College of Health Sciences
Department of Public Health
Master of Healthcare Administration Program

STUDENT HANDBOOK

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Introduction

The College of Health Sciences (CHS) was established in 1432H; among two other colleges in the Saudi Electronic University (SEU); by Royal Decree number 37409/B which was issued by King Abdullah Bin Abdulaziz, the custodian of the Two Holy Mosques, on 10/8/2011 to launch the Saudi Electronic University (SEU).The college of health sciences is the only specialized governmental college that utilize the Blended model of Electronic learning in the Kingdom of Saudi Arabia. The CHS includes the department of health informatics and the department of public health which offer programs on the bachelor level and graduate level. Graduate programs include Master of Healthcare Administration (MHA) and Executive Master of Healthcare Quality and Patient Safety (EMHQS).

Due to the importance of strategic planning for any successful work, the CHS developed the graduate studies strategic plan to set the main strategic goals to be as a blueprint or framework which needed to be achieved to fulfill the mission and goals of graduate program and in order to fulfil these goals, the graduate studies programs committee in CHS developed the operational plan for graduate programs. The operational plan helps to define responsibilities, tasks, and activities in detail and follow-up the achievement of strategic goals.

Saudi Electronic University

Vision:

Lead the utilization of technology in education to contribute to national development.

Mission:

Providing high-quality flexible education which utilizes technology and modern teaching methods to all segments of society, and contributing to the production, dissemination and utilization of knowledge to achieve social, cultural and economic development.

Goals

- Provide outstanding education to empower learners to achieve their academic & professional aspirations.
- Build a leading regional role in e-learning.
- Grow in digital innovation and Techpreneurship.
- Enhance engagement with communities across the Kingdom.
- Achieve fiscal sustainability and expenditure efficiency.

Institutional Learning Outcomes

- Upon completion of their degree at SEU, graduates will be able to:
- Demonstrate high level understanding of the fundamentals, processes, and contributions associated with the academic discipline.
- Employ critical thinking skills by applying knowledge to make well-reasoned arguments and effective decisions.
- Practice the lifelong skills needed in all social, economic, mental, and emotional aspects of life.
- Illustrate effective utilization of technological tools and methods relating to the program of study.
- Utilize skills that exhibit ethical behavior to characterize accountable, responsible, and contributing citizens to the society.

- Recognize social and environmental responsibilities through the participation of extra- curricular activities.
- Demonstrate team spirit and leadership skills in a collaborative and inclusive environment.

College of Health Sciences

Mission:

CHS mission is to provide high quality academic programs that are delivered towards utilizing high technology, through the blended learning model, to graduate competent and highly qualified health professionals to meet national and international standards and serve the requirements of health care sector in Saudi Arabia.

Vision:

A pioneer academic institute that excels regionally and internationally by utilizing advanced learning methods to integrate Healthcare Administration technology with public health concepts.

Objectives:

- Through its departments and academic curricula, the college seeks to achieve the following:
- Raising the competence levels of our students to keep pace with the developments of various health sectors in the Kingdom.
- Developing the spirit of belonging and proficiency.
- Fulfilling the needs of our society by producing highly qualified national health cadres.
- Raising health awareness in the community.

- Providing appropriate educational environment for students and faculty members
- Offering training and workshops to develop the skills of health staff
- Presenting consultations to develop and support the health system.
- Integrating e-learning and blended learning with the field of health informatics and public health.
- Promoting excellence in research through interdisciplinary research involving various health specialties and sectors.

Master of Healthcare Administration Program

A. PROGRAM IDENTIFICATION AND GENERAL INFORMATION

1. **Program title:**
   - Degree Name: Master of Healthcare Administration
2. **Total credit hours needed for completion of the program:**
   - 36 credit hours
3. **Award granted on completion of the program:**
   - Master Degree in Healthcare Administration
4. **Major tracks/pathways or specializations within the program:**
   - Healthcare Administration
5. **Professional occupations:**

Our Postgraduates can work or contribute to one of the following sectors:

- Hospital and health management
- Health care information systems.
- Research and consultation
- Health care strategic planning
- Health insurance
- Residential care
- Public health
- Teaching and training
- National and intentional organization

6. **Name of program coordinator or chair: Dr. Ahmad Alkhalifah**

E-mail **A.ALKHALIFA@seu.edu.sa**

B. PROGRAM CONTEXT:

1. Rationales of the program:

The master in healthcare administration degree program prepares students for a wide variety of executive positions in health organizations. The design of the curriculum reflects the program's conviction that today's health care administrator needs both a comprehensive understanding of the issues involved in patient-centred service organizations and strong business skills. Students become familiar with the social, political, economic, and financial environments of health care organizations. The concepts, tools, and techniques of effective managerial decision making, planning and control also are introduced. The Master of Healthcare Administration (MHA) is a master's-level professional degree granted to students who complete a course of study in the knowledge and competencies needed for careers in healthcare administration, involving the management of hospitals and other health services organizations, as well as public health infrastructure and consulting. This master degree program designed to give graduates of health disciplines (in particular) greater understanding of management issues and prepare them for senior management roles in various healthcare organizations.

2. Relevance of the program to the mission and goals of the institution:

The mission and goals of Saudi Electronic University on Master in Healthcare Administration program is to prepare healthcare managers who are transformational leaders in guiding healthcare's future in their chosen career path. To do this, students demonstrate a high level of professional competence, community service awareness, servant leadership, and personal attributes needed in an evolutionary healthcare environment. Competency development is determined at the interface between acquisition and application of knowledge, skills and attitudes, so SEU and the Colorado State University Global Campus partnership of delivering MHA provides high quality educational standards and international practices of healthcare administration in order to

represent the nation and compete with international universities in healthcare administration and offer MHA through the best applications and technologies of e-learning.

3. Relationship to other programs:

a. Courses required from other programs:

- None

b. Courses provided to other programs:

- None

C. MISSION, GOALS AND OBJECTIVES:

1. Program Mission:

The mission of the program is to enhance the knowledge and skills of students who are having bachelors in health related field and prepare them to offer the best quality of healthcare in KSA and be specialized in healthcare field and educate them on how to improve the quality of healthcare through various new technologies and understanding of different health systems around the world

2. Program goals:

The goal of the program is to:

1. Develop and incorporates leadership skills in students.
2. Develop knowledge in students regarding various management administrative activities.
3. Develop understanding and awareness of the policies, laws, politics, problems, and issues facing the healthcare industry.
4. Deliver knowledge of current best practices important to managing within a healthcare environment.
5. Prepares students for a wide variety of leadership roles within the healthcare industry.

3.Program Objectives:

The objectives of the program can be summarized as follows:

1. Acquire the knowledge and skills needed to identify and solve healthcare organizational problems using a systematic decision making approach.

2. Demonstrate the skills needed to manage, develop, and motivate organizations to meet changing organizational needs in a healthcare environment
3. Conduct a critical analysis of problems, research, solution alternatives, and the environment in the development and execution of a strategy as it relates to the healthcare enterprise
4. Develop awareness of the policies, procedures, laws, and ethics of the diverse array of healthcare alternatives.
5. Apply business administration and management knowledge to the healthcare industry within the domains of management, organizational leadership, quantitative reasoning for business, accounting, applied business research, operations management, finance, marketing, and strategic planning & implementation.
6. Synthesize the value of personal and professional development, community service, and life-long learning.

4. Program learning outcomes

At the end of studying this program the graduate students will be able to:

1. Assess the structure and design of effective healthcare organizations and the role of management in promoting healthcare systems and financial resources needed for improving the health insurance systems.
2. Determine key challenges for healthcare settings with regard to the development of healthcare law and policy, healthcare economics, and different processes of quality improvement
3. Demonstrate the ability to use different statistical tools in interpretation the results of different research in public health administration field and how to use software applications to improve healthcare information system
4. Differentiate various problems arising in the healthcare field and quality of healthcare which needed for improving performance of healthcare systems
5. Analyze economic implications of expenditure and the application of basic financial management in different healthcare organizations
6. Evaluate ethical and legal issues relevant to the policies, practices, and management of healthcare delivery within the different healthcare organizations

D. PROGRAM STRUCTURE AND ORGANIZATION

1- Program Structure

Course Code	Course Title	Prerequisite	Credit Hours
Core Courses			
HCM500	Healthcare Systems		3
HCM502	Organizational Behavior and Human Resources in Healthcare		3
HCM505	Research Methodology in health management		3
HCM506	Applied Biostatistics in Healthcare Administration	HCM505	3
HCM515	Health Law and Ethics	HCM500	3
HCM 563	Healthcare Insurance		3
HCM520	Quality and Patient Safety	HCM 500	3
HCM550	Healthcare Policy Analysis and Development	HCM 500	3
HCM565	Healthcare Finance		3
HCM570	Healthcare Information Systems	HCM 500	3
HCM600	Research Project	HCM505	3
Elective Courses			
HCM501	Healthcare Administration		3
HCM564	Healthcare Economics	HCM 500	
HCM 574	Public Health		
Internship			
HCM599	8 Weeks training period in Hospitals		
Total			36

2 - Program Structure by Semesters

First Year-First Semester-Level 1

#	Course Code	Course Title	Credit Hours	Pre-Requisites
1	HCM500	Healthcare Systems	3	None
2	HCM502	Organizational Behavior and Human Resources in Healthcare	3	None
3	HCM505	Research Methodology in health management	3	None

First Year-Second Semester-Level 2

#	Course Code	Course Title	Credit Hours	Pre-Requisites
1	HCM506	Applied Biostatistics in Healthcare Administration	3	HCM 505
2	HCM515	Health Law and Ethics	3	HCM

				500
3	HCM 563	Healthcare Insurance	3	None

Second Year-First Semester-Level 3

#	Course Code	Course Title	Credit Hours	Pre-Requisites
1	HCM520	Quality and Patient Safety	3	HCM 500
2	HCM550	Healthcare Policy Analysis and Development	3	HCM 500
3	HCM565	Healthcare Finance	3	None

Second Year-Second Semester-Level 4

#	Course Code	Course Title	Credit Hours	Pre-Requisites
1	HCM570	Healthcare Information Systems	3	HCM 500
2	HCM600	Research Project	3	HCM505&HCM506
4	HCM501	Healthcare Administration	3	None
	HCM574	Public Health		None
	HCM564	Healthcare Economics		HCM 500
	HCM599	**Internship**	8 Weeks training period in Healthcare Organizations and related fields	Passed 24 Credit Hours

3. Admission Requirements for the program:

Specific enrolment requirements: (IT skills, Language…):

- All Applicants required to be classified by the Saudi Commission for Health Specialties
- Have ILETS with 5 points or STEPS 76 points.

Other requirements

1. Baccalaureate or higher degree in health administration or health related major.
2. Baccalaureate GPA of not less than 2.00 out of 4.00 or 3.00 out of 5.00 (or equivalent)
3. Two letters of recommendation including at least one academic reference
4. Curriculum vitae

5. The student must pay the tuition fees (1500) SAR for each credit hour.
6. Complete the application form on the website.
7. Passing the personal interview after paying a non-refundable fee for the tests (500) five hundred riyals
8. Any academic requirements added by the public health department as a result of the interview.

4. Attendance and Completion Requirements:

- Students must attend all face to face and live session virtual classes.

5. Duration of the study:-

- The duration of the study is 6 semesters.

-The semester is composed of series of modules.

-The curriculum based on credit hours' system, where MSc weight 42 credit hours

6. Students Assessment System:

According to SEU examinations guidelines and regulations

- Continuous evaluation
- Midterm and final exams
- The general exam frame should include:

Written Examination ranging according to the curriculum phase and type of module:
Multiple –choice questions
Problem solving questions
Structured Short Notes

The examination results should be graded and assessed as following, According to SEU examinations guidelines and regulations

Degree		**Percentage %**
Excellent	A+	95% -100%
	A	90 % -94.9%
Very good	B+	85 - 89.9 %
	B	80 – 84.9%
Good	C+	75 - 79.9 %
	C	70 – 74.9%
Failure	F	Below 70 %

5. LEARNING FACILITIES AND EQUIPMENT:

1. Facilities required

a. Classrooms

b. Free Internet

c. Computer Laboratories

d. Digital Library

2. Classrooms

a. E-Podium

b. Smart Boards

c. White Boards

d. Projectors

3. Equipment (including IT)

a. Computers.

b. Laptops

c. Headphones

Course Descriptions

Healthcare systems (HCM 500)

College	Health Sciences		**Department**	Public Health
Course Name	Healthcare Systems	**Course Code:**	HCM500	
Credit Hours	3 credit Hours	**Contact Hours**	3 hours	
Teaching Language	☐ **Arabic**		☒ **English**	
Course Level	Level 1	**Prerequisite**	None	

Course Description:

This course provides a broad overview of healthcare system organization from both a micro and macro level. An introduction to the definitions, concepts related to various systems, and contemporary trends and challenges in healthcare delivery are considered. The course will examine the historical evolution and current state of health care systems in the USA, Canada, the EU, and Asia. Areas of study include the introduction to the various forms of provider models and service delivery systems found in private and public health sectors

Course learning outcomes:

1. Describe global health system regulations with current global challenges and opportunities in ensuring access to healthcare
2. Define the key constructs related to the concepts of health, health system, global health, diseases and its etiology.
3. Analyze the healthcare systems of Saudi Arabia, UK , Germany, USA, Egypt, Turkey, and Jordan
4. Analyze the variables of cost, access, quality, and economic assumptions of healthcare systems.
5. Evaluate delivering care methods as Medical & Information Technology and managing utilization of these methods.

Major Course Topics:

1. Academic Writing – Getting Started
2. Research, Evaluate, Cite, and Write
3. Defining Health Systems, Global Health, and Disease
4. Global Health System Regulations
5. Access to Care
6. Financing Health Systems
7. Delivering Care: Medical and Information Technology
8. Managing Utilization, Controlling Costs, and Other Challenges
9. Healthcare System of Saudi Arabia

10. Healthcare System of the United Kingdom
11. Healthcare System of Germany
12. Healthcare System of the United States of America
13. Healthcare Systems of Egypt, Turkey, and Jordan
14. Comparative Perspectives: International and Saudi Healthcare

Grading:	☒ **Mid-Term Exams**		☒ **Quizzes**		☒ **Assignments**	
	☒ **Final Exam**		☒ **Project**		☐ **Lab Work**	
Text Book:	- Johnson, J. J., Stoskopf, C. & Shi, L. (2018). Comparative Health Systems: A Global Perspective (2nd ed.). Jones and Bartlett Publishers. ISBN 9781284111736 - Howard, R. M. (2018). Writing Matters: A Handbook for Writing and Research (3ed ed.). McGraw-Hill. ISBN 9781259693557					
Reference Book (s):	1. List Essential References Materials (Journals, Reports, etc.) **Course Modules for Weeks 1-14** **2.** List Recommended Textbooks and Reference Material (Journals, Reports, etc **3.** Murray, C. J. L., & Frenk, J. (2000). A framework for assessing the performance of health systems. Bulletin of the World Health Organization 78(6), 717-731. Retrieved from www.who.int/docstore/bulletin/pdf/2000/issue6/bu0542.pdf					

Healthcare Administration (HCM 501)

College	Health Sciences		**Department**	Public Health
Course Name	Healthcare administration	**Course Code:**	HCM501	
Credit Hours	3 credit Hours	**Contact Hours**	3 hours	
Teaching Language	☐ **Arabic**		☒ **English**	
Course Level	Level 1	**Prerequisite**	None	

Course Description:
This course provides a foundation in Health care Administration. It will give an introduction to the principles of management and leadership as the foundations for the administration of health care products and service delivery. The evolution of management principles and practices are traced and the bases for health care administration are analyzed. The course will emphasis on the management of global health care systems in technological societies and the need for innovation and creativity in health care administration. The student will learn the roles of a manager in healthcare organizations, models and styles of leadership, theories of motivation and motivational strategies, strategic planning, outcome monitoring and control, healthcare marketing, quality improvement basics, financing healthcare, managing healthcare professionals and human resources, team work, and fraud and abuse of the healthcare system.

Course learning outcomes:

1. Describe the leadership abilities and groups & team building skills in healthcare administration
2. Recognize the different approaches and management which transforming the healthcare administration landscape in Saudi Arabia
3. Illustrate the role of effective communication practices and key functions of human resources in healthcare administration
4. Explain various problem arising in healthcare field related to change, innovation, marketing and consumerism in Saudi Arabia
5. Evaluate strategic assessment & planning and its effectiveness & efficiency in Saudi Arabian healthcare organizations

Major Course Topics:

1. Essential Components of the Healthcare Industry in Saudi Arabia
2. Healthcare Organization Structures in Saudi Arabia
3. Healthcare Organization Departments, Groups & Teams
4. Corporate Culture in Saudi Arabia
5. Corporate and Regulatory Internal Compliance for Facilities
6. Leadership & Management
7. Marketing & Consumerism in Saudi Arabia
8. Human Resources
9. Strategic Assessment and Planning in Saudi Arabia

10. Productivity, Prioritization and Problem Solving in Saudi Arabia
11. Goal Setting, Clarity and Communication in Saudi Arabian Healthcare Organizations
12. Change, Motivation and Innovation
13. Effectiveness and Efficiency in Saudi Arabian Healthcare Organizations
14. Managing the Evolution of Healthcare in Saudi Arabia

Grading:	☒ **Mid-Term Exams**		☒ **Quizzes**		☒ **Assignments**	
	☒ **Final Exam**		☒ **Project**		☐ **Lab Work**	
Text Book:	Olden, P. (2019) Principles of Healthcare Administration (3ed Edition) Health Administration Press. ISBN: 9781640550438					
Reference Book (s):	Buchbinder SB, Nancy H. Shanks & Buchbunder D (2013) Cases in Health Care Management Jones & Bartlett Learning					

Organizational Behavior and Human Resources in Healthcare (HCM 502)

College	Health Sciences		**Department**	Public Health
Course Name	Organizational Behavior and Human Resources in Healthcare	**Course Code:**	HCM502	
Credit Hours	3 credit Hours	**Contact Hours**	3 hours	
Teaching Language	☐ **Arabic**		☒ **English**	
Course Level	Level 1	**Prerequisite**	None	

Course Description:
This course focuses on the application of theory to develop the knowledge and skills needed to effectively manage individuals and groups in health care organizations. Topics include human behavior, human resource management and labor relation policies. This course serves as an introduction to organizational behavior and human resource management in healthcare, examining organizational theory, change, and leadership. Students will learn the processes and practices involved in these areas: management of individuals and teams, change and conflict management, human resource strategy, human resources and workforce management, training and development, performance appraisals, compensation, retention, and human resource systems effectiveness.

Course learning outcomes:

1. Describe theories and practices of management that help in identifying conflict & change management, organizational culture and dynamics
2. Recognize key challenges for healthcare settings with regard to organizational improvement, development, and leadership.
3. Assess performance management system implementation and its effect on quality of healthcare
4. Analyze the role of developing & training employees and and how maximizing human resources skills in oreder to promote organizational effectiveness
5. Evaluate the applications, risks, and benefits of performance management systems in healthcare organizations.

Major Course Topics:

1. Introduction to Organizational Behaviour and Human Resources
2. Organizational Theory and Performance Management
3. Leadership: Theory and Practice
4. Managing Healthcare Teams
5. Defining and Measuring Performance
6. Change and Conflict Management
7. Appraisals for Performance Management

8. Coaching for Performance Management
9. Rewarding through Performance Management
10. Effective Communication for Performance Management
11. Performance Management System Implementation
12. Developing and Training Employees and Maximizing Human Resources
13. Performance Management and Strategy
14. Internal and External Environments and Strategic Healthcare Human Resources

Grading:	☒ **Mid-Term Exams**		☒ **Quizzes**		☒ **Assignments**	
	☒ **Final Exam**		☒ **Project**		☐ **Lab Work**	
Text Book:	1. Borkowski, N. & Meese, K. (2020). Organizational behavior in health care (4th ed.). Jones & Bartlett Learning. ISBN: 978-1284183245. 2. Aguinis, H. (2019). Performance management (4th ed.). Chicago Business Press. ISBN: 9780998814087.					
Reference Book (s):	1. List Essential References Materials (Journals, Reports, etc.) **Course Modules for Weeks 1-14** **2.** List Recommended Textbooks and Reference Material (Journals, Reports, etc) **3.** List Electronic Materials (eg. Web Sites, Social Media, Blackboard, etc.)**The course is delivered via Blackboard. The live classes are delivered via Blackboard Collaboration.** 4. Other learning material such as computer-based programs/CD, professional standards or regulations and software.					

Research Methodology in health management (HCM 505)

College	Health Sciences		Department	Public Health
Course Name	Research Methodology in health management	Course Code:	HCM - 505	
Credit Hours	3 credit Hours	Contact Hours	3 hours	
Teaching Language	☐ Arabic		☒ English	
Course Level	Level 1	Prerequisite	None	

Course Description:
This course will provide the students with the basics of research and a broad introduction to the methodological foundations and tools to make research. The course covers the basics of research methodology for graduate level students and introduces the language of research, ethical principles and challenges, and the elements of the research process within quantitative, qualitative, and mixed methods approaches. Participants will use theoretical aspects to begin to critically review literature relevant to their field of interests. Students will learn how to identify problems to study, develop hypotheses and research questions, specify independent and dependent variables, check for the validity and reliability of studies and design research projects. They will be exposed to a broad range of designs used in their researches from laboratory and field experiments, surveys, content analysis, focus groups and in-depth interviewing

Course learning outcomes:

1. Describe the use of statistical software and other tools in data analysis for contrast, comparemethods of collecting and analyzing data.
2. Define the research process and its importance to furthering knowledge in the field of healthcare management.
3. Explain the range of qualitative, quantitative, and mixed methods research methodologies available, including their strengths and limitations.
4. Illustrate a research proposal addressing a healthcare problem.
5. Evaluate ethical research practices and principles in healthcare research.

Major Course Topics:

1. Introduction to Healthcare Research
2. Planning and Preparing for Research
3. Reviewing Literature and Proper Citation
4. Quantitative Study Approaches: Observational Studies
5. Experimental Studies and Correlational Studies
6. Qualitative and Mixed Methods Research Methodologies
7. Ethical Considerations
8. Designing the Study
9. Collecting Primary Data
10. Secondary and Tertiary Data
11. Managing and Analyzing Data

12. Software and Other Tools Used in Healthcare Research
13. Article Structure
14. Disseminating Research

Grading:	☒ **Mid-Term Exams**		☒ **Quizzes**		☒**Assignments**	
	☒ **Final Exam**		☒ **Project**		☐ **Lab Work**	
Text Book:	Kathryn H. Jacobsen (2020) Introduction to Health Research Methods (3ed ed) Jones & Bartlett Publishers. ISBN: 9781284197563					
Reference Book (s):	Karen (Kay) M. Perrin(2014) Principles Of Evaluation And Research For Health Care Programs Jones & Bartlett Publishers, **Julius Sim (2013)**Research in Health Care: Designs and Methods Nelson Thornes Ltd. ISBN 13: 9780748737185					

Applied Biostatistics in Healthcare Administration (HCM 506)

College	Health Sciences		**Department**	Public Health
Course Name	Applied Biostatics in Healthcare Administration	**Course Code:**	HCM506	
Credit Hours	3 credit Hours	**Contact Hours**	3 hours	
Teaching Language	☐ **Arabic**		☒ **English**	
Course Level	Level 2	**Prerequisite**	HCM505	

Course Description:

This course provides an introduction to important topics in biostatistical concepts and reasoning. It also represents an introduction to basic concepts covering study designs and sample size computation. Students will be introduced how to apply basic theoretical concepts of biostatistics in health science, epidemiology, and public health. Knowledge about measurement scales, types of variables and data along with various statistical methods for summarizing and presenting different types of data will be provided. The concept of probability with its applications in epidemiology and public health will be introduced. The course concludes with a moderate level presentation of important probability distributions applied commonly in epidemiology and public health. The whole program will be delivered in an application oriented way by giving more weightage for problem solving.

Course learning outcomes:

1. Write data from a population sample and create reports for use in healthcare administration.
2. Define the concepts and frameworks and different research methods used in biostatistics related to healthcare administration
3. Explain the role of biostatistics in assessing the development, progression of various problem, risk factors among population, different methods of data visualization
4. Evaluate data and draw appropriate inferences by applying a variety of analytical tools.

Major Course Topics:

1. Introduction to Biostatistics
2. Study Designs
3. Quantifying the Prevalence and Incidence of Disease
4. Summarizing Data Collected in a Defined Population Sample
5. The Role of Probability
6. Confidence Interval Estimates
7. Hypothesis Testing Procedures
8. Power and Sample Size Determination
9. Multivariable Methods
10. Nonparametric Tests

11. Distribution-Free Methods						
12. Survival Analysis						
13. Survival Analysis with R Statistics						
14. Data Visualization						
Grading:	☒ **Mid-Term Exams**		☒ **Quizzes**		☒ **Assignments**	
	☒ **Final Exam**		☒ **Project**		☐ **Lab Work**	
Text Book:	-Sullivan, L. M. (2018) Essentials of Biostatistics in Public Health. Jones & Bartlett Learning (3ed ed). ISBN: 9781284108194 - Dalgaard, P. (2008) Introductory Statistics with R. Springer (2ed ed). ISBN: 9780387790534					
Reference Book (s):	Susan K. Grove (2007) Statistics for Health Care Research. Elsevier Science Health Science Division					

Health Law and Ethics (HCM 515)

College	Health Sciences		Department	Public Health
Course Name	Health Law And Ethics	Course Code:	HCM 515	
Credit Hours	3 credit Hours	Contact Hours	3 hours	
Teaching Language	☐ Arabic		☒ English	
Course Level	Level 2	Prerequisite	HCM 500	

Course Description:
This course explores the legal and ethical challenges inherent in the administration of healthcare services. Topics include governmental regulation of healthcare false claims, fraud and abuse, antitrust compliance and litigation, informed consent, principals and legal basis for hospital governance and healthcare malpractice insurance.

Course learning outcomes:

1. Describe the structure and development of health law and ethics.
2. Recognize the impacts of legal and regulatory environments on healthcare organizations.
3. Compare basic ethical theories and perspectives.
4. Analyze various health laws and standards that affect health care administrators and managers.
5. Evaluate ethical principles in the solution of a personal leadership and organizational dilemma or challenge.

Major Course Topics:

1. Influence of Ethical Principles on Health Law
2. Structure and Development of Health Law
3. Governance Structures and Internal Regulation
4. Healthcare Organizations
5. Governmental Regulation in Public Healthcare
6. Private Healthcare
7. Standards and Regulations for Healthcare Administrators
8. Fraud and Abuse
9. Ethical Implications of Medical Privacy
10. Legal and Ethical Obligations to Provide Care
11. Tort Law and Medical Malpractice
12. Informed Consent and Research
13. Legal and Ethical Challenges of Cost Containment and Healthcare Reform
14. Future of Health Law

Grading:	☒ Mid-Term Exams		☒ Quizzes		☒ Assignments	

	☒ Final Exam		☒ Project		☐ Lab Work	
Text Book:	**1. List Required Textbooks** Pinto, A. D., & Upshur, R. E. (2013). An Introduction to Global Health Ethics. Routledge (1st ed). ISBN: 9780415681834					
Reference Book (s):	**2. List Essential References Materials (Journals, Reports, etc.)** Alkabba, A. F., Hussein, G. M. A., Albar, A. A., Bahnassy, A. A., &Qadi, M. (2012). The major medical ethical challenges facing the public and healthcare providers in Saudi Arabia. *Journal of Family and Community Medicine*, *19*(1), 1-6. Retrieved from http://www.jfcmonline.com/article.asp?issn=2230-8229;year=2012;volume=19;issue=1;spage=1;epage=6;aulast=Alkabba					

Quality and Patient Safety (HCM 520)

College	Health Sciences		**Department**	Public Health
Course Name	**Quality and Patient Safety**	**Course Code:**	HCM520	
Credit Hours	3 credit Hours	**Contact Hours**	3 hours	
Teaching Language	☐ **Arabic**		☒ **English**	
Course Level	Level 3	**Prerequisite**	HCM 500	

Course Description:

This course is an in-depth examination of the relationships between healthcare quality and organizational performance. Students are introduced to quality improvement and patient safety theories, models, methods and tools that have an application on addressing the challenge of improving the quality and safety of the healthcare system.

Course learning outcomes:

1. Describe major principles and concepts used in defining and measuring quality.
2. Define quality improvement, risk management, patient safety initiatives conducted at varied environmental and structural levels within healthcare systems.
3. Illustrating statistical methods and tools used in quality measurement and improvement, including usage of flowcharts, cause-effect diagrams, pareto charts, run charts, etc.
4. Analyze foundational theories, accreditation standards, principles and processes of quality improvement and patient safety as they relate to healthcare and regulatory requirements.
5. Evaluate quality improvement models and methodologies to address various challenges in healthcare with emphasis on improving quality of healthcare and patient safety.

Major Course Topics:

1. Healthcare Quality and the Patient
2. Human Factors and Teamwork in Healthcare Quality and Improvement
3. Measuring Quality: Statistical Tools, Qualitative and Quantitative Measures
4. The Role of Leadership in Managing and Implementing Quality Initiatives
5. Quality Improvement: Research and Consumer Satisfaction
6. Implementing Quality as the Core Organizational Strategy
7. Patient Safety & Outcomes: Healthcare Errors
8. Creating a Culture of Safety
9. Information Technology and Healthcare Quality
10. Quality improvement trends in healthcare
11. Accreditation: Impact on Quality

12. Investigate the Concepts of Healthcare Quality						
13. Planning a quality improvement project						
14. Reducing hospital re-admission						
Grading:	☒ **Mid-Term Exams**		☒ **Quizzes**		☒**Assignments**	
	☒ **Final Exam**		☒ **Project**		☐ **Lab Work**	
Text Book:	-Ransom, E.R., Joshi, M.S., Nash, D.B., & Ransom, S.B. (Eds.) (2019). The Healthcare Quality Book: Vision, Strategy, and Tools. Health Administration Press (4th ed). ISBN: 9781640550537 - Panesar, S., Carson-Stevens, A., Salvilla, S., & Sheikh, A. (Eds.) (2014). John Wiley & Sons, Ltd. (1st ed). ISBN: 9781118361368					
Reference Book (s):	Youngberg, B. J. (2011). Principles of Risk Management and Patient Safety. Sudbury, MA: Jones & Bartlett Learning. ISBN-13: 9780763774059					

Healthcare Policy Analysis and Development (HCM 550)

College	Health Sciences		**Department**	Public Health
Course Name	Healthcare Policy Analysis and Development	**Course Code:**	HCM550	
Credit Hours	3 credit Hours	**Contact Hours**	3 hours	
Teaching Language	☐ **Arabic**		☒ **English**	
Course Level	Level 3	**Prerequisite**	HCM 500	

Course Description:
This course introduces and examines methods for assuring quality in policy, process, and outcome management, as well as the significance and statistical application of measuring outcomes. The healthcare policies and changing trends are identified and analyzed.

Course learning outcomes:
1. Define the important concepts, theories, laws, literature that impact public opinion and policy within the healthcare environment.
2. Outline the health policy process at both the state and national levels in areas associated with research, funding, and delivery.
3. Analyze the healthcare policy and politics in the United States, Canada, and the European Union.
4. Evaluate the political dimensions of an area of national healthcare policy and project its impact over the next five years.

Major Course Topics:

1. Understanding Global Health Policy
2. Contemporary Global Health Governance: Origins, Functions and Challenges
3. Measuring the World's Health
4. Kingdom of Saudi Arabia Health Policy
5. Politics of Global Health Policy
6. Ethical Reflections and Economic Perspectives
7. Policy Responses to Neglected Diseases and Essential Health Commodities
8. Social Determinants of Health
9. Pros and Cons of Securitizing Global Health
10. The Changing Humanitarian Sector
11. Understanding Vision 2030, Global Financing, and Social Determinants of Health
12. Health Systems and Delivery in the Kingdom of Saudi Arabia
13. Global Health Partnerships
14. Future Trends in KSA Healthcare in contrast with Globalization Efforts

Grading:	☒ **Mid-Term Exams**		☒ **Quizzes**		☒**Assignments**	
	☒ **Final Exam**		☒ **Project**		☐ **Lab Work**	
Text Book:	Blank, R., Burau, V., & Kuhlmann, E. (Eds.). (2017). *Comparative health policy* (5th ed.). Palgrave. ISBN: 9781137544957					
Reference Book (s):	Rochefort, D. A. (2014). The rhetoric of "crisis" and implementing the Affordable Care Act. Harvard Health Policy Review, 16(1), 5-10. Thieme Sanford, S. (2014). Mind the gap: Basic health along the ACA's coverage continuum. Journal of Health Care Law & Policy, 17(1), 101-127.					

Healthcare Insurance (HCM 563)

College	**Health Sciences**		**Department**	**Public Health**
Course Name	**Healthcare Insurance**	**Course Code:**	**HCM563**	
Credit Hours	**3 credit Hours**	**Contact Hours**	**3 hours**	
Teaching Language	☐ **Arabic**		☒ **English**	
Course Level	Level 2	**Prerequisite**	None	

Course Description:

It was designed to focus on general insurance concepts and particularly health insurance in addition to health cooperative guaranty programs which are applied in the kingdom. The course will focus on how to use health insurance to reduce the adverse financial impact in case of a loss has become an important element of financial and risk management in our society

Course learning outcomes:

1. Describe the usage of diagnostic medical coding for global classification of insurance to avoid fraud and abuse in the healthcare practice.
2. Define the basic concepts of health insurance and its usage, types of coverage, and terminology of the health insurance industry in Saudi Arabia , health insurance systems globally.
3. Appraise the process of the risk selection and risk adjustment in Health Insurance practices.
4. Analyze the potential of health and preventative measures and the future of health insurance in Saudi Arabia based on the Cooperative Health Insurance System directive issued by the Council of Ministers and Saudi Vision 2030
5. Evaluate the processes of billing, claims, reimbursement in financial impact of health insurance in the Saudi Arabia .

Major Topics :

1. Introduction to the Emergence of Insurance
2. Basic Concepts, Usage, Criteria, and Terminology of Insurance
3. Providing Universal Health Coverage
4. Contracts and Networks in Saudi Arabia
5. Benefits of Health Insurance
6. Processing Healthcare Claims in Saudi Arabia
7. Reimbursement of Claims
8. Funding Health Insurance
9. Managed Care
10. Underwriting, Risk Selection, and Risk Adjustment
11. Saudi Arabia's Legal Requirements for Employers

12. Coding Basics
13. Insurance Fraud and Abuse Globally and in Saudi Arabia
14. Future of Health Insurance in Saudi Arabia

Grading:	☒ **Mid-Term Exams**		☒ **Quizzes**		☒**Assignments**	
	☒ **Final Exam**		☒ **Project**		☐ **Lab Work**	
Text Book:	Valerius, J., Bayes, N., Newby, C., & Biochowiak, A. (2020). Medical insurance: A revenue cycle process approach: McGraw-Hill(8th ed.). ISBN: 9781259608551, 1259608557					
Reference Book (s):	Hachem W., Wakerley, S., & Neighbour, T. (2017). Insurance and reinsurance in Saudi Arabia: Overview.					

Health Economics (HCM564)

College	Health Sciences		**Department**	Public Health
Course Name	Health Economics	**Course Code:**	HCM564	
Credit Hours	3 credit Hours	**Contact Hours**	3 hours	
Teaching Language	☐ **Arabic**		☒ **English**	
Course Level	Level 3	**Prerequisite**	HCM 500	

Course Description:

In this course, students receive practical knowledge about and apply economic theories and principles to understanding healthcare economic issues and problems related to the amount, organization, and distribution of healthcare resources. Students will learn and apply economic principles such as supply and demand, economic theories, resources allocation, competitive markets, market evaluation methods, and cost effectiveness analysis related to making choices about and understanding the consequences of resource scarcity in the healthcare industry.

Course learning outcomes:

1. Outline the Saudi Arabian healthcare economy challenges for the future, and application to practice.
2. State Saudi Arabian healthcare economics, theories, models, measures, and tools that influence industry success.
3. Appraise economic implications of expenditure and cost control.
4. Analyze economic metrics of evaluating and managing risk and the impact of health insurance.
5. Evaluate the demand for healthcare and necessary supply of services, workforce, value.

Major Course Topics:

1. Considering Healthcare Economics
2. The Traditional Competitive Module
3. Evaluating and Managing Risk
4. Demand for Health, Insurance, and Services
5. Considerations of Demand
6. Healthcare Supply Competition
7. The Profit Motive in Healthcare
8. The Healthcare Workforce
9. Expatriate Considerations
10. Equity and Justice
11. Healthcare Expenditures
12. Economic Evaluation in Healthcare
13. Healthcare Systems in Saudi Arabia

14. Saudi Arabia's Future Healthcare Challenges, Vision 2030, and Beyond						
Grading:	☒ **Mid-Term Exams**		☒ **Quizzes**		☒ **Assignments**	
	☒ **Final Exam**		☒ **Project**		☐ **Lab Work**	
Text Book:	Lee, R. H. (2019). *Economics for healthcare managers* (4th ed.). Health Administration Press. ISBN: 9781640550483					
Reference Book (s):	PricewaterhouseCoopers LLP. (2015). *Behind the numbers, 2015.* Retrieved from http://www.pwc.com/us/en/health-industries/behind-the-numbers/index.jhtml					

College	Health Sciences	**Department**	Public Health
Course Name	Healthcare Finance	**Course Code:**	HCM 565
Credit Hours	3 credit Hours	**Contact Hours**	3 hours
Teaching Language	☐ **Arabic**	☒ **English**	
Course Level	Level 3	**Prerequisite**	None

Course Description:

This course focuses on the application of key finance principles and concepts to healthcare organizations. The course enables students to learn how to develop, apply, and interpret various financial tools and concepts including financial statements analysis, costs structure and allocation, dashboards, budgeting and variance analysis, sources of revenue and reimbursement, return on investment analysis, financial ratios, capital budgeting and investment decision making, and working capital management.

Course learning outcomes:

1.Describe functions of financial management, roles, responsibilities of finance managers in Saudi Arabian healthcare organizations, financial forecasting and strategic financial planning for effective decision making.

2. Define the concepts of time value money, revenue cycle, reimbursement, costs structures, cost allocation methods, used by Saudi Arabia's healthcare organizations to ensure effective control, operation sustainability, and organizational efficiency and effectiveness.

3. Interpret the staffing methods and regulations to find out the direct and indirect costs associated with turnover for a better staffing forecast.

4.Analyze the financial statements, working capital management, break-even analysis ,capital budgeting and investment for long-term financing decisions and options, other critical financial plans needed to ensure the organization's financial viability in the long-term.

5. Evaluate spreadsheets and financial reports used for monitoring, control, reporting, and oversight in the application of basic financial management values.

Major Course Topics:

1. Introduction to Healthcare Financial Management in Saudi Arabia.
2. The Flow of Information and the Role of Technology
3. Payments to Providers
4. Time Value of Money
5. Understanding Financial Statements
6. Financial Risk and Required Return
7. Evaluating the Role of Debt
8. Lease Financing – Is it Better to Purchase or Rent?
9. Capital Budgeting and Allocation
10. Revenue Cycle and Current Accounts Management

11. Staffing Methods and Regulations
12. Financial Forecasting
13. Strategic Financial Planning and Decision-Making
14. Business Valuation and Performance Analysis

Grading:	☒ **Mid-Term Exams**		☒ **Quizzes**		☒ **Assignments**		
	☒ **Final Exam**		☒ **Project**		☐ **Lab Work**		
Text Book:	Pink, G. H., & Song, P.H. (2020). *Gapenski's understanding healthcare financial management (*8th ed.). Chicago: Association of University Programs in Health Administration and Health Administration Press. ISBN: 9781640551091.						
Reference Book (s):	All Critical Thinking Assignments, Portfolio Project, models, and mini-cases are accessed at the publisher's website: https://www.ache.org/pubs/hap_companion/book.cfm?pc=2283						

Healthcare Information Systems (HCM 570)

College	Health Sciences		**Department**	Public Health
Course Name	Healthcare Information Systems	**Course Code:**	HCM 570	
Credit Hours	3 credit Hours	**Contact Hours**	3 hours	
Teaching Language	☐ **Arabic**		☒ **English**	
Course Level	Level 4	**Prerequisite**	HCM 500	

Course Description:

This course is designed to introduce students to the core knowledge and skills needed to oversee information technology in a healthcare environment. This includes how to identify and solve organizational problems affecting the design, implementation, and use of health information management systems throughout the enterprise. In this course, you will gain knowledge on how healthcare administrators can lead, manage, develop, and motivate staff toward meeting changing needs. We'll discuss the functions and interoperability of various systems including regulatory requirements, and how to assure the confidentiality of patient information and recent trends in the changing healthcare landscape.

Course learning outcomes:

1. Define the role, responsibilities, and challenges of leadership in healthcare information systems objectives, planning, and implementation.
2. Use software applications designed for healthcare personnel management, electronic medical records, automated patient scheduling, automated prescription generation, and other healthcare clinical functions.
3. Compare an information system, a healthcare information system and a departmental information system.
4. Evaluate the importance of system interoperability and standards based approaches.

Major Course Topics:

1. The Health Information Technology Landscape and the Kingdom of Saudi Arabia
2. Scope, Definition, and Conceptual Model of Health Information Systems
3. Aligning Health Information Systems in the Dynamic Healthcare Environment
4. Health Information Systems Strategic Planning
5. Healthcare Information Systems Tactical Planning and Acquisition in KSA
6. Application Systems and Technology in KSA
7. Healthcare Information Systems Management and Technology Services in KSA
8. Midterm Examination
9. Adopting New Technologies in KSA
10. Data Influences on Technology and Patient Outcomes

11. Analytics, Business Intelligence, and Clinical Intelligence
12. Health Information Systems and Digital Health in KSA
13. Health Information Systems Around the Globe
14. Future Health Information Systems: Key Issues and Opportunities in KSA

Grading:	☒ **Mid-Term Exams**		☒ **Quizzes**		☒ **Assignments**		
	☒ **Final Exam**		☒ **Project**		☐ **Lab Work**		
Text Book:	Balgrosky, J. A. (2020). *Understanding health information systems for the health professions*: Jones & Bartlett Learning. ISBN: 978-284148626						
Reference Book (s):	*Hook, J. M., Snow, J., Grant, E., Samarth, A. (2010). Health information technology and health information exchange implementation in rural and underserved areas. Retrievedfromhttp://www.himss.org/files/HIMSSorg/content/files/AHRQHITHealthInfo rural%5B1%5D.pdf* *-HealthIT.gov (2012). National health information exchange and interoperability landscape.* *Retrievedsssfrom http://www.healthit.gov/facas/sites/faca/files/HITPC_ONCDataUpdate_2014-08-06.pptx*						

Public Health (HCM 574)

College	Health Sciences		**Department**	Public Health
Course Name	Public Health	**Course Code:**	HCM 574	
Credit Hours	3 credit Hours	**Contact Hours**	3 hours	
Teaching Language	☐ **Arabic**		☒ **English**	
Course Level	Level 2	**Prerequisite**	None	

Course Description:

This course introduces the concepts of public health from the context of population health management. Students learn what public health is, and how it works with a focus on populations and strategies that can be applied towards preventing disease and promoting health. The historical background of public health is considered including a review of tools used to assess the health status of communities including epidemiology and vital statistics. Etiology and control of infectious disease are also examined.

Course learning outcomes:

1. Describe philosophy, history and different concepts of public health.
2. Recognize the role of epidemiology and determinants of health in prevention and control of disease.
3. Analyze standardized measurements of population health status and the use of technology for surveillance.
4. Assess measurements of public health performance which used in evaluating the quality of healthcare
5. Evaluate the tools needed to manage the public health practices and public health departments effectively.

Major Course Topics:

1. The History of Public Health
2. Population Health and Public Data
3. The Need for Public Health Infrastructure
4. Organization of Public Health Systems
5. Public Health in Saudi Arabia
6. Epidemiology
7. Determinants
8. Control of Communicable and Non-communicable Diseases
9. Public Health Workers in Saudi Arabia
10. Environmental Health in Saudi Arabia
11. Saudi Arabian Occupational Health
12. Emergency Situations in Saudi Arabia

13. Public Health Issues in Developing Countries 14. Global Concerns and Shared Responsibility						
Grading:	☒ **Mid-Term Exams**		☒ **Quizzes**		☒ **Assignments**	
	☒ **Final Exam**		☒ **Project**		☐ **Lab Work**	
Text Book:	-Riegleman, R., & Kirkwood, B. (2019). *Public Health 101: Healthy People – Healthy Populations,* (3ed ed.). Burlington, MA: Jones & Bartlett Learning. ISBN: 9781284118445, 1284118444 -Skolnik, R. (2020). *Global Health 101,* (2rd ed). Jones & Bartlett Learning. ISBN: 9781284145380, 1284145387					
Reference Book (s):	Ortmann, L. W., Barrett, D. H., Saenz, C., Bernheim, R. G., Dawson, A., Valentine, J. A., & Reis, A. (2016). Public health ethics: global cases, practice, and context. In Public Health Ethics: Cases Spanning the Globe (pp. 3-35). Springer International Publishing Frieden, T. R. (2015). The future of public health. New England Journal of Medicine, 373(18), 1748-1754.					

HCM 599 -Field Experience (internship, cooperative program)

a. **Brief description :**

The students will undergo training across various healthcare organizations and related fields. The training can range from healthcare operations, quality control and assurance to patient safety management etc. The student are required to give a presentation at the end of their training and present their project research thesis.

b. **Time allocation and scheduling arrangement :**

8 weeks, Level 4

c. **Number of credit hours :**

NO

d. Intended learning outcomes :

i) To train students in all fields of health care and to equip them with knowledge required to maintain and develop their professional skills.

ii) To correlate theoretical knowledge with practical exposure in order to ensure their expertise in the field of healthcare management and to give them hands-on research experience

e. Assessment procedures :

The training period Evaluation by special form grading satisfied at least

Research Project (HCM600)

College	Health Sciences	**Department**	Public Health
Course Name	Research Project	**Course Code:**	**HCM 600**
Credit Hours	3 credit Hours	**Contact Hours**	3 hours
Teaching Language	☐ **Arabic**	☒ **English**	
Course Level	Level 4	**Prerequisite**	HCM 505 and HCM506

Course Description:

The purpose of this course is to make a research project under the supervision of a faculty member. The goal is to provide students with hands-on research experience through completing a research project starting with hypothesis development (if applicable), literature searching, experimental design, data collection, and analysis and interpretation. Then they will write up the research and its findings according to an established template.

Course learning outcomes:

1. Describe nature and importance of the research process, concepts of research and its methodologies, appropriate research problem and its parameters, Differentiate between data collection methods and techniques Recognize the importance of research.
2. Define different approaches of research for research proposal.
3. Use a questionnaire and other data collection tools, analyze the collected data using statistical programs as SPSS
4. Analyze scientific research effectively, critical thinking methods in solving scientific research problems following all ethical principles of research
5. Evaluate research results responsibly, critically and objectively.

Major Course Topics:

Student will choose a topic from healthcare field. Find out the gaps in that area and how to fulfil those gaps.

Grading:	☒ **Mid-Term Exams**		☒ **Quizzes**		☒ **Assignments**	
	☒ **Final Exam**		☒ **Project**		☐ **Lab Work**	
Text Book:						
Reference Book (s):						

Assessment procedures

The assessment of the project will be based on the project research submitted by the student, based on the relevance of the study to the current Healthcare status in KSA.