

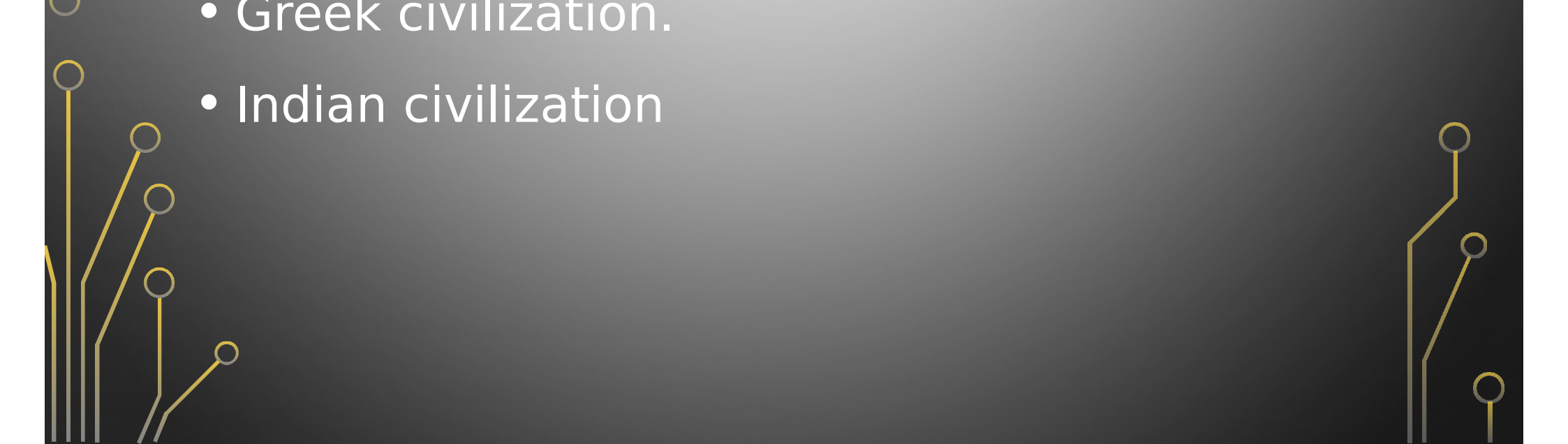
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# HOSPITAL ADMINISTRATION

## HHSM 304



# HISTORICAL DEVELOPMENT OF HOSPITALS:

- The Romanian Civilization
  - .Persian civilization
  - Pharaonic civilization .
  - Greek civilization.
  - Indian civilization
- 

# THE MOST PROMINENT FEATURES OF HOSPITALS IN ANCIENT CIVILIZATIONS

- Using the hospital as a training center-
- Study the impact of environmental factors on health and disease
- .Performing surgeries-
- Paying attention to hygiene and nutrition

The background of the slide is a dark gray gradient. In the corners, there are decorative elements resembling circuit board traces or neural network connections. These are thin yellow lines that branch out and end in small yellow circles. They are located in the top-left, top-right, bottom-left, and bottom-right corners.

# HISTORICAL DEVELOPMENT OF HOSPITALS:

- Historical development of hospitals
- :Hospitals in ancient civilizations

# HOSPITALS IN THE ISLAMIC ERA

- Damascus, Baghdad, Cairo Rufaydah Tent (the first permanent hospital in Islam) were Psychiatric asylums, while in Europe they isolate them .

# THE ABBASID ERA

- First: fixed hospitals:
- 1- Large hospitals (Bimerstanat) 2- School Hospital
- 3- Prison Hospital
- Second: Non-permanent hospitals:
- Al-Sabil Hospitals Portable hospitals
- Army hospitals
- Third: Isolation hospitals:
- The role of lepers
- The role of madmen

# THE MOST PROMINENT CHARACTERISTICS OF HOSPITALS IN THE ISLAMIC ERA

- Isolating people with infectious diseases.
- Choosing a hospital location.
- The presence of mobile hospitals.
- The presence of general and specialized hospitals.
- Paying attention to the hospital's internal cleanliness.
- Focus on quality medical care.
- Regulating the practice of medicine and pharmacy and licensing through an examination



# HOSPITAL ADMINISTRATION

- Board of trustees
  - Executive administration
  - Medical Staff
  - Nursing Services
  - Allied Health Services
  - Clinical Supportive Services
  - Administrative Supportive services
- 

# BOARD OF TRUST EES

- The "board of trustees," or governing board, operates the hospital in trust for the community and has a duty to protect the assets of the hospital through efficient operation.
- The trustees are responsible for establishing the hospital's vision, mission and establishing its strategic policies and procedures.

# EXECUTIVE ADMINISTRATION

- The hospital administrator reports to the board of trustees and provides leadership in implementing the strategic goals and decisions set by the Board. ) called the upper management)

# THE MEDICAL STAFF

- The doctor is the leader of the clinical team and the major agent working on behalf of the patient
- The physician's responsibility is to diagnose the patient's condition accurately and to prescribe <sup>يفضّل</sup> the best and most cost-effective treatment plan.
- The medical staff includes doctors, surgeons, dentists and psychologists.

# NURSING SERVICES

- Nursing services employees are responsible for carrying out the treatment plan developed by the doctor.
- Nursing services, also called patient care services, is the largest component of the hospital.

# ALLIED HEALTH SERVICES

- A number of departments perform support functions that help with diagnosis and treatment.
- For example  
Clinical laboratory, Radiology department and Physical Therapy.

# CLINICAL SERVICES

# SUPPORT

- The hospital pharmacy purchases and dispenses all the medications used to treat patients in the hospital.

# ADMINISTRATIVE SUPPORT SERVICES

- ***Non-medical administrative*** services are necessary to the hospital's business.
- The hospital administrator leads these administrative services and is directly responsible for the day-to-day operations of the hospital.
- ***Business services*** manages the hospital's admitting and discharge functions, patient's account, and insurance companies. ***The human resources department*** interacts with all departments in the hospital to ensure the quality and motivation of personnel.

# ADMINISTRATIVE SUPPORT SERVICES

- The ***finance department*** advises the administrator on financial policy and long-range planning, receives and deposits all monies received by the hospital, and approves the payments of salaries and other expenditures. ***Accounting*** is central to the hospital's financial business. Detailed and sound accounting practices are important to maintaining important organizational statistics
- ***Admitting services*** is often where the patient first has contact with the hospital

# ADMINISTRATIVE SUPPORT SERVICES

- Other important administrative and business functions may include marketing and planning, public relations, plant and materials management, housekeeping, and security.

# COMPONENTS OF HOSPITAL SYSTEM

## ASPECTS OF HOSPITAL MANAGEMNT



# LINE SERVICES

- ***Emergency services***

Diagnosis & treatment of illness of an urgent nature injuries from accidents

- ***Out-Patient services***

Provision of diagnostic, curative, preventive and rehabilitative services

- ***In-patient services (Wards)***

# LINE SERVICES

- **Intensive care unit**

Those who need Acute multidisciplinary and intensive observation and treatment

- **Operation Rooms**

Should have a pre-anaesthesia room and sterilization room and a scrub room for doctors and nurses

# SUPPORTIVE (STAFF) SERVICES

- Central sterile Supply Services Management
- Diet Management
- Pharmacy Services Management
- Laundry
- Laboratory facilities
- Radiology
- Nursing services

# AUXILIARY SERVICES

- Registration and indoor case records
- Stores
- Transportation
- Mortuary Dietary services
- Engineering and maintenance services
- Hospital safety and security