

SYLABUS

<b>Subject:</b>	Management of Dental Practice		
<b>Study programme:</b>	<i>Dental Medicine</i>	<b>Semester:</b>	<i>10. semester</i>
<b>Valuation:</b>	<i>absolved</i>	<b>Obligation:</b>	<i>obligatory</i>
<b>Number of hours:</b>	<i>1 h.lectures a 1 h.practicals / week</i>		<i>28 hours</i>

**Place: Department of Stomatology and Maxillofacial surgery, Akademia Kosice,n.o.  
1 st Department of Stomatology  
Department of Stomatology and Maxillofacial surgery**

**12.06.2022 – 16.06.2022 8:00-12:00**

<i>Week</i>	<i>Lectures</i>	<i>Practical</i>
1.	Introduction. Definition of basic concepts. Health care, health systems, health care providers, health insurance. Functioning health systems.	Introduction. Definition of basic concepts. Health care, health systems, health care providers, health insurance. Functioning health systems.
2.	Defining basic components. Management, manager, organization. Health Management System, dental health care. Management functions, Years and skills in dentistry. Health organizations. Environment organizations. External environment. Internal environment of healthcare organizations. Organizational structure and management philosophy.	Defining basic components. Management, manager, organization. Health Management System, dental health care. Management functions, Years and skills in dentistry. Health organizations. Environment organizations. External environment. Internal environment of healthcare organizations. Organizational structure and management philosophy.

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3.	<p>Manager, as an essential management function and it's use in the management of healthcare organizations. Planning and time management. Organization of dental health care. Management and control.</p>	<p>Manager, as an essential management function and it's use in the management of healthcare organizations. Planning and time management. Organization of dental health care. Management and control.</p>
4.	<p>Management skills necessary to manage dental care. The delegation of activities and powers. Management workshops. Troubleshooting. Management skills necessary to manage dental care. Communication skills. Decisions.</p>	<p>Management skills necessary to manage dental care. The delegation of activities and powers. Management workshops. Troubleshooting. Management skills necessary to manage dental care. Communication skills. Decisions.</p>
5.	<p>Management, repairs and modifications, as an important part of healthcare management, specifications of management in the dental health care. SWOT and TOWS analysis and for use in the management of health organizations, including the dental practice</p>	<p>Management, repairs and modifications, as an important part of healthcare management, specifications of management in the dental health care. SWOT and TOWS analysis and for use in the management of health organizations, including the dental practice.</p>
6.	<p>Quality management, essential part of the management of healthcare organizations. Methods of measuring the quality of health care.</p>	<p>Quality management, essential part of the management of healthcare organizations. Methods of measuring the quality of health care.</p>

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7.	Selected - assigned topic, presentation of individual students. Evaluate feedback. Final rating. <b>TEST FOR LECTURES</b>	Selected - assigned topic, presentation of individual students. Evaluate feedback. Final rating. <b>TEST.</b>
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**Specific conditions for passing the subject:**

Completion of 100% participation in practical exercises and lectures. Continuous review with a record of assessment during clinical teaching. Passing a test from lectures with a minimum rating of 60%.

Final test with a grade of at least 60%.

**References:**

Angerer, Alfred, New Healthcare Management, 2021, MWV Medizinisch Wiss. Ver, 39465596

Amelung, Volker Eric, Healthcare Management, 2014, Springer, Berlin, 39465596

Rattan Raj, Making Sense of Dental Practice Management, 1996, Taylor & Francis, ISBN13 (EAN): 9781857750171,