



Syndicate of Hospitals in Lebanon - ESA: Training Program April – September 2010

Training Content	Target
Topic 1. How to prepare your accreditation	
1. How to prepare your accreditation - To prepare your department's or unit's accreditation - To reactivate the committees (ethics, procurement, infection control, operating room, continuous education, patient record...)	Hospitals Managers, Medical Directors, Nursing Directors Quality Managers, Chairmen of Medical Departments and Head of Divisions
Topic 2. Support and training of Clinical Practice Assessment CPA and Patient Safety PS	
2. To prepare the new chapters of accreditation: Clinical practices assessment + Patient Safety (actions plan, choice projects, follow-up and self-assessment).	Any hospital agent which is concerned by the new accreditation process, Medical Directors, All clinical doctors, Leaders PS, CPA
Topic 3. Support and training of standards and improvement opportunities	
3. Strategic Planning (from conception to implementation)	Administrative Managers, Medical Directors, Nursing Directors Chairmen of Medical Departments and Head of Divisions Quality Managers and Human Resources Managers
4. Operating room and ICU management	Medical and nursing staff of the operating room and the ICU Anesthetists Responsible of sterilization units Members of relevant committees (Infection Control Committee of the Operating room, morbidity and mortality, etc.).
5. Medical Administration	Administrative Managers, Medical Directors, Nursing Directors Chairmen of Medical Departments and Head of Divisions Quality Managers and Human Resources Managers Members of relevant committees (medical, ethics, CPA...)
6. Patient Record Management	IT Managers, Medical Directors, Nursing Directors, Quality Managers Members of relevant committees (patient record, risk managements...)
Topic 4. Performance and accreditation follow-up	
7. A successful self-assessment (vertical and horizontal)	Doctors or Staff involved in the new accreditation process and self-assessment
8. Becoming a quality auditor	Doctors or Staff involved in the new accreditation process and audit
9. To Master its IT and performance indicators	IT Managers, IT Project Managers, Quality managers, and any doctor or Staff involved in IT and performance indicators

A syllabus for each training session with objectives, content, target, pedagogic methods, language and lecturer's biographies will be completed by ESA and reviewed by the CTAH President, the Syndicate of Hospitals and the Ministry of Public Health.