**Facilities Management in the Healthcare Environment**

**Third Stage – Second Semester**

**Asst. Prof. Prabhu Mannadhan**

**Academic Year: 2022-2023**

**Course Book**

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Information** | **Details** |
|  | **Course Name** | Facilities Management in the Healthcare Environment |
|  | **Course Code** | HA302FMH |
|  | **Lecturer In-charge** | Dr. Prabhu Mannadhan |
|  | **College/Department** | Administration and Economics/ Health and Hospital Administration |
|  | **Contact Information** | bordauprabhu@lfu.edu.krd |
|  | **Time (in hours) per Week** | 3 Hours |
|  | **Office Hours** | Monday 09:00-11:00, Tuesday 10.00-11.00 |
|  | **Teacher’s Academic Profile** | https://staff.lfu.edu.krd/faculty/bordauprabhu |
| 1.
 | **Academic Title** | Assistant Professor |
|  | **Keywords** | Functions, Facilities, Hospital, Health Care, Managing,  |
|  | **Course Overview:** The course is based on the design, construction, and maintenance of facilities, surgery centers, assisted living communities, complexes, and other types of facilities associated with healthcare.  |

|  |  |
| --- | --- |
|  **12.** | **Aims & Objective:**Facilities Management in the Healthcare Environment covers facilities management in the healthcare setting. Topics include facilities management, building infrastructure, mechanical and electrical systems, construction management and design, building maintenance, regulatory and compliance issues, safety and emergency management, managing personnel, and financial management. This course familiarizes students with the role of the facilities manager. |
|  **13.** | **Course Requirement: Core Course**Students are expected to come early to the class and bring their note books and other relevant material for learning. They are expected to adhere with the classroom etiquettes. |
| **14.** | **Teaching and Learning Method:** The module will be delivered to the students through the use modern technology, case study, reading material, flipped classroom, video and case analysis. The student-centered approach will be applied. The strategies to be implemented to target students learning outcome.  |
| **15.** | **Assessment Scheme:*** 25 % Mid-term Examination
* 15 % Assignments and Quizzes
* 60 % Final Examination
 |
| **16.** | **Students Learning Outcome:**By the end of the course, students should be able to:* Identify and differentiate among various types of health care facilities.
* Identify and describe the areas that need to be considered in the day-to-day operations for health care facilities.
* Demonstrate working knowledge of requirements, and compliance issue involved with various types of health care facilities.
* Utilize business practices and processes for continuous Improvement of healthcare facilities.
* Identify and analyze risks and develop an emergency management plan for a medical facility.
* Explain the role of the facilities manager in nonprofit, for-profit, and government organizations.
* Assess the personnel issues faced by facility managers.
 |
| **17.** | **Course Reading List and References*** Langabeer, J. R. (2007) Health Care Operations Management: A Quantitative Approach to Business and Logistics, Burlington, MA: Jones and Bartlett Publishers.
* Levin, D. J., & Joseph, A. (2010) Planning, Design, and Construction of Health Care Facilities, 2nd Edition, US: Joint Commission Resources.
* Vissers, J., & Beech, R. (2005) Health Operations Management: Patient flow logistics in Health Care, Oxon, UK: Routledge.
 |
| **18.** | **Course Content** |

**Course Content**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Lecture Week** | **No. of Hours** | **Topics** |
| 1. | Week 1 | 3 | Function of healthcare facilities management |
| 2. | Week 2 | 3 | Functions of a Healthcare Facilities Management Department |
| 3. | Week 3 | 3 | Healthcare Facilities Management: Decision Making ProcessFacility Management Challenges |
| 4. | Week 4 | 3 | Building and Office Administration: Office and Layout |

|  |  |  |  |
| --- | --- | --- | --- |
| 5. | Week 5 | 3 | Planning: Facilities Management and Maintenance |
| 6. | Week 6 | 3 | Organizing: Healthcare standards and Building Laws |
| 7. | Week 7 | 3 | Delegation of Organizational Authority |
| 8. | Week 8 | 3 | **Mid Term Exam**  |
| 9. | Week 9 | 3 | Line and Staff Authority Relationships |
| 10. | Week 10 | 3 | Staffing: Human Resource ManagementThe staffing ProcessThe Selection ProcessPerformance Appraisals, Promotions and Transfers |
| 11. | Week 11 | 3 | Communication and Customer Relations |
| 12. | Week 12 | 3 | Leadership MoraleControllingFundamental of control The control Process |
| 13. | Week 13 | 3 |  Class Room Exercise: Discussion with Individual/Groups, Doubts Clearing Session, Assignments Submission and Presentation by the Students in Groups |
| 14. | Week 14 | 3 | Revision |
| 15. | Week 15 | Final Examination |

|  |  |
| --- | --- |
|  **19.** | **Examinations:** * **Define the terms of healthcare facilities management**
* **List the methods of analyzing**
* **Solve the problems in healthcare facilities management**
 |
| **20.** | **Course Policy:** * There will be many activities going on throughout the course period in order to ensure and guarantee the learning outcomes. Therefore, students are expected to pay full attention and participate in all classroom activities in order to maximize their learning and understanding.
 |
| **21.** | **Note:*** Seek help from the lecturer or your classmates whenever you need to.
* Time spent in learning is never wasted, however, make sure that you make it enjoyable.
* Keep a personal notebook to write down your notes in the lectures. Don’t rely on your friend’s notes as each one of you is different and has different learning approaches.
 |