

HEALTH INSTITUTIONS MANAGEMENT 2022-2023 COURSE CONTENTS

SEMESTER I

ATA 101 Ataturk's Principles and History of Revolution I

Concepts, definitions, course methods and definitions of resources, Industrial Revolution and French Revolution, Disintegration of the Ottoman Empire (XIX. Century), Tanzimat and Islahat Fermanı, I. and II. Constitutional Monarchy, World War I, Tripoli and Balkan Wars, Mudros Armistice Agreement, Wilson Principles, Paris Conference, M. Kemal's Exit to Samsun and the Situation in Anatolia, Amasya Circular, National Congresses, Opening of the Parliament, Establishment of the Turkish Grand National Assembly and Internal Revolts, Teşkilat-ı Esasi Law, Establishment of the Regular Army, I. II. İnönü, Kütahya-Eskişehir and Sakarya Pitched Battles and the Great Offensive, the treaties during the War of Independence Lausanne Peace Treaty, Abolition of the Sultanate.

SKI 111 General Business

Introduction and general information, basic concepts related to business, classification of businesses, establishment decision in enterprises, establishment place in enterprises, functions of the enterprise, establishment studies of enterprises, size of enterprise, capacity, responsibilities related to the environment of the enterprise.

SKI103 General Accounting

Basic information about accounting, the importance of accounting in businesses, parties related to accounting, basic balance sheet equality, balance sheet and income statement items and basic accounting practices within the framework of uniform accounting system

SKI113 Hospital Management and Organization I

Hospital management and functions, scientific management approaches and historical development, definition and functions of the hospital, historical development of hospital organizations, classification of hospitals and their different aspects from other businesses, hospital structures and management styles in various countries, hospital organizations and management styles in Turkey and according to other countries differences.

INGU101 English I

This course is designed for new learners of English and aims to develop basic language skills. It helps learners acquire listening, reading and writing skills through different teaching techniques and practice studies. Learners learn basic grammar patterns and vocabulary using dialogues and texts used in real-life situations. At the end of this course, learners are prepared to progress from English beginner to intermediate-beginner level.

RPSI 209 Positive Psychology and Communication Skills

Definition of positive psychology, basic concepts, theoretical foundations and applications, socioemotional experience and behavior, examining the brain-behavior systems examined in cognitive sciences, self and others recognition, awareness and empathy, psychosocial life skills and problem solving skills, motivation and planning, anger, aggression and violence, relationship management and sound decision making, perseverance and compromise.

SKI107 Basic Health Information and Medical Terminology

General information about medical terminology. Importance of medical terms in corporate communication. Basic definitions and terms related to human structure. Anatomical terms describing direction, plane and movement. General information on diseases and the international classification system of diseases. Basic elements that make up medical terms; roots, prefixes, suffixes. Terms related to the anatomical, diagnostic, surgical and symptoms of the movement system, cardiovascular system, respiratory

system, nervous system, endocrine and metabolism disorders, digestive system, urinary system, genital system, skin, eye and ear.

TURK101 Turkish Language I

Language awareness, reading taste and habit, correct use of basic spelling and punctuation rules, a wider vocabulary.

RKUL 101 University Culture I

Seminars, conferences, panels, workshops and talks to be held for 14 weeks within the framework of a program consisting of the suggestions of the academic units, student council and student clubs at the university each semester.

II. SEMESTER

ATA 102 Ataturk's Principles and History of Revolution II

Recession of Ottoman Social and State Order and Reform Movements; The Disintegration of the Ottoman State and the Beginning of the National Struggle; Mustafa Kemal Pasha's Organization of the National Struggle in Anatolia; Opening of the First T.B.M.M.; Military and Political Developments Between 1920-1922; Revolutions and Counter-Reactions; Establishment of the Constitutional System; Domestic and Foreign Politics in the Republican Era; The Basic Features of the Turkish Revolution and the Thought Movements Affected by it; Innovations in Law, Education, Economy and Social Life; Atatürk's Principles and General Characteristics of These Principles; Evaluation of Kemalism from an Ideological Perspective

HUK101 General Law

Social Rules and Law; Concept of Law and Legal Enforcement; Characteristics of Law Rules; Sources of Law; Branches of Law; Definition and Types of Right; Acquisition, Loss and Use of Right; Person and Types of Persons: Natural persons, Legal entities; Qualifications of Real Persons: Legal capacity, Verbal capacity; kinship; Place of residence; Protection of Personality; Possession; Ownership; Debt Relationship and Responsibility; Judicial Bodies.

SKI116 Hospital Management and Organization II

Strategic management, establishment studies in hospitals, contemporary approaches in management, performance management, building and emergency health services management in health institutions, production management in health enterprises, marketing management, cost management, human resources management

INGU 102 English II

Tenses: Present tense, Present tense, Past tense, Future tense structures; Modes: Might, Could, Can, Must, May; Adverbs: Place, Direction, Purpose, Adverbs of State; Adjectives: Order of adjectives, Comparison, Superlative structures; Passive Structure: Present, Extended, Past, Future passive structure; Conditional Phrases; Adjective Phrases; Transfer Sentences; Verb Structures: TO, -ING; Noun Phrases; Adverb Phrases; Comparative Structures.

SKI114 Statistics

Frequency Analysis, Normal Distribution, Standard Normal Distribution Statistical Charts, t Test, t Test Applications, Standard Normal Distribution Applications, Regression and Correlation Analysis in Marketing Research

SKI104 Human Resources Management in Health Institutions

Definition of human resource management, basic concepts, working areas, basic approaches and practice practices

TDS108 Medical Documentation and Secretarial

History of Medical Documents, Historical Development of Medical Documents, Developments in Medical Documentation in Turkey, Basic Concepts and Definitions of Medical Documents, Importance of Medical Documents, Ownership and Confidentiality in Medical Documents, Use of Medical Documents as Evidence in Courts, Responsibility in Medical Documents, Types of Medical Documents and Usage, Standardization in Medical Documents, Scope and Arrangement of Patient Files, Ensuring the Security and Confidentiality of Patient Files, Establishment of Health Record System. The Concept of Secretariat, The Emergence and Development of the Secretariat Profession in the World and in Turkey, Types of Secretariat

and Its Place in the Organization Personal Qualities, Character and Behavioral Characteristics of the Secretary: Being Optimistic, Being Empathetic, Being Sympathetic and Serious, Being Patient and Tolerant, Feeling Self-Confidence, Courtesy and Compliance with Etiquette, Professional Characteristics of the Secretary, Speaking and Writing Turkish Perfectly, Knowing a Foreign Language, Possession of Correspondence, Representation Skill, Professional Characteristics of the Secretary, Adapting to Business Life, Planning and Organizing, Decision Making, Risk Taking, Being Reliable, Using Time Effectively, Secretary's Professional Characteristics, Business and Professional Ethics, Secretary's Business Ethics.

TURK 102 Turkish Language II

To gain the ability to use the mother tongue correctly; Punctuation marks and spelling rules, composition rules, writing types are discussed with examples and writing activities are carried out in this course, in which students who have acquired this skill and come to university are based on generating ideas and writing their thoughts in order to improve their abilities in this field. In addition, various novels, poetry books and theater works are read and studied. A reading theater is made in the classroom and applied emphasis and intonation lessons are given with various diction techniques.

RKUL 102 University Culture II

Participation in seminars and conferences held within the universi

III.SEMESTER

SKI207 Entrepreneurship

The main aim of the course is to prepare students mentally and emotionally for entrepreneurship and to encourage entrepreneurship. Entrepreneurship course provides the application of innovative ideas by learning the subjects related to the concepts of entrepreneurship, entrepreneurship, innovation and entrepreneurial social responsibility, business ethics and building a bridge between the theoretical framework and the practices in the sector. In this course, basic concepts of entrepreneurship, creativity, innovative thinking, project-based thinking, planning, organizing a business, legal framework of starting a business, entrepreneurship models, local, national and international innovative market ideas, preparing a business plan, organizational design, chain entrepreneurship, the legal framework of entrepreneurship, incentives, creativity, innovation and innovation, patents, utility models, license agreements.

SKI221 Hospital Information Management Systems

Hospital Information Management System (HIMS) basic concepts, HIMS infrastructure, HIYS objectives, systems with which HBYS exchanges data, History and development, HIMS programming and structure, patient registration and admission, service price lists, drug tracking system, vaccine tracking system.

OSG111 Occupational Health and Safety

Occupational health and safety concept, definition, scope and objectives; hazard and risk concepts; definitions of work accident and occupational disease; cost of work accidents, causes of work accidents; dangerous acts and dangerous situations, occupational risks; preventive occupational health and safety approach; work environment surveillance; workplace organization; health surveillance and occupational medicine; Responsibility of employer, employer's representative and occupational safety experts in occupational accident

SKI215 Financial Management in Healthcare Institutions

Financial Management Tools, General Financial Concepts, Financial Instruments, Financial Statement Analysis, Land Crossing Point and Investment Policies, Time Value of Money and Investment, Risk and Return, NPV Analysis, Statement of Cash Flows and Cash Flow Management, Working Capital Management, in Turkey investment project risks, Effect of Interest and Exchange Rate on Investments.

SKI201 Quality Management in Health Institutions

The concept of quality and its development, the basics of total quality management and total quality management philosophy, the elements of total quality management, total quality organization and supervision, change management and business culture in total quality management. Organizational communication in total quality management. total quality management and motivation. Teamwork in total quality management. Human resources management and its contribution to total quality management, the

effects of total quality management on competition and the advantages it provides, hospital quality assurance systems and certification.

SKI219 Marketing and Public Relations in Health Institutions

Development of Marketing and Services, Definition of Service Concept, Common Features of Services, Today's Importance of the Service Industry, Marketing Mix in Services, Traditional Marketing Mix, Extended Marketing Mix, Classification of Services, Product Concept in Services, Distribution of Services, Pricing of Services, People in Service Marketing, Personnel, Customer, Physical Evidence, Environment, Dimensions of service facility, Demand and Capacity Method in Service Businesses, Service Capacity, Model, dimensions, quality enhancement, service encounter, Relationship Marketing. Definition of Public Relations and Public Relations Mix; Historical Development of Public Relations; Professionalization and Basic Principles in Public Relations; Organization of Public Relations Activities; Internal Public Relations; Research in Public Relations; Campaign Planning in Public Relations; Practice in Public Relations; Valuation in Public Relations; Communication Tools and Media Relations used in Public Relations; Case Studies and Solutions. Importance, functioning and applications of public relations function in State and Private Hospitals.

SKI217 Health Insurance

Main models of health insurance, imperfect competition market and health care financing, moral risk and health insurance, relationship between risk and health insurance, place of financial risk in the markets

IV. SEMESTER

ILK101 First Aid

General First Aid Information, Human Body, Patient/Injured and Crime Scene Evaluation, Basic Life Support, Respiratory Tract Obstructions, Hemorrhages and Shock, Injuries, Burns, Frostbite, Heat Stroke, Conscious Disorders (Losses of Consciousness, Convulsions, Low Blood Sugar, Chest Pain), Poisoning, Animal Bites, Eye-Ear-Nose Ingestion, Choking, Fractures, Dislocations, Sprains, Transport Techniques.

SKI216 Health Economics Relationship between health and economy, micro and macroeconomic analysis of health services market, political economic analysis of health services, analysis of health services between comparative countries, economic development, economic growth and health services relationship.

SKI 202 Health Institutions Management

16 hours of practice related to hospital automation systems, public relations and promotion, marketing, human resources, accounting and finance, purchasing, quality management system and material management activities and theoretical support of these applications with current changes in the field of health institutions management

SKI208 Purchasing and Material Management in Health Institutions

The scope of this course includes the basic concepts and definitions of materials classification, classification of materials in healthcare institutions, material needs determination, purchasing and purchasing decision process, purchasing methods in healthcare enterprises, stock control methods and stock valuation methods, modern material management techniques, Non-stock Material Management (JIT).) System, Logistics and important components of the Logistics process, Logistics in Health Institutions, Supply chain.

SKI218 Health Legislation

Written legal rules in the field of health, laws, bylaws, regulations that determine how the management and practices in hospitals and other health institutions will be, examining the currently changing legislation

SKI999 Summer Internship

It covers 20 working days during which students will perform their professional practices.