)</b>	<p>In this course, the participants will learn planning and implementing health programs. The workshop aims to help public health managers and employees of public and private health sectors in planning, designing, applying and using comprehensive evaluation methods. In this workshop health authorities will be taught how to identify the needs of their internal and external stakeholders and how to fulfill them. It will include documentation of implementation processes, results, efficiency and cost effectiveness of the actions and making policies based on the results of evaluation in order to increase the effectiveness of the plans.</p> <p>The course is designed based on the framework provided by American Center of Diseases Control. The framework has 6 steps which will be taught in detail in work groups. The steps include:</p> <ol style="list-style-type: none"> <li>1- Engage stakeholders</li> <li>2- Describe the program</li> <li>3- Focus on the evaluation</li> <li>4- Gather credible evidence</li> <li>5- Justify the conclusions</li> <li>6- Ensure use of evaluation findings and share lessons learned</li> </ol>
<b>Keyword(3 Words)</b>	Program evaluation, Public health, Health Programs
<b>Complete Description</b>	<p>In this course, the participants will learn planning and implementing health programs. The workshop aims to help public health managers and employees of public and private health sectors in planning, designing, applying and using comprehensive evaluation methods. In this workshop health authorities will be taught how to identify the needs of their internal and external stakeholders and how to fulfill them. It will include documentation of implementation processes, results, efficiency and cost effectiveness of the actions and making policies based on the results of evaluation in order to increase the effectiveness of the plans.</p> <p>The course is designed based on the framework provided by American Center of Diseases Control. The framework has 6 steps which will be taught in detail in work groups. The steps include:</p> <ol style="list-style-type: none"> <li>1- Engage stakeholders</li> <li>2- Describe the program</li> <li>3- Focus on the evaluation</li> <li>4- Gather credible evidence</li> <li>5- Justify the conclusions</li> <li>6- Ensure use of evaluation findings and share lessons learned</li> </ol>

<b>Program coordinator</b>	Phone : 05138515115
	Fax :
	Mobile : 09151538995
	Email : Moghrij@mums.ac.ir
	Address : Address : Management Sciences and Health Economy Department, School of Health, Daneshgah St. Mashhad, Razavi Khorasan Province, Iran
	Contact Person Name : Dr. Javad Moghri
<b>Length of Training</b>	One day
<b>Language Requirement</b>	Persian
<b>Admission Requirement</b>	Bachelor, Master and PhD, MD,
<b>Tuition Fee</b>	Rial20000.000