

Micro-Credential Program on Healthcare Management

Introduction

The **Canadian College for Healthcare and Pharmaceuticals** offers a **Micro-Credential on Healthcare Management program** designed to provide an all-encompassing approach to managing healthcare practices within medical offices. This program emphasizes the vital services provided by healthcare professionals, including advanced, evidence-based management techniques, education for staff, cost control, quality enhancement, development of care protocols, risk reduction, and efficient resource utilization.

Who Should Take the Course

The required and preferred criteria for those seeking to register for this micro-credential program are:

Required (any of the three):

- Ontario Secondary School Diploma (70% score or higher in University English, Maths and Biology)
- Post-secondary certificate or Diploma in Health Sciences (e.g., PSW Certificate)
- Internationally Educated Health Professionals

Preferred (any of the following):

- Health professionals who are interested in health data analytics
- Clinical research professionals
- Undergraduate and post-secondary students in health and life sciences
- High School Students with Sciences and experience in healthcare delivery

Program Specialty

This program emphasizes the dual necessity of clinical excellence and strategic business planning in establishing a successful wound care practice. It highlights the importance of creating a business plan for new initiatives within the program, aiming to enhance patient care, streamline operations, and foster interdisciplinary collaboration for the betterment of patient outcomes in wound care.

Program Outline

The program covers the following topics:

- Day 1: Medical Office Practice & Assisting; Canadian Healthcare System; Asepsis and Infection Control (5 hours)
 - a. Introduction to medical office practices
 - b. Overview of the Canadian healthcare system
 - c. Principles of asepsis and infection control
- Day 2 & Day 3: Medical Terminology Review (9 hours)
 - a. Comprehensive review of medical terminology
 - b. Understanding medical terms and their applications
- Day 4: Phlebotomy (6 hours)
 - a. Techniques and procedures for phlebotomy
 - b. Safety and infection control in phlebotomy
- Day 5 & Day 6: EMR and OHIP Billing (10 hours)
 - a. Introduction to Electronic Medical Records (EMR)
 - b. OHIP billing procedures and practices
- Day 7: MS Office Tools (5 hours)
 - a. Utilizing MS Office tools for healthcare management
 - b. Practical applications in medical office settings
- Day 8: Intramuscular Injection (5 hours)
 - a. Techniques for administering intramuscular injections
 - b. Safety and best practices

Learning Outcomes

The program provides comprehensive background knowledge and skills in healthcare management. It equips learners with the necessary tools and strategies to confidently engage in evidence-based management within a multidisciplinary team. By the end of the program, participants will be able to manage various aspects of medical office practice effectively, reducing the risk of complications and improving patient outcomes.

Course Duration

- Instructor-led Zoom sessions on six weekdays – 4:30pm-9pm (27 hours)
- In-person – Two Sundays (12 hours) from 10 am to 4 pm

Practicum Details

The program includes live learning sessions and workshops that incorporate practical, hands-on exercises. It combines both Knowledge-Based and Practice-Based Learning Activities to provide participants with current and practical information and instructions.

Funding

Information about funding options, scholarships, and financial aid for this program can be found on the college's website or by contacting the admissions office.

Upcoming Start Dates

The program has six intakes in 2025:

- **Intake 1:** May 27 – June 7
 - In-Person days: May 31 & June 7
 - Online days: May 27, 28, 29, 30, June 3, 4, 5, 6
- **Intake 2:** July 29 – August 10
 - In-Person days: August 3 & August 10
 - Online days: July 29, 30, 31, August 5, 6, 7
- **Intake 3:** September 30 – October 12
 - In-Person days: October 5 & October 12
 - Online days: September 30, October 1, 2, 7, 8, 9
- **Intake 4:** November 18 – November 30
 - In-Person days: November 23 & November 30
 - Online days: November 18, 19, 20, 25, 26, 27

Other Details

For more information about the program, including admission requirements, application process, and course fees, please visit the college's website or contact the admissions office.

FAQs

Q: What are the prerequisites for this program? A: The program is designed for health science students and graduates who would like to work in medical offices.

Q: How long is the program? A: The total duration of the program is 40 hours, divided into instructor-led Zoom sessions and in-person workshops.

Q: Are there any practical projects included in the program? A: Yes, the program includes practical, hands-on exercises during live learning sessions and workshops.

Q: What funding options are available for this program? A: Information about funding options, scholarships, and financial aid can be found on the college's website or by contacting the admissions office.