

# Postgraduate Certificate Medical Management of Central Services



## Postgraduate Certificate Medical Management of Central Services

- » Modality: online
- » Duration: 6 weeks
- » Certificate: TECH Global University
- » Credits: 5 ECTS
- » Schedule: at your own pace
- » Exams: online
- » Target Group: University Graduates in the area of Medicine who wish to broaden their professional curriculum and acquire the necessary skills to enable them to manage central services in the medical field

Website: [www.techitute.com/us/school-of-business/postgraduate-certificate/medical-management-central-services](http://www.techitute.com/us/school-of-business/postgraduate-certificate/medical-management-central-services)

# Index

01

Welcome

---

*p. 4*

02

Why Study at TECH?

---

*p. 6*

03

Why Our Program?

---

*p. 10*

04

Objectives

---

*p. 14*

05

Structure and Content

---

*p. 18*

06

Methodology

---

*p. 24*

07

Our Students' Profiles

---

*p. 32*

08

Impact on Your Career

---

*p. 36*

09

Benefits for Your Company

---

*p. 40*

10

Certificate

---

*p. 44*

# 01 Welcome

The current socio-economic context, together with the other factors influencing people's health, is making it all the more necessary to improve the managerial skills of those responsible for health care procedures. This program is aimed at training Heads of Service and those responsible for the medical management of hospital centers, developing skills and techniques that promote their leadership.



Postgraduate Certificate in Medical Management of Central Services  
TECH Global University



“

*If you want to improve yourself, make a positive change at a professional level, and network with the best, then this is the place for you. Specialize with this high-level training program provided by professionals in the field with years of experience”*

02

# Why Study at TECH?

TECH is the world's largest 100% online business school. It is an elite business school, with a model based on the highest academic standards. A world-class centre for intensive managerial skills training.



“

*TECH is a university at the forefront of technology, and puts all its resources at the student's disposal to help them achieve entrepreneurial success"*

## At TECH Global University



### Innovation

The university offers an online learning model that combines the latest educational technology with the most rigorous teaching methods. A unique method with the highest international recognition that will provide students with the keys to develop in a rapidly-evolving world, where innovation must be every entrepreneur's focus.

"Microsoft Europe Success Story", for integrating the innovative, interactive multi-video system.



### The Highest Standards

Admissions criteria at TECH are not economic. Students don't need to make a large investment to study at this university. However, in order to obtain a qualification from TECH, the student's intelligence and ability will be tested to their limits. The institution's academic standards are exceptionally high...

**95%** | of TECH students successfully complete their studies



### Networking

Professionals from countries all over the world attend TECH, allowing students to establish a large network of contacts that may prove useful to them in the future.

**100,000+**  
executives trained each year

**200+**  
different nationalities



### Empowerment

Students will grow hand in hand with the best companies and highly regarded and influential professionals. TECH has developed strategic partnerships and a valuable network of contacts with major economic players in 7 continents.

**500+** | collaborative agreements with leading companies



### Talent

This program is a unique initiative to allow students to showcase their talent in the business world. An opportunity that will allow them to voice their concerns and share their business vision.

After completing this program, TECH helps students show the world their talent.



### Multicultural Context

While studying at TECH, students will enjoy a unique experience. Study in a multicultural context. In a program with a global vision, through which students can learn about the operating methods in different parts of the world, and gather the latest information that best adapts to their business idea.

TECH students represent more than 200 different nationalities.





TECH strives for excellence and, to this end, boasts a series of characteristics that make this university unique:



### Analysis

---

TECH explores the student's critical side, their ability to question things, their problem-solving skills, as well as their interpersonal skills.



### Academic Excellence

---

TECH offers students the best online learning methodology. The university combines the Relearning methodology (the most internationally recognized postgraduate learning methodology) with Harvard Business School case studies. A complex balance of traditional and state-of-the-art methods, within the most demanding academic framework.



### Economy of Scale

---

TECH is the world's largest online university. It currently boasts a portfolio of more than 10,000 university postgraduate programs. And in today's new economy, **volume + technology = a groundbreaking price**. This way, TECH ensures that studying is not as expensive for students as it would be at another university.



### Learn with the best

---

In the classroom, TECH's teaching staff discuss how they have achieved success in their companies, working in a real, lively, and dynamic context. Teachers who are fully committed to offering a quality specialization that will allow students to advance in their career and stand out in the business world.

Teachers representing 20 different nationalities.



*At TECH you will have access to Harvard Business School case studies"*

03

# Why Our Program?

Studying this TECH program means increasing the chances of achieving professional success in senior business management.

It is a challenge that demands effort and dedication, but it opens the door to a promising future. Students will learn from the best teaching staff and with the most flexible and innovative educational methodology.



“

*We have highly qualified teachers and the most complete syllabus on the market, which allows us to offer you training of the highest academic level"*

This program will provide students with a multitude of professional and personal advantages, particularly the following:

**01**

### A significant career boost

By studying at TECH, students will be able to take control of their future and develop their full potential. By completing this program, students will acquire the skills required to make a positive change in their career in a short period of time.

*70% of participants achieve positive career development in less than 2 years.*

**02**

### Develop a strategic and global vision of companies

TECH offers an in-depth overview of general management to understand how each decision affects each of the company's different functional areas.

*Our global vision of companies will improve your strategic vision.*

**03**

### Consolidate the student's senior management skills

Studying at TECH means opening the doors to a wide range of professional opportunities for students to position themselves as senior executives, with a broad vision of the international environment.

*You will work on more than 100 real senior management cases.*

**04**

### Take on new responsibilities

The program will cover the latest trends, advances and strategies, so that students can carry out their professional work in a changing environment.

*45% of graduates are promoted internally.*

05

### Access to a powerful network of contacts

TECH connects its students to maximize opportunities. Students with the same concerns and desire to grow. Therefore, partnerships, customers or suppliers can be shared.

*You will find a network of contacts that will be instrumental for professional development.*

06

### Thoroughly develop business projects

Students will acquire a deep strategic vision that will help them develop their own project, taking into account the different areas in companies.

*20% of our students develop their own business idea.*

07

### Improve soft skills and management skills

TECH helps students apply and develop the knowledge they have acquired, while improving their interpersonal skills in order to become leaders who make a difference.

*Improve your communication and leadership skills and enhance your career.*

08

### Be part of an exclusive community

Students will be part of a community of elite executives, large companies, renowned institutions, and qualified professors from the most prestigious universities in the world: the TECH Global University community.

*We give you the opportunity to train with a team of world renowned teachers.*

# 04 Objectives

The Postgraduate Certificate in Medical Management of Central Services offers a detailed, state-of-the-art, professional training program from an eminently practical point of view, in a time where accredited knowledge is essential, including the latest trends in Leadership for Healthcare Services Managers.



“

*This training program will generate a sense of confidence in the performance of medical administration and clinical management, and it will help you grow professionally”*

**TECH makes the goals of their students their own goals too.  
TECH works together with students to help achieve them.**

The **Postgraduate Certificate in Medical Management of Central Services** trains students to:

01

Approach clinical management using the criteria of efficacy, efficiency, effectiveness, equity, performance and profitability and the solution of problems through the appropriate use of information systems

02

Describe the principles of clinical management that allow for planning, organization, management and evaluation of a center, service or care unit







03

Interpret, transmit and apply regulatory norms for the activities and functions of health professionals in clinical management, in accordance with the legal framework of the health sector

04

Recognize and know how to apply and interpret health law in order to contextualize clinical practice in terms of professional and social responsibility, as well as the ethical aspects associated with health care

05

# Structure and Content

The Postgraduate Certificate in Medical Management of Central Services is a program designed to suit students, which is taught in a 100% online format so they can choose the time and place that best suits their availability, schedules and interests. The content structure has been designed by a team of professionals who recognize the implications of training in medical management, who are aware of the relevance of the current relevance of the training, and who are committed to quality teaching through new educational technologies.



“

*What you study is very important.  
The abilities and skills you acquire are  
fundamental. You won't find a more  
complete syllabus than this one, believe us"*

## Syllabus

TECH's Postgraduate Certificate in Medical Management of Central Services is an intense program that prepares medical personnel to face management challenges and decisions in central services both nationally and internationally.

Over the course of 150 hours, the student analyzes a plethora of practical cases through individual and teamwork. It is, therefore, an authentic immersion in real life situations.

Thanks to this innovative teaching method, students get the most out of the theory taught, and can even improve their own work methodologies before completing the program.

This Postgraduate Certificate takes place over 6 weeks and consists of 1 module:

### Module 1

### Managing Central Services



### Where, When and How is it Taught?

TECH offers you the possibility to study this Postgraduate Certificate in Medical Management of Central Services completely online. Throughout the 6 weeks of training, you will be able to access all the contents of this program at any time, allowing you to self-manage your study time.

*A unique, key, and decisive educational experience to boost your professional development and make the definitive leap.*

## Module 1. Managing Central Services

### 1.1. Admissions and Clinical Documentation Services

- 1.1.1. Admission and Bed Management
- 1.1.2. Clinical Documentation: Medical Records
- 1.1.3. Computerization and Digitization of Archives
- 1.1.4. Transmission of Information and Reports

### 1.2. Radio Diagnostic Services Management

- 1.2.1. Planning and Organization of the Diagnostic Radiology Service Structure and Circuits
- 1.2.2. Radiation Protection Radiation Safety for Patients and Professionals
- 1.2.3. Human and Material Resources Differences Between Groups and Functions
- 1.2.4. Technology in Diagnostic Radiology Services Digitalization and Information Management

### 1.3. Laboratory Management

- 1.3.1. Laboratory Organization and Operation. Physical Structure, Organization and Channels
- 1.3.2. Laboratory Types: Biochemistry, Hematology, Microbiology, Anatomical Pathology, Genetics
- 1.3.3. Human and Material Resources: Recommendations, Functions and Competencies Technology
- 1.3.4. Biological Sample Processing Techniques: Quality Standards
- 1.3.5. Biosafety in Laboratories: Biological and Chemical Risks Prevention
- 1.3.6. Laboratory Waste Management. Classification and Disposal

### 1.4. Management of a Hospital and Primary Care Pharmacy

- 1.4.1. Planning and Organization of Pharmacy Services. Physical Structure, Organization and Channels
- 1.4.2. Management, Traceability and Single Doses. First aid Kit Units
- 1.4.3. Human and Material Resources: Differences Between Groups and Functions
- 1.4.4. Management of Outpatients in a Hospital Pharmacy
- 1.4.5. Clean Rooms and Other Specialized Cabinets Within These Services
- 1.4.6. Primary Care Pharmacy

### 1.5. Hospitality, Complementary and Voluntary Services Management

- 1.5.1. Organization and Operation of Hospital Catering
- 1.5.2. Complementary Services; TV, Patient Library, Hospital Clowns, Hospital Classrooms, etc.
- 1.5.3. Hospital Volunteering: Type, Benefits and Regulations Plans for Promoting Volunteerism



*A Postgraduate Certificate designed to boost your professional development and better job opportunities and, consequently, a better salary”*



# 06

# Methodology

This training program offers a different way of learning. Our methodology uses a cyclical learning approach: **Relearning**.

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.







“

*Discover Relearning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"*

## At TECH Business School we use the Harvard case method

Our program offers a revolutionary method of skills and knowledge development. Our goal is to strengthen skills in a changing, competitive, and highly demanding environment.

“

*At TECH, you will experience a way of learning that is shaking the foundations of traditional universities around the world"*



*We are the first online university to combine Harvard Business School case studies with a 100% online learning system based on repetition.*



### **A learning method that is different and innovative**

This intensive program from TECH Global University School of Business prepares students to face all the challenges in this area, both nationally and internationally.

We are committed to promoting personal and professional growth, the best way to strive for success, that is why TECH uses Harvard case studies, with which we have a strategic agreement that allows us to provide our students with material from the best university the world.



*You will learn, through collaborative activities and real cases, how to solve complex situations in real business environments"*

The case method has been the most widely used learning system among the world's leading business schools for as long as they have existed. The case method was developed in 1912 so that law students would not only learn the law based on theoretical content. It consisted of presenting students with real-life, complex situations for them to make informed decisions and value judgments on how to resolve them. In 1924, Harvard adopted it as a standard teaching method.

What should a professional do in a given situation? This is the question we face in the case method, an action-oriented learning method. Throughout the program, the studies will be presented with multiple real cases. They must integrate all their knowledge, research, argue and defend their ideas and decisions.

*Our program prepares you to face new challenges in uncertain environments and achieve success in your career.*

## Relearning Methodology

Our university is the first in the world to combine Harvard University case studies with a 100% online learning system based on repetition, which combines different teaching elements in each lesson.

We enhance Harvard case studies with the best 100% online teaching method: Relearning.

*Our online system will allow you to organize your time and learning pace, adapting it to your schedule. You will be able to access the contents from any device with an internet connection.*

At TECH you will learn using a cutting-edge methodology designed to train the executives of the future. This method, at the forefront of international teaching, is called Relearning.

Our online business school is the only one in the world licensed to incorporate this successful method. In 2019, we managed to improve our students' overall satisfaction levels (teaching quality, quality of materials, course structure, objectives...) based on the best online university indicators.



In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically.

With this methodology we have trained more than 650,000 university graduates with unprecedented success in fields as diverse as biochemistry, genetics, surgery, international law, management skills, sports science, philosophy, law, engineering, journalism, history, markets, and financial instruments. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

*Relearning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.*

From the latest scientific evidence in the field of neuroscience, not only do we know how to organize information, ideas, images and memories, but we know that the place and context where we have learned something is fundamental for us to be able to remember it and store it in the hippocampus, to retain it in our long-term memory.

In this way, and in what is called neurocognitive context-dependent e-learning, the different elements in our program are connected to the context where the individual carries out their professional activity.



This program offers the best educational material, prepared with professionals in mind:



### Study Material

All teaching material is produced by the specialists who teach the course, specifically for the course, so that the teaching content is highly specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.



### Classes

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.



### Management Skills Exercises

They will carry out activities to develop specific executive competencies in each thematic area. Practices and dynamics to acquire and develop the skills and abilities that a high-level manager needs to develop in the context of the globalization we live in.



### Additional Reading

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.





### Case Studies

They will complete a selection of the best business cases used at Harvard Business School. Cases that are presented, analyzed, and supervised by the best senior management specialists in Latin America.



### Interactive Summaries

The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

This exclusive multimedia content presentation training Exclusive system was awarded by Microsoft as a "European Success Story".



### Testing & Retesting

We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises: so that they can see how they are achieving your goals.



07

# Our Students' Profiles

This Postgraduate Certificate in Medical Management of Central Services is aimed at university graduates who want to transform their professional career to take it a step further.

This program uses a multidisciplinary approach as the students have a diverse set of academic profiles and represent multiple nationalities.







“

*By completing this program, you will expand your capabilities and skills in laboratory management, pharmacy management, primary care management, etc. Everything is included in this Postgraduate Certificate”*

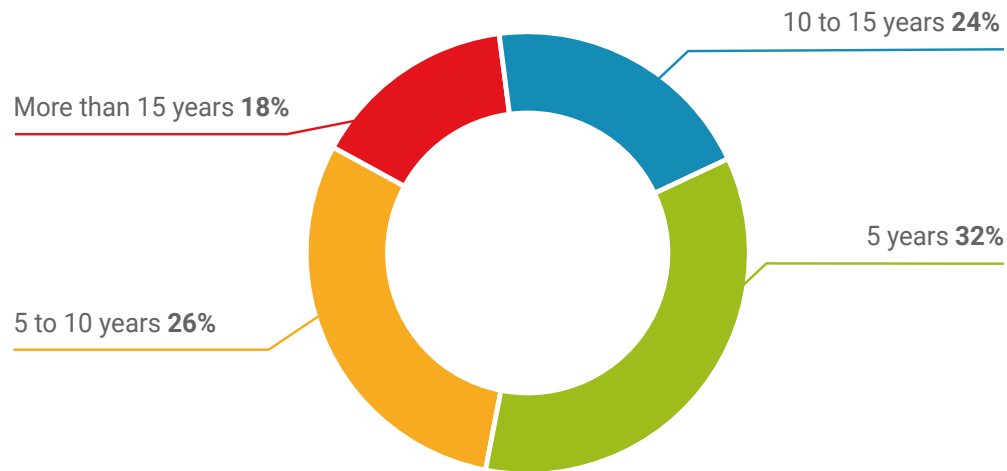
### Average Age

---

Between **35** and **45** years old

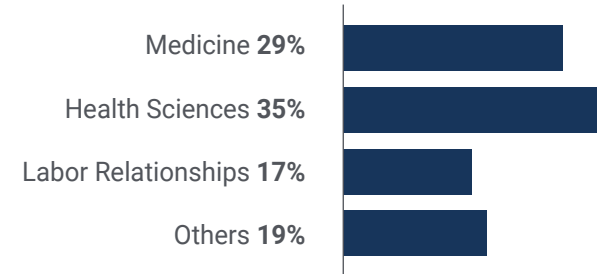
### Years of Experience

---



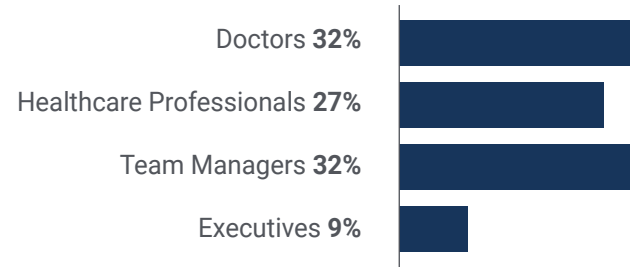
### Training

---



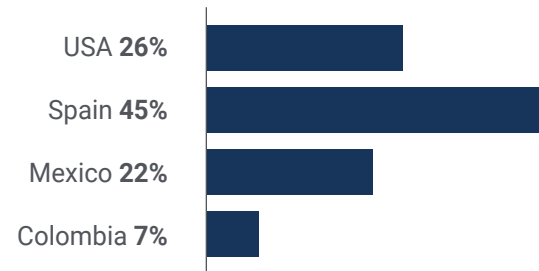
### Academic Profile

---



## Geographical Distribution

---



## Yolanda Moreno

---

Primary Care Manager

*"I wanted to advance in my profession, but I had doubts about being able to study and work at the same time. TECH has undoubtedly solved this problem thanks to its 100% online methodology. Any question I had was solved by the teaching staff in charge of the Postgraduate Certificate. I was promoted six months ago and now I'm in charge of Primary Care management"*

08

# Impact on Your Career

TECH is aware that studying a program like this entails great economic, professional and, of course, personal investment. Therefore, it provides students with all possible assistance and the best and most updated educational program with practical cases based on real cases so graduates can put into practice what they have learned in their day-to-day work.



“

*If you want to update and develop your skills in medical management to respond to the current reality and context in your professional future, this is the perfect postgraduate program for you”*

### Are you ready to take the leap? Excellent professional development awaits

The Postgraduate Certificate in Medical Management of Central Services at TECH Global University is an intensive program that prepares you to face challenges and business decisions in the field of medical services. The main objective is to promote your personal and professional growth. Helping you achieve success.

If you want to improve yourself, make a positive change professionally and network with the best, this is the place for you.

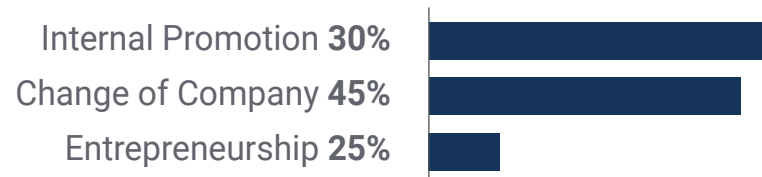
*Thanks to this program, you will receive a large number of job offers with which you will be able to start your professional growth.*

*The best way to achieve professional change is to update your knowledge and skills. So don't miss the opportunity to study at TECH.*

### When the change occurs



### Type of change



## Salary increase

---

This program represents a salary increase of more than **25%** for our students.



09

# Benefits for Your Company

The Postgraduate Certificate in Medical Management of Central Services contributes to raising medical staff talent and, consequently, that of your organization to its maximum potential through learning oriented to high-level leaders.





“

*Keeping up to date whatever your professional field is important, but if the healthcare system depends on your work, it is vital you specialize in order to give the best of yourself to your organization”*

Developing and retaining talent in companies is the best long-term investment.

01

### **Intellectual Capital and Talent Growth**

The executive will introduce the company to new concepts, strategies, and perspectives that can bring about significant changes in the organization.

---

02

### **Retaining high-potential executives to avoid talent drain**

This program strengthens the link between the company and the executive and opens new avenues for professional growth within the company.

03

### **Building agents of change**

The manager will be able to make decisions in times of uncertainty and crisis, helping the organization overcome obstacles.

---

04

### **Increased international expansion possibilities**

Thanks to this program, the company will come into contact with the main markets in the world economy.



05

### **Project Development**

The manager can work on a current project or develop new projects in the field of R&D or Business Development within their company.

---

06

### **Increased competitiveness**

This Postgraduate Certificate in Medical Management of Central Services will equip students with the skills to take on new challenges and drive the organization forward.

# 10 Certificate

The Postgraduate Certificate in Medical Management of Central Services guarantees you, in addition to the most rigorous and updated training, access to a Postgraduate Certificate issued by TECH Global University.



“

*Successfully complete this training and receive your university degree without travel or laborious paperwork”*

This program will allow you to obtain your **Postgraduate Certificate in Fundamentals and Techniques in Flavor Creation** endorsed by **TECH Global University**, the world's largest online university.

**TECH Global University** is an official European University publicly recognized by the Government of Andorra ([official bulletin](#)). Andorra is part of the European Higher Education Area (EHEA) since 2003. The EHEA is an initiative promoted by the European Union that aims to organize the international training framework and harmonize the higher education systems of the member countries of this space. The project promotes common values, the implementation of collaborative tools and strengthening its quality assurance mechanisms to enhance collaboration and mobility among students, researchers and academics.

This **TECH Global University** title is a European program of continuing education and professional updating that guarantees the acquisition of competencies in its area of knowledge, providing a high curricular value to the student who completes the program.

Title: **Postgraduate Certificate in Fundamentals and Techniques in Flavor Creation**

Modality: **online**

Duration: **6 weeks**

Accreditation: **5 ECTS**



\*Apostille Convention. In the event that the student wishes to have their paper diploma issued with an apostille, TECH Global University will make the necessary arrangements to obtain it, at an additional cost.



## Postgraduate Certificate Medical Management of Central Services

- » Modality: online
- » Duration: 6 weeks
- » Certificate: TECH Global University
- » Credits: 5 ECTS
- » Schedule: at your own pace
- » Exams: online

# Postgraduate Certificate Medical Management of Central Services

