INSTITUTO POLITÉCNICO DE BRAGANÇA

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| Course Unit | Administration and Management in Health | | | Field of study | Management and administration | | |
| Bachelor in | Nursing | | | School | School of Health | | |
| Academic Year | 2021/2022 | Year of study | 1 | Level | 1-1 | ECTS credits | 5.0 |
| Type | Semestral | Semester | 2 | Code | 9501-699-1201-00-21 | | |

| Workload (hours) | 135 | Contact hours | T - | TP 60 | PL - | TC - | S - | E - | OT - | O - |
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T - Lectures; TP - Lectures and problem-solving; PL - Problem-solving, project or laboratory; TC - Fieldwork; S - Seminar; E - Placement; OT - Tutorial; O - Other

Name(s) of lecturer(s): Eugénia Maria Garcia Jorge Anes

## Learning outcomes and competences

At the end of the course unit the learner is expected to be able to:
1. To know and understand the organization and management of the health systems
2. To describe the health care circuit
3. To know and understand the administration and management of the health care organizations, contributing for the quality of health care
4. To understand health politY and the new organizational contexts.
5. To characterize the legal framework of the Nursing activity

## Prerequisites

Before the course unit the learner is expected to be able to:
None

## Course contents

Business Management. Organization and management of health care systems. Systems Information. Systems Data Security. Health Planning. Health Economics. Quality in health. Health responsibility. Nursing career. Professional Work Regulation (REPE). Professional development model Legal contracts. Rights and Duties of nurses. Curriculum vitae. Nurses unions and Nurses associations

## Course contents (extended version)

1. Health administration
   - Management of companies a) The company; b) Thinking in management;
   - Organization and management of health systems a) Financing b) Providing c) SNS d) OCDE
   - Infiormation system a) Information systems in health
   - Data Protection in Health
   - Health planning
   - Health economics
   - Quality in health
   - Health responsibility
2. Integration of Professional Life
   - REPE-Regulation of professional practice in nursing.
   - Nursing Career. Legislation applied to the Professional Practice
   - Quality in nursing. Quality standards in nursing.
   - Performance Evaluation
   - Curriculum vitae - Guidelines
   - Trade Union Association and Order of Nurses

## Recommended reading


1. Martin, V. , & Henderson E. (2004). Gestão de unidades de saúde e de serviços sociais. Lisboa: Monitor.
2. Silva, M. G. (2013). Gestão da Qualidade em Cuidados de Saúde. Lisboa: Monitor.
3. Sherman, F. ; Goodman, A. C. & Miron, S. (2013). The economics of health and health care. Boston: Pearson
4. Paiva, A. (2006). Sistemas de informação em enfermagem: uma teoria explicativa da mudança. Coimbra: Formasau.
5. Decreto-Lei n. º 71/2019. Carreira Especial de Enfermagem. Diário da República, 1.ª série — N.º 101 — 27 de maio de 2019


## Teaching and learning methods

Theoretical exposition, group work, text analysis and discussion. Accompanied creation of themed essays, Self-guided study, based on detailed descriptions of expected results and competences.

## Assessment methods

1. Normal Avaliation - Administration and management - (Regular, Student Worker) (Final)
   - Intermediate Written Test - 75% (Test)
   - Practical Work - 25% (Work Group)
2. Global Exam - (Regular, Student Worker) (Supplementary, Special)
   - Final Written Exam - 100% (Exam)

## Language of instruction

Portuguese

## Electronic validation

| Eugénia Maria Garcia Jorge Anes | Ana Fernanda Ribeiro Azevedo | Ana Maria Nunes Português Galvão | Adília Maria Pires da Silva Fernandes |
|---|---|---|---|
| 10-03-2022 | 14-03-2022 | 14-03-2022 | 14-03-2022 |

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