



JC School of Public Health and Primary Care
Faculty of Medicine
The Chinese University of Hong Kong

Short Courses in Master of Science in Health Services Management (2023-2024 Term 3 & Summer Term)

BACKGROUND

JC School of Public Health and Primary Care, The Chinese University of Hong Kong offers courses and degrees across all areas of public health practice. We offer all students grounding in professionally recognized competencies and in areas increasingly recognized as core to public health. We also offer courses in areas of special interest – including epidemiology, environmental health, health promotion, health management.

Short courses are available either as standalone opportunities or as a component part of certificate, diploma or degree programmes within JC School of Public Health and Primary Care. They aim to provide continuing education opportunities for those interested in health and healthcare.

For further information website: www.sphpc.cuhk.edu.hk

ORGANIZER

The short course is organized by Master of Science in Health Services Management, JC School of Public Health and Primary Care, The Chinese University of Hong Kong.

PROGRAMME OBJECTIVES

To provide training including public health perspectives and skills necessary to assume effective leadership in public health practice, reflecting the three domains of health improvement, health protection and health service quality.

ADMISSION REQUIREMENTS

A bachelor's degree preferably in medicine or an approved related field. For non-professional degree holders, honours not lower than second class are required.

TEACHING FACULTY

- Courses will be taught by the academic staff, and the affiliated local and international staff, of JC School of Public Health and Primary Care.
- To meet the multi-disciplinary demands of the curriculum, JCSPHPC engages teaching staff from local faculties of nursing, economics, law, pharmacy, business, journalism, geography, and social sciences. We also engage outside experts and collaborate extensively with stakeholders in public health practice, such as the Department of Health, Hospital Authority, Food and Environmental Hygiene Department, and other public institutions.
- JCSPHPC will continue to capitalise on its long established network of international schools of public health (e.g. Johns Hopkins University; University of Oxford; London School of Hygiene and Tropical Medicine; Peking University; and Fudan University), as well as an extension network of public health institutions such as the US Centres for Disease Control and Prevention (US CDC), Chinese Centre for Disease Control and Prevention (CDC China), Shenzhen CDC, Bureau of Health of Shenzhen Municipality, and British Columbia Centre for Disease Control (BC CDC) of Canada.

LANGUAGE

English will be used as the language for instruction.

RECOGNITION

CME Accreditation

ASSESSMENT

Students are required to obtain a ‘satisfactory pass’ in the assessment for the specified module(s). Upon satisfying these requirements, the “Certificate of Completion” for the selected module will be awarded.

Students who attended at least 75% of the lectures, seminars, tutorials, and practical sessions but did not take the assessment would be awarded a “Certificate of Attendance” instead.

Course Pattern

Course Code	Module	Unit	Duration	Page No.
<i>Term 3 Mar 2024 – Jun 2024</i>				
HSYS5012	Human Resource Management	3	Mar - Jun 2024	4
HSYS5013	Financial Management	2	Mar - May 2024	5
<i>Summer Term Jun 2024</i>				
HSYS5021	Advanced Organization Management	1	Jun 2024	6

HSYS5012 Human Resource Management

Course Coordinator: Prof. CT Hung

(3 credits)

Course Description

This course aims to introduce the major issues and concepts of human resource management in the healthcare setting, so as to develop students' capabilities in analyzing and solving related problems to achieve system or organizational objectives. Working experience in healthcare and some knowledge of how the local health system operates would help understanding of the topics discussed in class. 3 years working experience is preferable.

Learning Outcomes/Objectives

Student should be able to:

1. Understand the strategic significance and major aspects of human resource management in relation to achieving healthcare objectives
2. Understand the nature and behaviour of health professionals and their implications on management
3. Apply the principles of manpower planning, recruitment, compensation and retention to ensure proper provision of human resources
4. Apply appropriate principles of motivation, teamwork and performance management to achieve organizational and personal goals
5. Understand the legal and ethical principles of human resource management practices to protect staff and the organization

Course Schedule

Session	Date	Time	Venue
1	13 Mar 2024 (Wed)	18:30-21:30	JC School of Public Health and Primary Care, Prince of Wales Hospital, Shatin
2	20 Mar 2024 (Wed)		
3	27 Mar 2024 (Wed)		
4	3 Apr 2024 (Wed)		
5	10 Apr 2024 (Wed)		
6	17 Apr 2024 (Fri)		
7	24 Apr 2024 (Wed)		
8	8 May 2024 (Wed)		
9	22 May 2024 (Wed)		
10	29 May 2024 (Wed)		
11	5 Jun 2024 (Wed)		
12	12 Jun 2024 (Wed)		

Fee

Application Fee: \$100

Course Fee: \$15,600

HSYS5013 Financial Management

Course Coordinator: Prof. Nancy Tse

(2 credits)

Course Description

This course focuses on essential competencies of health services managers to understand, interpret and manage financial resources. It covers basic knowledge and concepts in Management Accounting and Financial Management. Topics include basic accounting principles, financial statements and their interpretation, financial performance, risks and corporate governance, budget planning and management, costing and benchmarking, financing of healthcare services, financial decision making, and common pitfalls. 3 years working experience is preferable.

Learning Outcomes/Objectives

Student should be able to:

1. develop sufficient familiarity and understanding of basic concepts of financial management in health care organizations
2. be cognizant of the need for competent financial management in managing health care services
3. be aware of tools and techniques that can be used for financial management
4. have a good understanding of the role of finance managers in the health care organization and be able to evaluate the performances

Course Schedule

Session	Date	Time	Venue
1	4 Mar 2024 (Mon)	18:30-21:30	JC School of Public Health and Primary Care, Prince of Wales Hospital, Shatin
2	11 Mar 2024 (Mon)		
3	18 Mar 2024 (Mon)		
4	25 Mar 2024 (Mon)		
5	8 Apr 2024 (Mon)		
6	15 Apr 2024 (Mon)		
7	22 Apr 2024 (Mon)		
8	6 May 2024 (Mon)		

Fee

Application Fee: \$100

Course Fee: \$10,400

HSYS5021 Advanced Organization Management

Course Coordinator: Prof. CT Hung

(1 credit)

Course Description

This course aims to equip students with a more in-depth knowledge in organizational management by going into areas of organizational health and organizational culture. Organizational health and organizational culture are important and related concepts affecting the performance of the organization with respect to external and internal stakeholders. The course emphasizes on learning through reflection and practical application of key concepts in organizational health and culture supported by case studies. 3 years working experience is preferable.

Learning Outcomes/Objectives

Student should be able to:

1. Understand the broad base of knowledge and key concepts in organizational health and organizational culture.
2. Apply the knowledge and learning to appraise the problems the student faces in day-to-day management and operations in healthcare organizations

Course Schedule

Session	Date	Time	Venue
1	9 Jun 2024 (Sun)	10:00-13:00	JC School of Public Health and Primary Care, Prince of Wales Hospital, Shatin
2	9 Jun 2024 (Sun)	14:00-17:00	
3	23 Jun 2024 (Sun)	10:00-13:00	
4	23 Jun 2024 (Sun)	14:00-17:00	

Fee

Application Fee: \$100

Course Fee: \$5,200



**Short Courses in
Master of Science in Health Services Management
(2023-24)
APPLICATION FORM**



Please complete this form in **BLOCK** letters and return before at least 2 weeks before the programme commence.

Title: Prof. Dr. Mr. Ms

Sex: M F

Name : (In English) (In Chinese)
Surname Given name

HK Identify Card No. (Passport No Country *if you do not have a HK ID Card*)

Address:

Tel: Mobile Fax: Email address:

Academic Qualifications

Institution & Location	Date of Attendance (From / To)	Major/Minor	Diploma/Degree
_____	_____	_____	_____
_____	_____	_____	_____

Professional Qualifications

Professional Qualification	Awarding Institution / Country	Date of Award
_____	_____	_____
_____	_____	_____

Working Experience (Please list your current job first)

Institution and Location	Position	Date From / To
_____	_____	_____
_____	_____	_____

Application for (please select as appropriate):

Course Code	Module	Credit	Fee	Please "√"
<i>Term 3 Mar 2024 – Jun 2024</i>				
HSYS5012	Human Resource Management	3	\$ 15,600	
HSYS5013	Financial Management	2	\$ 10,400	
<i>Summer Term Jun 2024</i>				
HSYS5021	Advanced Organization Management	1	\$ 5,200	

Payment: Application Fee HK\$100.00 (Cheque no.)

Remarks:

- No refund will be made after receipt of payment.
- Acceptance of application is subject to availability.
- A student visa is required if applicant do not have the right of abode/right to land in Hong Kong.

I declare that the information given in support of this application is accurate and complete, and understand that any misrepresentation will result in the disqualification of my application for admission.

Signature

Date

Notes for Applicants

1. Submission of Application Form

The completed application and supporting documents should be sent to the following address with **an application fee of HK\$100.00** (A crossed personal cheque or bankdraft made payable to: “The Chinese University of Hong Kong”).

MScHSM Programme Office (Short course)
Room 202, 2/F, JC School of Public Health and Primary Care,
Prince of Wales Hospital,
Shatin, N.T., HONG KONG.

2. Documents to be submitted

One photocopy of certificates of academic/professional qualifications (e.g. diploma/ certificates or other qualifications).
Original documents must NOT be sent.

3. Application Deadline

This application form should be completed and returned **at least TWO weeks before** the programme commences.

4. Selection Process

Applicants will be notified of the application result when the Programme concerned has made its decision.

5. Tuition Fee Payment

Students are required to pay full tuition fee before the course commences. The tuition fee, once paid, is **non-refundable or non-transferable**.

Payment(s) can be made by a crossed cheque or bankdraft, payable to “The Chinese University of Hong Kong”

Application Fee:	HK\$100.00
Course Fee:	In modular basis

Information and Enquiries

Address :

Room 202, 2/F, JC School of Public Health and Primary Care,
Prince of Wales Hospital, Shatin, N.T., Hong Kong

MScHSM Programme Office

Tel: (852) 2252 8428 / 2252 8448

Fax: (852) 2145 7489

Email: healthadmin@cuhk.edu.hk

The Programme reserves the right to cancel the course if the number of registered students is insufficient or for other unanticipated reasons.

The information in this brochure is correct at the time of production (Jan 2024), and is subject to review and change.

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